

# Personality Profile Sample Report

Produced for : XYZ Company  
For Applicant : Bob Smith

All applicants are treated equally, based on the answers they provided.

The five types of personalities reviewed are :

- 1: The A personality - Very strong, decisive, independent, risk taker, take charge type.
- 2: The B personality - Outgoing personality, good sense of humor, talkative, enthusiastic.
- 3: The C personality - Deep and thoughtful, analytical, and usually a perfectionist.
- 4: The D personality - Low key personality, calm, usually patient and consistent.
- 5: The E personality - An equal combination of all 4 personalities.

No person is ever only one of the above types, but is a mixture of all four. There will be a dominating personality if the questions were answered honestly. The Secondary type may be close to one of the other types and may or may not be as strong as the dominate personality.

The chart on page 2 shows the main type scores as well as the character and talent traits Bob has. If the percentage is 30 % or higher, Bob will be very much like that type. The other types will also have an influence on Bob 's day to day behavior.

Use the character and talent traits to read into the true Bob . If there are very strong traits you will then know what the benefits and / or drawbacks will be. The consistency level will show how consistent Bob was in filling out the profile sheet. Use this score as your validity benchmark when reviewing the report. We strongly suggest reading the Management Book or the help section before trying to evaluate this report.

We have taken every precaution as to the results of this report. Remember, this is only a guide/tool and other means of evaluation should be used as well. Neither B.R.G. nor anyone associated with this program accept any responsibility for your actions or decisions based on this report.

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**Consistency Level : 16    Confidence Level : 10**

Note: Bob has a low confidence score. Please read the confidence section carefully. Even though this score is low, you can have the utmost confidence in the reliability of this report.

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## Sample Page 2

**Produced for : XYZ Company**  
**For Applicant : Bob Smith**  
**App.Phone : 123-456-7890** **Consistency Score : 16**  
**App.Fax : E-mail :**  
**Date taken : Thursday, January 06, 2000**  
**Group Number : 0 - Team Design number : 6 - Jobcode :N/A**

Note: Bob has a low confidence score. Please read the confidence section carefully. Even though this score is low, you can have the utmost confidence in the reliability of this report.

Dominating Personality = B - Secondary Personality = D - Least like Personality = C  
 Bob 's Personality Type is B / D



### CHARACTER & TALENT TRAITS

The table below scores each character & talent trait from 1 = Weak < to > 15 = Extreme.

Character / Trait	Score	Made Benchmark
Stress Management	8	Yes.
Sensitivity Level	9	Yes.
Compassion Level	15	No. Too High
Patience Level	10	No. Too High
Creative Abilities	11	Not Used
Artistic Abilities	2	Not Used
Outgoing Traits	8	Yes.
Interaction Level	15	Yes.
Analytical	5	Yes.
Detailed Traits	2	No. Too low
Decision Making	7	Yes.
Independent	4	Yes.
Persuasive Level	6	No. Too low
Aggressive Level	4	No. Too low
Stubborn Level	5	Yes.
Goal Setting	2	Yes.
Time Management	3	No. Too low
Confidence Level	10	Yes.

**BenchMark score compared to the C:\ptwin32\Sales-ba.bch file**  
**Total possible score : 16 - Applicants score is : 10**  
**This Applicant is somewhat close to your Benchmark.**  
**Caution : Not the same as the personality type wanted. Personality type wanted B\A**

## Sample Page 3

### **DOMINATING PERSONALITY**

#### **B-TYPE - CHEERFUL - TALKATIVE - ENTHUSIASTIC**

**TOTAL PERCENTAGE OF SCORE 30**

The B-Type is very outgoing, energetic, and likes dealing with people. They are usually very good at persuading others to see their way. Creative and colorful, the B-type will do well to work in a busy, public place. Sincere and sometimes child like, they have a great deal of energy and enthusiasm. They have a need to be liked and are optimistic. You will find them emotional, charming, and curious. They make good relationship builders and like to have many friends. The B-type will be the first to volunteer for work. They seek excitement, travel and fun. The B-type needs to know they are doing well and enjoys compliments and acknowledgement of their achievements. They become bored very quickly so they also need constant change.

Bob will tend to act like the above description on a day to day basis. This is his highest type score. Depending on the secondary type, Bob may not have all of these traits. At times we pull traits from both the dominant and the secondary types. Look at the secondary personality type as well as this dominant type to get a complete picture of what you can expect from Bob .

### **SECONDARY PERSONALITY**

#### **D - TYPE - LOW KEY - PATIENT - PACED - WELL BALANCED**

**TOTAL PERCENTAGE OF SCORE 26**

Type D is low keyed and takes a slower pace than the other types. They are calm in most situations and like doing repetitive tasks. They are patient and compassionate. They will provide stability and balance to the workplace. The D-type does not have great expectations. They are steady workers, not flashy, disciplined, discreet and consistent. You will find the D-type has many friends and is a good listener. They do not like to get involved, avoids conflicts and is well paced, (not fast - not slow). A good all around type employee if you provide a steady consistent workplace and a feeling of security.

At times you will see Bob use the above traits. We all tend to use our secondary type when we are pushed into an uncomfortable position or we need to act differently to get something we want. We seem to pull the secondary type from one of our parents, a spouse, a mentor or a close friend. The type closest to the dominant type is D type.

Bob 's personality type is B / D.

**\*\*\* THESE TWO PERSONALITY TYPES ARE CONFLICTING ! \*\*\***

Bob will be somewhere in the middle of the two or will act like one or the other in different situations.

## Sample Page 4

### **STRESS MANAGEMENT CHART SCORE 8**

Bob appears to be able to handle up to 8 major problems or stressful situations at one time.

Bob is above average in his ability to handle pressure and stress. He can handle a reasonable amount of stress for short periods of time. He is not moody and is confident with himself and is well balanced.

### **SENSITIVITY - AWARENESS LEVEL CHART SCORE 9**

Bob is above average in sensitivity. He is aware and usually is in tune with others wants and needs. He is very much aware of his surroundings. This is a good trait for sales in reading customers or for customer support functions and management.

### **COMPASSION LEVEL CHART SCORE 15**

Bob is very compassionate. If he realizes someone is in need he will want to help. Bob is self sacrificing and very idealistic. He is very humane and caring toward others feelings and needs. Common in C or D personalities or with creative, talented people. This trait may be what you are looking for but in excess, this could turn into a negative. If Bob is in management, he may overcompensate employees or spend too much time worrying about employees personal problems. Review the interview questions under compassion. Bob is sensitive and when he realizes a problem, he will act.

### **PATIENCE LEVEL CHART SCORE 10**

Bob is very, very patient. You will never rush him into a bad move. He will wait for the mountain to come to him if he thinks it will. He is the type to stick with a project until the end. Bob will become upset with people who try to rush or push him into a bad move or decision. If this is a sales position, Bob may be too patient and not close deals or spend too much time on making deals.

### **CREATIVE ABILITIES CHART SCORE 11**

Bob is very creative. Like an artist or engineer, He has a feel for beauty and design. He should do well in any type of creative position. He has vision for the ideas others present or the insight needed to design his own. Most people with this trait have enormous amounts of energy.

## Sample Page 5

### **PEOPLE / OUTGOING TRAITS CHART SCORE 8**

#### **INTERACTION LEVEL CHART SCORE 15**

Bob is average or a little above in his liking of people. He is comfortable in front of most people and isn't shy. He likes people and will converse freely. He enjoys dealing with most people and is outgoing and friendly. ( Good mid level score for this trait ) Bob tends to lean toward the extroverted side. Unless the position requires a very outgoing person, he will have good balance in this area. He should get along fine with most people, he has a good interaction level. Bob sometimes hides his true feelings towards other people.

#### **ANALYTICAL TRAITS CHART SCORE 5**

This trait shows the approach Bob will take with tasks and making decisions.

Bob is average in his analytical traits. He may need someone to check his numbers or a push to analyze a problem. He will not question most data or answers given to him . He may overlook important details or facts that could effect job performance and quality. This area affects decision making, problem solving and working with numbers. He may be fair at numbers or problems but will not do well at both.

#### **DETAIL TRAITS CHART SCORE 2**

The way Bob answered the profile, leads us to believe that he has little detail traits and will need to delegate the details to others. He will not do well on filling out paperwork and taking care of details that may need to be completed. You may have problems with quality work if this is a blue collar or clerical position. Be sure to use the detail interview questions in your background check and interview to ensure this is correct. He will delegate and will let others handle the details. He is creative and looks at the whole picture, not small details. Bob would make a good idea person or sounding board for others who are more detailed.

#### **DECISIVENESS CHART SCORE 7**

This score is a combination of how fast, how many and what type of decisions Bob will make on a day to day basis. A score of 1 - 5 indicates slow to make decisions. A score of 6 - 9 shows a good decision making level with 7/8 being the perfect score. A score over 9 indicates quick decisions with little or no thought behind them.

Bob is very decisive. Decisions made will be based on emotions.

#### **INDEPENDENT TRAITS CHART SCORE 4**

Bob is average in his independent traits. He may need some direction and advice. He may not work well on his own and may need supervision in order to do a good job. Bob should work well in a fine tuned department or on a job he likes. Bob will need a good manager who truly likes people and has the patience to help. Bob would make a good team player with the right leader or manager.

## Sample Page 6

### **PERSUASIVENESS CHART SCORE 6**

Bob is average in persuasiveness. Bob would not make a great diplomat or speaker but can usually get by with wit and charm. He may have some problems persuading others to see his way or conveying ideas. If this position requires a persuasive person, you may wish to have an indepth interview in this area. Bob also uses his personality to get what he needs.

### **AGGRESSIVE TRAITS CHART SCORE 4**

Bob is average in his aggressive traits. He is not an over-achiever and may not do well at climbing the corporate ladder. If he has a high score in the C or D personality, this is common. If he scored high in the A or B type, he may need a push to get started. If this position requires an aggressive/assertive person, you may wish to review the interview questions under aggressive with Bob .

### **STUBBORNNESS CHART SCORE 5**

Bob is average on stubbornness. He is not too stubborn to get along with. He can be swayed if you give him a good argument and you are persistent. He should be fairly open minded and flexible. ( Good mid level score for this trait )

### **GOAL SETTING LEVEL CHART SCORE 2**

Bob does not like to keep or set goals. He seems to live for today. His favorite saying is, what does it matter for. You will need a good manager to give him incentives to keep the companies goals in mind and to motivate his .

### **TIME MANAGEMENT CHART SCORE 3**

Bob has few of the character and talent traits needed for good time management skills which means it will be difficult for him to learn these skills. If he has not learned time management, you will have many problems in this area and may wish to do a very detailed background check with past employers in this area. Time management skills are a learned trait. We have no way of knowing if Bob learned the skills. The above observation is based only on the way he answered the profile and his personality type.

### **CONFIDENCE LEVEL CHART SCORE 10**

The confidence level is an indicator of the applicants frame of mind at this time. The higher the score, the more confident the applicant is. A score of 10 or less would indicate the applicant is experiencing a business or personal problem at this time which is directly affecting their confidence. The lower the score, the deeper rooted the problem is and the more likely the applicant will bring this problem to work. Bob may be having a personal or business related problem at this time which is just beginning to affect him . This may not be an issue now but could present a problem in the future. Ask about his supervisor, problems with his last position or family related issues. Bob 's confidence level may affect some of the other trait scores and shows how the problem is effecting him at this time.

INTERVIEW QUESTIONS

Below are the extreme traits which should be used as interview questions. We have provided a few questions for each trait that you may wish to ask the applicant. As you well know, each question should be followed with why or why not and will lead to other questions. Be careful of the type of questions you ask. Your local, state and/or country laws may prevent questions about age, religion, health and such to be asked. You may however talk about these issues IF the applicant brings them up in conversation.

Compassion Level - High 15

Will the applicant be too compassionate and make decisions based on emotions not facts? Will they over compensate others? Will they spend more time helping others than doing their own work?

Questions:

- Do you feel most employees give 100%? - Are they honest?
Do you feel employees should be compensated for good work beyond their pay?
What would you do in the following situations?
You found one of your employees were not giving 100% or being honest?
You found one of your employees were taking illegal drugs or had an alcohol problem?
One of your employees needs time off to take care of their sick mother or friend?
You caught someone taking reams of paper home from the office?

Comments
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Analytical Level - Low 5

The applicant appears not to question facts presented to them but accepts them as is. Are they good at numbers or solving problems? Will they question something that appears wrong? Will they make good decisions and look at all the angles?

Questions:

- What benefits can be expected from threatening an employee to do better?
Having the employees work longer hours is better than hiring more employees - do you agree?
If 37% of the people are for an idea and 41% against it, how many are undecided? (22%)
Lower interest rates are bad for what sector of the population? (fixed income)
Do you play chess?, What are your hobbies ? Were you good at math in school?
What was the last major problem you had and how did you fix it?

Comments
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# Sample PAGE 8

## INTERVIEW QUESTIONS

### **Independent Level - Low 4**

Will the applicant work well on their own without constant supervision?

Questions:

Do you ask for advice often - and why or why not?

Do you take advice very often - and why or why not?

If you were told to do something that you felt would not work, what would you do?

Could you work from home or an outside location with little direction?

Do you feel more comfortable letting someone else make the decisions? - Why

Comments \_\_\_\_\_

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### **Detail Level - Low 2**

Will the applicant overlook important details that could affect their work? Most managers leave the small details to others but still need some detail traits. Labors, salespeople and office staff need to be detailed to do professional work.

Questions:

Does it bother you if your check book doesn't balance?

What part of an employment application do you dislike the most?

What did you like least about your last job? (was it paperwork, checking inventory)

Were you ever reprimanded for not doing paperwork correctly? - if so was it fair?

Do you think people who need every detail looked after miss the overall picture?

Would you prefer to create the idea and let someone else handle the details?

Do you have any problem with delegating authority to finish the detail work?

Comments \_\_\_\_\_

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**Persuasive Level - Low 6**

Can the applicant convey their thoughts effectively ? Can they sell a product, idea or service?

Questions:

Do you feel you can convey your feelings and convince someone they are true?

In your opinion, what is the best (name a product) on the market today and why?

Give me 3 good reasons why should I hire you.

Tell me what your experience in (sales, accounting Etc.) has taught you about being successful.

Give me 3 good reasons why you will make a good employee.

Comments \_\_\_\_\_

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**Aggressive Level - Low 4**

Will they have enough ambition to do the job? Will it even matter to them? Will they work hard?

Questions:

What changes do you expect to happen in your life with this position? Do feel that's good or bad?

How far do you wish to go in the company? What position would you chose if you could have any and why?

Are you willing to do whatever it takes to get the job done? (stay late, work overtime, training classes)

Are you competitive, do you enjoy winning? What sports do you play?

When you fail, what do you do next? - (review why, try another approach - give up)

When do you feel successful? (home or work activities)

What was your greatest success and why? (was it a home or work success)

What was your greatest failure and why did it happen?

Comments \_\_\_\_\_

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# Sample PAGE 10

## INTERVIEW QUESTIONS

### Set Goals - Low 2

A ship without a set course will never reach it's destination. What course does the applicant have? Are they short or long term goals?

Questions:

What are your goals for this year, in 5 years?

Do you have life, car, home insurance? Why not

Do you have any investments, savings account? Why not?

What position would you eventually want to have in our company?

How would you go about getting it?

Do you intend to peruse further education?

Comments \_\_\_\_\_

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### Time Management - Low 3

Most concerns in this area deal with being on time, missing work or taking time off. Time management is a learned skill and we wish to find out if the applicant has this trait.

Questions:

Have you ever taken a time management course? Did it help?

Do you ever worry about being on time for a doctors appointment or movie Etc.?

How long did it take you to get here today?

What time would you leave for work if you had to be here at 8am?

(see if it's realistic counting traffic, bad weather Etc.)

How many sick days a year do you feel is fair to give an employee?

Tell me what is the most unfair thing your last employer did to you. Why do you think he did it?

Would you fire an employee if they called in sick and you found out they lied?

How true is the old saying there's never enough time in a day?

Comments \_\_\_\_\_

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<b>Management Report for</b>	<b>Bob Smith : 123-456-7890</b>
<b>Contributions - What will the applicant bring to the table in terms of personality traits.</b>	<b>Enthusiasm, risk taker , verbal skills , creative talent , motivation skills</b>
<b>Communication methods -Best ways to communicate with this applicant.</b>	<b>Verbal, show &amp; tell style, motivational style.</b>
<b>Motivations - What motivates this applicant to give 100%</b>	<b>Recognition, rewards, prizes, freedom</b>
<b>Turn offs - Actions, traits or situations that will upset the applicant and cause loss of production.</b>	<b>Serious people, confinement, graphs &amp; charts, boring meetings, routine</b>
<b>Needs - What the applicant needs from the company / management to produce.</b>	<b>Change, understanding of the rules, recognition, good direction/supervision</b>
<b>Potential conflicts - Some traits that may be good / bad for the position and may cause conflict with others.</b>	<b>Dislikes following rules, intolerant of the C-type personality , may not follow through with paperwork, low assertiveness, may have time management problems</b>

### **Management Suggestions**

#### **Some ways to overcome the conflicts and help the applicant deal with them.**

Ask Bob to try to see the position of the C-type personality and respect their knowledge and status. The C-type likes charts and graphs which will bore the B-type. Advise him , the graphs and charts are there to help him understand in black and white how he is doing and what he needs to do next. You must be firm and blunt with the B-type but not a 'stiff suit'. The B-type loves excitement and hype so change the scenery often and keep it light. The B-type needs to be managed by the A-type or a stronger B-type. Other personality types are seldom strong enough to manage them effectively. Ask him to be very careful and detailed with the paperwork because the success of the company and his fellow employees depends on good written skills from everyone. Let him know if he needs help or advice, just ask. If he is not sure, speak up. Asking for advice or direction is not a sign of weakness but strength. Everyone must understand the direction, situation and facts before they can be successful. Bob may have poor time management traits and may get off track. If this is true, good direction will be needed to ensure he succeeds. Make it a point to remind him that it is his responsibility to be on time and complete the assigned projects.