

Professional Staff Report

June 12, 2007

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

Personal & Confidential

Bottom-Line Recommendation

Candidate: John Smith
Position: Professional Staff
Bottom-line: Recommended if concerns addressed can be resolved

The validity scales from the Self-Descriptive Index indicate that Mr. Smith answered our questionnaires in an exceedingly honest and candid manner. There was no indication of deception on his part. As a result, the test results accurately describe his motivational needs and work style.

Summary of Candidate's Critical Professional Staff Skills Potential

Agreed-Upon Skills	Candidate Score
FOCUSED ON QUANTATIVE RESULTS	45%
TAKES INITIATIVE IN BIZ UNIT	69%
DEVELOPS TECHNICAL COMPETENCE	33%
PRIORITIZES TASKS	55%
PROBLEM-SOLVING	81%

Agreed-Upon Skills	Candidate Score
ATTENTION TO DETAIL	77%
PRACTICAL INTELLIGENCE	94%
ANALYTICAL ABILITYQ	99%
NEGOTIATION WITHOUT RESTRICTIONS	58%
EFFECTIVE NETWORKING	94%

In-Depth Evaluation of Critical Professional Staff Skills Potential

FOCUS ON QUANTITATIVE RESULTS	SCORE 45%	
<p>Definition: Driven to accomplish an increased volume of useful outputs; motivated to produce measurable results</p> <p>Skill/Capability Level: Mr. Smith may not be driven to produce measurable results for the sake of seeing how much can be accomplished in a given time frame. So, he could lose focus and devote time and energy to other issues that offer more immediate personal satisfaction to him.</p> <p>Coaching Suggestions: Once he understands what results are expected of him, you can assist him by helping him to determine his most comfortable approach. If he is driven by praise or respect, then use these incentives if his production of measurable results drops off. Most importantly, though, make sure he stays focused on those priorities that will lead to the amount of progress or end results you expect.</p>		