

INTERVIEWER'S GUIDE PERSONAL PROFILE ANALYSIS

Features

This *Interviewer's Guide Report* accompanies the *Personal Profile Analysis* report. It provides the interviewer/manager/user with further explanation and extra insights about the candidate/employee's report, the three graphs and any points to review.

Uses

This report is designed to elevate the depth of discussion and explain the impact of the points to review in the *PPA Report* with a view to enhance the value of the *PPA Report* for application in both recruitment and selection as well as performance management.

INTERVIEWER'S GUIDE



Tom Sample

4/4/2007

Private & Confidential

INTERVIEWER'S GUIDE - PERSONAL PROFILE ANALYSIS

Tom Sample

We recommend that the following questions be considered by the interviewer when meeting with Tom Sample. These probing questions are designed to assist the interviewer in gaining a deeper understanding of Tom Sample, his strengths, possible limitations and behavioral style at work. These questions have been prompted by the information in the PPA Report.

Major Movements Graph I

Tom Sample likely perceives the need, either consciously or sub-consciously, to make certain important modifications to his preferred behavioral style within the current work environment. It is recommended that the underlying causes for these work-related changes be probed and discussed to gain further understanding.

Stability, Dependability and Persistence

- Your report indicates that you may be making some behavioral modifications .How easily have you adapted and what is the impact on you?
- There are indications that you may be slowing down the pace at which you operate while at the same time becoming more persistent and self-reliant. What is contributing to this?
- What three things in your current role would you like to change and why?

Major Movements Graph II

When under pressure this person is likely to make some important modifications to his preferred behavioral style. It is recommended that the underlying causes and the possible consequences of these changes are recognized and discussed. There may be an impact on his performance, the organization and on his interpersonal relationships at work. Discuss these with a view to helping him cope with work pressure.

Logical and Objective Reflection

- There are indications currently that your role may be requiring you to work in a manner not entirely consistent with your usual optimistic and out-going style. Do you agree and why do you think this is the case?

- What are some of the major challenges that you have had to accept and deal with in your current role?
- Tell me about a project or assignment when you adopted a logical, objective and reflective approach to be successful. How did you feel about this?

The following series of questions can be used to confirm the profile and the extent to which Tom Sample is aware of his impact on others within the working environment. They are also designed to identify whether he is adaptable in terms of modifying his behavior to meet the needs of work associates.

- Tell me about a situation where you had to confidently and proactively promote a product, an idea or a service. What was the situation, what did you do and how did it work?
- Provide an example at work where your natural trust of others let you down?
- Describe a situation where a disciplined attention to detail impacted your ability to complete a project on time? What happened, what were the outcomes and how did others feel about this?
- Provide some work examples where you have shown strengths in influencing and communicating with others.
- How would others describe your style of communication?
- What do you think are the three most critical factors for effective leadership? Have you been required to demonstrate these in your role?
- How do you approach tasks which call for a very careful assessment of both quality and risk?
- Tell me about a project that you were involved where there was a strong focus on quality and assessing risk. How did you contribute to the project?

And finally, is there anything else you would like to tell me that I have not asked?

GRAPHS & SCORES



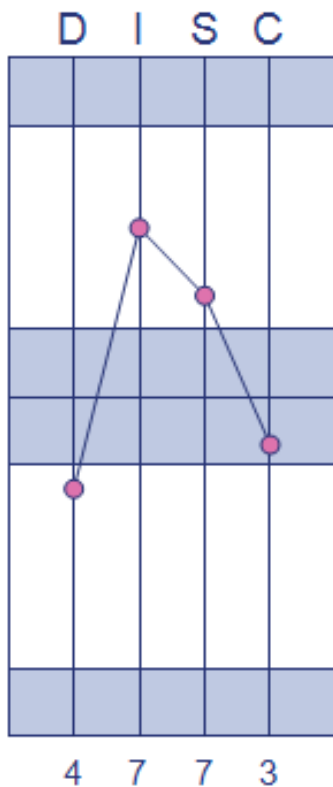
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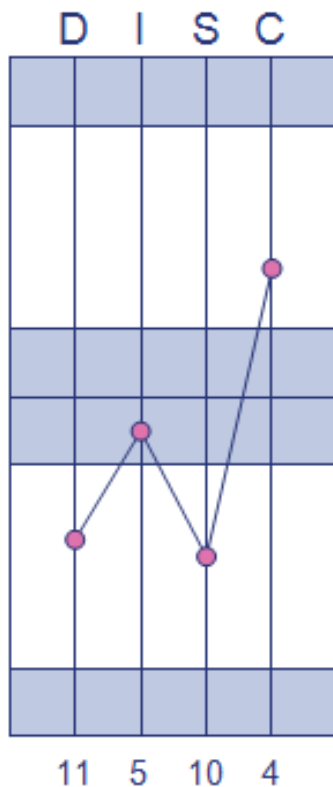
I

Work Mask



II

Behavior Under Pressure



III

Self Image

