

Security 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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SECURITY

10

They prefer a clear work role which does not suddenly change. For them, a clear organisational structure and reporting relationship is a corner stone of their security at work.

Suggested interview questions

- Changes in the workplace may unsettle individuals who enjoy stability. Provide an example of a time where you have had to work during a time of change. Tell me about the situation, your actions, and the outcome of any tasks you were completing at the time.
- How important is having a clear role, which does not change, to your effectiveness within the workplace? Are you likely to perform better when your role is stable? Why?
- Clarity about an individual's job role may help them understand what they need to do to succeed. Describe why having a clear role would benefit your performance.
- In certain circumstances, individuals may not have access to clear organisational roles. Tell me about a time where you have worked under ambiguous circumstances. What did you do differently from normal?

LOYAL

6

They are likely to be conscientious and conventional, putting equal weight on commitment to the organisation and self-interest.

Suggested interview questions

- Acting selflessly in the workplace can benefit others who may need help. Describe a time where you have acted in a way which you deem to be selfless.
- Tell me about a time where you have put personal interest to one side in order to help the organisation you were working for. Is this typical of your behaviour?
- Describe a situation where you might put your own personal interest before the needs of the organisation. Tell me about an occasion where you have done this.
- Would those who know you well describe your attitude towards work as conventional? Provide an example of your behaviour that supports this response.

COMMITMENT

2

Expedient and less conventional, putting more value on self-interest than commitment to the organisation.

Suggested interview questions

- Tell me about your typical workplace methods; would you describe them as traditional? Why might conventional methods be beneficial to an organisation? And why might the use of unconventional methods be beneficial to an organisation?
- Do you feel that it is important that individuals show commitment to their organisation? Why?
- How well you deal with difficulties in the workplace can be the difference between success and failure. Tell me about how committed you are to achieving results. What circumstances might be daunting enough to deter effort in achieving a goal?
- 'Conventional workplace attitudes' may dictate that the needs of the organisation take priority over personal needs and that considerable effort will be put in to achieving results. Describe an occasion where you believe your behaviour has represented a 'conventional workplace attitude'.

PERSONAL RELATIONS

1

Their relationships at work are important but will not prevent them from achieving their work objectives. They may be more individual than group oriented.

Suggested interview questions

- Working relationships can be maintained using a variety of different techniques. Describe how you ensure that working relationships are strong and maintained over long-term periods.
- Describe how highly you prioritise personal relationships within the workplace. When might personal relationships have to play second fiddle to an organisational matter?
- Provide an example of a time where a workplace relationship has positively affected your performance.
- Would you be described as popular with colleagues? Tell me why you think this might be.

DETAIL CONSCIOUS

10

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

Suggested interview questions

- 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?
- Describe your general attitude towards administrative tasks. Do you prefer these to tasks of a practical nature? Why is this?
- Do you feel as if you are suited to completing tasks of an administrative nature? What characteristics do you possess which deem this so?
- Avoiding mistakes is a key component of the ability to complete administrative tasks effectively. When completing paper-based tasks, how do you ensure that you avoid mistakes?

RISK ASSESSMENT

5

May weigh up and quantify risks, despite occasional difficulty. Achieves this at an individual as well as company level.

Suggested interview questions

- Assessing the risk an action carries is an important factor in effective decision making. Tell me how you assess risk within the workplace. What do you do to minimise risk when making decisions?
- Tell me what you think constitutes risk for this organisation. Tell me how you ensure that you do not take undue risk within your job role.
- Provide an example of a time where you have taken a risk at work. How did you determine that the risk was worthwhile? Tell me about the situation, your action, and the outcome.
- Provide an example of an instance within the workplace where you have effectively quantified risk. Tell me about the scenario, the risks involved in the potential decisions, what you did, and the outcome.

GOAL ORIENTATION

4

Prefers to work with clear goals and a focus and generally pursues these consistently, although they may occasionally become distracted by other opportunities.

Suggested interview questions

- Detailed objectives can allow an individual to focus on precisely what is required of them. How important is the presence of clear objectives? Provide an example of a time where having clear objectives for your work has helped you achieve results.
- Imagine you are in a situation where you are completing a project which has no clear objectives. Tell me how you are likely to generate objectives for this project.
- Tell me about your approach towards priority tasks. Are you likely to focus on one task until it is completed if it is a priority? Or are you more flexible in your approach to completing priority tasks?
- Setting priorities provides an indication of the importance of each task. Tell me about how you determine which tasks require priority status.

PERSISTENT

4

Moderately distracted by events and people, likely to put in sufficient effort to achieve the objective.

Suggested interview questions

- Describe an occasion where you have displayed persistence in your work. Tell me about the situation, the obstacles encountered, your actions and the outcome of the situation.
- Achieving targets may include the use of tenacity when obstacles are encountered. Provide an example of a time where you have achieved a difficult target, and displayed tenacity in the process.
- Setting targets allows individuals to strive towards a goal. How do you typically react when these goals become obstructed due to unforeseen circumstances? Tell me about a time where you have had to re-evaluate a goal or target due to developing circumstances.
- Becoming distracted from an objective can lead to a failure to meet such objectives. What is most likely to distract you from accomplishing a target? How do you ensure that workplace distractions do not adversely affect your performance?

SELF-DIRECTED

6

Able to choose key issues and pay careful attention to them, only occasionally allowing others to influence choice of priorities.

Suggested interview questions

- Describe an occasion where you have set your own priorities and achieved results by following these. Is this typical of your workplace behaviour?
- Setting their own priorities may allow an individual to outline a working schedule. Tell me how important it is to you to set your own priorities. Why is this? Do you feel that people work more effectively when given the opportunity to set their own priorities?
- How do you determine which tasks take priority over others? Talk me through how you might typically assess the urgency of workplace issues or projects.
- Would you be described by colleagues as individualistic? Provide some examples of your previous workplace behaviour which substantiates this claim.

This is the end of your report.