

Human Resources Officer

for

Sam Sample

Produced by Selby & Mills in partnership with

Example Organisation

Report Date **Thursday 18th September 2014**

Norm Group = **General population**

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The results are presented as stems where a score of 1 is low and 10 is high.

They are colour-coded; the darker the colour the higher the score and the stronger the persons preference.

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Prospect House, Prospect Place, Beechen Cliff, Bath BA2 4QP United Kingdom
Phone +44 (0)1225 311399 Email info@selbymills.co.uk

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STRUCTURE

8

They prefer clear work structures, status and objectives. When these are in place they feel they work most effectively. They may be unsettled by prolonged change and uncertainty.

Suggested interview questions

- Communication with colleagues can be formal or informal. Tell me when you think each type would be most appropriate.
- Tell me how being provided with objectives might enable you to focus on achieving results.
- Knowing what the objectives of a task are may aid work by providing direction for the individual completing the task. Tell me about a time where being provided with objectives has helped you to achieve success in the workplace.
- Achieving results provides most people with a sense of satisfaction. Tell me how you typically celebrate a workplace success. Provide an example of a specific time where you have celebrated a success.

COMMUNICATION STYLE

2

May be cautious and intuitive, not always being easily understood by others, particularly those who do not share job responsibilities. May find it uncomfortable to confront other people.

Suggested interview questions

- Using logic to make decisions is an important ability for many workplaces. Tell me about a time where you have used logic in determining how to act or behave in a situation in the workplace. Describe the situation, your actions, and the outcome.
- Being critical of colleagues may damage their confidence or motivation. How can you confront a poorly-performing colleague in such a way that this does not occur?
- Tell me how your workplace behaviour reflects logical thinking. What characteristics do you possess that make you able to use logic effectively?
- Tell me about an occasion where you have used a logical approach in resolving an issue or completing a task.

EMPATHETIC

4

Is sometimes not aware of others' feelings and can sometimes ignore them when dealing with them.

Suggested interview questions

- Tell me what you consider to be empathetic behaviour. Provide an example of a time where you have behaved in this manner within the workplace.
- Empathy towards your colleagues can be a valued trait in individuals. Tell me about a time where you believe that your behaviour in the workplace has displayed empathy.
- Tell me about an occasion where the feelings of a colleague have influenced your decision on a matter. Was this appropriate? What might you do differently in future?
- Describe your general approach towards colleagues in the workplace. Are you willing to consider the personal feelings of colleagues when making a decision?

FIRM BUT FAIR

4

They maintain generally high standards but may ask more of themselves than they do of others. They may be easy-going with those with whom they are familiar and a little harsher with some of the others.

Suggested interview questions

- The standards an individual sets for themselves may be different from the standards they set for others. How high are the standards that you set for colleagues in comparison to those you set for yourself? Why?
- Judging colleagues by their performance is probably the fairest way of judging their suitability for their role. How might you ensure that individuals are held accountable for their mistakes or shortfalls in a working environment? Provide an example of a time where you have criticised a colleague. Why did you feel this was necessary?
- Maintaining high standards of discipline may result in an increased level of motivation to do well. An environment which is too strict however may de-motivate people. How might you be able to strike a balance between the two? Tell me about how you would attempt to do this in the workplace. Provide examples from your previous roles if you can.
- Tell me about what makes you suitable to be placed in a management role. Specifically, talk about the way you might discipline colleagues and how you determine how highly standards should be set.

PEOPLE DEVELOPMENT

2

This is not a general priority for them and it would be useful if they could bear in mind the need to focus on their career development as a priority along with other work activities.

Suggested interview questions

- What are the best ways of an individual developing and achieving their full potential? How can you assist a colleague to achieve their potential?
- Achieving long-term career goals requires patience. Tell me about some of your long-term career goals and when you think it is realistic that these will be achieved.
- Provide an example of a time where you have helped a colleague or acquaintance achieve their potential. Tell me about what you did which helped the colleague.
- Provide an example of a time where you have actively strived to achieve a long-term career goal. How much emphasis do you place on achieving your career goals in comparison to the goals of the organisation you represent?

DETAIL CONSCIOUS

10

Very strongly attracted to and suited for work which involves the accurate handling of administrative matters and detail.

Suggested interview questions

- Detailed tasks can be difficult to complete while remaining fully focused. Tell me how you ensure that your attention does not waiver when completing tasks of this nature. Describe an occasion where you have completed an administrative task to an exemplary standard.
- Some people prefer administrative tasks to those of a less detailed manner. Tell me about your preferences in this regard. Are you comfortable completing detailed tasks? What makes this so?
- Completing administrative tasks may be more attractive for some people than for others. What do you enjoy about administrative tasks? Is this enough for you to prefer administrative tasks over those of a practical nature?
- Do you feel as if you are suited to completing tasks of an administrative nature? What characteristics do you possess which deem this so?

PRIORITY MANAGEMENT

3

Establishes a range of priorities and organises tasks and delivery deadlines with these in mind.

Suggested interview questions

- Priority work should generally be considered more important than other work. How do you ensure that low-priority work is still completed to a high standard? Provide an example of a specific instance where you have put a lot of effort into a low-priority task.
- Imagine you are in a situation where one task has been given priority over another. How might you behave differently in completing the two tasks? Tell me about your general approach towards priority tasks; what do you do to ensure that they are completed to a high standard?
- Time constraints can sometimes adversely affect the quality of work produced. What might you do to ensure that this does not happen in your role? Provide an example of an occasion where despite time constraints, you produced high quality work.
- The work rate of individuals may sometimes be guided by how much priority is placed on the task at hand. Describe the last time a high priority task required a high work-rate. Tell me about the situation, your action, and the outcome.

RISK AVERSION

7

Generally pursue core job role requirements with little tendency to vary from these.

Suggested interview questions

- Provide an example of a time where you have acted counter to priority. Why was this necessary?
- Tell me about your general attitude towards 'priorities'. Are you likely to deviate from these once they have been set? When are you most likely to do so? When are you least likely to do so?
- Imagine you have an opportunity to partake in work which is outside of your typical job remit. Are you likely to do so? Provide an example of a time where you have done just so.
- Changing priorities may allow an individual to complete what they feel is most important at the given moment. This however may harm the performance of others who have used the priorities as a guide for their own behaviour. Have you ever felt the need to change priorities at short notice? If so, what necessitated the changes?

This is the end of your report.

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