



Achiever® Assessment Report

Report prepared on: **Joe Applicant**

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Report Type: Supervisor - General

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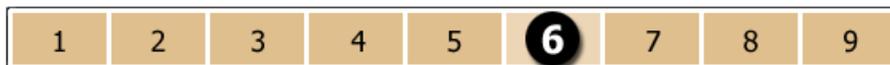
Mental Aptitudes

Mental Acuity



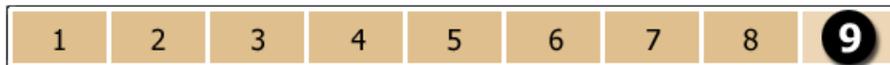
Mr. Applicant is low-average in Mental Acuity, indicating he is slower in his thinking, comprehension and reasoning ability than is needed for more difficult tasks. He will need to take time to make a decision or solve a more challenging problem, particularly if the situation involves data which is unfamiliar to him. Some level of supervision and thorough training will need to be available until he is proficient in the job.

Business Terms



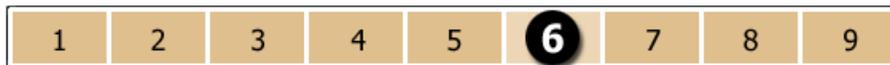
Joe has an average understanding of business terminology obtained either on the job or in a business class.

Memory Recall



Mr. Applicant has a superior knowledge of events happening in the world around him and should be strongly aware of competitive trends, as well as the economy's effect on business.

Vocabulary



Mr. Applicant's language skills are good and should enable him to communicate effectively with others.



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Numerical Perception



Joe's superior Numerical Perception score indicates that he can process data quickly and correctly. Joe's decision-making skills are enhanced by his ability to identify critical features in his work.

Mechanical Interest



Joe is interested in machines and probably willing to devote extra time to learn the technology used at work. Please note that this aptitude measures interest, not mechanical ability.

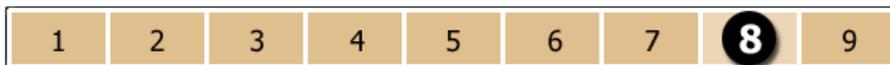
Personality Dimensions

Energy



Mr. Applicant is a very energized individual who takes an active approach to job assignments and other matters. Even though he has a high drive and energy level, he could become less productive and lose his ability to concentrate due to his high degree of tension. This, in turn, could cause errors.

Flexibility



Joe is a very quality-minded, reliable individual with a high degree of integrity and strong ethics. He has a strong interest in providing quality service and products to customers, but is not very flexible or adaptable to change. This could cause him to experience difficulty handling multiple job demands and assignments. He tends not to be an innovative, free-thinking person who creates new ways of doing things or new uses for existing applications of products or services, but rather will be one who sticks with proven applications as much as possible. He is likely to agree to change only when he is convinced the change is necessary. Even though the company can trust him and know he will be concerned that customers' needs are being met, they cannot expect frequent, imaginative or fresh ideas from him.



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Organization



Mr. Applicant may not always utilize the time or resources he has available to him to reach organizational goals and priorities as well as he should. He is able to easily adapt to deadline changes and contingencies which might arise. Since he tends to react to situations as they arise, he may not always be focused on goals or as aware of priorities as he should be. A high score in Mental Acuity may compensate for a low score in this dimension.

Communication



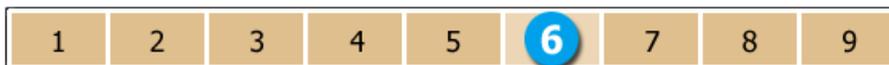
Joe has an interactive, sharing style of communicating and will be a good collaborator who will share his own thoughts and knowledge with others. Even though he is open and interactive and feels comfortable articulating his thoughts to people, he does not require constant contact with people to be content.

Emotional Development



Even though Mr. Applicant has a strong sense of urgency concerning what he desires to accomplish and usually sees that tasks are completed in a timely manner, he can be a very impatient individual who expects a great deal from himself and others. When he does not reach the goals he has set for himself, even though they may have been unrealistic to begin with, he can begin to lose confidence in himself. When others do not fulfill his sometimes unrealistic expectations of their performance on the job, he can also exhibit a high level of impatience and intolerance. It should be noted that these traits will normally diminish as individuals advance in age.

Assertiveness



Joe will express his opinions and effectively and professionally defend his decisions and ideas when challenged, but is also willing to consider the ideas of others. He will have the ability to influence others and direct their activities without appearing too aggressive or overbearing.



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Competitiveness

1	2	3	4	5	6	7	8	9
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Mr. Applicant is a team player with a sense of competitiveness, but he encourages synergism. He is able to envision the whole project when working, not just the part he is playing. He has a competitive spirit, but will encourage and work towards goals which are team-oriented. Although he wants to excel, he may be reluctant to compete just to achieve his own goals and desires.

Mental Toughness

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Joe is a very sensitive person who is concerned about the needs of others. He prefers working in a comfortable environment free from criticism, rejection, etc. Criticism can hurt his feelings and he may allow emotions to take over when making good business decisions.

Question/Probing

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Joe is trusting, but also cautious. He will ask reasonable, but direct, questions to determine the motives behind a decision or action, and will probe to better analyze a situation.

Motivation

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Joe needs some job security and will take risks only when he is convinced that he is unlikely to make a mistake or fail. If a goal is important to him, he will be more likely to take decisive personal action in order to reach it or put forth extra effort and hours to complete the project, but he remains more easily motivated by security than achievement.



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Validity Scales

Distortion



Mr. Applicant is reasonably fair in assessing his strengths and weaknesses. He has some characteristics that he is not completely happy with and tends not to show others. The validity may be slightly affected by his indirect answers.

Equivocation



He has scored within our acceptable equivocation range.

This report is confidential and is an opinion based on assessment results only. Its contents should contribute approximately 1/3 to developmental discussions since it is only one of several evaluatory and feedback resources.



Mental Aptitudes											
		1	2	3	4	5	6	7	8	9	
Mental Acuity	Slow to Learn				4						Fast to Learn
Business Terms	Uninformed						6				Knowledgeable
Memory Recall	Unaware									9	Aware
Vocabulary	Limited						6				Strong
Numerical Perception	Imprecise									9	Accurate
Mechanical Interest	Indifferent					5					Interested

Personality Dimensions											
		1	2	3	4	5	6	7	8	9	
Energy	Restless		2								Calm
Flexibility	Flexible								8		Rigid
Organization	Disorganized		2								Planful
Communication	Reserved					5					Interactive
Emotional Develop.	Impatient		2								Tolerant
Assertiveness	Cooperative						6				Authoritative
Competitiveness	Team Player					5					Individualist
Mental Toughness	Sensitive		2								Tough
Questioning/Probing	Trusting						6				Skeptical
Motivation	Security					5					Recognition

Validity Scales											
		1	2	3	4	5	6	7	8	9	
Distortion	Frank Answer						6				Exaggerates
Equivocation	Chose Alternate				4						Chose Middle

STANINE: The STANINE is a system of measurements which divides the population into nine parts.

AREAS OF CONCERN - Scores of 1 OR 2 in any of the following dimensions:
Energy, Flexibility, Emotional Development OR Mental Toughness are areas of concern.

NOTE: Areas with dots and brackets [● — ● — ●] are of primary importance with the dots and brackets reflecting the most desirable range for an individual to score in to have those characteristics. Areas without dots and brackets are secondary areas that provide additional information regarding the individual. Scores within this range are shown with a number inside a blue circle. Those outside the desired range, or with no range identified, will have a number inside a black circle.



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Leadership Traits Assessment

Introduction

This report section evaluates Joe's traits in five key areas of leadership:

- Planning
- Organizing
- Staffing
- Coaching
- Facilitating

Areas with good leadership traits are identified on the following pages as well as those where training or development would be beneficial.

Joe may or may not be one of the better people employed in a specific organization. If Joe is a top performer in your organization, when compared to top performing leaders across America and Canada, this report segment may still highlight areas where development could make the individual a still better leader. Therefore, this Leadership Traits assessment should be reviewed in light of "what could make a good leader even better," with understanding that within human beings, there is always room for improvement.



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Leadership Potential Summary Report

for: Joe Applicant

Joe has good leadership potential in the following area(s):

- Facilitating

Joe's Training & Development Needs are:

- **Planning** - learn how to better plan and organize required job functions, activities and requirements.
- **Organizing** - learn how to organize and make better use of time and assets required to successfully perform the job or job requirements.
- **Staffing** - learn how to make better staffing selections as well as how to train, motivate and lead others.
- **Coaching** - learn how to better lead others to achieve what they are capable of as well as fulfilling the requirements of the job or job functions.



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Sales Traits Assessments

Introduction

This report section evaluates Joe's traits in key areas of sales:

- Persistence and consistency
- Ability to meet and communicate effectively with people
- Ability to command respect
- Setting goals to win, excel and achieve
- Developing rapport
- Identifying need or desire
- Presenting product/service to fill prospect's needs
- Dealing with objections
- Closing the sale
- Learning speed & efficiency
- Changing, growing and learning new concepts and ideas

Areas with good sales traits are highlighted with traits identified in which training or development would be beneficial.

Joe may or may not be one of the better people employed in a specific organization. If Joe is a top performer in your organization, when compared to top performing salespeople across America and Canada, this report segment may still highlight areas where development could make the individual a still better salesperson. Therefore, this Sales Traits Assessment should be reviewed in light of "what could make a good salesperson even better," with understanding that within human beings, there is always room for improvement.



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Sales Potential Summary Report

Joe's sales potential includes the following strength(s):

- Persistence and Consistency
- Ability to command respect
- Developing Rapport
- Identifying need or desire
- Presenting Product/Service to fill prospect's needs
- Dealing with objections
- Closing the sale

Yet, further development in the following critical area(s) will be beneficial:

- Learning speed and Efficiency
- Ability to meet and communicate effectively with people
- Setting goals to win, excel and achieve
- Changing, growing and learning new concepts and ideas



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Development Suggestions

Introduction

The behavior of each individual is influenced by genetics, biochemistry and environment. The individual's scores related in this assessment depict the individual as of the date and time the individual took the assessment.

Major changes in biochemistry and/or environment can change the scores on the assessment. Effective training and/or development that the individual is exposed to can and should also affect scores.

Consequently, for those individuals who seek to achieve higher levels of productivity and success in their jobs and life, and for those employers who desire such for the people they employ, we have carefully reviewed the training and development materials available in the marketplace and have selected for recommendation those that we deem appropriate to suggest in areas where the person assessed could benefit most from growth and development.

We trust that you will find these suggestions helpful.



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Energy - Measures drive, energy, stress level and tension, and how an individual copes with stress or pressure.

You are an energetic individual who approaches tasks in a vigorous manner. Due to your high drive level, you will tackle projects energetically, but could lose your ability to concentrate if tension mounts to an extreme level. Because of your tension level, you need opportunities during the day to move around and expend excess energy.

Your self-affirmation sentence:

"I am relaxed so I achieve more."

Steps to Effect Change

1. Consider a medical examination to learn whether your tension level needs medical attention. If physically able, beginning a daily exercise program involving the following or similar activities would be wise, if you are not already involved in any of these activities on a regularly scheduled basis:
 - A. Running or jogging, aerobic dance, exercise or walking.
 - B. Tennis, badminton, volleyball, racquetball
 - C. Swimming, golf, bicycling.
2. If your physical activity is severely limited, schedule breaks for yourself, exercise or use other tension-reducing relaxation techniques. In addition, refraining from stimulants such as tobacco, refined sugar, caffeine, etc., will be helpful.
3. Other approaches you might consider to deal with tension are biofeedback and/or hypnosis relaxation or meditation therapies of all types, under the guidance of a professional.



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Flexibility - Measures the flexibility and integrity orientation of the person compared to rules, laws, guidelines, etc.

You are a very quality-minded, reliable individual with a high degree of integrity and strong ethics. You have a strong interest in living up to your promises, and expect the same from others. Since you are, at times, a little inflexible, you could experience difficulty changing direction in your life, even if such a change appears necessary. You prefer to stick with the "tried and proven" ways of doing things, rather than attempting to handle tasks or resolve problems a new way. You are likely to agree to change only when you are convinced the change is necessary.

Your self-affirmation sentence:

"I am flexible and can adapt to change."

Steps to Effect Change

1. You need to learn that handling life's ever-changing demands requires that you become more flexible and expedient. This enables you to handle sudden, critical demands placed on you. Outlining "what if" emergency events and role-playing can start you thinking about alternative solutions to common problems or sudden changes in your personal environment.
2. You need reinforcement discussions when changes occur in your life. You should constantly remind yourself of the need to maintain a flexible, less rigid approach to life.
3. To develop the confidence to create and implement change, commit to making one minor change in your life each month. For instance, if you always follow a certain routine in the mornings when getting ready for work, reverse two activities. Once you see that minor changes do not cause major problems and may actually be beneficial, you will become more willing to make significant changes when necessary.



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Organization - Measures a person's attitude about organization, planning, how tasks are performed and how one's life is lived.

Planning your time and activities in advance does not come naturally to you. Since your plans are not always thorough, you may not take full advantage of the time and resources you have available to you to reach goals and objectives. A high score in Mental Acuity may help you compensate for a low score in this dimension.

Your self-affirmation sentence:

"I am organized in my life so I achieve more."

Steps to Effect Change

1. Good time and space management calls for a specific activity plan to identify priorities by the day or week. For sixty days, list daily plans on paper, then mentally list the six most important things to be done the following day, ranking them by priority, and the time allotted to each item. You will then have a good grasp of what must be done, prior to beginning each day.
2. To avoid losing track of important details you might need for certain tasks, such as filing your income tax, good recordkeeping is mandatory. Select a certain place to keep important records and discipline yourself to always put important papers in that one location.
3. Daily, weekly and monthly planning - even yearly planning - will help keep you on an organized and productive basis. Set goals and reach them.
4. Avoid any distractions which take you off track. If necessary, tell people around you what you are attempting to accomplish, so you will be less likely to be interrupted.