

Catalyst Training Services Inc.

Prevue Report

Selection
Personal Development
Individual
Succession Planning

- **Working Characteristics**

on

Ms. Mary Sample

6/19/03

Serviced By:

Catalyst Training Services Inc.
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Working Characteristics

Mary Sample

This report provides additional information on certain Working Characteristics of Ms. Sample. This summary will be significant for Managers, Supervisors, and Human Resource Professionals. The Working Characteristics are derived from personality traits as referred to in the Prevue Assessment. Distinct from the Prevue Benchmark, these work-related features help to answer questions such as:

- 1. Is Ms. Sample inclined to take risks?**
- 2. Does she live to work or work to live?**
- 3. Does she prefer a fixed salary or flexible income?**

This information, in conjunction with the Prevue Assessment and the job interview, previous work history, and a background check, will assist with Human Resource decisions regarding Ms. Sample.

Working Characteristics Summary

How does she want to be paid?	Prefers a modest salary with a good bonus or commission plan.
How important is work to her?	Work is a means to an end, not a defining characteristic of her life.
Does she make risky decisions?	May prefer swift and novel solutions but will curb this tendency if circumstances demand sound planning.
How does she deal with change?	Enjoys challenges and change but wants some order and regularity.
What is her perception of the world?	Tends to see opportunity and excitement in new ventures.

Working Characteristics

Compensation Preference

This Working Characteristic identifies whether Ms. Sample is more motivated to work by either performance-based remuneration or a fixed wage or salary. This helps to determine if she will be satisfied with the remuneration this position offers. It will also expedite the design of a compensation package that will encourage her best performance.

Is Ms. Sample better motivated by fixed salary or by an incentive remuneration program?

Prefers Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prefers Commission
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- Ms. Sample enjoys gambling on performance goals, but she also wants some regular income.
- A modest salary with a good bonus or commission plan should suit her well.
- While enjoying the excitement of incentive-based earnings, she will not be inclined to risk things of real importance.
- She likes the challenge of new ventures as long as she can think things through and be ready for potential problems.

Focus on Work

This Working Characteristic provides information on the importance of work for Mary Sample. Some people define themselves by their work. They are often labeled workaholics. Others see work as a means to an end, rather than an end in itself. While such differences are not a function of personality, they are related to it. This Working Characteristic is particularly significant for assessing whether Mary Sample will fit with the culture of the workplace or with the team that she may be assigned to.

Does Ms. Sample live to work or work to live?

Works to Live	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lives to Work
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- Mary Sample's career is a means to an end, not a defining characteristic of her life.
- Home, family and leisure activities are important to Ms. Sample.
- If there is a conflict between home and work, her personal life takes priority.
- Her leisure activities may make her better able to deal with a greater variety of clients and problems.

Working Characteristics

Tolerance for Risk

This Working Characteristic indicates the likelihood of Ms. Sample engaging in risky behaviors or actions. This attribute will be relevant in determining whether she can accommodate the decisions required in this particular job. It also provides insight regarding her fitness to be a member of an existing team.

Is Ms. Sample likely to make risky decisions?

Not Risk Inclined Risk Inclined

- Mary Sample may prefer swift and irregular solutions, but she will curb this tendency if circumstances demand sound planning.
- She is inclined to operate on the premise that "the end justifies the means", but she rarely behaves recklessly.
- Generally, she will avoid spontaneous decisions and will want to balance risks with benefits.
- Clients will approve her willingness to make quick decisions and her ad hoc approach to problem-solving.

Preference for Change

Good performance in some jobs requires a quick response to fast changes, but efficiency in other positions depends on tolerance for routine and working carefully at a steady pace. This Working Characteristic explains where Ms. Sample fits on the continuum between these diametric requirements.

Does Ms. Sample prefer to work in rapidly changing circumstances or with a set routine?

Prefers Routine Prefers Change

- Ms. Sample enjoys challenge and change but wants some order and regularity.
- She objects to rigid rules such as strict dress codes or set protocols for clients.
- Given a negative change (such as losing a client), she will respond with greater effort or a new approach.
- She will likely adapt well to new trends and react proactively.
- She does not value change for its intrinsic excitement.

Working Characteristics

Perception of the World

Mary Sample's attitude to day-to-day events in the workplace is important to her overall job performance. This Working Characteristic identifies whether she will approach problems and issues with optimism or with caution. The job itself defines which approach is appropriate.

How does Ms. Sample perceive and approach problems and events?

Sees Drawbacks

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Sees Opportunities

- Mary Sample tends to see opportunity and excitement in new ventures.
- She generally sees the world as a safe place with manageable dangers.
- She reacts quickly to problems partly because she does not fear the consequences of fast action.
- She will readily try new methods to attract clients and boost sales.
- She will not adopt uncommon practices merely because they are novel: she must be persuaded they are also timely and effective.