

Personal Review

Features

A summary of the individual's behavioral style and characteristics, without reference to modifications in the workplace and under pressure, or potential frustrations.

Uses

Excellent introduction to self-awareness and personal development. For the individual's manager, it offers a list of suggestions relative to maximizing the person's potential and responsibilities appropriate to the person's natural style.



PERSONAL REVIEW: Tom Sample

Private &
Confidential

PERSONAL STYLE

Tom Sample is social, active, friendly, non-aggressive and diplomatic. He relies heavily on his charm, personality and persuasiveness to achieve his goals. He likes to get things right and can become anxious if he does not clearly understand what is required of him. Tom Sample tends to be a perfectionist and can be excessively self-critical at times. He has the ability to decipher, with enthusiasm, the ideas and concepts of others, even if they are of a rather detailed or technical nature. He is non-demanding and may encounter difficulty in disciplining and in making unpopular decisions.

Tom Sample enjoys working with others and will continually seek a variety of both people and activities. While he can apply himself to detail, it is important to realize that he is not administratively-oriented. He can therefore become bored with routine or repetitive work. Tom Sample is a natural communicator but may have a tendency to talk too much. He is impulsive and may need help in making sound decisions. He may not gather enough support information. He is flexible and energetic, and strives to have several activities going on at once. He needs a clear job description.

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.