

Management Accountant

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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COST CONTROL

8

Concerned to control costs and provide clients with value for money.

Suggested interview questions

- Controlling your costs or the cost of a project is important to the overall profitability of an organisation. What methods do you employ that ensure you keep costs down in your workplace performance?
- Provide an example of a time where you have provided value for money for a client. Describe the scenario, the action taken, and the short-term and long-term outcome.
- Providing clients with value for money increases the chances of repeat business. What do you do to ensure that the customer or clients' needs are met while still being good value for money?
- Providing clients with a quality service is important. Also important is ensuring that costs are kept to a minimum. How might you balance the two when dealing with a client?

VIGILANCE

4

Will maintain generally high standards, although they will not be consistent if the issue is perceived to be a lower priority. May be expedient with what they believe to be less important. Generally helpful and understanding of others, unless they disagree with their approach.

Suggested interview questions

- In a working year there may be times that could be considered 'busy periods'. During more quiet periods, how do you ensure that the standards you set for yourself and others remain high? Provide an example of a standard you have set for yourself previously. Did you reach this standard?
- Performing to a consistently high level can be difficult as some would say that performing well on high priority tasks is more important than on low priority tasks. Do you agree? Why?
- Behaving in a consistent manner allows colleagues to build an impression of you. Tell me about a time where you have behaved in a way which colleagues might have deemed 'predictable' for you.
- Being helpful with colleagues may lead to reciprocity. Describe an occasion where you have gone beyond the call of duty to assist a colleague in the workplace.

INFLUENTIAL

5

Comfortable influencing others to own point of view, avoiding resentment by others. Will compromise under pressure rather than get into conflict.

Suggested interview questions

- Describe the typical approach you might use when attempting to influence the decision of a colleague or client. Provide a specific example of a time where you have employed this method. Was it successful?
- Imagine you are involved in a workplace dispute. Tell me about how you would attempt to reach a resolution. Provide an example of a workplace dispute you have been involved in previously and describe how it was resolved.
- Imagine you are in a situation of conflict with a colleague in the workplace. How might you go about resolving the conflict?
- Influencing the decisions of others can allow an individual to manipulate workplace issues in their favour. Tell me about when you believe influencing a decision of colleague to be most important. Tell me when you would definitely not attempt to influence a colleague's decision.

DETAIL CONSCIOUS

10

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

Suggested interview questions

- 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?
- Attention to detail is important when completing administrative tasks. Tell me how you ensure that you remain focused when completing repetitive tasks. Provide an example of a time where you have completed a detailed task to a high standard. How did you ensure that you avoided mistakes in this instance?
- Describe your general attitude towards administrative tasks. Do you prefer these to tasks of a practical nature? Why is this?

LOGIC AND ANALYSIS

4

Evaluates data within the immediate constraints and current resources. Investigates the present symptoms before devising an action plan.

Suggested interview questions

- Describe how you typically approach a workplace issue with regard to making decisions. What factors are you likely to consider before making a decision?
- Evaluating all possible outcomes and scenarios can be difficult for many people. Provide an example of a decision you made in the workplace which resulted in a success which had no adverse consequences.
- Provide an example of a time where you have used data in order to make a decision. How did you ensure the data was accurate, and relevant? Tell me about the scenario, your actions, and the outcome.
- How important are past experiences when making decisions? Tell me about a time your past experience has influenced a decision you have made. Was the past experience beneficial in this instance?

RESPONSIVENESS

6

They respond to issues which they believe they can resolve effectively and where they have a commitment to the person concerned. They are also capable of asserting their own priorities and allowing someone else to deal with the problem.

Suggested interview questions

- Describe how quickly you respond to a workplace issue. Provide an example of a time you thought it was necessary to react quickly to an issue. Why was this? What did you do?
- In what ways do you typically resolve workplace issues? Some people may believe it is better to resolve issues quickly, whereas others may believe it is better to resolve issues once the full information is available. Where do you stand on this matter?
- Acting consistently allows others to build an impression of you, but it may be important to work using a situational approach. Tell me about your attitude towards this; which of these approaches does your behaviour most closely represent? What are the benefits of working in this way?
- Tell me about how you might typically respond to a request for assistance from a colleague. Provide an example of a time where you have assisted a colleague on a matter of urgent importance. How did your behaviour differ from that which might be expected if assisting a colleague with a matter of limited importance?

COPE WITH PRESSURE

8

Is consistent in performing under pressure, and is relatively calm in adversity or disappointment.

Suggested interview questions

- Many workplace responsibilities include deadlines for work. Tell me about how you ensure deadlines are met. In what ways can you deal with the pressure a deadline creates?
- Tell me about your levels of performance when under pressure. Are you likely to increase your work-rate? Does your performance suffer in pressurised situations? Describe a time where you have 'thrived' under pressure and achieved results.
- Pressure can influence the actions of individuals in different ways. How does pressure in the workplace affect you? What do you do differently from normal when placed under pressure?
- Adverse circumstances can lead to pressure in workplace situations. Describe a situation where you have met with adversity. Tell me about the situation, the issue(s) encountered, your actions, and the outcome.

FAIRNESS

5

They generally take care not to take on too many commitments and will deliver them effectively. They can relax and enjoy themselves with people with whom they feel comfortable, living for the moment at such times.

Suggested interview questions

- Setting reasonable expectations might motivate colleagues to perform to a high standard. Unreasonable expectations will likely frustrate those they are set for. Provide an example of a time where you set expectations which were deemed appropriate and reasonable to achieve.
- Managing your expectations and the expectations you set for others can be quite a difficult task. Tell me about how you determine what your expectations for yourself and others should be.
- Displaying preferential treatment to one or a number of colleagues might undermine your leadership. Tell me how this can be avoided in the workplace.
- Would you consider self-discipline to be one of your strengths? Tell me about why having high self-discipline can benefit an individual's work performance. Provide an example of an occasion in the workplace where you have displayed high self-discipline.

This is the end of your report.

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