

PERSONAL REVIEW



Mr. Thomas Sample

01/01/0001

Private & Confidential

PERSONAL STYLE

Thomas Sample is thorough, friendly and sincere by nature. A consistent worker who prefers to be a member of a team, he is capable of applying himself to most tasks once he knows what is required. He is able to do detailed work, but does not necessarily enjoy it. Thomas Sample has good communication skills and the drive to achieve. His overall approach is personable, friendly and patient.

He dislikes loose ends, preferring to see each task through to its logical conclusion before moving on to the next one. It is unlikely that this person will rush in, preferring to organise himself and obtain a thorough understanding of the job before starting. Thomas Sample is a self-starter, although not necessarily a quick one and it may be necessary to provide short-cut methods to enable him to get started. However, once he starts, he applies himself with great tenacity.

Loyalty and sincerity are natural attributes, valued by this person in others. He has strong opinions and is difficult to persuade when his mind is made up. He can often frustrate others who are of a more flexible nature by his reluctance to change course or adapt quickly. Thomas Sample wants to know what is expected of him.

Basically kind and appreciative, his feelings can be hurt despite his rather independent attitude. He is good at servicing and displays a lot of follow-through. He is team/group oriented and has a strong need to belong. There is a tendency for him to not reveal his true thoughts. Thomas Sample is a good listener and can build a sense of trust in others fairly easily. However, he resents being told or hurried and could take criticism to heart. Thomas Sample probably differentiates between friends and acquaintances. He may avoid making decisions until he has all the details.

DESCRIPTIVE WORDS

Deliberate, amiable, dependable, persistent, good listener, kind, inquisitive, assertive, competitive, persuasive, communicative, verbal, firm, persistent, stubborn, strong-willed and independent.

GENERAL CHARACTERISTICS

- Verbally communicates facts and information.
- A good listener who will give advice.
- Can use persuasion and facts to win people over.
- Likes to organise and plan his work and will conscientiously see a job through to conclusion.
- Reluctant to cut corners or take short cut methods.
- Self-motivated, wants to achieve results.
- Stubbornly independent.
- Makes decisions within his specialist area of competence and expertise.
- Dislikes sudden or abrupt changes, may initially oppose new ideas.
- Builds relationships and gains the trust of others.

- Could make trivial mistakes in pressure-situations.
- Can be inflexible, especially if he is required to change direction once a course of action has been agreed.
- Prefers the security of a structured environment.
- May need help in starting new projects.
- May have difficulty with time management.

TO MAXIMISE THOMAS SAMPLE'S POTENTIAL

- Give him challenging assignments.
- Provide a secure, structured environment and clearly define the work parameters.
- Support him through the decision-making-process, especially if the decisions are outside his area of competence and expertise.
- Clearly outline his objectives and agree realistic timescales.
- At times of extreme pressure help him to prioritise his tasks.
- Involve him with people-issues.
- Point out the advantage of change and help him through the process.

RESPONSIBILITIES LIKELY TO BE APPROPRIATE TO THOMAS SAMPLE

- Leading people in a specialist area of competence and expertise.
- Tying up the loose ends and seeing an assignment through to conclusion.
- Working persistently in order to achieve a result.
- Communicating verbally, building relationships and gaining the commitment of others.
- Working enthusiastically in a team.
- Being content in an environment that is structured and where procedures are clearly defined.