



Introduction: What is this Report and how can I use it?

What we know from considerable research is that success in any role is the result of a few important components aligning properly:

- **The right knowledge** – gained through training, education and/or professional certification;
- **The right experience** – gained through previous jobs, internships, volunteering and other activities;
- **The right fit** – certain jobs will be a much better match for Sally than others.

Knowledge and experience are building blocks an individual can build up over time, through study and activity. You'll find lots of information about Sally Sample's education and experience in the résumé. Careful, though... we have all been guilty of placing too much confidence in a particular educational degree, credential, or company experience as a predictor of someone's likely success, *here*.

In fact, research supports that when someone is a great fit for the position but there's a gap in their education or experience, closing that 'knowledge' gap with training early on is generally a lot more productive than trying to support someone who is simply not a great fit for the job.

This Job Fit Report has been prepared specifically for you. What we've done is taken the results of the TalentSorter questionnaire Sally Sample completed and compared Sally's unique characteristics to those of people who are most likely to be successful in the Office Admin/Support Permanent Part-Time role.

This report won't evaluate whether Sally has the right knowledge or experience for the role, but it will tell you whether Sally is likely to be a *good fit* in the Office Admin/Support Permanent Part-Time role at "Your Company".

Finding the **right fit** benefits both you and your employee. When someone's a good fit for their job, they tend to be more successful and happy with their career – not to mention that they tend to be more productive and stay longer.

Critical Thinking and Reasoning



This section is best described as 'how Sally processes different forms of data and information'. Sally was presented with a series of math and word problems and asked to choose the answer they felt was correct.

It appears that Sally:

- Is generally able to analyze large amounts of data with ease.
- Typically prefers an environment that allows for complex problems to be solved independently.
- Will typically deliver sound decisions based on the analysis of data due to strong numeric and verbal abilities.
- Usually prefers to approach verbal and numerical data independently without the assistance of others.

Core Behavioral Traits

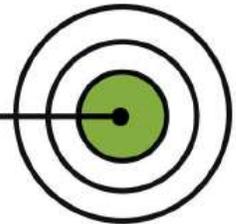
Based on what you have told us about the job, and what we know of Sally Sample based on their answers to the online assessment, we have generated an overall FitScore of 83, which would generally indicate moderate compatibility with the job itself.

Here are the traits which are most critical to success in the Office Admin/Support Permanent Part-Time role:

Extraversion

Degree to which one requires social interaction and authority. A Top Performer prefers to work in a group setting in which they have the opportunity to interact with others, but is able to work alone with limited contact for short periods of time.

Sally is in the ideal range for this position



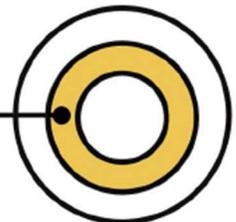
This candidate:

- Always follows through on commitments to others to the extent possible.
- Is typically genuine and truthful above all else.
- Always maintains confidentiality when discussing sensitive information.
- Recognizes that rules and regulations are in place for a reason and tends to follow them very closely.

Agreeableness

Tendency to be friendly, approachable, and easy to get along with. A Top Performer usually cooperates with others in order to ensure group harmony as long as their goals do not drastically differ from those of the candidate.

Sally is slightly different from the ideal in this trait



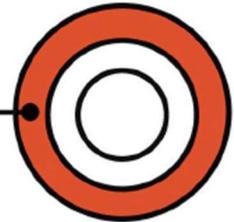
This candidate:

- Usually prefers working with an harmonious group toward a common goal.
- Tends to get along with people easily.
- Is generally considered to be very approachable and friendly.
- Generally goes along with others in order to avoid conflict.

Conscientiousness

Tendency to strive for perfection, sometimes at all costs. A Top Performer usually develops a thorough plan before beginning a task.

Sally is considerably different from the ideal in this trait



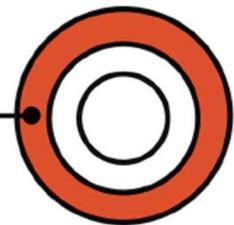
This candidate:

- Usually prefers to work in an unstructured work environment that welcomes spontaneity.
- Often prefers to go with the flow and does not usually plan their actions too far in advance.
- Has a work style that is typically unstructured and may seem disorganized to others.
- Often jumps into a task without an established plan.

Stability

Degree to which one reacts positively to negative or stressful situations. A Top Performer is usually objective in their decision making and actions, even in trying circumstances.

Sally is considerably different from the ideal in this trait



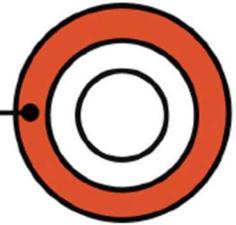
This candidate:

- Has a point of view and exhibits feelings which may sometimes be misinterpreted by others.
- Naturally acts on instinct in times of stress, but is capable of logically considering the situation on occasion.
- Sometimes has difficulty remaining calm and collected during stressful situations.
- Usually has a reactive approach to problem solving, but is capable of assessing their options before acting in low-stress situations.

Openness

Willingness to try new ways of doing things. A Top Performer usually appreciates being able to try new methods, but is able to accept tried and true methods as well.

Sally is considerably different from the ideal in this trait



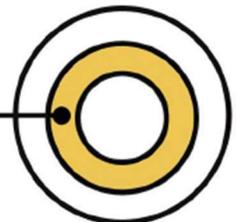
This candidate:

- Will seek out ways to change traditional work practices.
- Usually embraces the opportunity to try new ways of doing things.
- Is generally interested in creating new methods to accomplish tasks.
- Usually appreciates work which provides the opportunity to be innovative.

Resolve

Willingness to work for the intrinsic benefit of work and its ability to enhance character. A Top Performer tends to be passionate about their work and get a lot of enjoyment and pleasure out of it.

Sally is slightly different from the ideal in this trait



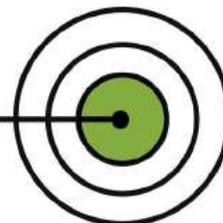
This candidate:

- Tends to be passionate about work and gets a lot of enjoyment and pleasure out of it.
- Is typically driven by a passion for work and needs to be effective and successful to be satisfied.
- Tends to be driven more by personal success than by the rewards associated with a job.
- Typically gains a sense of personal accomplishment from work.

Reliability

Tendency to behave in an uncompromising and consistently honest, moral, and ethical manner. A Top Performer always follows through on their commitments to others to the extent they are in control of a situation,

Sally is in the ideal range for this position



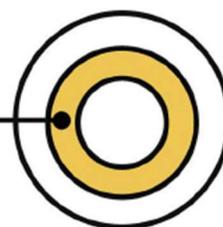
This candidate:

- Always follows through on commitments to others to the extent possible.
- Is typically genuine and truthful above all else.
- Always maintains confidentiality when discussing sensitive information.
- Recognizes that rules and regulations are in place for a reason and tends to follow them very closely.

Decisiveness

Reflects how confident someone is in accepting the risk of making a decision in a timely fashion using what information is available at the time. A Top Performer has a periodic uncertainty in their ability to take the appropriate action, which often results in delayed decision-making.

Sally is slightly different from the ideal in this trait



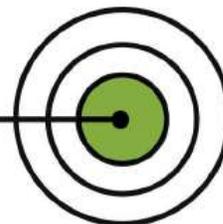
This candidate is a close match but is slightly more extreme than the ideal candidate:

- Often has a tendency to reconsider options numerous times before making a final decision.
- Has a periodic uncertainty about taking the appropriate action which often results in delayed decision-making.
- Is sometimes uncertain whether a decision was the right one.
- Often has a tendency to assess all the relevant information thoroughly before making a decision even if it causes a delay.

Influence

Tendency to focus activities on persuading others to follow or work with them in attaining objectives. A Top Performer enjoys taking the lead, working to secure the support of others.

Sally is in the ideal range for this position



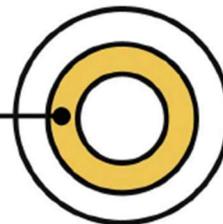
This candidate:

- Enjoys taking the lead, working to secure the support of others.
- Is able to persuade others to see a particular point of view when needed.
- Thinks it is important to convince others and to seek their approval.
- Generally prefers to work with others and obtain their input while persuading them to follow a particular path.

Assurance

Tendency to rely on and be confident in the integrity and ability of others. A Top Performer is capable of delegating tasks to others and believes that they will have the best intentions when completing them.

Sally is slightly different from the ideal in this trait



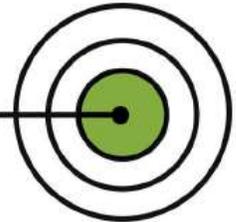
This candidate is a close match but is slightly more extreme than the ideal candidate:

- Is capable of delegating tasks to others and believes that they will have the best intentions when completing them.
- Often takes people at face value, even before getting to know them.
- Is generally capable of trusting in others without being thoroughly familiar with them.
- Is usually confident in others' ability to accomplish tasks successfully.

Optimism

Tendency to have a positive attitude regarding people and outcomes. A Top Performer is usually very accepting of innovation and new methods.

Sally is in the ideal range for this position



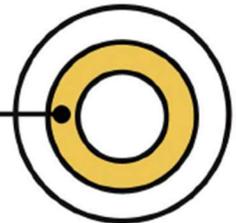
This candidate:

- Generally has a positive outlook about the benefits of change.
- Is usually very accepting of innovation and new methods.
- May tend to have an overly positive attitude in new situations.
- Can easily see the good in people.

Intensity

Level of drive and/or restlessness one exhibits. A Top Performer generally has a strong desire to devote the majority of their energy to the task at hand.

Sally is slightly different from the ideal in this trait



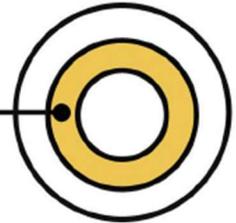
This candidate:

- Enjoys the challenge of working on multiple tasks at once.
- Generally has a strong desire to devote the majority of their energy to the task at hand.
- Is typically able to meet deadlines in a timely manner and usually at a faster pace than others.
- Is often tireless and displays a strong sense of urgency when working on projects.

Control

Tendency to take charge of people and situations. Leads more than follows. It is often associated with expressing confidence. A Top Performer is usually motivated to take charge in most situations.

Sally is slightly different from the ideal in this trait



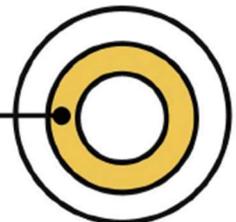
This candidate:

- Is usually not interested in being in charge of a project.
- Prefers allowing others to take the lead, and does not have a strong need to be in control of most situations.
- Would rather not take the lead on a project unless it is necessary.
- Doesn't mind taking the lead, but prefers to be a more anonymous part of the process.

Compliance

The degree to which an individual is willing to follow policies, external controls and supervision, and to work within the rules. A Top Performer is usually willing to accept outside input and guidance.

Sally is slightly different from the ideal in this trait



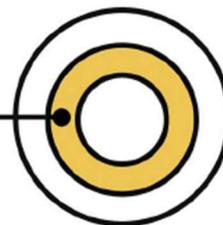
This candidate:

- Is generally considerate of policies and procedures.
- Is comfortable interacting and taking direction from those in authority.
- Is generally appreciative of supervision and guidance.
- Is generally cooperative and easy to get along with.

Gregariousness

Tendency to be outgoing and people-oriented. A Top Performer generally enjoys working with others on projects, but does appreciate the chance to work alone on occasion.

Sally is slightly different from the ideal in this trait



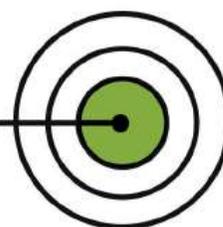
This candidate:

- Would much rather take an individualistic approach, but is able to work as part of a social group on occasion.
- Is sometimes able to work with a social group but usually only for a short period of time.
- Tends to have a relatively small network of contacts.
- Typically prefers to work alone, but is capable of interacting with others to determine a direction for a project when the need arises.

Acumen

Tendency to use logic and objective information in decision-making process. A Top Performer prefers to base their decisions on factual information rather than intuition.

Sally is in the ideal range for this position



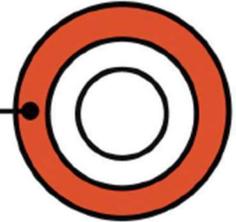
This candidate:

- Prefers to base decisions on factual information rather than intuition.
- Is more comfortable when given the opportunity to analyze all data and come to a calculated conclusion.
- Is generally not willing to make a decision based on intuition, needing to consider all the objective information.
- Typically does not consider intuition to be a valid source of information.

Cooperativeness

Tendency to be friendly, agreeable, and to be a team person. A Top Performer considers the opinions of others to be just as valuable as their own.

Sally is considerably different from the ideal in this trait



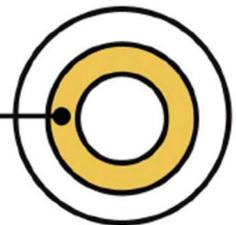
This candidate:

- Is generally not one to express personal opinions unless absolutely necessary.
- Usually agrees with others in order to maintain group harmony.
- Often has a tendency to withhold personal opinions in order to maintain a positive environment.
- May sometimes acquiesce to the opinions of others to avoid conflict.

Autonomy

Tendency to be self-reliant, self-directed, and to take independent action, making own decisions. A Top Performer is capable of relying on their own resources to make decisions and get tasks done.

Sally is slightly different from the ideal in this trait



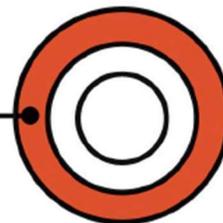
This candidate:

- Isn't really bothered by being closely managed and monitored.
- Typically enjoys working with others and values their input.
- Usually values close guidance, but is able to work independently for short periods of time.
- Usually finds it challenging to work in isolation from others.

Tact

Tendency to consider the feelings of others when communicating. A Top Performer generally takes the feelings of others into consideration before disclosing information that could be hurtful.

Sally is considerably different from the ideal in this trait



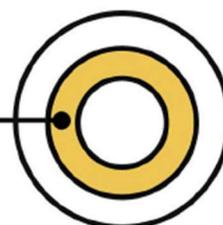
This candidate:

- Often masks true feelings when communicating with others in order to avoid interpersonal conflict.
- Tends to use discretion and common sense when expressing feelings and opinions in order to avoid offending others.
- Tends to be careful about what is being said and sometimes even retains information in order to spare the feelings of others.
- Naturally considers the feelings of others before expressing an opinion.

Compassion

Willingness and ability to identify with, or vicariously experience, the feelings and emotions of others. A Top Performer is generally known for their ability to identify with others and is often moved by others emotions.

Sally is slightly different from the ideal in this trait



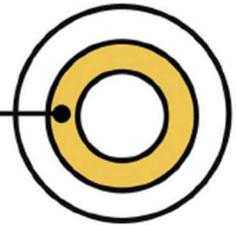
This candidate:

- Is generally known for the ability to identify with others and is often moved by others emotions.
- Often tends to have an understanding nature and is able to empathize with the feelings and experiences of others.
- Is cognizant of others' personal experiences and the impact they have on them as a person.
- Often tends to put the feelings of others before personal decisions and actions.

Teamwork

Willingness to work as a group member toward the attainment of a common objective. A Top Performer thinks it is important that everyone have an opportunity to voice their opinion when working on a group project.

Sally is slightly different from the ideal in this trait



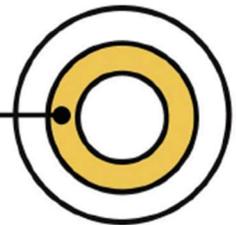
This candidate:

- Thinks it is important that everyone have an opportunity to voice their opinion when working on a group project.
- Is capable of cooperating and contributing to the group in order to accomplish a common objective.
- Recognizes the importance of group participation when working toward a common goal.
- Is comfortable sharing recognition for a project as a group rather than an individual.

Happiness

Tendency to maintain a mental or emotional state of well-being characterized by positive or pleasant emotions ranging from contentment to intense joy. A Top Performer often has a positive outlook and foresees a bright future for themselves.

Sally is slightly different from the ideal in this trait



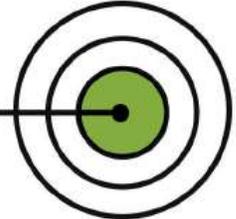
This candidate:

- May tend to focus on the one negative thing that occurred even when several positive things happen.
- Is sometimes discouraged by stressful situations and may have difficulty seeing the positive side of things.
- Can easily be put into a negative mood by minor unfortunate circumstances.
- Sometimes finds it difficult to work through challenges without encouragement from others.

Creativity

Degree to which an individual uses imagination and intellect to produce novel and original products, ideas, or task solutions. A Top Performer is usually able to come up with alternate ways of finishing a task when traditional ways of doing things are not successful.

Sally is in the ideal range for this position



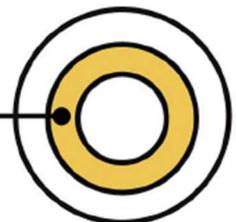
This candidate:

- Appreciates traditional practices, but prefers using new and unique methods to complete tasks
- Often opts for non-traditional ways of solving problems.
- Thrives in environments that allow for the use of imagination in completing tasks.
- Often has an original and unique way of completing tasks.

Ambition

Willingness to do whatever it takes to attain a personal goal, often even at the expense of others. A Top Performer is generally still driven by the idea of obtaining a higher status position, even if you are financially secure in their current position.

Sally is slightly different from the ideal in this trait



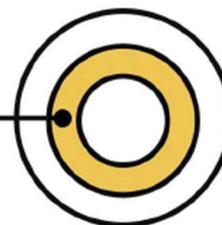
This candidate:

- Almost always pursues ways to advance in a job or career.
- Tends to constantly strive to attain a higher status position.
- Often tends to seek out personal development opportunities that will assist in furthering personal career goals and developing a higher skill set.
- Often makes decisions and takes action based on strong feelings about personal career goals and objectives.

Adventurousness

Tendency to have a need for exciting or unusual experiences which may be bold and risky undertakings with uncertain outcomes. A Top Performer usually enjoys riskier projects but doesn't mind low risk projects on occasion.

Sally is slightly different from the ideal in this trait



This candidate:

- Generally prefers to stick to a routine, but is able to cope with ambiguity and uncertainty when the need arises.
- Is able to take on tasks with moderate risk on occasion.
- Prefers working on tasks with predictable outcomes, but is able to take on riskier tasks with some additional encouragement.
- Generally prefers to work in a low risk environment but, is able to step out of the norm and take on some risk on occasion.