



**RIGHT-HIRE**

Assessment Precision in Hiring and  
Talent Management

# Project Management Competency Assessment

**Prepared for:**

*Demo Sample*

- *This material is confidential and personal.*
- *Please do not read this report unless authorized to do so.*
- *The content should not be used as the sole source for decisions regarding hiring, placement, career moves or termination.*

San Jose, California  
Voice: 408.834.7768 ext.1  
Fax: 408.448.1828  
E-Mail: [mcarlisle@right-hire.com](mailto:mcarlisle@right-hire.com)  
Web: <http://www.right-hire.com>

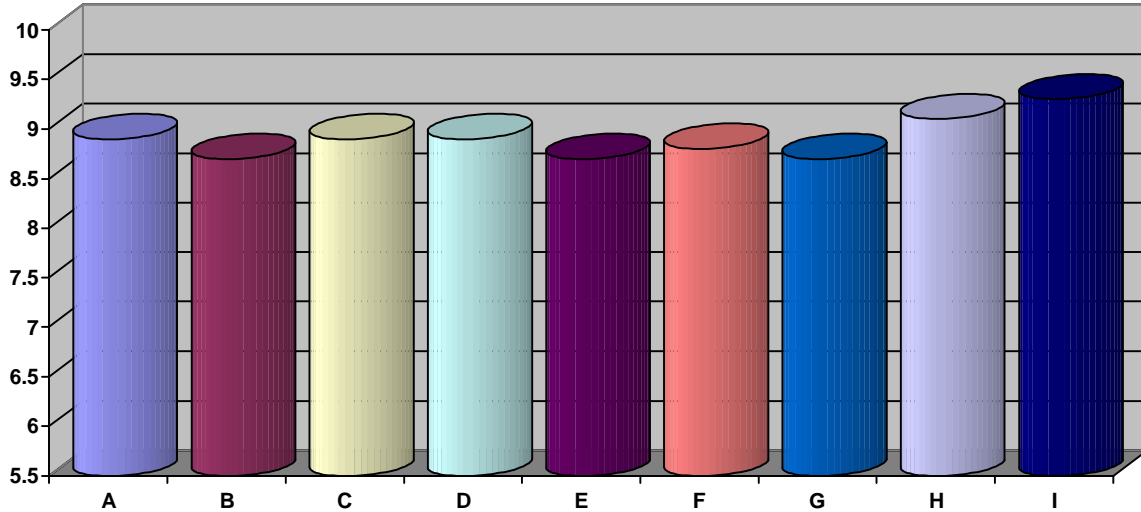
7/12/2007 6:58:00 PM  
77CI\_8015

**This entire document is subject to the following statement:**

**Copyright © 2005- 2007 – Axiometrics International, Inc. All rights reserved.**

## Project Management Competency Assessment

### GLOBAL GRAPH



<b>Primary Strengths</b>	<b>9.4 to 10.0</b>
<b>Secondary Strengths</b>	<b>8.9 to 9.39</b>
<b>Secondary Development</b>	<b>8.3 to 8.89</b>
<b>Primary Development</b>	<b>6.0 to 8.29</b>

<b>A) Integration-Initiation (Secondary Strength)</b> — The ability to be creative and inventive with the initiation of new projects as well as the integration of project components.
<b>B) Scope And Activity Definition (Secondary Development)</b> — Sees the big picture and knows what it takes to get things done.
<b>C) Team Leadership (Secondary Strength)</b> — Keeps the members of the team on track in a positive way.
<b>D) Human Resource Management (Secondary Development)</b> — Manages human resources for maximum benefit to the project.
<b>E) Cost Management (Secondary Development)</b> — Maintains project schedules and associated tasks while maximizing cost effective utilization of resources.
<b>F) Quality Management (Secondary Development)</b> — The ability to keep promises and commitments while doing things right, on schedule, and without compromising the quality of the project deliverables.
<b>G) Procurement Management (Secondary Development)</b> — Takes care of the details that ensure the resources required to complete the project are available.
<b>H) Risk Management (Secondary Strength)</b> — Understands the difference between crisis and minor issues, can determine level and impact of risks, and knows when taking a risk is warranted.
<b>I) Communications And Change Management (Secondary Strength)</b> — The ability to maintain required communications and minimize the impact of the changing resources and/or environment of the project.

---

## ***Project Management Competency Assessment*** **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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Provides encouragement and positive reinforcement. (Area I)	Primary Strength
2	Maintains a positive and supportive attitude. (Area I)	Primary Strength
3	Encourages others to work together. (Area I)	Primary Strength
4	Helps others have the confidence to take risks. (Area H)	Primary Strength
5	Develops and maintains trust with each client. (Area I)	Primary Strength
6	Builds confidence that things can and will work out for the best. (Area C)	Primary Strength
7	Makes decisions with confidence. (Area C)	Primary Strength
8	Stays on track until the task is complete. (Area C)	Primary Strength
9	Keeps word and personal commitments. (Area C)	Secondary Strength
10	Makes certain that each person knows what is expected. (Area D)	Secondary Strength

---

## ***Project Management Competency Assessment*** **FIVE KEY DEVELOPMENT AREAS**

---

Listed below are 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Does not consistently believe in or communicate a sense of vision and purpose. (Area C)	Primary Development
2	May have difficulty paying attention to problems and responds quickly. (Area B)	Primary Development
3	Does not consistently pay attention to what needs to be done. (Area C)	Primary Development
4	May have difficulty maintaining integrity in all matters. (Area F)	Primary Development
5	May have difficulty translating priorities and expectations into decisions. (Area B)	Secondary Development

---

## **Project Management Competency Assessment INTEGRATION (AREA A)**

---

Listed below are the top integration phase success competencies. These competencies are listed in order of the talent you currently 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Makes decisions on a proactive basis.	Secondary Strength
2	Is willing to be creative and inventive.	Secondary Strength
3	Builds strategies consistent with beliefs, goals, and plans.	Secondary Strength
4	Looks at all alternatives even when they are controversial.	Secondary Strength
5	Builds strategies on successes, failures, goals, and expectations.	Secondary Strength
6	Builds strategies for crisis intervention.	Secondary Development
7	Does not jump to conclusions to make fast resolutions of problems.	Secondary Development
8	Plans for situations when things do not work out as expected.	Secondary Development
9	Sees problems from all perspectives.	Secondary Development

---

## **Project Management Competency Assessment**

### **SCOPE AND ACTIVITY DEFINITION (AREA B)**

---

Listed below are the top scope and activity definition phase success competencies. These competencies are listed in order of the talent you currently 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Makes commitments that are realistic and can be kept.	Secondary Strength
2	Stays in touch with immediate needs in a situation.	Secondary Strength
3	Sets priorities and makes certain they are taken care of.	Secondary Strength
4	Sets goals on experience when possible.	Secondary Strength
5	Builds back up plans and actions.	Secondary Strength
6	Takes the time to find out what is causing a problem.	Secondary Development
7	Pays attention to long term goals as well as immediate needs.	Secondary Development
8	Translates priorities and expectations into decisions.	Secondary Development
9	Pays attention to problems and responds quickly.	Primary Development

---

## ***Project Management Competency Assessment*** **TEAM LEADERSHIP (AREA C)**

---

Listed below are the top team leadership phase success competencies. These competencies are listed in order of the talent you currently 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Builds confidence that things can and will work out for the best.	Primary Strength
2	Makes decisions with confidence.	Primary Strength
3	Stays on track until the task is complete.	Primary Strength
4	Keeps word and personal commitments.	Secondary Strength
5	Involves everyone in the process.	Secondary Strength
6	Knows the key issues, what can be done, and how to get things done.	Secondary Strength
7	Communicates with commitment, consistency, and clarity.	Secondary Strength
8	Sets standards and expectations which are challenging but attainable.	Secondary Development
9	Pays attention to what needs to be done.	Primary Development
10	Believes in and communicates a sense of vision and purpose.	Primary Development

---

## ***Project Management Competency Assessment*** **HUMAN RESOURCE MANAGEMENT (AREA D)**

---

Listed below are the top human resource management phase success competencies. These competencies are listed in order of the talent you currently 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Makes certain that each person knows what is expected.	Secondary Strength
2	Maintains commitment to organizational plans and programs.	Secondary Strength
3	Identifies and reinforces progress.	Secondary Strength
4	Understands the future potential in maintaining an account.	Secondary Development
5	Handles conflicting and difficult issues with fairness and consistency.	Secondary Development
6	Sets priorities which meet personal, organizational, and client needs.	Secondary Development
7	Pays attention to time needed to complete specific tasks.	Secondary Development
8	Assigns tasks clearly and specifically.	Secondary Development

---

## **Project Management Competency Assessment**

### **COST MANAGEMENT (AREA E)**

---

Listed below are the top cost management phase success competencies. These competencies are listed in order of the talent you currently 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Pays attention to documenting decisions and actions.	Secondary Strength
2	Takes the time and energy to do a thorough analysis of problems.	Secondary Development
3	Pays attention to tracking and measuring decisions.	Secondary Development
4	Makes certain that policies and procedures are practical.	Secondary Development
5	Monitors progress to keep things on schedule.	Secondary Development
6	Plans time around short range and long range issues.	Secondary Development
7	Understands the importance of taking care of daily tasks.	Secondary Development

---

## **Project Management Competency Assessment**

### **QUALITY MANAGEMENT (AREA F)**

---

Listed below are the top quality management phase success competencies. These competencies are listed in order of the talent you currently 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Makes certain that promises and commitments are kept.	Secondary Strength
2	Makes certain that things are done right.	Secondary Strength
3	Promotes responsibility and accountability.	Secondary Strength
4	Builds clear and well organized strategies and programs.	Secondary Development
5	Sets goals which are clear, relevant and realistic.	Secondary Development
6	Promotes confidence that things are being taken care of.	Secondary Development
7	Makes an effort to keep things on schedule.	Secondary Development
8	Pays attention to what is causing a problem.	Secondary Development
9	Maintains integrity in all matters.	Primary Development

---

## ***Project Management Competency Assessment*** **PROCUREMENT MANAGEMENT (AREA G)**

---

Listed below are the top procurement management phase success competencies. These competencies are listed in order of the talent you currently 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Keeps in perspective organizational and client needs.	Secondary Strength
2	Sets realistic, attainable schedules.	Secondary Strength
3	Knows what is expected to support each client.	Secondary Development
4	Knows how to use resources to develop and maintain accounts.	Secondary Development
5	Matches schedules to priorities and goals.	Secondary Development
6	Focuses on planning, scheduling, and monitoring activities.	Secondary Development
7	Takes care of daily detail work.	Secondary Development
8	Takes the time to keep things organized.	Secondary Development
9	Pays attention to record keeping.	Secondary Development

---

## ***Project Management Competency Assessment***

### **RISK MANAGEMENT (AREA H)**

---

Listed below are the top risk management phase success competencies. These competencies are listed in order of the talent you currently 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Helps others have the confidence to take risks.	Primary Strength
2	Takes time to examine consequences prior to making decisions.	Secondary Strength
3	Knows the difference between crisis issues and minor problems.	Secondary Strength
4	Knows when to take risks and chances.	Secondary Strength
5	Is willing to take risks for what they believe is right.	Secondary Strength
6	Pays attention to long term effect of consequences.	Secondary Development
7	Knows what needs to be done and what can be done.	Secondary Development

---

## **Project Management Competency Assessment**

### **COMMUNICATIONS AND CHANGE (AREA I)**

---

Listed below are the top communications and change phase success competencies. These competencies are listed in order of the talent you currently 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.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Provides encouragement and positive reinforcement.	Primary Strength
2	Maintains a positive and supportive attitude.	Primary Strength
3	Encourages others to work together.	Primary Strength
4	Develops and maintains trust with each client.	Primary Strength
5	Evaluates the effect of decisions on strategies and tactics.	Secondary Strength
6	Pays attention to developing others.	Secondary Strength
7	Makes certain that communications are clear and to the point.	Secondary Development
8	Responds quickly and effectively to tasks, problems, and issues.	Secondary Development