

# Personality Questionnaire Report

ANN EXAMPLE

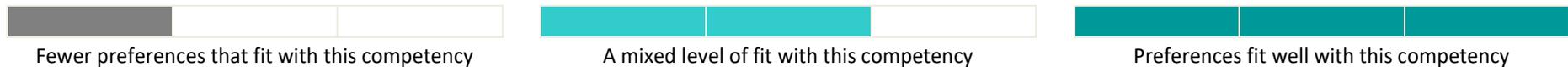
April 2016

## INTRODUCTION

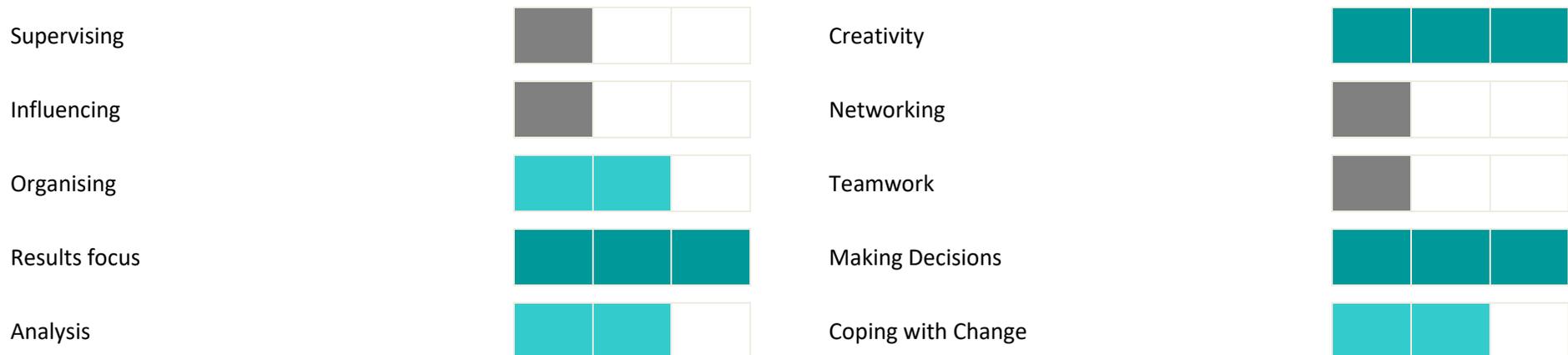
This report is based on the responses that Ann gave to the Occupational Personality Questionnaire (OPQ). Responses have been compared against those of a large relevant comparison group to give a description of how Ann prefers to approach work. These descriptions have then been mapped to generic competency descriptions with the intention of informing an interview with Ann.

This report provides Ann's own perceptions rather than how another person might describe Ann. It describes preferred ways of behaving, rather than actual skill levels. Ann's self-awareness and the frankness of responses will affect the accuracy of the report. The report should therefore not be used in isolation or without further discussion. Nevertheless, the report provides important indicators of how Ann is likely to approach work.

This report links the information from the OPQ to the competencies, summarised in terms of:



## OVERVIEW



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## TAKING THE LEAD

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### SUPERVISING

*Takes responsibility for work & provides direction for others.*



- Extremely likely to take the lead, enjoys being in charge and telling others what to do
- Tends to be cautious when judging the reliability and honesty of others – can find it difficult to trust people
- Unlikely to adapt their style to meet changing demands of situations or people they are dealing with
- Shows a very strong tendency to freely express their own opinions and is prepared to criticise others
- Very comfortable selling and negotiating
- Extremely likely to focus on the immediate rather than long-term issues

This may be an area of considerable concern, as there are very few matches between the competency behaviours and the work preferences reported by the candidate.

### INFLUENCING

*Engages others and gains commitment from them*



- Very comfortable selling and negotiating
- Very unlikely to analyse people – tends not to question the reason for people's behaviour
- Unlikely to adapt their style to meet changing demands of situations or people they are dealing with
- Takes a markedly pessimistic view of the future – expects things to go wrong and can focus on the negative
- Shows less concern for order and detail - fairly unlikely to become preoccupied by details
- Clearly enjoys attention in groups – likely to be talkative, lively and animated

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## APPROACHING THEIR WORKLOAD

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### ORGANISING

*Structures and plans work*



- Focuses on details in some situations – no more or less methodical than others
- Comfortable critically analysing the information and plans given to them – likely to look for limitations and errors
- Quite likely to persist until a job is done – focuses on getting everything finished
- Extremely likely to take the lead, enjoys being in charge and telling others what to do
- Shows an extreme preference to discuss theoretically and enjoys discussing abstract concepts
- Very nervous before important occasions – worries about things going wrong.

In this area, some of the preferences fit with the competency however others are less of a fit and may be worth exploring further.

### RESULTS FOCUS

*Focuses on driving towards and achieving results.*



- Very likely to look for demanding goals and targets – career progression is very important to them
- Likes a balance between being busy at work with taking things at a steady pace
- Very comfortable with flexible deadlines – prepared to leave some tasks unfinished
- Competition and winning is likely to be of slightly more importance to them than most people
- Likes a balance of facts and figures alongside opinions and feelings when making decisions
- Very comfortable reaching conclusions quickly – tends to be less cautious

In this area, preferences generally fit well with the competency.

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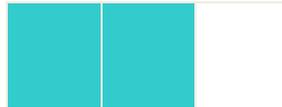
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## BUILDING SOLUTIONS

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### ANALYSIS

*Reviews and evaluated information*



- Likes a balance of facts and figures alongside opinions and feelings when making decisions
- Comfortable critically analysing the information and plans given to them – likely to look for limitations and errors
- Shows an extreme preference to discuss theoretically and enjoys discussing abstract concepts
- Extremely likely to focus on the immediate rather than long-term issues
- Focuses on details in some situations – no more or less methodical than others
- Takes a markedly pessimistic view of the future – expects things to go wrong and can focus on the negative

In this area, some of the preferences fit with the competency however others are less of a fit and may be worth exploring further.

### CREATIVITY

*Identifies opportunities and creates new solutions*



- Likely to come up with new ideas – enjoys coming up with original solutions
- Favours changes to work methods – very much less conventional in approach
- Shows an extreme preference to discuss theoretically and enjoys discussing abstract concepts
- Unlikely to be restricted by rules and procedures – dislikes bureaucracy
- Very much enjoys variety and novelty – may become bored by repetitive work
- Inclined to follow their own approach rather than being restricted by the group

In this area, preferences generally fit well with the competency.

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## RELATING WITH PEOPLE

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### TEAMWORK

*Cooperates and supports colleagues towards a common goal*



- Inclined to follow their own approach rather than being restricted by the group
- Likes a balance between spending time alone and spending time with others
- Unlikely to get involved in personal issues at work – very selective with support and sympathy
- Quite likely to persist until a job is done – focuses on getting everything finished
- Quite likely to make decisions alone without consultation
- Tends to be cautious when judging the reliability and honesty of others – can find it difficult to trust people

This may be an area of considerable concern, as there are very few matches between the competency behaviours and the work preferences reported by the candidate.

### NETWORKING

*Relates to all kinds of people and builds relationships*



- Feels as confident as most in formal situations or when meeting new people
- Clearly enjoys attention in groups – likely to be talkative, lively and animated
- Very unlikely to analyse people – tends not to question the reason for people's behaviour
- Quite likely to make decisions alone without consultation
- Unlikely to adapt their style to meet changing demands of situations or people they are dealing with
- Very nervous before important occasions – worries about things going wrong.

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## RESPONDING TO CHALLENGES

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### MAKING DECISIONS

*Makes considered yet quick decisions*



- Very comfortable reaching conclusions quickly – tends to be less cautious
- Likes a balance of facts and figures alongside opinions and feelings when making decisions
- Comfortable critically analysing the information and plans given to them – likely to look for limitations and errors
- Quite comfortable making decisions alone without consultation
- Inclined to follow their own approach rather than being restricted by the group
- Extremely likely to focus on the immediate rather than long-term issues

In this area, preferences generally fit well with the competency.

### COPING WITH CHANGE

*Responds positively and adapts to changing circumstances*



- Takes a markedly pessimistic view of the future – expects things to go wrong and can focus on the negative
- Fairly unlikely to take offence – a little more resilient to criticism than others
- Very nervous before important occasions – worries about things going wrong.
- Unlikely to display their emotions – can conceal feelings from others
- Very unlikely to analyse people – tends not to question the reason for people's behaviour
- Favours changes to work methods – very much less conventional in approach

In this area, some of the preferences fit with the competency however others are less of a fit and may be worth exploring further.

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## A note about how this report has been generated:

All of Ann's responses to the questionnaire relate to 32 different dimensions and are compared with a group of managers and professionals who have completed the questionnaire. Ann's responses can then be reported in terms of these dimensions and how they compare with the other managers and professionals – these are the statements below. We have taken those dimensions and grouped them to provide some meaningful explanation of how Ann is likely to respond to the different challenges presented by the generic competencies – as in the previous pages. The groupings have been agreed by a group of occupational psychologists based on a face validity judgment and incorporating the existing concurrent and predictive validity studies published by SHL, the test publisher. There are of course many competency frameworks in existence and the ones contained in this report are not the only group the dimensions. The groupings in this report are certainly not definitive but should provide some additional insight to help interview Ann in a more useful way.

### Relationships with People

- Very comfortable selling and negotiating
- Extremely likely to take the lead, enjoys being in charge and telling others what to do
- Shows a very strong tendency to freely express their own opinions and is prepared to criticise others
- Inclined to follow their own approach rather than being restricted by the group
- Clearly enjoys attention in groups – likely to be talkative, lively and animated
- Likes a balance between spending time alone and spending time with others
- Feels as confident as most in formal situations or when meeting new people
- Extremely comfortable making strengths and achievements known – talks about own success
- Quite likely to make decisions alone without consultation
- Unlikely to get involved in personal issues at work – very selective with support and sympathy

### Thinking style

- Likes a balance of facts and figures alongside opinions and feelings when making decisions
- Comfortable critically analysing the information and plans given to them – likely to look for limitations and errors
- Very unlikely to analyse people – tends not to question the reason for people's behaviour
- Favours changes to work methods – very much less conventional in approach
- Shows an extreme preference to discuss theoretically and enjoys discussing abstract concepts
- Likely to come up with new ideas – enjoys coming up with original solutions
- Very much enjoys variety and novelty – may become bored by repetitive work
- Unlikely to adapt their style to meet changing demands of situations or people they are dealing with
- Extremely likely to focus on the immediate rather than long-term issues
- Shows less concern for order and detail - fairly unlikely to become preoccupied by details
- Quite likely to persist until a job is done – focuses on getting everything finished
- Unlikely to be restricted by rules and procedures – dislikes bureaucracy

### Feelings & Emotions

- Tends to feel very tense, finds it difficult to relax
- Very nervous before important occasions – worries about things going wrong.
- Fairly unlikely to take offence – a little more resilient to criticism than others
- Takes a markedly pessimistic view of the future – expects things to go wrong and can focus on the negative
- Tends to be cautious when judging the reliability and honesty of others – can find it difficult to trust people
- Unlikely to display their emotions – can conceal feelings from others
- Likes a balance between being busy at work with taking things at a steady pace
- Competition and winning is likely to be of slightly more importance to them than most people
- Very likely to look for demanding goals and targets – career progression is very important to them
- Very comfortable reaching conclusions quickly – tends to be less cautious