

STRENGTHS & LIMITATIONS

PRIVATE & CONFIDENTIAL

21/05/2004

Mr. Joe Bloggs

Report Unique ID: 35012

This report summarises Mr. Bloggs's positive behavioural traits which can be interpreted as his "Working Strengths". These are the values that he contributes to the organisation. It also includes "Possible Limitations" which describe those driving forces which may be seen by some as personal shortcomings.

Mr. Bloggs's strengths are a clear indication of those areas of accountability or operational involvement where he would likely be most comfortable and therefore most productive and successful. Conversely, the indicated limitations highlight those areas where Mr. Bloggs may, in all probability, benefit most from training, development and/or support.

Working Strengths of Mr. Bloggs

- Motivated towards getting results
- Makes decisions
- Can work without difficulty in situations which require minimal people contact
- Respects sincerity
- Develops specialised skills
- Concentrates easily on work and assignments
- Demonstrates loyalty
- Willing to defend unpopular stand if need be
- No adverse reaction to minor inconveniences
- Researchs the facts
- Monitors and controls activity
- Assumes authority within specialised field of endeavour

Possible Limitations of Mr. Bloggs

- Blunt and very direct style of communication
- May avoid delegation, but when forced to do so, may give too brief an explanation



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- Sticking to traditional ways of doing things
- May be prone to criticise rather than compliment others
- May not show enthusiasm
- Can be sceptical and withdrawn
- His probing and analytical approach may have a negative impact on the enthusiasm of others
- May avoid public and social interaction
- Could at times have trouble meeting deadlines
- Stubborn and overly persistent
- Will at times try to "re-invent the wheel"
- May resist participating in or being part of the team

In order to assess the above report it should be considered in the context of the job requirements. Therefore it is recommended that the Strengths & Limitations be compared with the Human Job Analysis (HJA). The HJA defines those job requirements and the behavioural dimensions needed for satisfactory completion of the task, assignment or project.



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