

## **Purchasing Officer**

**for**

**Sam Sample**

**Produced by Selby & Mills in partnership with**

**Example Organisation**

**Report Date Thursday 18th September 2014**

**Norm Group = General population**

This report has been prepared with every care and in good faith. However the interpretation arises from the sum of the candidate's choices and preferences in answering a series of self-report inventories, and should therefore be seen purely as indicative of certain trends in their attitudes at that time.

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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## COPES WITH PRESSURE

8

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

### Suggested interview questions

- 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.
- 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?
- Pressure can affect the performance of individuals, but some people seem to take enjoyment from it. Tell me about your experiences of working under pressure. Talk briefly about how your effectiveness differs between times of pressure and more relaxed times.
- Disappointments in the workplace can have differing effects on an individual's performance. Tell me about how you typically react to a workplace disappointment. Describe a specific example which provides support for this description.

## DEDUCTIVE REASONING

6

Logical and thorough approach to problem solving, quick to resist irrelevant data. Such people will seek out logical and convergent information, in order to carry out effective analyses of issues in order to produce reasoned decisions.

### Suggested interview questions

- Tell me about a time where you made a workplace decision in your typical manner. Describe the situation, your decision making process, the action you took, and the outcome.
- Using logic to analyse situations and make decisions can be describe as rational. Tell me why using logic is likely to produce effective and appropriate decisions.
- Information can cloud judgements. Tell me how you ensure that your decisions are based on all of the relevant information and data. Provide an example of a time where you used extraneous knowledge to make a decision in the workplace.
- Tell me about a time where you learned something from making a workplace decision. Describe the situation, your decision, and what it taught you.

## DETERMINED

4

Identifies the main priority and sticks effectively to it. Under pressure performance may decline slightly and systematic approach may also decline.

### Suggested interview questions

- Tell me how you might deal with a 'crisis' in the workplace. Talk me through your typical approach to dealing with such a situation.
- Taking a determined attitude into the workplace may mean that issues or problems are dealt with effectively. Tell me about what makes you determined to succeed in the workplace.
- Priority tasks take priority because they are generally more important than others. How difficult is it to distract you from a priority workplace task? Tell me about some of the circumstances when distractions may occur.
- Do you always stick to your main task? Tell me about a circumstance in which you have directed your attention elsewhere from the original priority. What made this course of action necessary?

## HARD WORKING

1

Tends to be multi-focused and easy going, probably reacting rather than initiating. Focus will vary according to issue.

### Suggested interview questions

- Tell me about your experience of setting standards for colleagues in the workplace. How do you determine how high these standards should be set?
- What do you understand by the term 'single minded'? Tell me about a time your behaviour in the workplace has demonstrated single mindedness.
- Tell me how you generally prioritise short-term and long-term matters. Describe a situation where you have had to prioritise the short-term. What did you do?
- Some workplace situations require people to be ruthless in order to achieve results. Tell me about a time where you have been ruthless in order to achieve an objective or target.

## NEGOTIATION

1

May not cling tenaciously to own objective and approaches issues in a win/lose way, failing to understand the need for compromise.

### Suggested interview questions

- Negotiations often involve a need for compromise. Tell me about a situation where you might feel that you cannot compromise from your original requirements. Provide an example of a time where you have successfully negotiated without compromising too much from your original target.
- In which ways might you display your points of view to an individual you are negotiating with? Tell me about an occasion where you have acted thusly.
- Having the ability to negotiate successfully is highly valued in many job roles. Tell me about a time where you have successfully negotiated a matter in the workplace and achieved results.
- Describe an occasion where you have been negotiating with a particular tricky customer or colleague. Describe the situation. Did you manage to achieve your objectives? What did you learn from this experience?

## ORGANISATIONAL ACCEPTANCE

7

Complies with policies and procedures. Will institute changes only after some consultation.

### Suggested interview questions

- Discoveries can be made when people behave in ways which are unconventional or untraditional. Describe a time where an unconventional method proved successful for you? Why was this method deemed unconventional?
- Provide an example of a time where you have acted contrary to an organisational policy. Tell me about the situation, why you acted in this way, and the outcome of your actions.
- Tell me about a time where you have acted in accordance with organisational policy despite being tempted to act conversely. Describe the situation and what made you act in the way you did.
- Policies are generally set by organisations because they are deemed necessary. When might you be most likely to behave in a way counter to a policy?

## PERSONAL STANDARDS

3

Shares in the setting of standards for staff, but only occasionally monitors them closely; may be aware of short-term conflicts of interest, but generally does not review commitments with the 'big picture' in mind. Is comfortable to accept second place.

### Suggested interview questions

- How do you monitor the performance of those around you? Tell me about how you determine whether colleagues are meeting the standards expected of them.
- Tell me about your experience of setting standards for colleagues in your previous roles. Talk briefly about how high the standards you set for other people are.
- Setting high standards for yourself and your colleagues can be beneficial to performance. Tell me how determine where standards should be set. How do you ensure that the standards you set are not too high?
- Accepting second best may be inevitable in the workplace from time to time. Tell me when you would be willing to accept second best. Provide an example of a time in the workplace where you had no choice but to accept second best.

## 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.
- Having control over which tasks take priority is more important for some people than for others. How important is controlling your own priorities to you? And why?
- 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?
- 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.

## SERVICE ORIENTATION

1

Has difficulty in establishing and maintaining working relationships with client management.

### Suggested interview questions

- Provide an example of a client who you have successfully maintained business with over a long-term period. How did you ensure that their business was repeated? How does repeat business benefit the organisation?
- Gaining a client's business is important, but equally important is to ensure that the business is maintained. In what ways do you ensure that business relationships with clients are sustained over long term periods?
- Providing the best possible service may be a deciding factor for a client. In which ways do you ensure that the service you provide is of a higher standard than competitors? How do you sustain this over a long-term period?
- Tell me how you provide high quality service for clients. What do you do that competitors might not? How do you ensure that the service you provide meets the needs of the clients?

### Suggested interview questions

- Tell me about your experiences of leading a team in your previous roles. Describe some situations in which you have led a team, any problems you encountered, what you did, and the outcome of such group tasks.
- Describe how the quality of your work differs between group projects and those of an individual nature. Do you feel more comfortable in either setting than the other? And why?
- Working effectively alone and as a member of a group can be difficult for some people. Tell me how you adapt your working habits when going from one style to the other. How do your working methods differ between working individually and working as a member of a group?
- Working in groups can lead to some conflict between members. Provide an example of a time where this has occurred. What was the issue that caused the conflict? How did you resolve the issue? What was the outcome? Did this experience lead you to behave differently at all when working in a group?

This is the end of your report.