

Quality Control Report

October 24, 2006

The Receiver
Your Company
P.O. Box 1234
Anycity, USA 40000-1234

Personal & Confidential

Bottom-Line Recommendation

Candidate: John Smith
Position: Quality Control
Bottom-Line: Recommended

The validity scales from the Self-Descriptive Index indicate that Mr. Smith answered the questionnaires in an honest manner; there is no suggestion of deception. As a consequence, the following results are accurate.

Summary of Candidate's Critical Skills Potential

Agreed-Upon Skills	Candidate Score
DECISION MAKING ACCURACY	35%
WILLINGNESS TO DEAL WITH MULTIPLE TASKS	77%
TAKES PERSONAL RESPONSIBILITY IN AN INDIVIDUAL CONTRIBUTOR ROLE	72%
DEVELOPS TECHNICAL COMPETENCE	83%
ATTENTION TO DETAIL	46%
TEAM ORIENTATION	63%

In-Depth Evaluation of Critical Quality Control Skills Potential

DECISION MAKING ACCURACY	SCORE 35%	
Definition: Makes thorough, well-researched decisions that account for and are compatible with overall goals and priorities; determines the significance of all pros and cons and the likelihood of success; identifies and plans contingencies; takes into account how any specific decision fits into the broader context of organizational goals and priorities.		
Skill/Capability Level: In a decision-making scenario requiring great precision, Mr. Smith may selectively search for data that supports his own predetermined opinion or suppositions, rather than objectively analyze what is best for the company's overall goals. He might give insufficient reflection to possible obstacles or alternatives, which can lead to a surprise outcome when making decisions.		
Coaching Suggestions: Remind Mr. Smith not to commit to an opinion until he performs thorough research. When precision is required, he should remain open-minded and non-committal until he has analyzed all the data. Failure to do so is akin to voting for a political candidate without hearing their platform. It is a decision made upon assumptions and appearances, and although it could be a correct decision, it is worth the extra time and effort to ensure that it is, indeed, accurate. Emphasize the importance of research. When a high level of accuracy is needed, no stone should remain unturned. When internal resources are exhausted, he should look to develop other means to ensure he has made a sound decision, such as outside experts, statistics, or paid research and consulting firms.		