

# Sample Position Assessment

- Bottom-Line Hiring (or not) Recommendation**
1. Recommended
  2. Recommended if the concerns addressed can be resolved
  3. Not Recommended

**Rating of job skills**  
50% = Average

**Personal & Confidential**

**Bottom-Line Recommendation**

**Candidate:** John Smith  
**Position:** Human Resources Consultant  
**Bottom-Line:** Recommended

**Summary of Candidate's Critical Management Skills (Personal & Confidential)**

According to Chally's analysis of George Pacific's position, we have agreed that the following Management Skills are most critical to success as a Human Resources Consultant:

Agree/Open Skills	Candidate Score	Agree/Open Skills	Candidate Score
STRATEGIC THINKING	50%	ABILITY TO FORMULATE STRATEGIC	50%
ANALYTICAL APPROACH	70%	WILLINGNESS TO CHALLENGE	50%
INITIATIVE	50%	TECHNICAL COMPETENCE	50%
WILLINGNESS TO ACCEPT	50%	DEADLINE AWARENESS	80%
RESPONSIBILITY	50%	PRACTICAL INTELLIGENCE	80%
PROBLEM SOLVING	50%	QUALITY AWARENESS	80%
		WILLINGNESS TO TRAIN/COACH	30%

8/23/2004

# Sample Position Assessment

**Motivation or habit that is very evident in the candidate (+70% or -30%) compared to other successfully employed individuals**

**Suggestions for a manager to best focus and motivate the candidate**

**Key Motivational Characteristics**

The motivational characteristics described below measure Mr. Smith's preferences, wants, or desires. However, they DO NOT necessarily indicate that he currently has developed the habits or skills to satisfy them within his own. A manager may wish to note these specific motivational needs and utilize the

MOTIVATIONAL CHARACTERISTICS:	MANAGER'S TIPS:
He has a strong need to seek new subjects to the major goals he has set. He prefers to seek creative approaches beyond the traditional procedures that exist.	If motivational or other skill deficits are important in his ongoing assignments, focus that reduce the impact on his performance and/or outright administrative assistance may be necessary.
He is spontaneous, and he enjoys relating to new people or making new contacts. It is easy for him to make connections and express interest in others.	Mr. Smith's goal is to work in a manner that will have him focused on his goal, rather than the more enjoyable social interaction, requiring him to build solid relationships as well.
The people with whom he is working are important to him as the result of a work environment that enables him to do meaningful and challenging work.	When talking about others, it is possible that he will need to be cautioned about brevity or the appearance of disinterest those with whom he has developed close relationships.
He may appear to be very confident and self-assured. This may make it very difficult for others to challenge him.	Be sure that he does not take over the jobs of others when they need to do them themselves. Encourage others as they are able to not depend on you.
He does not appear to be inhibited by stressful situations, and he is able to function effectively even when there is a lot of pressure.	Mr. Smith's expectations of life are so high that it might be worth his while to provide alternate ways to deal with things happen. A good outline for the future will serve as a road map should things not work out as he anticipates.
	Remind him that his great ability to stay calm under stressful circumstances may depend on where he does not react to the quality of a situation. Trapped that he will be able to cope with that he must use the pressure is building but is manageable and under his control.

We hope this information has been useful. These tests were developed carefully and represent a modern, scientific method of assessment. The results should be used as a significant tool in the decision process in conjunction with interviewing, background data, and other tools. Where test information conflicts with other sources, neither the test nor the other sources should be automatically relied on without further investigation. This assessment is valid only for the position listed. The reliability of these results will fade with time since individuals can change. Data more than one year old should be re-evaluated.

8/23/2004