

Executive Summary

Features

Provides a bullet-point summary of an individual's profile characteristics, current workplace and pressure modifications, responsibilities appropriate for their behavioral preferences, and how to maximize on the individual's strengths.

Uses

A simplified overview report. Can be used to create self-awareness or during the hiring process. An alternative to the more narrative PPA report, and as a reference piece for the manager to assist with development.



EXECUTIVE SUMMARY: Tom Sample

Private &
Confidential

DESCRIPTIVE WORDS

Optimistic, influential, charming, communicative, persuasive, friendly, verbal, positive, compliant, systematic, accurate, precise, non-demanding, accommodating, restless, active, mobile and alert.

GENERAL CHARACTERISTICS

- Good with people.
- Can communicate and enthuse a variety of people.
- Absorbs and imparts detailed information.
- Will work within the parameters of the organization.
- Influences and persuades in order to win his way.
- Non-aggressive; prefers to do business in a friendly way.
- Competes in his specialist area of expertise.
- Wants to do things quickly but accurately.
- Will adhere to rules and procedures.
- Could be frustrated by routine tasks.
- Dislikes making harsh or unpopular decisions.
- May talk too much and fail to listen to others.
- May become defensive when threatened.
- Wherever possible, will avoid trouble and hassle.
- May have difficulty with time management.

TO MAXIMIZE TOM SAMPLE'S POTENTIAL

- Have meetings on a regular basis, set clear objectives, check for understanding and monitor progress.
- If he is unsure, help him with the decision-making-process.
- Give him standard operating procedures to work within.
- Provide him with administrative support.
- Recognize his dislike for trouble and hassle and wherever possible help him avoid confrontational situations.
- At times of pressure, help him prioritize his tasks.

THE FOLLOWING TASKS AND RESPONSIBILITIES ARE LIKELY TO APPROPRIATE TO TOM SAMPLE'S PROFILE

- Generating enthusiasm and promoting himself and his organization in a specialist/technical area of expertise.
- Communicating both verbally and in writing.

- Adhering to rules and procedures.
- Applying himself to detail although he may prefer people-issues.
- Accepting new assignments and adapting to changing situations.
- Absorbing and imparting information to others.

POINTS TO REVIEW

FRUSTRATIONS/PROBLEMS/PRESSURES

As Tom Sample's profile is showing signs of frustration problems or pressure; the indicators suggest that these are of a work-related nature .

If this person is seeking a new position, it should be noted that a change of role will not necessarily alleviate these frustrations if their source is rooted elsewhere. Therefore, it is recommended that the situation is discussed in order to identify the cause for they may affect work performance.

GENERAL COMMENTS

Please note

The Personal Profile Analysis is a work-orientated inventory. The above is an Executive Summary designed to assist in the selection, appraisal, development or coaching and mentoring process. It should never be used in isolation but in conjunction with both an interview and a process whereby a person's experience, education, qualifications, competence and trainability can be assessed.

It is recommended that other reports available on the Thomas' program are used, since they will provide additional information and enhance this summary.