

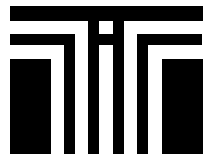
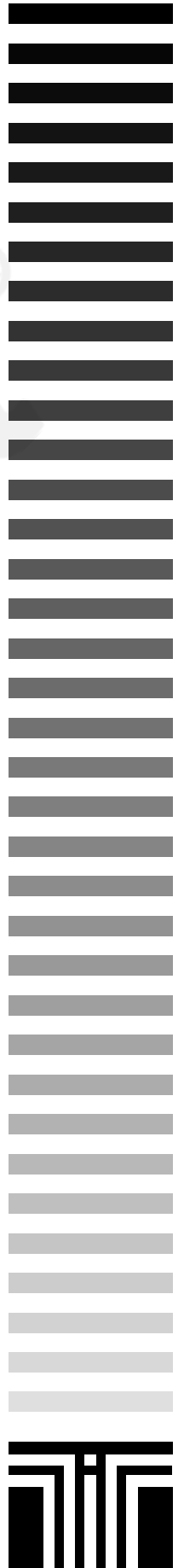
# WorkStart - Work Personality Report

## SUCCESSFUL CAREER PLANNING™

*"He who knows others is learned.  
He who knows himself is wise."  
—Lao Tse*

**Rob Sample**  
11-7-2008

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## INTRODUCTION

Behavioral research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment.

A person's behavior is a necessary and integral part of who they are. In other words, much of our behavior comes from "nature" (inherent), and much comes from "nurture" (our upbringing). It is the universal language of "how we act," or our observable human behavior.

In this report we are measuring four dimensions of normal behavior. They are:

- how you respond to problems and challenges.
- how you influence others to your point of view.
- how you respond to the pace of the environment.
- how you respond to rules and procedures set by others.

This report analyzes behavioral style; that is, a person's manner of doing things. Is the report 100% true? Yes, no and maybe. We are only measuring behavior. We only report statements from areas of behavior in which tendencies are shown. To improve accuracy, feel free to make notes or edit the report regarding any statement from the report that may or may not apply, but only after checking with friends or colleagues to see if they agree.

*"All people exhibit all four behavioral factors in varying degrees of intensity."  
-W.M. Marston*

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## PERSONAL CHARACTERISTICS

*Based on Rob's responses, the report has selected general statements to provide you with a broad understanding of his work style. These statements identify the basic natural behavior that he brings to the job. That is, if left on his own, these statements identify HOW HE WOULD CHOOSE TO DO THE JOB. Use the general characteristics to gain a better understanding of Rob's natural behavior.*

Rob is extremely conscientious, and is painstaking with work that requires attention to detail and accuracy. At times he can be quite skeptical. Others may misinterpret this strength as a negative one, but he is only seeking needed data. He likes to start and finish activities. Others who work with him know they can depend on him. Patience, control and deliberateness characterize his usual behavior. Rob may not project a sense of urgency like some people with different behavioral styles. He requires many good reasons, as well as the benefits involved, before agreeing to making changes. He sometimes finds it difficult to relax until all the work is completed. Leisure time activities often include friends and family. He strives to maintain the status quo, since he tends to resist change, particularly when it is unexpected or sudden. Rob likes a consistent pace in his life, not too fast and not too slow. He likes to develop a routine in both his personal and professional life and will function best when this routine is maintained. Under pressure, Rob can be extremely tenacious and will stay with his commitments until he is satisfied. He has great abilities to concentrate on details. This concentration may be intense.

Rob may be reluctant to initiate new approaches to doing things. If he is shown the benefits, he will consider new procedures. When faced with a tough decision, he will seek information and analyze it thoroughly. He prefers to plan his work and work his plan. Others may find it refreshing to have him on their team. Making plans and following those plans is important to him. Once he has arrived at a decision, he can be tough-minded and unbending. He has made his decision after gathering much data, and he probably won't want to repeat the process. He may want to think over

## PERSONAL CHARACTERISTICS

major decisions before acting. He must be convinced that actions will produce the desired result. He tries to use balanced judgment. He is the person who brings stability to the entire team. He needs to gather data and facts in a logical fashion.

Rob likes having others initiate the conversation. He can then assess the situation and respond accordingly. Sometimes he will withdraw from a verbal battle. If he feels strong about an issue, he may retreat to gather his resources and then return to take a stand! He is somewhat reserved with those he doesn't trust or know. After trust has been established, he may be open and candid. He can be outgoing at times. Basically introverted, he will "engage" in social conversation when the occasion warrants. Rob does not enjoy confrontation for confrontation's sake. He feels he can win through patience and resolve. Rarely does he display his emotions; that is, he projects a good poker face. Others may get the feeling that he is unfriendly, when in reality he is not. He tends to be possessive of information; that is, he doesn't voluntarily share information with others outside of his team. This may be a blessing, or a curse, to his superiors. He remains aloof from active participation in unfamiliar groups. He will talk more, however, in a group of people he trusts and has known for a long time.

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## PERSONAL STRENGTHS

*This section of the report identifies the specific talents and behavior Rob brings to the job. By looking at these statements, one can identify his role in the organization. By identifying Rob's talent, the organization can develop a system to capitalize on his particular value to the organization and make him an integral part of the team.*

- Works for a leader and a cause.
- Defines, clarifies, gets information, criticizes and tests.
- Patient and empathetic.
- Dependable team player.
- People-oriented.
- Objective--"The anchor of reality."
- Always looking for the logical solutions.
- Builds good relationships.

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## BASIC NEEDS

*In this section are some needs which must be met in order for Rob to perform at an optimum level. Some needs can be met by himself, while management must provide for others. It is very difficult for a person to enter a motivational environment when that person's basic management needs have not been fulfilled. Rob and his counselor should go over the list and identify 3 or 4 statements that are most important to him. This allows Rob to participate in forming his own personal management plan.*

Rob needs:

- Shortcut methods that don't affect quality of the work.
- Complete instructions on his assignments.
- Equipment that will allow him to perform up to his high standards.
- Reassurances that he is doing the job right.
- A warm and friendly work environment.
- More confidence in his ability to perform new activities.
- Support in making high-risk decisions.
- Conditioning prior to change.
- A manager who prefers quality over quantity.
- To be introduced to the new employees.
- A feeling of belonging--to know how important he is to the team.

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## ADAPTED STYLE

*This section gives general information on behavior that Rob deems necessary to be successful on the job. One should read this section and determine if the behavior described is job related. If the behavior is not job-related, Rob does not understand the behavior required to be successful in the job.*

- Disciplined, meticulous attention to order.
- Traditional, quality-oriented work model to follow.
- Precedence of quality over efficiency.
- Sensitivity to existing rules and regulations.
- Being cooperative and supportive.
- Careful, thoughtful approach to decision making.
- Using restraint when confrontation occurs.
- Precise, analytical approach to work tasks.
- Limited contact with people.
- Calculation of risks before taking action.
- Undemanding of others' time and attention.
- Being conservative, not competitive, in nature.
- Being a good "team player."

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## PRESENT WANTS

*This section of the report was produced by analyzing Rob's wants. People are motivated by the things they want, thus: wants that are satisfied no longer motivate. Analyze each statement produced in this section and highlight those that are present "wants."*

Rob wants:

- Time to perform up to his high standards.
- Freedom from conflict and confrontation.
- High quality work standards.
- Safety procedures.
- Reassurance he is doing the job right.
- A manager who follows the company policies.
- A leader to follow and one who sets good examples.
- Instructions so he can do the job right the first time.
- A predictable environment.
- Time to adjust to change.
- Advancement when he is ready.

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## IDEAL ENVIRONMENT

*This section identifies the ideal work environment based on Rob's basic style. People with limited flexibility will find themselves uncomfortable working in any job not described in this section. A person with flexibility uses intelligence to modify their behavior and can be comfortable in many environments. Use this section to identify specific duties and responsibilities that Rob enjoys and also those that create frustration.*

- An environment where he can use his intuitive thinking skills.
- An environment that allows time to change.
- An environment dictated by logic rather than emotion.
- Needs an opportunity to deal with people with whom a long-standing relationship has been established.
- A stable and predictable environment.
- Assignments that can be followed through to completion.
- Little conflict between people.

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## CHECKLIST FOR COMMUNICATING

*Most people are aware of and sensitive to the ways with which they like to be communicated. Many people find this section to be extremely accurate and important. Read each statement and identify 3 or 4 statements that are most important. Make a list of these and practice using them in your everyday management of Rob.*

Do:

- Provide guarantees that his decision will minimize risks; give assurance that provides him with benefits.
- Draw up a scheduled approach to implementing action with a step-by-step timetable; assure him that there won't be surprises.
- Provide personal assurances, clear, specific solutions with maximum guarantees.
- Make an organized contribution to his efforts, present specifics and do what you say you can do.
- Define clearly (preferably in writing) individual contributions.
- Provide solid, tangible, practical evidence.
- Make an organized presentation of your position, if you disagree.
- Look for hurt feelings or personal reasons if you disagree.
- Support his principles; use a thoughtful approach; build your credibility by listing pros and cons to any suggestion you make.
- Patiently draw out personal goals and work with him to help him achieve those goals; listen and be responsive.

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## JOB INDICATOR

Sample Client

11-19-2008

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## INTRODUCTION

Today's workplace is in constant change and careers are evolving to keep pace. It will not be unusual for people to change careers 4-5 times during their working lives. Furthermore, research indicates that over 50% of working people hold jobs that do not utilize their natural talents, so are neither fully motivated nor satisfied with their work.

Given these realities, it becomes more important than ever for people to be prepared to make informed career decisions based on a solid understanding of their own behavioral styles and your natural talents. With increased understanding of the talents you bring to the workplace, you can maximize your ability to succeed and achieve career satisfaction in a changing environment.

The following Job Indicator section has been designed to stretch your imagination and give you ideas. The message is: "Your options are many." This section will present a listing of jobs that can provide a suitable match to your natural behavioral style, as identified earlier in this report. Review these potential jobs and decide which of them appeal to your individual preferences, values and lifestyle. Remember, they are designed to stretch your imagination and give you ideas!

The career listings presented in this section are derived from the latest issue of The Occupational Information Network (O\*NET) database, developed for the US Department of Labor by the National O\*NET Consortium. You will find a wealth of related career information for your continued research at the following websites: <http://online.onetcenter.org> and the US Dept. of Labor, Employment & Training Administration: <http://www.doleta.gov/programs/onet>.

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NAME : Sample Client

EDUCATION : High School

CODE	OCCUPATION
35-3011.00	Bartenders
43-3011.00	Bill and Account Collectors
39-9011.00	Child Care Workers
43-4021.00	Correspondence Clerks
43-4041.02	Credit Checkers
27-2031.00	Dancers
41-9011.00	Demonstrators and Product Promoters
39-9031.00	Fitness Trainers and Aerobics Instructors
39-6031.00	Flight Attendants
33-3021.05	Immigration and Customs Inspectors
41-9022.00	Real Estate Sales Agents
43-4171.00	Receptionists and Information Clerks
21-1093.00	Social and Human Service Assistants
43-4181.01	Travel Clerks

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NAME : Sample Client

EDUCATION : A.A. or B.A.

CODE	OCCUPATION
27-2011.00	Actors
25-3011.00	Adult Literacy, Remedial Education, and GED Teachers and Instructors
21-1021.00	Child, Family, and School Social Workers
21-2011.00	Clergy
13-1072.00	Compensation, Benefits, and Job Analysis Specialists
27-2031.00	Dancers
29-1031.00	Dietitians and Nutritionists
25-2021.00	Elementary School Teachers, Except Special Education
39-9031.00	Fitness Trainers and Aerobics Instructors
35-9031.00	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
43-4111.00	Interviewers, Except Eligibility and Loan
21-1023.00	Mental Health and Substance Abuse Social Workers
25-2022.00	Middle School Teachers, Except Special and Vocational Education
13-1071.02	Personnel Recruiters
33-3021.01	Police Detectives
25-2011.00	Preschool Teachers, Except Special Education
41-9022.00	Real Estate Sales Agents
21-1093.00	Social and Human Service Assistants
25-9041.00	Teacher Assistants
25-1194.00	Vocational Education Teachers Postsecondary