

АНАЛИЗ НА ЛИЧНОСТНИЯ ПРОФИЛ

Моля попълнете този формуляр:

Дата _____

Трите имена: _____

Име на фирма: _____

Настояща/последна длъжност: _____

Служебен адрес: _____

Сл.тел: _____ Моб. тел. _____ Дом.тел. _____

УКАЗАНИЯ ЗА ПОПЪЛВАНЕ:

Всеки ред съдържа четири прилагателни. Прочетете думите от един ред и изберете две от тях по следния начин:

отбележете "М" в квадратчето от дясната страна на тази дума, която Ви характеризира в най-голяма степен, а с "Л" отбележете в квадратчето от лявата страна на тази дума, която Ви характеризира в най-малка степен. На всеки ред прилагателни трябва да имате отбелязани по едно "М" и по едно "Л".

В дадения пример, човекът е в най-голяма степен „оригинален“ и в най-малка степен „любезен“. Моля използвайте химикалка или молив и попълвайте буквите ясно и четливо.

ЗАПОМНЕТЕ:

1. Това е анализ, а не тест. Няма верни или грешни отговори.
2. Профилът трябва да се попълни самостоятелно в спокойна обстановка.
3. Когато попълвате личностния профил, мислете за настоящата си работа. Ако не работите, помислете за последната си работа. Ако не сте работили, тогава можете да вземете предвид поведението си в семейна среда.

Пример:

любезен	Л	убедителен		смирен		оригинален	М
любезен		убедителен		смирен		оригинален	
привлекателен		изпълнителен		твърдоглав		приятен	
лесен за ръководене		храбър		лоялен		чаровен	
свободомислещ		услужлив		волеви		весел	
жизнерадостен		прецизен		безстрашен		с уравновесен характер	
съревноваващ се		грижовен		щастлив		хармоничен	
придирчив		подчиняващ се		непреклонен		закачлив	
смел		вдъхновяващ		безропотен		плах	
общителен		търпелив		самостоятелен		благ	
с авантюристичен дух		възприемчив		сърдечен		умерен	
словоохотлив		самоконтролиращ се		традиционалист		непоколебим	
изискан		дързък		дипломатичен		удовлетворен	
агресивен		душата на компанията		лековерен		боязлив	
предпазлив		решителен		красноречив		добродушен	
с желание		горящ от нетърпение		съгласяващ се		ентузиизиран	
самоуверен		състрадателен		толерантен		пробивен	
дисциплиниран		щедър		въодушевен		настойчив	
предизвикващ възхищение		мил		покорен		силен характер	
почтителен		предприемчив		оптимист		сговорчив	
умеещ да се обосновава		приспособяващ се		невъзмутим		безгрижен	
доверчив		доволен		положително настроен		спокоен	
контактен		образован		деен		снизходителен	
приятелски		акуратен		директен		сдържан	
неспокоен		дружелюбен		популярен		предан	



Дистрибутор
RoPlus, Romania



Human Capital Bulgaria
лицензиран консултант на
THOMAS за България



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PERSONAL PROFILE HIGHLIGHTS

MR. THOMAS

DESCRIPTIVE WORDS

Perfectionist, logical, communicative, accurate, verbal, systematic, precise, friendly, influential, persuasive, compliant, careful, dependable, persistent, kind, non-demanding and accommodating.

GENERAL CHARACTERISTICS

- * Promotes himself well and creates favorable impressions.
- * A good communicator both verbally and in writing.
- * A detailed planner.
- * Ensures quality and standards are maintained.
- * A perfectionist who sets himself and others very high standards.
- * Will use persuasion to gain commitment if he is confident he is in possession of all the necessary information.
- * Will see a job through to conclusion.

Motivators

Mr. Thomas is motivated by popularity, public recognition and favorable working conditions. Equally security and structure are highly important, as are reassurance and standard operating procedures.

Should Mr. Thomas have a boss, then ideally that person will be a participative and diplomatic leader, who recognizes his need for communication and motivation. The work parameters and objectives should be clearly defined, together with the required deadlines and timescales.

Values Mr. Thomas brings to the Organisation

This confident, thorough individual's value to an organisation will centre around his naturally outgoing, enthusiastic and communicative style combined with patience, loyalty, predictability and logic. He will therefore win the confidence and respect of his colleagues through his poise, strong interpersonal and listening skills and sound, objective decision making abilities. Mr. Thomas will therefore be able to delegate and operate in a team structure successfully.



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PERSONAL PROFILE ANALYSIS

MR. THOMAS

SELF IMAGE - GRAPH III

Mr. Thomas 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. Mr. Thomas 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. Mr. Thomas 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. Mr. Thomas 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. Mr. Thomas is a good listener and can build a sense of trust in others fairly easily. However, he

resents being told or hurried and takes criticism to heart. Unfortunately the tendency toward strong opinions and stubbornness sometimes necessitates a clear understanding of what he will be assessed. Mr. Thomas probably differentiates between friends and acquaintances. He may avoid making decisions until he has all the details.

SELF MOTIVATION

Mr. Thomas is driven to organise. He likes to know where he is going and what he is doing. He needs to be able to identify with the organisation and has an inherent need to feel secure.

JOB EMPHASIS

Organising and leading

The job should provide some form of security, as well as a chance to lead and apply himself to a task. There should be responsibility to see a job through and to get on with it. The working environment should be structured. The tasks can be routine but not low level. Change should be discussed and not "come out of the blue".

DESCRIPTIVE WORDS

Kind, thorough, stubborn, friendly, amiable, tenacious, assertive, communicative, independent, opinionated, driving, dependable, asks "why", "who" and "what".

HOW OTHERS SEE YOU (MASK) - GRAPH I

There are indicators within Mr. Thomas's profile that he may be stretching himself to his limits currently. The cause is likely to be one of the following:

Mr. Thomas may be in a new position and currently going through a job crisis. This normally occurs between three to nine months after commencement of a new job.

- Whilst performance should be carefully monitored, after a period of time the graph should return to normal.

- He may be over-promoted and over-stretched within the current job. (This would normally only apply if he had been in the position for more than twelve months.)
- He may be forcing himself to be something he is not and attempting to do a job, which is not compatible with his natural behavioural characteristics.

The above should be considered and the likely effect this could have on both the person and job performance.

BEHAVIOUR UNDER PRESSURE - GRAPH II

There are indicators, which suggest that due to the frustration showing in the profile, one or more of the following may apply:

- He may have some personal financial insecurities.
- He may be out of work or alternatively could be frustrated within his current job.
- He may be in a situation where either business is poor or the superior is dissatisfied with performance.

Although demotivation may not always be evident, Mr. Thomas may be feeling internally insecure. Performance may fall if the pressures are allowed to continue. He may need help from his superior in order to overcome the current demotivation.

GENERAL COMMENTS

There are indicators of frustrations/problems/stresses within Mr. Thomas's profile, but in this instance it is not clear as to whether they are of a personal nature or work related.

Motivators

Mr. Thomas is motivated by security of situation, sincere recognition of his achievements and challenging objectives, which are fully understood. Ideally he wants explanations, not restrictions, with opportunities for advancement within his area of expertise.

Should Mr. Thomas have a boss, then ideally that person will be a diplomatic but direct leader, who takes time to clearly define parameters and objectives

and then allows him to get on with the job. Consultation should be on a regular basis and assistance, if required, should be available when decisions of a critical nature have to be made.

A Human Job Analysis has not been requested. Therefore, it has not been possible to make an assessment of Mr. Thomas's strengths and weaknesses against the specific job requirement.

Please note

The above report is a guide. The Personal Profile Analysis is a work orientated inventory. This report is designed to assist in the selection, appraisal, development or coaching and counselling process.

The report should never be used in isolation but always in conjunction with both an interview and a process whereby a person's experience, education, qualifications, competence and trainability can be assessed.

Other reports are available on the Thomas program which will provide additional useful information about this person.

Thomas recommends that consideration be given to using these further reports when appropriate.



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TECHNICAL/ADMINISTRATIVE AUDIT

MR. THOMAS

ORGANISING WORK FLOW

This extremely tenacious, hard-working person organises his work and that of others into a logical, predictable pattern.

He likes to have a fair amount of routine in his environment to enable him to more accurately plan his time. He combines strong personal drive with a friendly, positive manner and persuades others to adopt his work style.

He likes to have some authority and responsibility for challenging assignments, but prefers them to be well defined and to have a degree of guidance at the outset. He also needs to be able to complete one assignment before moving on to the next, having sufficient time to plan carefully and follow through to a conclusion.

Mr. Thomas needs to work closely with others, to feel part of a team or group and be able to wield some influence. He gets on easily with a wide variety of people on a superficial level, but takes time to develop trust. He will tend to delegate easily to those he knows are competent, explaining clearly and patiently and then leaving them to get on with the task.

He can work at repetitive, administrative work but needs interesting assignments to remain motivated.

He can become opinionated and stubborn and will need a firm but fair superior.

MEETING DEADLINES AND TIME MANAGEMENT

Generally he plans his time carefully in order to meet objectives and is disciplined in sticking to the plan.

However, he may find that his tendency to spend time with others and his desire not to offend, can put heavy pressure on him in terms of meeting deadlines. Because of his inclination to be thorough in all areas of his work, he can also struggle to prioritise tasks. This is especially so when there has been a last minute change to a deadline. His superior may need to provide very subtle guidance in these situations, to ensure that deadlines are met.

He strongly resists frequent changes to plans and can appear quite rigid by insisting on working at his methodical, carefully planned pace. He may take offence easily and can perceive overt control or guidance as personal criticism.

MEETING INFORMATION/SERVICE NEEDS

He is a fair and factual communicator. Mr. Thomas is a good listener and able to organise information into a logical presentation. He is thorough in researching information and can be depended on to tie up all loose ends.

He develops strong relationships, over time, and will then show initiative in anticipating the needs of those he considers to be trustworthy friends. He is able to put people at their ease and smooths ruffled feathers' with patience and sincerity.

Mr. Thomas is likely to be a good servicer in every sense of the word.

ENSURING QUALITY AND ACCURACY

Mr. Thomas works hard at producing high quality results, but has to rely more on discipline and determination than natural ability, to constantly focus on quality. He is not inherently detail-oriented and may occasionally make trivial mistakes, especially when pressurised or when he is demotivated.

Provided he has the time to satisfy his need for thoroughness and is challenged by the responsibility of important assignments, he will be dependable in producing work of a high standard.

He will usually rely on structures and routine methods to achieve consistently high quality results.

PROBLEM SOLVING

Mr. Thomas tends to be cautious about tackling problems and seldom makes a hasty decision. He strongly resists change and this, combined with his ability to adapt to difficult situations, often leads to procrastination in dealing with problems. However, once he is requested or forced to address problems, he gathers as much information as possible, invites the input of others and then chooses that option which will upset the status quo and other people least. He will also attempt to make a practical decision, which is sensible in the long-term, but his aversion to offending or hurting others can compromise this.



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MANAGEMENT AUDIT

MR. THOMAS

MANAGING AND MOTIVATING

Whilst Mr. Thomas's characteristics indicate that he has the ability to manage other people, it should be noted that there may be a tendency for Mr. Thomas not to push people as hard, in management terms, as an organisation may require.

As a result of his desire to follow procedures, he may well appear a little inflexible in managing others and he may be unwilling to delegate to those he believes are likely to take shortcuts.

Mr. Thomas is unlikely to be a particularly strong disciplinarian as he is kind and accommodating. In terms of disciplining, it is important that very clear objectives should be set when it is critical.

Mr. Thomas tends to motivate others using his knowledge and experience as a major motivational factor, rather than his ability to persuade and influence others.

DECISION MAKING

Being strong willed and determined, Mr. Thomas has the natural ability to take decisions, but it should be noted that he is not likely to take decisions quickly. Indeed, there are indicators which suggest that Mr. Thomas will not take decisions until he is absolutely sure of the facts and this could create circumstances where he doggedly and determinedly retains the status quo, rather than pushing people to move on to gain ground.

PLANNING AND PROBLEM SOLVING

Being a thorough and organised planner, there may be a tendency for Mr. Thomas to spend too much time on planning, particularly where change is involved. It should be noted, that he will not be pressurised in terms of time, to achieve results.

Therefore, if he is involved in planning, it is critical to make sure that time scales for achieving an end result are not only agreed, but are also seen by Mr. Thomas as feasible as well as acceptable.

Mr. Thomas has fair problem solving ability, but there could be a tendency for him to get bogged down in procedures and this, in turn, may cause others to become frustrated.

COMMUNICATION

Mr. Thomas is likely to be a good communicator, particularly within his own area of knowledge. He is likely to appear deliberate in his approach to communication, will canvass the opinions of others and generally tends to communicate through facts, figures and data, maintaining a patient approach.

ADMINISTRATION

Administration is certainly the strong point of Mr. Thomas's behavioural characteristics. Being a specialist by nature, this person will enjoy researching for solutions and giving advice from areas of his gained knowledge. In administrative terms, Mr. Thomas is likely to be a good organiser, who sets high standards for both himself and others.

DEVELOPING OTHERS

Mr. Thomas will certainly have an interest in developing others and as such, will work towards creating development plans. There may, however, be a tendency for him to adopt a hands-on approach to development and learning by experience.

This report relates only to behavioural characteristics within a work situation and should always be used with a structured interview. Success in the role will also depend on further assessment which ensures the person has the appropriate intelligence, education, experience, knowledge and competence.