

# THE GENERAL EMPLOYMENT ATTRIBUTE INDEX™

**John Doe**

Manager

TTI

1-1-2003

# CRITICAL SUCCESS ATTRIBUTES

## COMPONENT ANALYSIS FOR : John Doe

**ATTITUDE TOWARD HONESTY:** Is John open to being honest even when it involves reporting his own lack of results or the dishonesty of others?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



4.0 POOR

**ATTITUDE TOWARD OTHERS:** To what extent does John tend to maintain a positive, open and objective attitude toward others?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



4.0 POOR

**MEETING STANDARDS:** How clearly is John able to see and understand the basic requirements established for a job and how committed will he then tend to be in meeting them?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



5.5 FAIR

**JOB ETHIC:** How strong is John's personal commitment to the execution of a specific task?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



9.8 EX

**PERSONAL COMMITMENT:** To what degree does John usually stay focused and committed to a task? Does this motivation come from within or does he require more external motivation or supervision?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



4.0 POOR

**RESPECT FOR PROPERTY:** What is John's understanding and appreciation for the value of protecting and using company property correctly?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



9.5 EX

The following scale is used throughout the report.

- 0 to 5.0 = POOR
- 5.1 to 6.6 = FAIR
- 6.7 to 7.6 = GOOD
- 7.7 to 8.8 = VG
- 8.9 to 10 = EX

# CRITICAL SUCCESS ATTRIBUTES

COMPONENT ANALYSIS FOR : John Doe

RESULTS ORIENTATION: What is John's ability to identify the actions necessary to complete tasks and to obtain results?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



6.9

GOOD

The following scale is used throughout the report.

- 0 to 5.0 = POOR
- 5.1 to 6.6 = FAIR
- 6.7 to 7.6 = GOOD
- 7.7 to 8.8 = VG
- 8.9 to 10 = EX

# THE GENERAL EMPLOYMENT ATTRIBUTE INDEX™ SUMMARY

*This summary is of the information presented in the remaining pages of the report. We've placed it here, ahead of the supporting information, to give you an overall picture and provide a quick glance at the individual strengths and weaknesses of the respondent.*

## COMPONENT ANALYSIS FOR : John Doe

### GETTING RESULTS

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



6.6 FAIR

### INTERPERSONAL SKILLS

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



5.0 POOR

### MAKING DECISIONS

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



5.5 FAIR

### SELF MANAGEMENT

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



6.5 FAIR

### WORK ETHIC

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



6.0 FAIR

The following scale is used throughout the report.

- 0 to 5.0 = POOR
- 5.1 to 6.6 = FAIR
- 6.7 to 7.6 = GOOD
- 7.7 to 8.8 = VG
- 8.9 to 10 = EX

# GETTING RESULTS

*"What attributes does John possess that will help him get results?" This provides information about John's raw ability to get results, to apply himself to a goal and accomplish it using a variety of abilities.*

## COMPONENT ANALYSIS FOR : John Doe

**ACCOUNTABILITY FOR OTHERS:** How likely is John to be responsible for the consequences of the actions of those whom he manages?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



6.8 GOOD

**ATTENTION TO DETAIL:** At this time how capable is John of seeing and paying attention to details? Does he tend to be thorough in assessing the finest components of a task?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



8.5 VG

**CONSISTENCY AND RELIABILITY:** How strong is John's internal need to be conscientious in his personal or professional efforts, to be both consistent and reliable in his life roles?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



8.7 VG

**PERSONAL COMMITMENT:** To what degree does John usually stay focused and committed to a task? Does this motivation come from within or does he require more external motivation or supervision?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



4.0 POOR

**PROJECT AND GOAL FOCUS:** How well does John tend to stay on target regardless of circumstances, or does he easily become distracted, losing focus on the task at hand?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



6.3 FAIR

**RESULTS ORIENTATION:** What is John's ability to identify the actions necessary to complete tasks and to obtain results?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



6.9 GOOD

# INTERPERSONAL SKILLS

"How does John approach getting along with others?" This measures John's ability to interact with clients, customers and co-workers on a daily basis.

## COMPONENT ANALYSIS FOR : John Doe

**ATTITUDE TOWARD OTHERS:** To what extent does John tend to maintain a positive, open and objective attitude toward others?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



4.0 POOR

**FREEDOM FROM PREJUDICES:** How well can John readily prevent prejudices from entering into and affecting an interpersonal relationship?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.7 VG

**REALISTIC EXPECTATIONS:** How proficient is John at setting appropriate expectations for others based on a solid understanding of their abilities? How clearly does he assess their true abilities?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



4.4 POOR

**SURRENDERING CONTROL:** How comfortable is John with surrendering control of a given situation or its outcome to another person or a group of people, or does he feel a strong need to retain control himself?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



5.5 FAIR

# MAKING DECISIONS

*"Does John tend to make sound decisions in his daily activities?" This evaluates John's ability to make accurate and appropriate decisions in order to accomplish a task or objective.*

## COMPONENT ANALYSIS FOR : John Doe

**CONCEPTUAL THINKING:** How well can John readily see the big picture to determine which direction to take, and how well does he use resources to attain future goals?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



9.7 EX

**CONCRETE ORGANIZATION:** What is John's current ability to understand the immediate concrete needs of a situation, and is he able to establish an effective plan of action for meeting those needs?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



5.6 FAIR

**FOLLOWING DIRECTIONS:** To what degree does John tend to hear, understand and follow directions or instructions effectively? This is his willingness to postpone making personal decisions or taking action until he has listened to what he is being asked to do.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



4.0 POOR

**INTUITIVE DECISION MAKING:** How accurately does John compile intuitive perceptions about a situation into an appropriate decision or action?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



4.0 POOR

**THEORETICAL PROBLEM SOLVING:** What is John's ability to envision a hypothetical situation in his head and to then apply his problem solving ability?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.5 GOOD

**USING COMMON SENSE:** What is John's ability to focus on practical thinking, to see the world clearly and to make common sense decisions?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



5.8 FAIR

# SELF MANAGEMENT

*"Is John an effective manager of John?" This category takes a look at how John manages himself and the capacity he has to develop himself.*

## COMPONENT ANALYSIS FOR : John Doe

**HANDLING STRESS:** What is John's ability to balance and defuse inner tensions and stress? Such tensions, if allowed to build up, might interfere with his ability to perform up to his potential.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10



4.0 POOR

**PERSONAL ACCOUNTABILITY:** How likely is John to be responsible for the consequences of his own decisions and actions and not shift the focus or blame for poor performance to somewhere else or on others?

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10



9.5 EX

**SELF ASSESSMENT:** How proficient and practiced is John at taking his ability to evaluate the skills and techniques of others and turning it inward to evaluate himself in a similar fashion?

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10



5.9 FAIR

**SELF CONFIDENCE:** To what degree does John tend to develop and maintain an inner strength based on the desire to succeed and on his belief that he possesses the capabilities to succeed?

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10



6.1 FAIR

**SELF CONTROL:** What is John's tendency to remain calm and cool under pressure? Whereas "Emotional Control" relates to John's external actions when stressed, this capacity is an assessment of his ability to remain calm inside.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10



8.7 VG

**SELF DISCIPLINE AND SENSE OF DUTY:** How strongly does John feel the need to be consistent and true to himself in his actions? Can he rule his own conduct and remain true to his ideals?

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10



8.6 VG



# WORK ETHIC

*"Is John a hard and honest worker?" This is an overall assessment of John's work ethic. It involves his ability to meet pre-set standards, respect company policies and property, possess a strong work ethic and make decisions which take into consideration the needs of everyone involved (e.g. himself, others and the company).*

## COMPONENT ANALYSIS FOR : John Doe

**ATTITUDE TOWARD HONESTY:** Is John open to being honest even when it involves reporting his own lack of results, or the dishonesty of others?

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4.0 POOR

**BALANCED DECISION MAKING:** The ability to be objective and to evaluate fairly the different aspects of a situation is very important. How well does John make ethical decisions that take into account all aspects and components involved?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



4.0 POOR

**JOB ETHIC:** How strong is John's personal commitment to the execution of a specific task?

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9.8 EX

**MEETING STANDARDS:** How clearly is John able to see and understand the basic requirements established for a job and how committed will he then tend to be in meeting them?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



5.5 FAIR

**RESPECT FOR POLICIES:** To what extent does John appreciate the value of conducting business affairs according to the intent of company policies and standards?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



9.7 EX

**RESPECT FOR PROPERTY:** What is John's understanding and appreciation for the value of protecting and using company property correctly?

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9.5 EX