

THE GENERAL EMPLOYMENT ATTRIBUTE INDEX™

John Doe

Public Relations Staff

XYZ Company

3-25-2003

CRITICAL SUCCESS ATTRIBUTES

COMPONENT ANALYSIS FOR : John Doe

ATTITUDE TOWARD HONESTY: Is John open to being honest even when it involves reporting his own lack of results or the dishonesty of others?

0 1 2 3 4 5 6 7 8 9 10



7.5 GOOD

ATTITUDE TOWARD OTHERS: To what extent does John tend to maintain a positive, open and objective attitude toward others?

0 1 2 3 4 5 6 7 8 9 10



6.9 GOOD

MEETING STANDARDS: How clearly is John able to see and understand the basic requirements established for a job and how committed will he then tend to be in meeting them?

0 1 2 3 4 5 6 7 8 9 10



7.7 VG

JOB ETHIC: How strong is John's personal commitment to the execution of a specific task?

0 1 2 3 4 5 6 7 8 9 10



7.9 VG

PERSONAL COMMITMENT: To what degree does John usually stay focused and committed to a task? Does this motivation come from within or does he require more external motivation or supervision?

0 1 2 3 4 5 6 7 8 9 10



7.7 VG

RESPECT FOR PROPERTY: What is John's understanding and appreciation for the value of protecting and using company property correctly?

0 1 2 3 4 5 6 7 8 9 10



7.9 VG

The following scale is used throughout the report.

- 0 to 5.0 = POOR
- 5.1 to 6.6 = FAIR
- 6.7 to 7.6 = GOOD
- 7.7 to 8.8 = VG
- 8.9 to 10 = EX

Rev: 0.89-0.87

CRITICAL SUCCESS ATTRIBUTES

COMPONENT ANALYSIS FOR : John Doe

RESULTS ORIENTATION: What is John's ability to identify the actions necessary to complete tasks and to obtain results?

0 1 2 3 4 5 6 7 8 9 10



7.4

GOOD

The following scale is used throughout the report.

- 0 to 5.0 = POOR
- 5.1 to 6.6 = FAIR
- 6.7 to 7.6 = GOOD
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Rev: 0.89-0.87

THE GENERAL EMPLOYMENT ATTRIBUTE INDEX™ SUMMARY

This summary is of the information presented in the remaining pages of the report. We've placed it here, ahead of the supporting information, to give you an overall picture and provide a quick glance at the individual strengths and weaknesses of the respondent.

COMPONENT ANALYSIS FOR : John Doe

GETTING RESULTS

0 1 2 3 4 5 6 7 8 9 10



7.5 GOOD

INTERPERSONAL SKILLS

0 1 2 3 4 5 6 7 8 9 10



7.0 GOOD

MAKING DECISIONS

0 1 2 3 4 5 6 7 8 9 10



7.5 GOOD

SELF MANAGEMENT

0 1 2 3 4 5 6 7 8 9 10



6.6 FAIR

WORK ETHIC

0 1 2 3 4 5 6 7 8 9 10



7.6 GOOD

The following scale is used throughout the report.

- 0 to 5.0 = POOR
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Rev: 0.89-0.87

GETTING RESULTS

"What attributes does John possess that will help him get results?" This provides information about John's raw ability to get results, to apply himself to a goal and accomplish it using a variety of abilities.

COMPONENT ANALYSIS FOR : John Doe

ACCOUNTABILITY FOR OTHERS: How likely is John to be responsible for the consequences of the actions of those whom he manages?

0 1 2 3 4 5 6 7 8 9 10



6.5 FAIR

ATTENTION TO DETAIL: At this time how capable is John of seeing and paying attention to details? Does he tend to be thorough in assessing the finest components of a task?

0 1 2 3 4 5 6 7 8 9 10



7.6 GOOD

CONSISTENCY AND RELIABILITY: How strong is John's internal need to be conscientious in his personal or professional efforts, to be both consistent and reliable in his life roles?

0 1 2 3 4 5 6 7 8 9 10



8.0 VG

PERSONAL COMMITMENT: To what degree does John usually stay focused and committed to a task? Does this motivation come from within or does he require more external motivation or supervision?

0 1 2 3 4 5 6 7 8 9 10



7.7 VG

PROJECT AND GOAL FOCUS: How well does John tend to stay on target regardless of circumstances, or does he easily become distracted, losing focus on the task at hand?

0 1 2 3 4 5 6 7 8 9 10



7.9 VG

RESULTS ORIENTATION: What is John's ability to identify the actions necessary to complete tasks and to obtain results?

0 1 2 3 4 5 6 7 8 9 10



7.4 GOOD

INTERPERSONAL SKILLS

"How does John approach getting along with others?" This measures John's ability to interact with clients, customers and co-workers on a daily basis.

COMPONENT ANALYSIS FOR : John Doe

ATTITUDE TOWARD OTHERS: To what extent does John tend to maintain a positive, open and objective attitude toward others?

0 1 2 3 4 5 6 7 8 9 10



6.9 GOOD

FREEDOM FROM PREJUDICES: How well can John readily prevent prejudices from entering into and affecting an interpersonal relationship?

0 1 2 3 4 5 6 7 8 9 10



7.3 GOOD

REALISTIC EXPECTATIONS: How proficient is John at setting appropriate expectations for others based on a solid understanding of their abilities? How clearly does he assess their true abilities?

0 1 2 3 4 5 6 7 8 9 10



7.0 GOOD

SURRENDERING CONTROL: How comfortable is John with surrendering control of a given situation or its outcome to another person or a group of people, or does he feel a strong need to retain control himself?

0 1 2 3 4 5 6 7 8 9 10



6.8 GOOD

MAKING DECISIONS

"Does John tend to make sound decisions in his daily activities?" This evaluates John's ability to make accurate and appropriate decisions in order to accomplish a task or objective.

COMPONENT ANALYSIS FOR : John Doe

CONCEPTUAL THINKING: How well can John readily see the big picture to determine which direction to take, and how well does he use resources to attain future goals?

0 1 2 3 4 5 6 7 8 9 10



7.4 GOOD

CONCRETE ORGANIZATION: What is John's current ability to understand the immediate concrete needs of a situation, and is he able to establish an effective plan of action for meeting those needs?

0 1 2 3 4 5 6 7 8 9 10



7.9 VG

FOLLOWING DIRECTIONS: To what degree does John tend to hear, understand and follow directions or instructions effectively? This is his willingness to postpone making personal decisions or taking action until he has listened to what he is being asked to do.

0 1 2 3 4 5 6 7 8 9 10



7.7 VG

INTUITIVE DECISION MAKING: How accurately does John compile intuitive perceptions about a situation into an appropriate decision or action?

0 1 2 3 4 5 6 7 8 9 10



6.8 GOOD

THEORETICAL PROBLEM SOLVING: What is John's ability to envision a hypothetical situation in his head and to then apply his problem solving ability?

0 1 2 3 4 5 6 7 8 9 10



7.7 VG

USING COMMON SENSE: What is John's ability to focus on practical thinking, to see the world clearly and to make common sense decisions?

0 1 2 3 4 5 6 7 8 9 10



7.6 GOOD

SELF MANAGEMENT

"Is John an effective manager of John?" This category takes a look at how John manages himself and the capacity he has to develop himself.

COMPONENT ANALYSIS FOR : John Doe

HANDLING STRESS: What is John's ability to balance and defuse inner tensions and stress? Such tensions, if allowed to build up, might interfere with his ability to perform up to his potential.

0 1 2 3 4 5 6 7 8 9 10



6.7 GOOD

PERSONAL ACCOUNTABILITY: How likely is John to be responsible for the consequences of his own decisions and actions and not shift the focus or blame for poor performance to somewhere else or on others?

0 1 2 3 4 5 6 7 8 9 10



6.4 FAIR

SELF ASSESSMENT: How proficient and practiced is John at taking his ability to evaluate the skills and techniques of others and turning it inward to evaluate himself in a similar fashion?

0 1 2 3 4 5 6 7 8 9 10



6.4 FAIR

SELF CONFIDENCE: To what degree does John tend to develop and maintain an inner strength based on the desire to succeed and on his belief that he possesses the capabilities to succeed?

0 1 2 3 4 5 6 7 8 9 10



7.5 GOOD

INTERNAL SELF CONTROL: What is John's tendency to remain calm and cool under pressure? Whereas "Emotional Control" relates to John's external actions when stressed, this capacity is an assessment of his ability to remain calm inside.

0 1 2 3 4 5 6 7 8 9 10



5.7 FAIR

SELF DISCIPLINE AND SENSE OF DUTY: How strongly does John feel the need to be consistent and true to himself in his actions? Can he rule his own conduct and remain true to his ideals?

0 1 2 3 4 5 6 7 8 9 10



7.4 GOOD

WORK ETHIC

"Is John a hard and honest worker?" This is an overall assessment of John's work ethic. It involves his ability to meet pre-set standards, respect company policies and property, possess a strong work ethic and make decisions which take into consideration the needs of everyone involved (e.g. himself, others and the company).

COMPONENT ANALYSIS FOR : John Doe

ATTITUDE TOWARD HONESTY: Is John open to being honest even when it involves reporting his own lack of results, or the dishonesty of others?

0 1 2 3 4 5 6 7 8 9 10



7.5 GOOD

BALANCED DECISION MAKING: The ability to be objective and to evaluate fairly the different aspects of a situation is very important. How well does John make ethical decisions that take into account all aspects and components involved?

0 1 2 3 4 5 6 7 8 9 10



7.5 GOOD

JOB ETHIC: How strong is John's personal commitment to the execution of a specific task?

0 1 2 3 4 5 6 7 8 9 10



7.9 VG

MEETING STANDARDS: How clearly is John able to see and understand the basic requirements established for a job and how committed will he then tend to be in meeting them?

0 1 2 3 4 5 6 7 8 9 10



7.7 VG

RESPECT FOR POLICIES: To what extent does John appreciate the value of conducting business affairs according to the intent of company policies and standards?

0 1 2 3 4 5 6 7 8 9 10



7.4 GOOD

RESPECT FOR PROPERTY: What is John's understanding and appreciation for the value of protecting and using company property correctly?

0 1 2 3 4 5 6 7 8 9 10

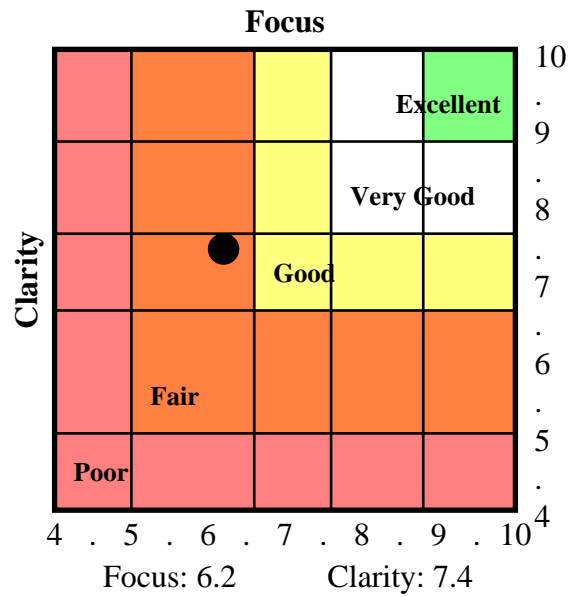


7.9 VG

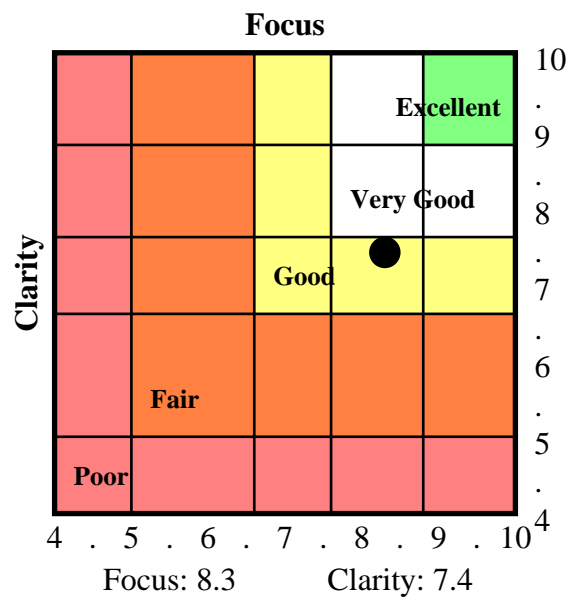
CLARITY AND FOCUS

John Doe

INTERNAL



EXTERNAL



GENERAL EMPLOYMENT-DIMENSIONAL BALANCE

EXTERNAL FACTORS (Part 1)

* Intrinsic Dimension

Empathetic Outlook 6.9

How do you value others?

Accountability for Others 6.5

Attitude towards others 6.9

* Extrinsic Dimension

Practical Thinking 7.9

How practically do you see the world?

Attention to detail 7.6

Concrete organizing 7.9

Consistency and reliability 8.0

Respect for property 7.9

* Systemic Dimension

Systems Judgment 7.4

How do you value systems and order?

Respect for policies 7.4

Results orientation 7.4

INTERNAL FACTORS (Part 2)

* Intrinsic Dimension

Self Esteem 6.7

How do you value yourself?

Handling stress 6.7

Self assessment 6.4

Internal Self control 5.7

* Extrinsic Dimension

Role Awareness 8.1

How do you value what you do?

Personal Commitment 7.7

* Systemic Dimension

Self-Direction 7.4

What guides or drives your actions?

Meeting standards 7.7

Project/Goal focus 7.9

Self Discipline 7.4

POSITIONAL SELF-ANALYSIS SHEET

Based on what you learned from Step 1, choose the 5 most highly scored capacities from your Attribute Index which you feel play a significant role in your daily activities, and write the name and score below under “Maximizers”. Repeat this process with the 5 most poorly scored capacities and record them under “Minimizers” below.

Next, to the right of each list under “Real-World Impact”, give as many real-world examples as you can of how these Maximizers benefit your endeavors. Repeat this process for the Minimizers you’ve listed as well.

Example:

Title (Sales Representative)

Maximizers:

Handling Rejection (9.6) Very Good

Real-World Impact:

Because I don't take rejection as a personal affront to my self esteem I am able to keep going in the face of lots of adversity.

Maximizers:

Real-World Impact:

Minimizers:

Real-World Impact:
