

The Personnel Report



The Personnel Report



- What is the Personnel Report?
- How do you interpret it?
- Case Studies

How do you interpret it?



- User's Manual the Personnel Report
- Consultation available with Rick Tiemann by appointment. Hourly consulting rate applies \$150/hr.

The Personnel Report



There is **NO** Single Score
on the Personnel Report
that tells you to hire or not to hire.

Five Step Process for Interpretation



- ✓ Areas of Potential Concern
- ✓ Performance Factors
- ✓ Reasoning and Problem Solving/Factor B
- ✓ Work-Related Personality
- ✓ 16PF Primary Personality Factors or PSG

Areas of Potential Concern



3 or More Suggests You Look Further

- How many areas of potential concern does your candidate have?
- Will these areas be critical in the position you are considering?

Areas of Potential Concern



- **ONE** area raises questions about job fit and suitability
- **TWO** areas indicate a red flag – proceed with caution
- **THREE** or more areas may have too many difficulties to overcome – expand your search

NOTE: Having no areas of potential concern does not necessarily indicate a perfect fit.

AREAS OF POTENTIAL CONCERN

This section is designed to help you spot certain behaviors that could impact productivity and bring into question someone's ability to perform ANY job. This profile yielded 2 areas of potential concern that need to be evaluated and understood before making a decision. More than one area of concern is quite unusual in successful employees, so these should be considered carefully, especially in light of the demands and responsibilities of this particular job. There should be supportive material from other sources (e.g., background investigation, second interviews, and reference checks) to validate a positive hiring decision.

1. Factor C (Score = 3) **Low frustration tolerance**

She may become easily overwhelmed by the challenges of the day, and sometimes unable to function effectively under moderate levels of stress or frequently changing priorities. She can get upset over relatively small issues at the office, and may have difficulty "bouncing back" the next day after being upset.

2. Factor L (Score = 9) **Suspiciousness**

There is a potential for her to be questioning, blaming, mistrustful, and irritable to co-workers in the work environment. She may assume she is being taken advantage of.

Areas of Potential Concern

Salesman for a National Waste Hauler. Put on probation for poor performance and ultimately terminated.

We recommend no more than 1 or 2. 3 you should look elsewhere

Factor C 3 indicates low frustration tolerance

Factor L 9 indicates suspiciousness and anger, may blame others

Factor O 8 indicates excessive worrying

Performance Factors Sales



- *4.5 and above is recommended for Workplace Coping Skills and Self Control - other Factors see graphs for desirable ranges and cutoff scores.*
- How many performance factors fall outside the desirable ranges?
- For those that do, are they necessary for success in the position/territory you are offering?

PERFORMANCE FACTORS

1. SELF-CONTROL (Score = 6.2)

Ms. Sample scored above average on this composite estimate of behavioral self-control. She understands what is expected of her, even if her coping skills do not always prove sufficient.

2. WORKPLACE COPING SKILLS (Score = 3.8)

Her score on this global factor is below average, implying potential concerns in her capacity to adjust to job demands. There may be gaps in her ability to function in a stable, predictable manner.

3. INTERPERSONAL SKILLS (Score = 5.1)

She is not particularly introverted or extraverted, and her interpersonal skills are on the whole about average. Please refer to the work-related personality description for specific components.

4. INDEPENDENCE (VS. ACCOMMODATING) (Score = 8)

She acknowledges an interest in guiding events to her own ends. She represents a sense of herself as persuasive and independent.

Performance Factors

The Performance Factors are made up of 4 characteristics as they relate to job performance, long-term success and commitment within an organization.

- √ Personal Responsibility/Self Control
- √ Workplace Coping Sills
- √ Interpersonal Skills
- √ Independence versus Accommodating

Scores of 5.0 or greater are recommended for most jobs

Scores of 4.0 are questionable for management or sales but may be acceptable in other roles.

Scores of 3.0 or less should be carefully evaluated in the context of the role.

Reasoning and Problem Solving Factor B



Factor B can be used as a quick measure of mental ability. The factor has shown significant correlations with performance in work settings.

- Scores of 7.0 or greater indicate a higher level of reasoning and problem solving abilities.
- Scores of 5.0 and 6.0 suggest an ability to function adequately.
- Scores of 4.0 or less should raise question as to whether the person has enough reasoning skills for most jobs, especially more senior level positions.

Work-Related Personality



More Detailed Description of Performance Potential

- Highlight any areas that raise concern for you to investigate further.
- Formulate questions to probe deeper into these problem areas to confirm job fit.

Primary Personality Factors Graph



Shaded Areas are Desirable Ranges

- How many characteristics fall outside the suggested sales ranges?
- Are these characteristics “must haves” for success in the position?
- First seven factors should be 6 or greater.

PRIMARY PERSONALITY FACTORS

		1	2	3	4	5	6	7	8	9	10		
A	RESERVED Unengaging, distant					X						SOCIABLE Engaging, friendly	A
B	LOW VERBAL FACILITY Poor grasp of concepts								X			HIGH VERBAL FACILITY Good grasp of concepts	B
C	EASILY UPSET Job should fit needs		X									MANAGES FRUSTRATION Can adapt to job	C
E	SUBMISSIVE More passive, humble										X	ASSERTIVE Confident, competitive	E
F	SERIOUS Sober, somber			X								ENTHUSIASTIC Happy, energetic	F
G	UNCONVENTIONAL Ignores expectations						X					CONVENTIONAL Follows rules	G
H	SOCIALLY RESTRAINED Shy, avoids spotlight					X						SOCIALLY BOLD Needs to impress others	H
I	TOUGH-MINDED Realistic, no-nonsense					X						SENSITIVE Susceptible to feelings	I
L	TRUSTING Accepting, naïve										X	SUSPICIOUS Skeptical, blaming	L
M	PRACTICAL Focus on solutions			X								IMPRACTICAL Focus on ideas	M
N	DIRECT WITH OTHERS Self-disclosing, open					X						INDIRECT WITH OTHERS Discreet, diplomatic	N
O	UNCONCERNED Casual, untroubled					X						WORRYING Fear of mistakes	O
Q1	RESISTS CHANGE Prefers the familiar					X						OPEN TO CHANGE Experimenting	Q1
Q2	WORKS IN GROUPS Collaborative					X						WORKS ALONE Not a team player	Q2
Q3	LESS ORDERLY Can be undisciplined					X						MORE ORDERLY Perfectionistic	Q3
Q4	PATIENT Relaxed, calm					X						IMPATIENT Tense, driven	Q4

Primary Personality Factors (PSG)

S H Sample's scores fall outside recommended ranges in 6 of 16 areas.

3 of those 6 scores fall in ranges that create potential concern about performance.

Thank you for coming!

Contact Information

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Office Hours

M - F 8am–5pm Central

Resources Available

- ✓ Request for Assessment
- ✓ User's Manual for SPR