

# Behavioral Tendencies Report

## **Erica Sample**

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LMI's Center for Effective Organizations
Mr. Cary Gray CaryGray@lmi-ceo.com
1506 Tiffany Park Circle, Suite 101
Santa Maria, California 93455-4541
WWW.LMI-CEO.COM

805-934-5956 www.assessments.biz

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The primary purpose of this Behavioral Tendencies Report is to provide you, a potential employer, with information concerning the primary behavioral tendencies of Ms. Sample in performing a job. This information is intended to augment, and not replace, any other sources of work related data. This report will confirm or clarify your impressions, and alert you to new considerations regarding Erica and her compatibility with the work environment. Combined with your knowledge of his past work performance and other resume information, you can then better decide her potential with your organization.

### SUMMARY OF PRIMARY BEHAVIORAL TENDENCIES

This section of the report summarizes the typical behavioral tendencies of Ms. Sample with regard to five critical job-related components. The purpose of this information is to help you to identify and make full use of her strengths.

#### I - Productivity

- She prefers instructions and information in a methodical, step-by-step fashion with feedback at regular intervals.
- She is most comfortable with a clear understanding of what others expect, including how to do specific tasks.
- Preferably, she likes to work with a specific plan for how things are going to be done, including a "To Do" list.
- Preferably, she works to operate with a predictable routine and an established schedule.
- Being a quiet, personal producer, she will work hard for a leader and a cause.
- She likes hands-on involvement with the work.

#### **II - Quality of Work**

- As a systematic individual, she prefers clearly defined procedures and standards.
- She is attentive to details.
- Typically, she performs in a consistent and predictable manner.
- Erica exhibits a conscientious attitude regarding quality results.
- Erica tends to follow through by checking for quality work on a regular basis.

#### **III - Initiative**

- Preferably, she will not to take any action without first having the time and opportunity to process the information pertaining to the situation.
- She will accept change slowly.
- Erica could be slow to take the initiative, or to be assertive with aggressive people.
- To get the job done, she will make a consistent and dependable effort.
- Typically, Erica is conscientious about performing her regular duties.
- Usually, she is relaxed, calm and contented.

#### IV - Teamwork

- Inclined to organize work on a team basis, she will put together a cooperative framework in which team members sacrifice their own interests for the common good.
- She prefers to work with team members who are cooperative and friendly.
- Actively participating in group problem solving effort, she will contribute insightful
  ideas and help facilitate the process by supporting the exchange of ideas and
  information.
- Usually, she works with team members to evaluate and make improvements or to correct procedures.
- She establishes and maintains cooperative working relationships with peers and coworkers.
- Typically, she encourages close cooperation among team members.
- Likely to involve team members in discussions of how things will be done, Erica enjoys cooperative problem solving.
- As a team player, she should be willing to share resources and information.
- While demonstrating a willingness to listen, she tends to use an informal, friendly approach.

#### V - Problem Solving

- Erica can be an effective problem solver when given enough time; however, she tends to be extremely cautious, preferring to wait for more information and advice instead of presenting a plan of action.
- She tends to prefer solutions that are low risk and that have proven effective in the past.
- Preferably, Erica will test a situation against established principles or talk with someone who has been through a problem, rather than waste time and effort developing a unique solution.
- Usually, Erica tries to use her own experience, as well as the experience of others, to solve today's problems and to develop future opportunities.
- Preferably, she likes to confer with others using a deliberate and methodical approach.