SMPQ

Directory of Competencies

Introduction

The Selby & Mills Personality Questionnaire (SMPQ) is a European broad-spectrum on-line personal assessment questionnaire. It conforms to the highest current standards in professional psychology. It comprises produces a unique and comprehensive range of information on work behaviour.

Number of Questions	92

Typical completion time	30 minutes

The SMPQ has a unique competency structure. This is organised at 3 levels as follows:

Level 1 - The Big 5 Personality Dimensions
These are often referred to as the OCEAN model of personality, because of the acronym for the names of the 5 dimensions.

Level 2 - Mental State: Emotional Intelligence
The Big 5 factors each branch to produce 2 further factors which 10 make up an overall indication of mental state.

Level 3 - Work Competencies
The 10 indicators of mental state finally branch to provide 40 work competencies which cover the best known areas of understanding sought by employers.

This package provides a total of 55 competencies, of which 40 are directly work related, which cover the major models currently in use in professional psychology

In addition the questionnaire looks at four discrete Skill areas; Customer Service Skills, People Management Skills, Business/Quality Management Skills and Professional Skills.

Contents

Competencies

Big 5

This report presents a summary of results in relation to five basic characteristics of personality. They have often been called the ' big five' because they provide an indication of the preferences for behaviour which are likely to guide the person's development and display of competence at work

Openness to new experience	Willing to consider new routes and options for achievement. Comfortable in unstructured situations.
Conscientiousness	Delivers commitments and displays integrity in their relations with others. Finish what you start.
Extroverted	Involved with others and actively relates to outside world.
Agreeableness	Fits in easily with others and is an easy going member of a group.
Nervousness	Prefers well-defined contexts and clearly structured work activity.

Mental State

In this report the 10 component characteristics of work disposition are presented, which provide an indication of how this person will approach work. The results can be used to identify what kind of work in what kind of organisation might suit them most closely.

Curiosity	Keen to explore and experiment. Interest is more important than outcome.
Conventionality	Seeks practical and repeatable outcomes for their effort.

Organisation	Takes control and plans the achievement of results.
Spontaneousness	Responds quickly and directly to perceived need.

Sociability	Communicates fluently within and without the organisation and to all parties.
Privateness	Self-contained work approach, often responding to others' requests.

Criticality	Reaches conclusions about desirable action and pursues approach steadily.
Sympathetic	Takes care to consider people and organisation's needs when reaching a decision.

Tenseness	Prefers clear objectives and formal systems for their work relations with others.
Calmness	Drive and confidence is undiminished by pressure or obstacles

Work competencies

This report presents the candidate's results in relation to 40 work competencies, which cover most areas of work activity. Each sten score is accompanied by a small piece of text to indicate the likely behaviours which are associated with the score which they have obtained. These are likely to provide an indication of the detailed work areas which will be attractive to them. Remember that they cannot score very highly on every competency. The value to be derived from this section lies in identifying the few significant competencies which provide valuable insight into the detailed areas of work activity in which they will be most successful and effective.

Exploration	Keen to pursue novel routes to achieving goals.
Complexity	Finds the unravelling of the complicated a positive challenge.
Open-mindedness	Open to diverse approaches to a problem.
Evidence based	Needs a practical reason to change what they do.

Practicality	Prefers to avoid the novel to achieve achievable solutions.
Realist	Only sets out if goal can be reached.
Reliability	Will not change plans once agreed.
Pragmatist	Pursues optimum solution.

Leadership style	Moves steadily towards desired target; leads others to follow.
Motivation	Keen to achieve a well-structured organisation with clear goals.
Planning & organising	Plans and structures activity well in advance.
Self discipline	Does not place higher expectations on others than on self.

Originality	Willing to initiate novel approaches.
Personal standards	Values high standards. Resists second best.
Initiative	Frequently suggests ideas and actions to others.
Responsiveness	Quick to act to resolve issues.

Diplomacy	Takes care to keep others informed.
External relations	Develops and maintains effective external relations.
Approachability	Communicates easily at all levels.
Communication style	Understood by most people, influential and informal.

Detachment	Some reserve when interacting with others.
Shyness	Prefers others to initiate contact
Consulting orientation	Assists with decision, clarifies issues but does not take decision.
Sales orientation	Values making sales and doing business very highly.

Judgement	Evaluates options to reach decision.
Decisiveness	Values decision-making over most other considerations.
Management style	Decisive and critical approach to leadership.
Firm but fair	Requires high standards from others; a tough colleague.

People development	Keen to help people achieve their potential.
Team development	Works hard to foster team work.
Personal relations	Develops strong and long-lasting relationships.
Customer relations	Maintains reciprocal relations which customers value.

Tolerance of Ambiguity	Can work effectively in uncertain and unfamiliar situations.
Status	Values visible success.
Structure	Prefers to work with clear status and objectives.
Responsibility	Delivers commitments and takes them seriously.

Stamina	Drive for achievement is sustained for long periods.
Persistence	Ambition is undiminished by setbacks.
Commercialism	Will respond to work pressure and keen to seek new business opportunities.
Confidence	Relatively unaffected by pressure and is aware of own limitations.

Skills

A report can also be produced on four discrete skill areas. The individual's responses are gathered about their attitudes towards the skills 'at present' and how they would like them to be in 'ideal circumstances' (their aspirations). The contrast between the two provides an indication of the ease and comfort with which the person will fulfil the expectations which others have of them without sacrificing their own priorities. In addition, the correlation between the two responses for each question is an indication of the candidate's acceptance of how they are. There is considerable evidence that those who are at odds with themselves, or completely content with themselves are far less effective at work and in life generally than those who are aspiring to improve and grow their performance.

Customer Service Skills

A description of the extent to which the person is alert to social conventions and interacts with others on an honest basis with sensitivity for the other person's perspective and an awareness of the requirements of the business relationship.

People Management Skills

This is an evaluation of the preferred management style of the individual and the way in which they absorb information in order to reach decisions.

Business/Quality Management Skills

A summary of the way in which the person manages business issues and plans quality into their work, taking into account possible threats to progress.

Professional Skills

A description of the extent of their expert orientation, their openness to different points of view and the way in which they keep up to date in their chosen field and share their knowledge and understanding.

Competency Summary

Big5	Mental State	Work Competencies	
Openness to new experience Willing to consider new routes and options for achievement. Comfortable in unstructured situations.	**Curiosity** Keen to explore and experiment. Interest is more important than outcome.	**Exploration** Keen to pursue novel routes to achieving goals.	
		Complexity Finds the unravelling of the complicated a positive challenge.	
		Open-mindedness Open to diverse approaches to a problem.	
		Evidence based Needs a practical reason to change what they do.	
	Conventionality Seeks practical and repeatable outcomes for their effort.	**Practicality** Prefers to avoid the novel to achieve achievable solutions.	
		Realist Only sets out if goal can be reached.	
		Reliability Will not change plans once agreed.	
		Pragmatist Pursues optimum solution.	
Conscientiousness Delivers commitments and displays integrity in their relations with others. Finish what you start.	**Organisation** Takes control and plans the achievement of results.	**Leadership style** Moves steadily towards desired target; leads others to follow.	
		Motivation Keen to achieve a well-structured organisation with clear goals.	
		Planning & organising Plans and structures activity well in advance.	
		Self discipline Does not place higher expectations on others than on self.	
	Spontaneousness Responds quickly and directly to perceived need.	**Originality** Willing to initiate novel approaches.	
		Personal standards Values high standards. Resists second best.	
		Initiative Frequently suggests ideas and actions to others.	
		Responsiveness Quick to act to resolve issues.	
Extroverted Involved with others and actively relates to outside world.	**Sociability** Communicates fluently within and without the organisation and to all parties.	**Diplomacy** Takes care to keep others informed.	
		External relations Develops and maintains effective external relations.	
		Approachability Communicates easily at all levels.	
		Communication style Understood by most people, influential and informal.	
	Privateness Self-contained work approach, often responding to others' requests.	**Detachment** Some reserve when interacting with others.	
		Shyness Prefers others to initiate contact	
		Consulting orientation Assists with decision, clarifies issues but does not take decision.	
		Sales orientation Values making sales and doing business very highly.	
Agreeableness Fits in easily with others and is an easy going member of a group.	**Criticality** Reaches conclusions about desirable action and pursues approach steadily.	**Judgement** Evaluates options to reach decision.	
		Decisiveness Values decision-making over most other considerations.	
		Management style Decisive and critical approach to leadership.	
		Firm but fair Requires high standards from others; a tough colleague.	
	Sympathetic Takes care to consider people and organisation's needs when reaching a decision.	**People development** Keen to help people achieve their potential.	
		Team development Works hard to foster team work.	
		Personal relations Develops strong and long-lasting relationships.	
		Customer relations Maintains reciprocal relations which customers value.	
Nervousness Prefers well-defined contexts and clearly structured work activity.	**Tenseness** Prefers clear objectives and formal systems for their work relations with others.	**Tolerance of Ambiguity** Can work effectively in uncertain and unfamiliar situations.	
		Status Values visible success.	
		Structure Prefers to work with clear status and objectives.	
		Responsibility Delivers commitments and takes them seriously.	
	Calmness Drive and confidence is undiminished by pressure or obstacles	**Stamina** Drive for achievement is sustained for long periods.	
		Persistence Ambition is undiminished by setbacks.	
		Commercialism Will respond to work pressure and keen to seek new business opportunities.	
		Confidence Relatively unaffected by pressure and is aware of own limitations.	