



**SAMPLE**  
*Individual Report*  
*for*  
**Sally Sample**

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## **A Message to Susan Sample**

Behavioral science has proven that the most successful people are those who know themselves, both strengths and weaknesses. This knowledge is important to them as they develop the strategies necessary to meet the demands and challenges of achieving success.

The purpose of this report is to help you to identify and make full use of your strengths, and to help you develop an awareness of any areas that could be limiting your effectiveness. The goal of this report is to help you to achieve greater success for yourself.

### **The report gives you a Profile of the Total Person**

- **Thinking Style** — Learning Index, Verbal Skill, Verbal Reasoning, Numerical Ability, and Numeric Reasoning.
- **Behavioral Traits** — Energy Level, Assertiveness, Sociability, Manageability, Attitude, Decisiveness, Accommodating, Independence, and Objective Judgment.
- **Interests** — Enterprising, Financial/Administrative, People Service, Creative, Technical, and Mechanical.

The information in your report can be useful in planning a self improvement program for your professional development and personal growth.

## A Profile of the Total Person

### Thinking Style

**Learning Index** – An index of expected learning, reasoning and problem solving potential.

- Overall, you can be expected to complete a new training program with at least adequate success.
- Upon completing a new training program, you appear capable of picking up new concepts without direct support.
- You are generally adaptive in the intellectual sense.
- Your overall learning capacity is good; you should demonstrate an adequate understanding of the requirements of a new job.

**Verbal Skill** – A measure of verbal skill through vocabulary.

- On occasion, communicating ideas and directions could present a challenge for you.
- You may initially need extra time in analyzing verbal and written information.
- You may not have had much recent opportunity to use verbal analysis and communication in work.
- You should be able to more quickly and accurately carry out communications as applied to the job with training and experience.

**Verbal Reasoning** – Using words as a basis in reasoning and problem solving.

- You are proficient in the use of words and language.
- You do not typically have any difficulty in effectively communicating thoughts and ideas to others.
- You demonstrate adequate and, in some areas, good verbal skill.
- You probably assimilate verbal information as easily as the general population.

**Numerical Ability** – A measure of numeric calculation ability.

- You should be capable of learning to apply everyday mathematical principles to new, more complex problems as necessary.
- You may need assistance with complex mathematics or technical calculations.
- You should be able to grasp common mathematical principals that apply to the job.
- You should be comfortable analyzing basic numerical material and performing some mathematical functions without relying on a calculator.

**Numeric Reasoning** – Using numbers as a basis in reasoning and problem solving.

- You demonstrate a relatively strong ability to solve problems of a numerical nature.
- You complete numerical problems with comparable success to the general population.
- You work well with numbers and numerical concepts.
- You grasp numerical concepts readily.

## Behavioral Traits

**Energy Level** – Tendency to display endurance and capacity for a fast pace.

- Your typical work pace should be consistently productive.
- Your work pace is compatible with average performance and consistent results.
- You can act with a sense of urgency, even under pressure.
- You can be relied on to complete assignments in a timely manner.

**Assertiveness** – Tendency to take charge of people and situations. Leads more than follows.

- You can make decisions, enforce company policies and act with authority.
- You are quite capable of making unpopular decisions when necessary.
- You have a preference for making the hard decisions, to determine outcomes.
- You can be highly motivated by situations in which you are held accountable for results. You're strongly motivated by power and authority.
- You express a strong need to be in charge, to be the leader.

**Sociability** – Tendency to be outgoing, people-oriented and participate with others.

- Your sociability is moderately compatible with establishing a network of contacts.
- You are generally motivated by assignments that require people content.
- You experience limited enjoyment of public contact work.
- You prefer direct and to the point communication and may avoid spending time on small talk and social amenities.

**Manageability** – Tendency to follow policies, accept external controls and supervision and work within the rules.

- You have a moderately positive attitude concerning organizational constraints and restrictions.
- You are friendly, accommodating and should be fairly easy to work with.
- You typically are willing to accept guidance and suggestions from others.
- You demonstrate a willingness to conform to company policies without feeling any loss of personal freedom.

**Attitude** – Tendency to have a positive attitude regarding people and outcomes.

- You may be inclined to become skeptical or suspicious of risk and change.
- You may feel uncomfortable with changes in policies and guidelines.
- You prefer to avoid risk, change and unexpected challenges.
- It can be a challenge for you to not become critical of yourself and others.

**Decisiveness** (Uses available information to make decisions quickly.)

- You can stand firm on decisions and may not be inclined to back down once a decision is made.
- You are capable of responding to an emergency and resolving problems.
- You are inclined to take decisive action, to move decisions forward.
- You are decisive, quick to act and likely to enjoy positions which require immediate action.

**Accommodating** – Tendency to be friendly, cooperative, agreeable. To be a team person.

- You do not back away from important arguments, disagreements and/or conflict.
- For the most part, you tend to be agreeable, cooperative, good-natured, and fairly easy to please.
- Potentially, you can become defensive whenever someone tries to take advantage of you.
- You tend to use a positive, informal approach and generally demonstrate a willingness to listen.

**Independence** – Tendency to be self-reliant, self-directed, to take independent action and make own decisions.

- You take on new developments independently, bringing in co-workers only when absolutely necessary.
- You are highly independent, functioning well on your own, but could benefit by making room for the advice of others.
- You likely prefer to run your own show and may quietly resist being restricted. You can become impatient with the traditionalist view that “we've been doing this for the last ten years, so why should we change?”
- You are an independent worker who prefers minimal guidance and coaching.

**Objective Judgment** – The ability to think clearly and be objective in decision-making.

- You have a tendency to be a subjective thinker, to emphasize personal opinions more than factual data.
- You may prefer to pass critical, independent decision-making responsibilities onto others.
- Your thinking can be effective but you need to be aware of how personal biases and opinions might replace sound judgment.
- Your judgment has a strong tendency to become subjective when pressured.

### **Occupational Interests**

Ms. Sample scored highest in the Creative, Enterprising and People Service themes on the inventory. She is attracted to positions in which she can use her creative side in a business environment that allows for a high degree of contact with people. She appears to be drawn toward opportunities to solve problems in an innovative way. The chance to serve the needs of customers and the public in general also relates to this interest pattern.