

PERSONAL REVIEW

PRIVATE & CONFIDENTIAL

21/05/2004

Mr. Joe Bloggs

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PERSONAL STYLE

This is a direct, to-the-point, independent and persistent person. He has drive to achieve. He prefers a structured working environment, where he can act independently of others, but within the broad parameters of the organisation. Mr. Bloggs is suspicious of change and may come across as overly sceptical and non-trusting of new ideas and people. He likes nothing better than to determine what is required and then get on with the job, seeing it through to a conclusion. When challenged he may well become stubborn, defiant and unwilling to help. However, underneath this rather austere exterior, he has a need for a predictable environment.

Mr. Bloggs may be known as a workaholic and will expect peers, superiors and subordinates to work equally hard. He is not a particularly good motivator and may be seen by others as too demanding. He will adopt such attitudes as "if a job's worth doing, it's worth doing well". Being methodical in his approach, he has the ability to plan strategies and/or schedules in advance. While his presence may be felt, he is not sociable and very often will prefer to work alone. He dislikes being reliant on others.

DESCRIPTIVE WORDS

Self-starter, competitive, assertive, persistent, dependable, direct, assertive, stubborn, independent, deliberate, reserved and serious.

GENERAL CHARACTERISTICS

- A self-starter who is driving and forceful.
- Direct, perhaps minimum communication style.
- Works hard to achieve results.
- Enjoys challenging assignments within an area of expertise.
- Can follow-through and see an assignment to its conclusion.
- A logical and analytical thinker.
- Enjoys tangible problems rather than people-problems.
- Likes to be set realistic timescales and goals.



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- May complete a task himself rather than delegate to others.
- Not particularly sociable if he is disinterested in the topic or people involved.
- May take on too many assignments.
- Could become rigid and stubborn in order to win his way.
- Intolerant of non-performers.
- May overemphasise facts and figures.

TO MAXIMISE MR. BLOGGS'S POTENTIAL

- Once goals are negotiated and agreed let him get on with the job.
- Always set realistic timescales.
- Allow him to make decisions based on his expertise and knowledge.
- Never pressurise him for an impulsive, unresearched action or decision.
- Let him feel secure within both his position and working environment.
- Give him the responsibility and authority to achieve results.

RESPONSIBILITIES LIKELY TO BE APPROPRIATE TO MR. BLOGGS

- Directing an operation within a specific area of expertise.
- Solving problems in a logical and analytical manner.
- Trouble-shooting and reducing costs.
- Achieving results through hard work and persistence.
- Making decisions based on logic rather than acting impulsively.
- Working independently.
- Stabilising situations.



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