


# Remote Work Assessment

Sample | 19 Aug 2020





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|  <b>Sample</b><br>Email Address: Sample@abc.com |                             |
| Last Name: Not Filled   | Date of birth: Sep 17, 1995 |
| Country: Not Filled   | Experience: Not Filled      |

## How to Interpret the Report?

When interpreting the results, it is important to remember that the scores are not good or bad, only more or less appropriate to certain types of work. Since the results are based on one's own view of behavior, the accuracy of the results depends upon both honesty and self-awareness while taking the test. This assessment measures work-relevant personality traits that might be manifested in work behaviour and therefore influence success on the job. To best use this report: 1. Review the overall recommendation first. Based on your need, you might want to prioritize candidates who are 'recommended', followed by those who are 'cautiously recommended'. 2. If you're choosing among different candidates within the same band of recommendation, review the competencies' results. Focus on the competencies you believe are critical for success in the role you're hiring for, and use those scores to help you prioritize which candidates to select for the next step. 3. Remember: This assessment is just one piece of the puzzle. While hiring, it is recommended that you review other information as well – functional and job knowledge, background and past behaviour (e.g. using structured behavioural interviews), reference checks, etc. in addition to the personality assessment. 4. **Use of Response Styles for Recruitment/Selection:** The ideal response style is "Genuine" and it is recommended for further analysis. However, if any candidate's response style displays Social Desirability, he/she needs to be considered with caution. We do not recommend candidates who display Extreme Responding/Central Tendency/Careless Responding as they indicate that the candidate has not attempted the assessments in the desired manner, and that interferes with an understanding of his/her personality since it would not evoke genuine responses from the candidate's answers. This in turn is expected to interfere with the proceeding decisions, so the candidate may be considered for a re-test. Such cases are usually not considered for a statistical/detailed analysis of scores if required further.

# Response Style

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## Response Style **Genuine**

Explanation of Response Style:

### **Genuine**

No concerns or red flags just based on response style of candidate.

### Social Desirability

If more than 75% of the questions are answered in a manner that indicates an attempt to appear in a falsely positive light or seem 'socially desirable'.

### Extreme Responding

If more than 75% of the questions are answered in a manner that indicates that an individual agrees with the statements at the lower and higher end consistently.

### Central Tendency

If the middle response ('neutral') is selected more than 30% of the time.

### Careless Responding

If more than 95% of the responses selected are from the same direction (i.e. if the candidate selected 'most like me' or 'like me' from the right-side statement or from the left-side statement alone).

# EXECUTIVE SUMMARY

## Strengths

None

## Areas of Development

### Openness to Learning



Needs to learn more from past experiences and use this learning for future endeavours. Needs to seek out more challenging experiences and opportunities to develop one's skills and abilities.

### Adaptability



Should learn to be more open to changes and manage incomplete and limited information effectively.

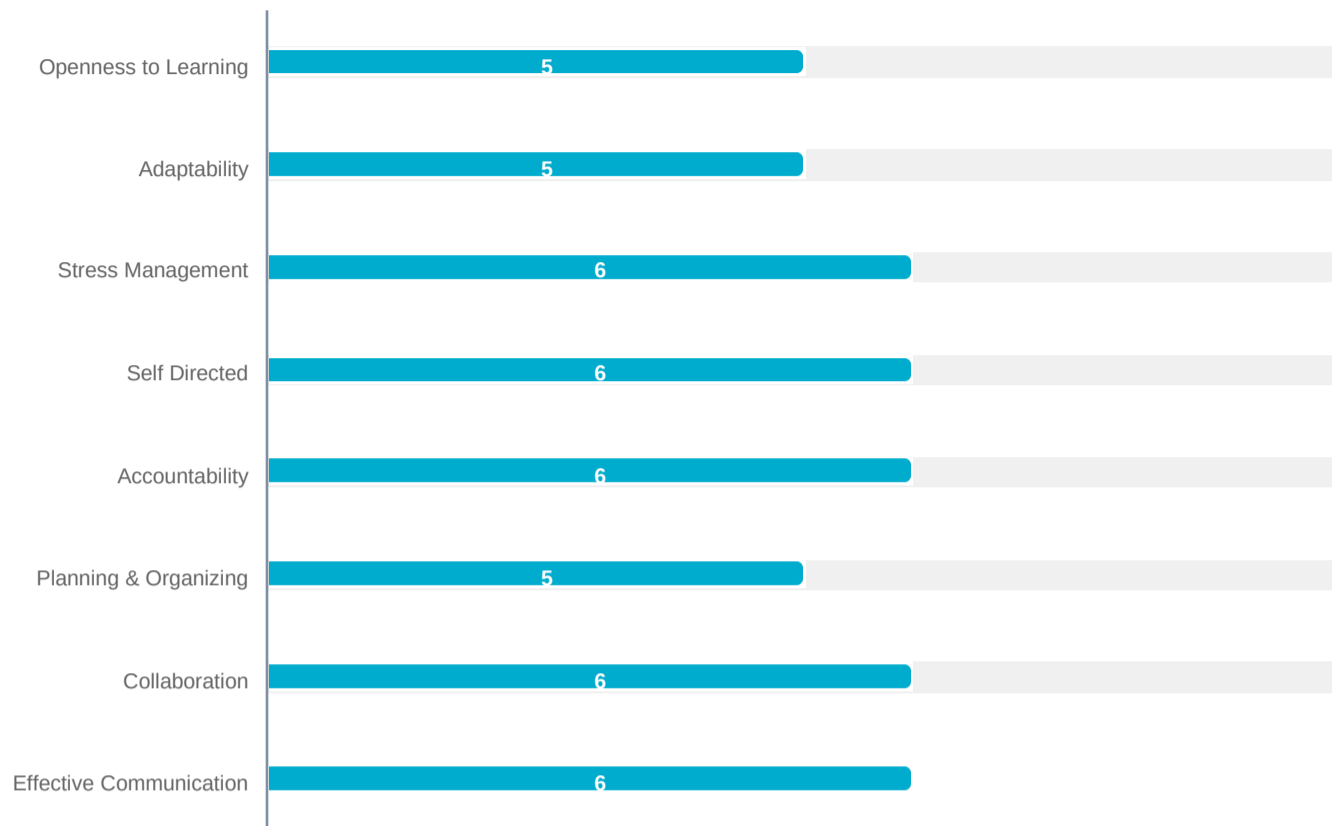
### Planning & Organizing



Needs to be more organized and systematic in one's work, by effectively planning and prioritizing tasks.

# EXECUTIVE SUMMARY

## Evaluation of Competencies:



Values shown in above chart are sten scores

■ Low (0 - 4) ■ Moderate (5 - 6) ■ High (7 - 10)

## 1. Evaluation of Competencies:

5.0

### Openness to Learning: [Moderate](#)

Somewhat likely to be curious and interested in gaining more knowledge by seeking new ideas and perspectives at work. Moderately likely to have the ability to reflect on experience, to learn from one's own and others' successes and failures and to use this learning in the future. May sometimes be willing to seek out challenging experiences and opportunities to develop one's skills and abilities in order to perform one's job effectively. Somewhat likely to focus on developing and improving oneself with every task that one takes up.

5.0

### Adaptability: [Moderate](#)

Moderately likely to deal with novel and unknown situation in a confident and comfortable manner. May at times be to accept and adapt to changes in one's tasks and plans effectively. Somewhat likely to work on tasks with enthusiasm, even when situations and goals are dynamic in nature. Moderately likely to be able to give relevant ideas and solutions, even when limited information is provided.

6.0

### Stress Management: [Moderate](#)

Moderately likely to display emotional resilience and may at times deal effectively with pressure by being calm and poised. May occasionally work efficiently and put in sufficient effort, even when faced with setbacks. Somewhat likely to maintain optimal performance during difficult situations. Moderately likely to use appropriate coping strategies to deal with workplace stress.

6.0

### Self Directed: [Moderate](#)

Moderately likely to be intrinsically motivated to complete one's tasks effectively and efficiently. May at times work on the given task wholeheartedly and remain self-disciplined while working towards one's targets to ensure they are completed successfully. Somewhat likely to set challenging yet achievable goals for oneself and persevere towards achieving them irrespective of one's circumstances. Moderately likely to initiate tasks without being asked to do so and work above and beyond the expectations of a job.

6.0

### Accountability: [Moderate](#)

Moderately likely to hold oneself accountable and accept responsibility for the actions and decisions taken by oneself. Somewhat likely to take one's duties and responsibilities seriously. May at times be able to understand one's mistakes and may occasionally rectify them immediately. Moderately likely to work independently and execute one's work without seeking any guidance from others.



Of 10.0

Of 10.0

Of 10.0

5.0

Moderately likely to prioritise tasks, and establish a course of action for oneself to ensure that work is completed efficiently and on time. May have a fair tendency to approach every task in a structured and planned manner, and be organized and systematic in one's work. Somewhat likely to make sure that resources are utilised in a productive and optimal manner. May occasionally consider the impact of one's actions and work on others and vice-versa. Somewhat likely to be able to shuffle between different tasks in order to accomplish multiple goals simultaneously.

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6.0

Collaboration: [Moderate](#)

Somewhat likely to be a good team player and may at times be able to maintain harmonious and cooperative relationships with team members. Moderately likely to work cooperatively and collaboratively with others, with a positive approach towards achieving common goals. Somewhat likely to recognise others' feelings and emotions, and may at times understand the underlying reason for other people's behaviour. Somewhat likely to offer help to others without being asked to do so.

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6.0

Effective Communication: [Moderate](#)

Somewhat likely to come across as confident during conversations, and structure one's thoughts and communicate in a clear, concise and accurate manner. Moderately likely to listen actively and objectively to others without interrupting, and participate in conversations as and when necessary. May occasionally try various methods of communication and modify one's communication style according to the people that one is interacting with. May at times communicate in a transparent manner with internal and external stakeholders in order build trustful relations with them.

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## 1. Openness to Learning

### Suggested Activities

- **Identify skills which are outdated or obsolete.** Go over some of the activities you perform on a day-to-day basis and evaluate their need and the value they are adding to your work and overall learning. If some activities, tasks or skills seem redundant, make sure to discuss internally the possibility of discontinuing their application in work activities.
- **Seek regular feedback.** Connect virtually with your peers/manager/mentor and seek feedback on your work to better understand your strengths and areas of improvement. Try to incorporate the feedback in your tasks in order to improve your performance.
- **Be open to new projects.** Continuously look for new initiatives that you could undertake in order to learn new skills/knowledge or strengthen existing skills/knowledge. Stay up-to-date with new projects that the organization (or other teams/departments) is/are working on and volunteer to be a part of them.
- **Begin (or enhance) involvement in professional associations and groups within your field.** Attend online workshops/courses/seminars and subscribe to online journals to gain more knowledge of your industry and field.
- **Find a mentor .** Find someone who is willing to coach and mentor you. Set personal developmental goals in consultation with him/her and connect with him/her frequently to discuss progress and challenges.
- **Learn from setbacks.** Talk to people and try to understand the reason behind setbacks and failure, and treat them as opportunities to learn from, to ensure that you don't repeat the same mistakes. Learn from the experiences of people who have faced similar situations in the past.

### Suggested Books

- **Ultralearning: Accelerate Your Career, Master Hard Skills and Outsmart the Competition** by Scott H. Young. The book offers 9 insightful principles that can be used by anyone who wants to achieve a lifelong mastery of new ideas and skills
- **Managing Your Own Learning** by James R. Davis and Adelaide B. Davis. This book shows readers how to analyse their previous learning, design an action plan for future learning, expand their educational opportunities, and use libraries and the Internet effectively in order to become a proactive and perpetual learner.

### Suggested Movies/Videos

- The movie **The Intern**. This movie is about a seventy year old retired man named Ben Whittaker who becomes a senior intern at an online fashion site. His sincerity in making pace with the tech-savvy millennials and having a growth mindset is what allows Ben to fit in with the team and the work so seamlessly.
- The Tedx Talk **Learning how to learn**. Speaking from her personal experience, Barbara Oakley explains how she realised that her lack of mathematical and technical savvy severely limited her options in her career which made her return school to re-tool her brain. She urges the audience to broaden their passions rather than just following it.

### Suggested Online Courses

- The course **Applied Curiosity** on LinkedIn Learning. This course aims to enhance one's curiosity levels and makes one understand the power of curiosity at workplace. One learns to cultivate curiosity mindset and ways to gain and identify true inputs and information, and ways to leverage it at workplace as a strategic tool to work smarter.
- The course **Learning Agility** on LinkedIn Learning. With the help of this course, one can understand one's own learning style, and create a customised learning path suiting the same by incorporating learning lists, sorting priorities and mapping them to ensure work efficiency.

## 2. Adaptability

### Suggested Activities

- **Clearly understand the rationale for change.** Try to understand the rationale behind change. Connect with your peers and leaders to understand why the change has been mandated, how it is being operationalized, and ensure that your queries and doubts are addressed appropriately.
- **Maintain an optimistic attitude.** Try to maintain an optimistic outlook in times of change and uncertainty. Think about the benefits that change brings and the ways it adds value to work. Look at change as an opportunity to learn new ways of working/operating.
- **Be open-minded towards new ideas and suggestions.** Adapt your working style as per the changing work demands. Re-evaluate your priorities and accordingly adjust your goals in light of the changing work environment. Chalk out new plans and processes to maintain optimal performance.
- **Utilize whatever information and resources are available to deliver to the best of your abilities.** Seek necessary clarifications and new information to deal with novel situations. Talk to people to understand how they are coping with the uncertainty; pick cues from their ways of working and seek their support if required. When in doubt, rely on your strengths to navigate through uncertain and ambiguous situations.

### Suggested Books

- **Guiding Change Journeys: A Synergistic Approach to Organization Transformation** by Rebecca Chan-Allen. This hands-on resource offers eight compelling transformation cycles that will help one connect with the universal creative spirit within and around us.
- **Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life** by S. Johnson. The book is about modifying our ways and viewing change more positively.

### Suggested Movies/Videos

- The TED Talk **3 ways to measure your adaptability — and how to improve it** by Natalie Fratto. In this short yet insightful talk, Natalie highlights the importance of "Adaptability Quotient - AQ" especially when changes around us are happening rapidly. She sheds light on 3 unique ways to measure and improve the AQ.
- The TEDx Talk **How Adaptability Will Help You Deal With Change** by Jennifer Jones. The speaker introduces the Adaptability Equation; a formula for high performance through change. Through this framework she explores ways to keep an organisation ahead of the game, and enable people to make better decisions and perform optimally in an ever changing world.

### Suggested Online Courses

- The course **Change Management: How To Drive And Adapt** on Udemy. The course explores different concepts associated with change management. From understanding why change is being implemented to handling adversity during change, this course will equip you with essential skill needs for adapting to lasting change.
- The course **How to Thrive in a VUCA Work Environment** on Udemy. This course explores different ways to work in a volatile, uncertain, complex, ambiguous workplace. It provides tips on how to be in control, cope and thrive in uncertain workplace situations.

## 3. Planning & Organizing

### Suggested Activities

- **Adopt a routine and create structure for your day.** Outline the tasks that you want to accomplish within the day. This may include scheduling time for work-related tasks as well as personal errands and will help you stay organized.
- **Prioritize your tasks.** Determine the importance, urgency, and requirements associated with various tasks, identify and allocate resources needed to complete them (such as people, tools, processes, etc). Then coordinate with relevant people or parties to gather required information, and use this information to plan and prioritize your tasks effectively.
- **Break the assignment/ project into small activities.** Create project plans with important action items and assign a timeline to complete each item. Look up task management tools readily available to help you make “to-do” lists and categorize tasks by project.
- **Manage competing priorities.** Ask for specific deadlines for all tasks and make sure that all involved stakeholders are aware of them. Discuss your workload with your manager in case of conflicting priorities and figure out if some of your work can be distributed among others so that timelines are not compromised.
- **Track implementation.** Review the progress of each item on your project schedule. Maintain a visual tracker to monitor your work progress overtime. In case there are discrepancies, take corrective action.
- **Manage procrastination.** Make it a point to work on tasks as and when they are assigned. Minimize the distractions around you or in your immediate work setting. Manage procrastination by avoiding putting off tasks until they are due.

### Suggested Books

- **Getting Things Done: The Art of Stress-Free Productivity** by David Allen. In this practical book, the author reveals the “five stages of mastering workflow” and “five phases of project planning.” He explains how to collect all must-do items, place them in an in-basket, and then prioritize and organize them. The book includes a simple flowchart that ties together all his advice.
- **To Do Doing Done** by G. Lynne Snead and Joyce Wycoff. Use this as a reliable road map for choosing and completing the activities and projects that are indeed in harmony with their highest priorities.

### Suggested Movies/Videos

- The TED Talk **How to gain control of your free time** by Laura Vanderkam. Time Management expert Laura explains how most people spend their lives not knowing how they can make it more productive. She gives the 168 hours a week formula and offers few practical strategies to help people find more time in doing things that matter the most to them.
- The TEDx Talk **How to Multiply your Time** by Rory Vaden. The speaker explains that by assessing our tasks in terms of their significance, and not just their importance and urgency, we can free up more time for later.


### Suggested Online Courses

- The course **Efficient Time Management** on LinkedIn Learning. This course helps us understand that by saving just one hour per week, one can gain a whole week of uninterrupted time each year. Through this course, one can learn to be more productive at work by efficiently managing their time.
- The course **Time and Task Management: Time Management Techniques** on Udemy. This course helps us understand how to get organized by effectively prioritizing tasks and creating to-do-lists that actually work. Through this course, one can learn different techniques to managing time and tasks in way that ensures efficiency.

# Test Log

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19th Aug 2020

06:19 PM  Started the test with Personality Inventory

06:27 PM  Finished the test

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