



RIGHT-HIRE

Assessment Precision in Hiring and
Talent Management

Professional Competencies Assessment (120)

Prepared for:

Demo Sample

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Professional Competencies Assessment (120)

TOP TEN CRITICAL SUCCESS COMPETENCIES

Listed below are your top ten Critical Success Competencies. These competencies are listed in order of the talent you currently display for paying attention to and valuing them. The first competency listed is your strongest, which is then followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Is Optimistic And Believes That Things Will Work Out For The Best (DM)	Low Risk
2	Takes The Time To Provide Encouragement And Positive Reinforcement (MG)	Low Risk
3	Makes Certain That Feedback Is Done In A Positive Manner (TD)	Low Risk
4	Is Sensitive To Needs, Concerns, Moods And Attitudes Of Others (IS)	Low Risk
5	Treats Others Fairly And Consistently (CC)	Low Risk
6	Knows How To Motivate Others In A Positive, Reinforcing Way (TD)	Low Risk
7	Willing To Listen To Others (CC)	Low Risk
8	Gives Advice Without Being Too Critical (CC)	Low Risk
9	Maintains A Positive Supportive Attitude In All Activities (IS)	Low Risk
10	Helps People To Have The Confidence To Take Risks (CC)	Low Risk

Area Legend			
IS = Interpersonal Relations	PS = Problem Solving	DM = Decision Making	TM = Time Management
LE = Leadership	TD = Training & Development	CC = Coaching & Counseling	AD = Administration
ADM = Account Development & Management	MG = Management & Supervision		

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FIVE KEY DEVELOPMENT AREAS

Listed below are your five key development areas from the Critical Success Competencies. These competencies are listed in order of the area which needs the most development followed by the other four in the order of their rank.

Rank	Description	Strength/Development
1	Does Not Always Communicate A Sense Of Vision And Purpose. (LE)	Real Risk
2	May Overlook Immediate Problems And Not Respond To Them Quickly. (PS)	Real Risk
3	Tends To Overlook What Needs To Be Done. (LE)	Real Risk
4	May have difficulty Maintaining Integrity In All Matters (ADM)	Real Risk
5	Does Not Always Assign Tasks Clearly And Specifically. (IS)	Conditional Risk

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IS = Interpersonal Relations	PS = Problem Solving	DM = Decision Making	TM = Time Management
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INTERPERSONAL RELATIONSHIP COMPETENCIES

Listed below are the Critical Interpersonal Relationship Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Is Sensitive To Needs, Concerns, Moods And Attitudes Of Others	Low Risk
2	Maintains A Positive Supportive Attitude In All Activities	Low Risk
3	Is Willing To Ask Feedback From And Give Feedback To Others	Low Risk
4	Knows How To Set Priorities In Relationships	Low Risk
5	Listens Patiently To What Everyone Is Saying	Low Risk
6	Is Open To The Perspective of Others When Discussing Problems	Low Risk
7	Knows How To Deal With Conflicting Issues In A Positive, Responsible Manner	Low Risk
8	Makes An Effort To Be Pleasant, Courteous And Tactful	Low Risk
9	Available To Talk About Long Range Plans And Goals	Low Risk
10	Makes Certain That Communications Are Clear And To The Point	Low Risk
11	Knows What To Say And How To Say It	Situational Risk
12	Assigns Tasks Clearly And Specifically	Conditional Risk

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PROBLEM SOLVING COMPETENCIES

Listed below are the Critical Problem Solving Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Pays Attention To Doing The Right Thing	Low Risk
2	Is Willing To Be Creative And Inventive	Low Risk
3	Understands The Difference Between Crisis Issues And Minor Problems	Low Risk
4	Is Willing To Look At All Alternatives Even When These Alternatives Are Controversial	Low Risk
5	Takes The Time And Energy To Do A Thorough Analysis Of The Problem	Low Risk
6	Pays Attention To The Consequences Of A Solution	Situational Risk
7	Takes The Time To Find Out What Is Causing A Problem	Situational Risk
8	Does Not Jump To Conclusions To Make A Fast Resolution Of The Problem	Situational Risk
9	Plans For Situations When Things Do Not Work Out As Expected	Situational Risk
10	Strives To See Problems From All Perspectives	Situational Risk
11	Pays Attention To What Is Causing The Problem	Situational Risk
12	Pays Attention To Immediate Problems And Responds To Them Quickly	Real Risk

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CRITICAL DECISION MAKING COMPETENCIES

Listed below are the Critical Decision Making Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Is Optimistic And Believes That Things Will Work Out For The Best	Low Risk
2	Is Willing To Make Mistakes And Learn from Them	Low Risk
3	Sticks By A Decision Once It Is Made	Low Risk
4	Takes The Time To Examine The Consequences of Decisions Prior To Acting On Them	Low Risk
5	Is Open To Mistakes And Willing To Be Wrong And Change Directions When Necessary	Low Risk
6	Has The Willingness To Act, The Patience to Wait On The Decision To Work And The Responsibility For The Consequences Of Decisions	Low Risk
7	Has A Strategy For Making Decisions Which Is Consistent With Beliefs, Goals And Plans	Low Risk
8	Is Willing To Take Risks For What They Believe Is Right	Low Risk
9	Pays Attention To Tracking And Measuring The Success And Failure Of Decisions	Low Risk
10	Promotes Openness To New Ideas Without Losing Perspective For What Is Wrong	Situational Risk
11	Takes The Time To Make Certain That What Is Needed To Support The Decision Is Available	Situational Risk
12	Knows How To Translate Priorities And Expectations Into Decisions	Conditional Risk

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TIME MANAGEMENT COMPETENCIES

Listed below are the Critical Time Management Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Pays Attention To The Consequences Of Actions And How They Affect Strategies And Tactics	Low Risk
2	Makes Commitments That Are Realistic And Can Be Kept	Low Risk
3	Stays In Touch With Immediate Needs In A Situation	Low Risk
4	Pays Attention To Getting Things Done	Low Risk
5	Builds Strategies Based On Past Successes And Failures	Low Risk
6	Sets Goals On Prior Experience When Possible	Low Risk
7	Builds Back Up Plans And Actions For Those Times When Things Do Not Work Out As Expected	Low Risk
8	Plans Ahead Of Time For Problems, Crisis Intervention, Priorities As Well As Unexpected Events	Situational Risk
9	Understands The Need For Using Past Successes And Failures To Build Future Plans	Situational Risk
10	Matches Schedules To Priorities To Keep Things On Track	Situational Risk
11	Pays Attention To The Time Needed To Complete Specific Tasks	Situational Risk
12	Monitors Progress Of Activities To Keep Things On Schedule	Situational Risk

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LEADERSHIP COMPETENCIES

Listed below are the Critical Leadership Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Communicates A Belief That Things Can And Will Work Out For The Best	Low Risk
2	Makes Decisions With Confidence	Low Risk
3	Stays On Track Until The Task Is Complete	Low Risk
4	Keeps Word And Personal Commitments	Low Risk
5	Involves Everyone In The Process	Low Risk
6	Sees To It That Things Are Done Right	Low Risk
7	Knows When To Take Risks And Chances	Low Risk
8	Knows What The Key Issues Are, What Needs To Be Done And How To Get Things Done	Low Risk
9	Communicates With Commitment, Consistency And Clarity	Low Risk
10	Willingness To Do Things	Situational Risk
11	Pays Attention To What Needs To Be Done	Real Risk
12	Believes In And Communicates A Sense Of Vision And Purpose	Real Risk

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TRAINING & DEVELOPMENT COMPETENCIES

Listed below are the Critical Training & Development Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Makes Certain That Feedback Is Done In A Positive Manner	Low Risk
2	Knows How To Motivate Others In A Positive, Reinforcing Way	Low Risk
3	Suggests Improvements And Gives Advice In A Positive Way	Low Risk
4	Motivates Others Through Personal Commitment	Low Risk
5	Stays In Touch With What Works	Low Risk
6	Balances The Needs Of The Individual And The Group	Low Risk
7	Knows What Is Needed To Support Training Activities	Low Risk
8	Builds Clear And Well Organized Strategies And Programs	Low Risk
9	Sets Goals That Are Clear, Relevant And Realistic	Low Risk
10	Knows How To Set Goals Which Are Challenging And Attainable	Situational Risk
11	Monitors The Progress Of Training	Situational Risk
12	Knows Both What Needs To Be Done And What Can Be Done	Situational Risk

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COACHING & COUNSELING COMPETENCIES

Listed below are the Critical Coaching & Counseling Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Treats Others Fairly And Consistently	Low Risk
2	Willing To Listen To Others	Low Risk
3	Gives Advice Without Being Too Critical	Low Risk
4	Helps People To Have The Confidence To Take Risks	Low Risk
5	Demonstrates How To treat Mistakes As Opportunities For Growth	Low Risk
6	Makes Certain That Each Person Knows What Is Expected	Low Risk
7	Promotes Personal Commitment To What Is Right	Low Risk
8	Values Developing Others As A Worthwhile Task	Low Risk
9	Identifies And Reinforces Progress	Low Risk
10	Stays In Touch With The Consequences Of What Is Said	Low Risk
11	Can Be Personally Involved Without Losing Perspective Of The Needs And Interests Of Others	Low Risk
12	Sets Standards And Expectations That Are Realistic	Situational Risk

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ADMINISTRATION COMPETENCIES

Listed below are the Critical Administration Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Makes Certain That Promises And Commitments Are Kept	Low Risk
2	Makes Certain That Things Are Done Right	Low Risk
3	Pays Attention To Documenting Decisions And Actions	Low Risk
4	Sets Realistic Schedules	Low Risk
5	Stays On Track In Difficult And Confusing Situations	Low Risk
6	Makes An Effort To Keep Things On Schedule	Situational Risk
7	Makes Certain That Policies And Procedures Are Practical	Situational Risk
8	Takes Care Of Daily Detail Work	Situational Risk
9	Plans Time Around Short Range And Long Range Issues	Situational Risk
10	Knows What Is Necessary To Take Care Of Daily Tasks	Conditional Risk
11	Sees The Value Of Record Keeping	Conditional Risk
12	Takes The Time To Keep Things Organized	Conditional Risk

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ACCOUNT DEVELOPMENT & MANAGEMENT COMPETENCIES

Listed below are the Critical Account Development & Management Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Develops And Maintains Trust With Each Client	Low Risk
2	Maintains Commitment To Organizational Plans And Programs For Handling Accounts	Low Risk
3	Anticipates Client Interests, Issues And Problems	Low Risk
4	Makes Decisions On A Proactive Basis	Low Risk
5	Keeps Organizational And Client Needs In Perspective	Low Risk
6	Takes Care Of Client, Organizational And Personal Needs	Low Risk
7	Knows What Is Expected To Support Each Client	Low Risk
8	Understands The Future Potential In Maintaining An Account	Low Risk
9	Knows How To Utilize Available Resources To Develop And Maintain Accounts	Situational Risk
10	Stays In Touch With Account Needs	Situational Risk
11	Sets Priorities Which Meet Personal, Organizational And Client Needs	Situational Risk
12	Maintains Integrity In All Matters	Real Risk

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MANAGEMENT & SUPERVISION COMPETENCIES

Listed below are the Critical Management & Supervision Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Takes The Time To Provide Encouragement And Positive Reinforcement	Low Risk
2	Willing To Correct And Discipline	Low Risk
3	Takes The Time To Listen To Opposing Viewpoints	Low Risk
4	Pays Attention To Both Innovation And Consistency	Low Risk
5	Promotes Both Personal And Organizational Responsibility And Accountability	Low Risk
6	Knows How To Set Priorities And See To It That They Are Taken Care Of	Low Risk
7	Responds Quickly And Effectively To Tasks, Problems And Issues	Low Risk
8	Promotes Both Autonomy And Freedom Of Action As Well As Responsibility And Accountability	Low Risk
9	Knows How To Handle Conflicting And Difficult Issues	Situational Risk
10	Promotes Confidence, Optimism And Faith That Things Are Being Taken Care Of	Situational Risk
11	Pays Attention To Long Term Goals And Immediate Needs	Situational Risk
12	Focuses On Planning, Scheduling And Monitoring	Situational Risk