

Strengths & Limitations Summary

Features

A report which lists the unique strengths an individual brings to the organization, as well as possible limitations/challenges. Provides clear indication of the areas of accountability or operational involvement where he/she would be most productive and successful.

Uses

Enables individuals and their managers to explore various methods of capitalizing on an employee's or candidate's strengths. Provides an opportunity to proactively address possible limitations to close gaps between position expectations and inherent behavior.



STRENGTHS & LIMITATIONS: Tom Sample

Private &
Confidential

This report summarizes Tom Sample's positive behavioral traits which can be interpreted as his "Working Strengths". These are the values that he contributes to the organization. It also includes "Possible Limitations" which describe those driving forces which may be seen by some as personal shortcomings.

Tom Sample's strengths are a clear indication of those areas of accountability or operational involvement where he would likely be most comfortable and therefore most productive and successful. Conversely, the indicated limitations highlight those areas where Tom Sample may, in all probability, benefit most from training, development and/or support.

Working Strengths of Tom Sample

- Desire to help others
- Generates enthusiasm
- Makes a positive impact on others
- Conserves assets
- Deliberates before deciding
- Receptive to change provided it is logical and favorable
- Desire to get things done both accurately and quickly
- Willing to accept new procedures and policies provided they are likely to have a positive outcome
- Diplomatic with people
- Complies with policies and procedures, methods and standards
- Avoids unnecessary trouble and conflict
- Evaluates and criticizes performance in a non-confrontational manner

Possible Limitations of Tom Sample

- Shuns risk taking
- May appear flamboyant and restless
- May allow others to take advantage of him
- May not be forceful enough in promoting his abilities and expertise
- May frustrate and irritate more independent and bottom line, results driven people
- May be seen as lacking in follow through and in administrative skills
- May act over cautiously at times
- May find it difficult to relax
- Could overestimate complexities of a problem and miss time scales
- Tends to hold back in order to get more information when it is more important to move ahead
- Can be a perfectionist and a nit-picker, defensive when challenged and overly critical
- Hesitant in delegating, may not trust others

In order to assess the above report it should be considered in the context of the job requirements. Therefore it is

recommended that the Strengths & Limitations be compared with the Job Profile. The Job Profile defines those job requirements and the behavioral dimensions needed for satisfactory completion of the task, assignment or project.