

Production Assistant/Operative

for

Sam Sample

Produced by Selby & Mills in partnership with

Example Organisation

Report Date **Thursday 18th September 2014**

Norm Group = **General population**

This report has been prepared with every care and in good faith. However the interpretation arises from the sum of the candidate's choices and preferences in answering a series of self-report inventories, and should therefore be seen purely as indicative of certain trends in their attitudes at that time.

The results are presented as stems where a score of 1 is low and 10 is high.

They are colour-coded; the darker the colour the higher the score and the stronger the persons preference.

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HARD WORKING

1

Tends to be multi-focused and easy going, probably reacting rather than initiating. Focus will vary according to issue.

Suggested interview questions

- Tell me about how you determine the objectives of workplace projects or tasks.
- Some workplace situations require people to be ruthless in order to achieve results. Tell me about a time where you have been ruthless in order to achieve an objective or target.
- Tell me how you generally prioritise short-term and long-term matters. Describe a situation where you have had to prioritise the short-term. What did you do?
- What do you understand by the term 'single minded'? Tell me about a time your behaviour in the workplace has demonstrated single mindedness.

FLEXIBLE

2

Likely to have difficulty in adapting to change; will prefer a stable environment and predictable routines.

Suggested interview questions

- Changes in the workplace can disrupt your working process. How do you typically adapt to changing circumstances? Provide an example of this from your previous work.
- Adapting well to changes in the workplace might allow an individual to maintain their high standards. Tell me about a time where you had to deal with a change in the workplace. Talk about the change itself, how it affected you, and how you ensured the quality of your work did not suffer as a result.
- Being able to work effectively regardless of the circumstances may be termed 'flexibility'. Provide an example of a time where you believe that you have shown flexibility within the workplace.
- Long-term routine may lead to complacency. Tell me how you counteract potential complacency when performing routine tasks.

PERSONAL RELATIONS

1

Their relationships at work are important but will not prevent them from achieving their work objectives. They may be more individual than group oriented.

Suggested interview questions

- Tell me about your general approach to personal relationships with colleagues. Provide an example of a strong workplace relationship you have formed in the past. What were the benefits of this relationship to your performance in the workplace? Were there any drawbacks?
- Would you describe your relationships with others to be long-lasting? Tell me about why you think this is the case.
- Describe how highly you prioritise personal relationships within the workplace. When might personal relationships have to play second fiddle to an organisational matter?
- Provide an example of a time where a workplace relationship has positively affected your performance.

ATTITUDE TO AUTHORITY

1

Prefers job discretion to do what they believe are the priorities, even if they vary from agreed goals. May not always display tenacity.

Suggested interview questions

- Describe a situation where you have had to display tenacity in order to achieve a goal. What primarily prevented you from achieving the goal? How did your behaviour represent tenacity?
- Unforeseen circumstances may mean that you are unable to follow previous instructions. Tell me about an instance where you have had to deviate from an agreed path in order to achieve results. What caused this? How did you achieve the desired result?
- Tell me about how you set your priorities. How much emphasis do you place on the opinions of others when making decisions on prioritising tasks?
- Describe an instance in the workplace where you have followed instructions rather than use an easier or more rapid solution to achieve a goal.

TRAINING AND DEVELOPMENT FOCUS

3

Sees people as a resource to achieve goals, support is given if objectives are met and puts most emphasis on immediate payoffs.

Suggested interview questions

- Imagine you are placed in a situation where targets have not been met by colleagues. How would you attempt to rectify their performance into effective goal achievement? Tell me about a time where you have tried to do this. What was the outcome?
- Imagine a colleague wants to partake in training which will have no short-term benefits for the organisation, but may have some long-term benefits. How would you determine whether the training would be worthwhile?
- Tell me about some of the ways in which you act as a role model for more junior staff members.
- How might you determine how effective a training or development scheme is? Tell me about your experience of leading training or development programmes in your previous roles.

DEDUCTIVE REASONING

6

Logical and thorough approach to problem solving, quick to resist irrelevant data. Such people will seek out logical and convergent information, in order to carry out effective analyses of issues in order to produce reasoned decisions.

Suggested interview questions

- Tell me about how your decision making involves the use of logic. What do you do to ensure that decisions taken consider all of the relevant information?
- Provide an example of a time where you have involved the use of data and logic to make a workplace decision. How typical is this of your normal decision making process?
- Using logic to analyse situations and make decisions can be describe as rational. Tell me why using logic is likely to produce effective and appropriate decisions.
- Tell me about a time where you learned something from making a workplace decision. Describe the situation, your decision, and what it taught you.

PROBLEM SOLVING

4

Plans ahead but may sometimes not prioritise or plan for the available resources to be in the appropriate place at the appropriate time.

Suggested interview questions

- Tackling problems or challenges is a key ability in many modern job roles. Does your behaviour change from normal when faced with a problem in the workplace? Describe an occasion where you have had to change your normal behaviour in order to solve an issue in the workplace.
- One benefit of planning for the future is that it may prevent problems before they arise. Provide an example of a time where you have done this.
- Planning can help an organisation or individual achieve results. Describe some situations where it may be necessary to plan well in advance. Describe some situations where it might be better not to plan at all.
- Once a plan has been formulated, it is important to implement the required action. Tell me how you go about transforming your plans into action. Provide an example of a time which demonstrates your typical approach to making plans a reality.

COPES WITH PRESSURE

8

Is consistent in performing under pressure, and is relatively calm in adversity or disappointment.

Suggested interview questions

- Tell me about how you react in the face of adversity in the workplace. Use examples from your previous roles to substantiate this claim.
- Pressure can affect the performance of individuals, but some people seem to take enjoyment from it. Tell me about your experiences of working under pressure. Talk briefly about how your effectiveness differs between times of pressure and more relaxed times.
- Adverse circumstances can lead to pressure in workplace situations. Describe a situation where you have met with adversity. Tell me about the situation, the issue(s) encountered, your actions, and the outcome.
- Many workplace responsibilities include deadlines for work. Tell me about how you ensure deadlines are met. In what ways can you deal with the pressure a deadline creates?

KEEN TO DELIVER

3

Has some awareness of commercial issues and may raise work performance when issues become urgent.

Suggested interview questions

- Maintaining a high level of performance throughout busy and quiet periods can be difficult for some individuals. Tell me about how you maintain consistent performance.
- Provide an example of a time where you have had to work with extreme urgency. Describe the situation, and your action. Did you have to encourage colleagues or peers at this time?
- Individuals tend to react to urgent situations in different ways. Tell me about how you are likely to react to a task or project of urgent priority. Provide an example of a time in the workplace where you have had to deal with an issue such as this.
- Tell me about how your work rate differs between quiet and busy periods. Is behaving in this way a conscious choice of yours? If so, why do you choose to act in this way?

This is the end of your report.