

Performance Full

Introduction

This report is designed to be used by both an individual alone and/or their direct manager to better understand the individual's core traits as they relate to job specific behaviors. By understanding these behaviors, either the individual alone and/or their manager can better understand how to maximize the individual's performance. This could be relevant for a manager to get to know a new employee faster or for use with current employees to improve performance. The report is broken down into 2 parts:

- * Basic Work Behaviors that can apply to any individual in a job and
- * Leadership Specific Work Behaviors that relate to individuals who are responsible for managing others

Tips will be given for some areas and can be used to improve performance when the particular behavior is important for the job. Important NOTE: There are 3 major components that drive actual performance on the job. One third of the picture is driven from the individual's "attitudes" toward the work and the company. The second third of the picture is driven from the "background, experience and specific skill set" for the tasks themselves. The last third of the picture is driven from the "core traits and learning style" of the individual. This report is only outlining the third component comprised of core traits and learning style of the individual.

Basic Work Behaviors:

Learning New Things

- Gina tends to learn new things at the same rate of speed as the majority of the population
- May prefer to take a little more time when dealing with more complex subjects
- Tasks that are overly routine may cause boredom and low productivity

Tip: When learning complex information, make sure that Gina has access to some hands on type learning and is provided with the time necessary to absorb this new information

Tip: To avoid a loss in productivity, when possible, use technology or other means to deal with highly routine tasks

Taking Direction From Others

- Gina can be direct while at the same time tactful and warm
- Can take direction from others when necessary as long as the job allows for some autonomy
- Unless the situation is highly confrontational, Gina can question things and offer opinions

Tip: When it is necessary to voice adversarial opinions, Gina may want to take time to prepare by writing out their thoughts ahead of time if possible

Consistently Following Procedures

- Prefers an environment that has some structure but that also allows for change and variety
- Able to follow rules and procedures consistently unless those procedures become too restrictive not allowing Gina to have some flexibility

Tip: Attempt to build in some flexibility with procedures if possible

Being Friendly

- Typically prefers to work with minimal interaction with others
- Positions that require Gina to be friendly and sociable frequently during the day will be more difficult

- Quiet and introspective nature typically makes Gina a good listener

Tip: Make sure your environment allows you to have your own space to work free from continual interruptions during the day

Tip: Remember that there are times when this quiet nature may cause others to think Gina is not interested or enthusiastic about a project or task

Handling Stress

- Gina typically reacts to stress quicker than most
 - May become anxious and tense under pressure
 - Emotional sensitivity can be beneficial at times for understanding what may be going on
- Tip: Make sure that the environment allows for frequent breaks to allow for time away from the action
- Tip: When stressful things occur, try to remember to step back long enough to calm down rather than just reacting to the situation

Working on a Team

- Gina enjoys working with a team while also being singled out occasionally for individual performance

- Highly competitive environments will be less motivating

Tip: Be sure that there are ways Gina can occasionally stand out from time to time and be rewarded for their own performance

Handling Details

- Tends to be distractible and easy going when it comes to details and plans
- Gina prefers an environment where they can simply react to what's going on versus planning ahead

Tip: Important to choose positions that do not involve detailed tasks, but rather are more easy going in nature and reactive

Tip: If Gina has to perform detailed tasks, they should be carefully reviewed by others as to their thoroughness

Dealing With Change

- Gina likes for things to remain relatively stable, but also enjoys positive changes when

necessary

- Environments that are too highly structured will be less motivating

Tip: Environments that have some procedures in place but that are looking for Gina to make improvements can be motivating

Leadership Specific Work Behaviors

The following section covers the work behaviors that are specific to leadership positions which may include business ownership or corporate positions that require the individual to manage and lead others. Remember that this report is only covering the traits and learning style of the individual rather than considering specific hard skills developed over time or their particular attitude toward the work or the company itself.

Solving Problems

- Gina tends to learn at the same rate of speed as the majority of the population which in turn means that problem solving will be at an average rate

- Solving complex problems may take a little longer whereas more tactical problem solving will be easier

- If daily problem solving is too routine, Gina can become bored and be less productive

Tip: When dealing with more complex problems, it can be helpful for Gina to utilize resources of others to work through them

Making Decisions

- Moderately comfortable making decisions

- Usually has a good balance between being direct and taking action while at the same time allowing input from others to get buy in for decisions

Tip: In times when tougher or unpopular decisions must be made, it will be more stressful therefore requiring extra time to prepare to make sure that others view Gina's decision as thought out and effective

Motivating Others

- Gina tends to be quiet and reserved which doesn't normally provide the outward motivation others may need to be excited about projects or ideas

- Gina may make the assumption that the idea or objective in and of itself should be exciting and motivating, but some people need that outspoken, cheerleader type of interaction to add the motivation

Tip: Gina can either have someone who is more outspoken and enthusiastic present important ideas or projects on their behalf, or Gina could spend time developing specific presentation skills that will provide additional energy and enthusiasm to others

Planning and Time Management

- Tends to prefer a loose schedule rather than taking the time to plan everything out in advance

- Gina usually allows things to unfold, reacting to situations as they arise

Tip: It is important that Gina take the time every day to plan for the most obvious things that need to be handled; best to do this planning whether at the end of the day or at the beginning of the day when there are minimal interruptions; even 10 to 15 minutes a day will make a difference

Tip: Time management systems should be very simple, otherwise Gina will likely view time management as too big of a project; projects that require a detailed approach should be delegated

Handling Confrontational Situations

- Tends to have a moderate tolerance for dealing with confrontational situations
- Prefers an approach that allows for compromise while at the same time dealing with things directly

Tip: In times when the situation is highly confrontational, if possible, Gina should prepare their approach in writing

Making Presentations

- Gina may be less comfortable giving presentations particularly if those presentations need to be highly energetic and enthusiastic
- May be more comfortable making presentations that are more technical in nature
- In situations where a high energy presentation must be made, Gina should take extra time to make sure the content is well rehearsed so that all of Gina's focus can be applied to delivering an energetic presentation

Tip: Important to spend time developing presentation skills which may include personal coaching and follow up to practice making presentations

Tip: If it is necessary to deliver high energy presentations on a daily basis, Gina may want to solicit the help of others to deliver the presentations themselves so that Gina can be available to answer questions and provide more of the substance to the material

Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.