

STANDARD GRAPH

MODEL COMPANY - CAREER

JOB SEEKER

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NO DEPARTMENT

Jan 3 2009

BESTWORK STANDARD GRAPH

This graph represents the normal distribution of the population or what is referred to as a bell curve. **LOWEST** and **HIGHEST** each include 10% of the population. **LOW** and **HIGH** each include 15% of the population. **LOW MID** and **HIGH MID** each include 25% of the population. This enables you to see how this individual compares to others on the same scale.

Capabilities	Lowest	Low	LowMid	HighMid	High	Highest
GENERAL REASONING*				O		
ASSERTIVENESS*		O				
DETAILS*				O		
RULES*					O	
SENSITIVITY*					O	
PEOPLE*			O			
TEAM*			O			
FAKING GOOD*			O			

YOUR INTERVIEW COACH

MODEL COMPANY - CAREER

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YOUR INTERVIEW COACHING REPORT

Once your job search has produced an interview for you, it is important that you make the very best of that opportunity. You may have a lot of experience at interviewing, or you may be brand new to it. You may have attended classes in how to interview for a job. Regardless of any of your experience or knowledge, this report will be helpful to you in being more effective in the interviews during your job search. Every individual's personality traits offer both advantages and disadvantages in an interview.

You may be an excellent candidate for a particular job, yet fail to be hired because of a poor interview. Conversely, you may be a poor candidate for a particular job, and be selected because of a very good interview. It is strongly recommended that you use a job matching assessment, such as JobThoughts, <http://www.jobthoughts.com>, to evaluate how well you match the critical behavioral factors of jobs you choose to target in your search.

Your Interview Coach will identify the personality traits that may cause problems for you during an interview and suggest ways in which you can deal with them. It is important to realize that the same traits that may create problems in the interview may be the very same traits that make you a good candidate for the job. Your Interview Coach will not tell you to change who you are, but it will suggest ways in which you can present yourself as effectively as possible in most interview situations.

Sl. No.	Capability	Report Text
	CRITICAL FACTORS	
1	YOUR ENERGY & ENTHUSIASM	<p>You are fairly balanced in terms of interacting with other people, and most people will enjoy meeting you. At times you can be quiet, and highly extroverted interviewers may sometimes see you as being somewhat reserved. It may be necessary for you to push a higher level of enthusiasm during your interviews, so that it will be more visible to your audience.</p> <p>Practice elements of your interview answers and stories in front of a mirror. Then you can see how much expression you are showing and how to make it stronger.</p> <p>Let your passion show in at least one element of your interview. It can be regarding your field of knowledge, the potential of the company, your family, and whatever seems appropriate to you.</p> <p>Ask others to evaluate your introduction, your handshake and your smile. That first impression is most important, and you may want it to be just a bit more energetic and enthusiastic than you generally offer out of habit.</p>
2	DIRECTNESS & DIPLOMACY	<p>You have a lower level of assertiveness. You tend to speak in more general terms rather than specifically when giving your opinion or when answering questions. Interviewers can interpret this in many negative ways, such as your lacking knowledge or having no confidence in your opinion. Too many times you hide your light under a bushel.</p> <p>Be specific about your accomplishments on your resume and as you tell stories. Do not be afraid to brag a bit. You will be compared to other candidates who may state their cases more boldly than you.</p> <p>Look the interviewers in the eye when telling stories or when answering questions. More assertive people expect that and it is important for you to satisfy them in the interview, even if you are a bit uncomfortable.</p> <p>Remember that for many jobs, the interview is the most confrontational element. Assertive individuals often challenge others as a way of assessing them. They may challenge a statement you make or they may ask you very direct questions. Be prepared to stretch your comfort zone for this relatively short period of time by responding in an equally direct manner.</p>
3	TIME MANAGEMENT & DETAILS	<p>You appreciate the details in any event, and when telling stories or answering questions, you can supply a lot of details in your answers. If your listeners are less interested in details than you, they may find your presentation to be too slow or rambling.</p> <p>Build your answers with various levels of details. Give the broad answer first, and ask if they would like you to expand on that subject. This enables you to check that you are meeting their needs in a positive way.</p> <p>You value punctuality, and when others are late, it can be frustrating for you. It is important for you to be flexible with your scheduling during your job interview process. Do not let your frustration show when your interview is delayed or rescheduled. Focus on your strengths, not others' weaknesses or problems. If the interviewer apologizes for it, a good reply would be, "That is quite alright. I do appreciate the value of punctuality, but with the realities of business, some flexibility is equally important."</p>
4	INTERVIEWING & STRESS	<p>Interviews are stressful times for you. Sometimes you can appear nervous and uneasy under pressure. It is normal to feel a little anxious, but you must be careful not to let it affect your overall performance during the interview process.</p> <p>It is important for you to practice your interviewing skills. Research the most common interview questions for job candidates in your field. Prepare solid answers ahead of time, and rehearse your presentation of those answers. Even if the questions are different, this preparation will help you to feel more confident. Remember that actors are also nervous, but rehearsing and know their lines makes a big difference in their performance.</p> <p>Practice your interviews as often as possible. Role play with you friends or family. Accept interviews whenever they are offered, even if you are not interested in the position. That interview experience can help you become more prepared for the interviews that do interest you.</p> <p>Acknowledge your nervousness rather than trying to conceal it. "I am quite nervous about this interview because I am so excited about the possibilities of this job and working for ____ This Company?_____"</p>
5	COMPETING IN THE INTERVIEW	<p>One of the strengths that you bring to any job is your commitment to teamwork. Most interview processes tend to focus on individual achievements and how an individual matches a particular job. Teamwork is often assumed.</p> <p>Be sure to point out your strength as a team member. You might say, "While I am confident of my experience and abilities, I have found that I am at my best working with a team, and that is what I hope to find here at this company."</p> <p>At the same time, call out what your own contributions have been. It is easy for you to speak of what you have done in terms of the team. While that is definitely a good thing, the interviewer is evaluating what your individual contribution was to that team and how that will benefit this Company if you are hired.</p>

6	FLEXIBILITY IN THE INTERVIEW	<p>You approach things in a very consistent manner. While most interviews contain the same elements, each is unique in some way. It is important for you to recognize the differences and adjust your responses to fit those circumstances. When you are competing with other job candidates, it can sometimes be a small detail such as that which makes the difference.</p> <p>Before the interview, identify three things that are different about this opportunity from others you have considered.</p> <p>During the interview, ask the interviewer what they see as unique about the job which you are. This will give you clues as to how to tailor your responses to those issues.</p> <p>Avoid referring to how you did things at previous jobs in such a way as to suggest that way was best. You certainly want to talk about your experience, but the more important issues in the interview are the opportunities available to you in your new company.</p>
7	INTERVIEWING & LEARNING SPEED	<p>You can communicate effectively with most people, and this is a clear advantage in the interview process. Others generally perceive you as being bright and quick to learn. At times, you will feel that you are "smarter" than the person interviewing you. It is vital that you do not communicate that feeling to others. You could be exactly the talent and experience that the Company needs and wants, but you must first be seen as someone who they want to work with every day.</p> <p>You will interview more effectively with practice and preparation. Since you can think on your feet better than most people, you may believe that you can "wing it" in the interview. While you may be able to do just that, there is no doubt that you will be outstanding with a little preparation. Learn something about the company that allows you to explain exactly how you could be of benefit to them. Practice the basics of your interview, just as an actor practices their lines for a performance.</p> <p>Take care to communicate your thoughts clearly and logically. You can sometimes "lose" others with your speed of communication. Slow down in the interview. Match your communication speed to your interviewer. Fast learners will appreciate your speed, but it can intimidate slower ones.</p> <p>You sometimes talk about big ideas, and that can be compelling. It is critical for you to connect those ideas to the immediate issues at hand and explain what you can do in the short term to contribute to the job.</p>
8	INTERVIEWING FRANKNESS & OPENNESS	<p>You have a frank and open nature. Most interviewers appreciate that in a job candidate.</p> <p>Be prepared to discuss both your strengths and your weaknesses. It is not necessary to list everything you consider to be a weakness. Identify one or two, and explain how they were problems and most importantly, how you have learned to avoid those same problems now.</p> <p>Emphasize the fact that you welcome any training and coaching that can help you with weaknesses, because that will enable you to accomplish more with the strengths and experience that you bring to the job.</p>

YOUR JOB SEARCH COACH

MODEL COMPANY - CAREER

JOB SEEKER

NO DEPARTMENT

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Jan 3 2009

YOUR JOB SEARCH COACHING REPORT

This report is designed to coach you in how to be more effective in your job search. While it talks about elements that would be found in any well-planned and well-executed job search, the comments are based on your own personality traits and cognitive abilities. It is your report and it is unique to you.

You should read it several times. There will be parts that sound easy or obvious because your strengths match those needed for a strong job search. There will be other parts that sound really challenging and difficult. Those are the ones that are important to a successful job search, but they do not match up very well with your particular strengths. They are still important. Use the tips in the report to focus on those areas that can make the greatest difference to you.

Sl. No.	Capability	Report Text
	CRITICAL FACTORS	
1	PURSUING YOUR JOB SEARCH	A Job Search is a pursuit. It is searching and tracking down desirable jobs and then capturing them. It requires actions, such as meeting new people, asking direct questions, exploring new directions, connecting with groups of strangers, using unfamiliar skills, and confronting new feelings and experiences. You are too passive in your job search. Too often you wait for a group or your friends or a counselor or an agency to solve your problem. You are uncomfortable with asking directly about the job opening or what you need to do to get that job. You are going to hear more "NO's" than "YES's". That is real. But still you have to push for what you want. Push beyond your discomfort by thinking about how good it will feel to have the new job. You have probably experience discomfort or even pain when exercising, running, or lifting weights, but you pushed through it because of the goal you had to be healthier or stronger or faster. This is the same thing. Use the help that you have but be in control of your own job search. Push for results. Ask once, and then ask again and again. Knock on door after door until you get what you want.
2	TRACKING YOUR JOB SEARCH ACTIVITY	Activity is what makes a job search successful. How many people can you talk to? How many leads can you get today? How many people can you network with each day? You are content with too little activity. Instead of letting your emotions be the gauge for your activity, use numbers. Set yourself numerical goals each day: Number of new people added to my network, Number of resumes sent out, Number of companies explored, or whatever other numbers can help you track your progress. If you can put these on a simple graph and look at the graph every day, it can keep you focused on maintaining the necessary activity in your job search.
3	YOUR JOB SEARCH URGENCY OF ACTION	A successful job search demands an urgency of action. A follow up call today is better than one put off until tomorrow. The appointment made for tomorrow is better than the one for next week. You can be too impatient at times, expecting things to happen on your schedule. It is important for you to balance your urgency with patience, so that you do not become a "pest" by following up too often. Set specific times to follow up with the appropriate person. The best thing is to always be pursuing an number of opportunities. When you have only one or two, it is easy to become stressed, feeling that your world hangs on success with that one thing. When you have several in play, one does not seem so important.
4	YOUR JOB SEARCH NETWORKING	The most effective means of searching for a new job is through networking. Networking is a means of engaging a large number of people in your job search party. If you were lost in the forest, would you want to find your own way out or would your odds of success increase if a large search party got involved in finding you. You are not an very outgoing person, although you probably make friends fairly easily. You generally know a few people well and some others to a lesser degree. The first thing you need to do is start meeting people. Anyone you meet may lead to a job possibility. Start building your network. It will be a bit uncomfortable for you. You must focus your attention on the goal of a new job, and not your short term discomfort.
5	GIVING THE GIFT OF HELPING	One of the most powerful gifts that you can offer another person is the opportunity to help you. Everyone gains from it. In order for people to help you, they have to know exactly what you want them to do. The more specifically you can tell them how to help, the easier it is for them to do so. It is not easy for you to approach others. When you are uncomfortable asking for help, you tend to become more indirect or less clear with what you want. Now is the time to speak up. It is helpful for you to prepare ahead of time. Write out a few sentences that explain what you are looking for. Have someone check it for clarity. When it is right, use those words to ensure that your message is clear and gives other people the best chance to help you.
6	MANAGING YOUR NETWORKING	When you are networking in your job search, it is important for you to follow up with those who are helping you. Even if nothing is happening, let people know what you are doing and how much you appreciate them keeping an eye open for opportunities for you. Whenever someone does give a lead, thank them and keep them informed as to what happened. If the lead is not a good one for you, thank them for their effort and clarify what you are looking for. Always be positive. Do not share your woes with your job search network. People want to recommend or refer individuals who are positive and energetic. Use the phone when possible, even if you have to leave a voicemail. It is more personal. Email works for simple updates, which should be weekly. Your organized nature makes it easy for you to set up a plan for doing this.
7	YOUR JOB SEARCH PLANNING	An effective job search must have a plan. That plan may be changed as time goes on, based on various events and opportunities, but there must be a fundamental plan at the heart of what you are doing. Normally you plan your work, and your job search should be no different. Put your planning thoughts on paper. They should include short terms actions and goals plus longer term items as well. You do not have free days just because you are in a job search. Use your time to network, follow up, hone your skills, acquire more skills, think of ways to market yourself, and other things that contribute to your job search. If you are currently employed, take some amount of time each day, even if it is only 15 minutes, and plan how to use that time to find your next job.
8	YOUR JOB SEARCH CONSISTENCY	Your strength of consistency can be of great benefit to you in your job search. Once you have developed your plan of action, it is important to execute it consistently. Sometimes in a job search it can be easy to follow the emotional swings of fortune with your actions. Regardless of whether you seem to making progress or whether you seem to be in a slump, it is critical to keep working your plan. You can always change the plan, but until then, work the one you have.
9	YOUR JOB FLEXIBILITY & CHANGE	In today's world, technology and global economics combine to create a constantly changing landscape of jobs. Traditional jobs sometimes vanish overnight, and new jobs appear from nowhere. Such a changing world often requires a great deal of flexibility as you consider what jobs to seek. Your tendency is to seek jobs that are the same or very similar to what you have previously done. While that may be comfortable for you, you are more likely to be successful if you can be flexible with your job search targets. It will be difficult for you to recognize some of your options because you are so closely connected to your own job history. Ask your friends or other resources to help you brainstorm other possible directions for you.
10	YOUR JOB FLEXIBILITY & LEARNING	Job flexibility may require you to acquire new knowledge, learn new skills, master new procedures, and more. If you identify skills or knowledge that could be valuable in terms of capturing a new type of job, it may make sense to pursue opportunities for training in those areas. It is usually easy for you to learn new things, just as you learned your previous jobs.

11	YOUR JOB SEARCH CREATIVITY	Creativity in your job search means more than looking for different jobs than what you have had in the past. It means exploring different ways of looking; different ways to get the attention of recruiters or hiring managers; different ways to tell your story and market your skills and abilities. You tend to stick with what you know and what you have always done. It is important for you to consider new ideas and new approaches to your job search. Use the Internet and other resources to discover ideas that you can use.
12	COMPETING ON YOUR JOB SEARCH	Job seeking is competitive. You are competing with other individuals for the same job opportunities. There are no referees, and it is not always fair. It is more often "who you know" not "what you know". You must compete for attention and the appointment. You must then compete in the interviews. You are often more of a team competitor rather than an individual competitor. While this characteristic is beneficial in many work situations, it can put you at a disadvantage at times in your job search. You must be very alert for opportunities to use your own advantages to "win" a job.
13	YOUR EMOTION & ATTITUDE	Perhaps the greatest challenge in a job search is that of controlling your attitude. It is a time of stress and uncertainty. This stress can be intensified by financial concerns and family responsibilities. Yet through all of this, you must maintain a positive and productive attitude. Stress affects you more than the average person, and there is no doubt that these times will test you. It is important for you to find positive ways to deal with the stress, so that you are not distracted from your main mission of finding a job.
14	YOUR JOB SEARCH TEAM & YOUR ATTITUDE	Job searches affect everyone around you, including family and friends. You are usually aware of how others are affected. As you focus on overcoming any challenges, remember to stay positive with them. Your job mission will be more successful as a team effort.
15	YOUR JOB SEARCH FRANKNESS & OPENNESS	You are quite frank and open about who you are. You are confident of your strengths and comfortable with your flaws. This is critical in a job search for several reasons. First, it allows you to ask for help when you need it. Everyone needs help at some point in a job search. Second, hiring managers are generally more comfortable hiring people who not only know their strengths, but who know their weaknesses and acknowledge them.
16	WORKING WITH YOUR SUPPORT TEAM	The more support you have in your job search, the more likely it will be successful. You are fairly comfortable following the advice of others. It is important for you to consider whether that advice is the best course of action. Having several reliable and knowledgeable friends and counselors with whom you can discuss your options can be helpful for you.
17	HANDLING STRESS ON YOUR JOB SEARCH	You have an intense sense of urgency about your job search. The stress of this situation is probably felt more by you than by some of those helping you. It is important that your frustration with this not become a problem for your support team. Recognize that they care and they want to get results as quickly as you do.
18	YOU & THE PEOPLE AROUND YOU	It is difficult to go through an extended job search alone or with little support. You can be somewhat of an introvert with other people. It may be hard for them to recognize how to help you or even that you want their support. It is important for you to step out of your comfort zone and reach out to others. One of the most meaningful gifts that you can ever give someone is the opportunity to help you.
19	COLLABORATING WITH YOUR TEAM	You can work on a team, but you sometimes prefer to be on your own. When you are in a job search, you need all the help you can get. This is a time for teamwork. Put together a job search team that provides that same set of knowledge, experience, skills and energy that enable you to do your best work. This can be made up of your friends, your family, and other resources that you may discover.

YOUR CAREER STRENGTHS

MODEL COMPANY - CAREER

JOB SEEKER

NO DEPARTMENT

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Jan 3 2009

YOUR CAREER STRENGTHS REPORT

In today's world, there is a tendency to focus on what is wrong rather than what is right. You are often criticized more than complimented. You are more encouraged to correct your weaknesses than to build on your strengths.

Consider this: You are a unique and wonderful human being. You have unlimited potential for learning and growth, and while improving weaknesses might be a good thing, wouldn't it make sense to start with your strengths. What if you really understood what you do best. What if you focused on what your own particular strengths are. Would it make sense to build on those strengths as you seek a direction for your career. No one has ever succeeded on a grand scale by fixing weaknesses. They have understood the potential of their strengths and built upon them.

Your Career Strengths Report will explain the hard-wired strengths and abilities that you have. These are with you regardless of what job you have now or what job you are seeking. It is up to you to consider how to apply them most effectively. It may be that you will have to address some weaknesses to achieve the success that you desire. Never let that allow you lose sight of what makes you a valuable and unique individual.

Sl. No.	Capability	Report Text
	CRITICAL FACTORS	
1	MENTAL STRENGTHS	You learn things faster than the average person. This means that you pick up new knowledge and skills fairly easily. This gives you a strong advantage in changing jobs or dealing with multiple tasks. You often find ways to solve problems faster than those around you, even seeing solutions that others miss.
2	STRENGTHS OF DIRECTION	You have a wonderful ability to follow the instructions of others without feeling the need to be involved in every decision. When people can give you clear direction, you are most effective. You get along well with most everyone. You seldom argue with others. In fact, you tend to be somewhat of a peacemaker, often helping to reduce conflicts or confrontations.
3	STRENGTHS OF ORGANIZATION	You have sound time management, and you are generally a good planner. You want to know what is happening next, so you can be prepared. This allows you to focus your energy and resources more effectively than many others. You allow a reasonable degree of flexibility in your schedules, and you are able to adapt when something must be changed. You are usually on time for meetings and have your work completed promptly. You normally follow up effectively on what you say you will do. You are more organized than other people, although it is can be a bit messy during times when you are extremely busy. This makes you an efficient worker. You can handle fairly detailed work, including most paperwork, which is helpful in many jobs.
4	STRENGTHS OF PROCESS	You have a marvelous strength of consistency. Once you have learned the right way to do something, you have the ability to repeat that way over and over. This could be a process, a script, a safety policy or a method of operating a machine. You follow established rules and procedures, once you understand them. This makes you more dependable than other people. In a work situation, once you have been trained effectively, you require very little supervision to produce results.
5	STRENGTHS OF SENSITIVITY	You have the marvelous gift of second person sensitivity. You not only feel your own feelings, but you sense how other people are feeling. This is extremely important in many situations in life. You probably remember birthdays and are the first to know when something is wrong with another person. You stay busy most of the time. Even when you are relaxing, you are usually doing something. This work ethic helps you in any job.
6	STRENGTHS WITH PEOPLE	You have the ability to be alone and to work alone, but you occasionally need interaction with others to be at your best. You are a good listener, and you can also tell stories yourself. That balance is appreciated by your friends and serves you well in many situations in life.
7	STRENGTHS OF TEAMWORK	You are a loyal team member. You want to contribute to the success of your team, and you want to be recognized for what you do. You are easily motivated when that happens. You look for win-win situations in life. You want to succeed and you want the people you know and work with to succeed also.
	IMPORTANT FACTORS	
1	STRENGTH OF OPENNESS	You are fairly comfortable with who you are, and you are able to admit some of your faults. A frank and open manner serves you well in working closely with other people.

JOBS TO SEEK - JOBS TO AVOID

MODEL COMPANY - CAREER

JOB SEEKER

NO DEPARTMENT

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Jan 3 2009

JOBS TO SEEK & JOBS TO AVOID

Some jobs are defined by certain skills or knowledge. A plumber must have certain skills to be a plumber. A teacher must know geography in order to teach it. Most jobs however, use skills or knowledge that can be learned by many people. It is those jobs that ask the question about whether do that job or not. Obviously, this report cannot address all jobs or even all of the types of jobs. What it can do is look at your particular strengths and abilities. Those personality traits and cognitive (ways of learning) that are special to you. When you have extreme degrees of one of those traits or abilities when compared to most people, that extreme gives you advantages in some jobs and disadvantages in other jobs. Being 7 feet tall is great for playing basketball in the NBA, but it is a real handicap for a coal miner.

If you happen to match most other people in a particular trait or ability, it is neither an advantage nor a disadvantage. In the world of jobs, it provides little direction. While the basketball coach is definitely looking at the 7-footer, he rarely notices the person who is 6 feet tall until he sees their skills on the court. In the same way, you may be average in all of your traits and abilities, and you would tend to stand out more for your skills or knowledge or work ethic in the job market. The good news is that while it may not define any outstanding strength for you, it means that you have no real disadvantages for any job.

Sl. No.	Capability	Report Text
	CRITICAL FACTORS	
1	YOUR ASSERTIVENESS	<p>You are not comfortable with confrontation. Sales positions in which you must persuade someone to take action, such as scheduling an appointment or buying something from you would be difficult for you. Situations in which customers approached you for help in making their purchase would be better.</p> <p>Similarly, managing or supervising the work of others involves confrontation. While you could do that with people who share your level of assertiveness, it would be hard to handle the directness of those who are more assertive than you. This would be particularly true if you needed to deal with recurring performance issues.</p> <p>Positions in which you are given clear direction on what to do work well for you. You are generally not comfortable being responsible for the performance of other employees.</p>
2	YOUR FLEXIBILITY & CONSISTENCY	<p>You will work best in a structured environment with established procedures. Once you have been trained in those procedures, you know how to do your job right and you will generally do so. When that training is missing, and you are left to figure out your job on your own, that is very uncomfortable for you. When the position is new to the company and procedures have not been decided, that will also be challenging. However, you will be quick to put in your own procedures if allowed to do so and assuming you have the experience and knowledge for that. You should avoid jobs that require you to bounce from one set of responsibilities to another. When the "right way" to do things changes with each event, you will be frustrated. That is not your strength. Well established businesses and larger corporations usually have clear procedures and policies. Chain stores or franchises are also very good for you because they have clearly defined ways of doing things. Once you have learned their way, you can do your job with little direction. Look for jobs in which consistency is valued.</p>
3	YOUR LEARNING SPEED	<p>You have a wide range of possibilities in the job world, because you learn quickly. Look for jobs and situations in which fast learning is valued, but which offer a degree of challenge in the job. Pure routine tasks will bore you after a short time, unless there is an opportunity for promotion to a more challenging job.</p>
4	STRESS AND YOU	<p>You work best in jobs that provide a lot of activity. You are happiest when you are busy. Slow-paced desk jobs or stationary jobs at work stations can be difficult for you. You need to move around, even it is just walking around for a few minutes.</p> <p>You should avoid jobs that involve high levels of stress. This would include stress that occurs because of the nature of the job or because of the work environment.</p>
5	YOU & DETAILS	<p>You perform best in jobs that usually allow you to plan your work and schedule your time. You also like to work in a fairly organized space. This allows you to be more efficient with your talents. When you are constantly interrupted, either by customers or other workers, it can be bothersome. That may be necessary in some jobs, however. If so, then you may need to take more frequent breaks to handle the stress. Your organized work focus and time management is well worth that, because it is a powerful strength in any job.</p>
6	YOU & PEOPLE	<p>You are not limited in terms of interacting with other people. You can work with others or you can work alone, as long as there is a balance of each.</p>
7	YOU & TEAMWORK	<p>You work well when you are part of a team effort, but you appreciate being recognized individually for your part in the team's success. This attitude will usually be an asset in most jobs.</p>

WHAT I BRING TO THE JOB

MODEL COMPANY - CAREER

JOB SEEKER

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NO DEPARTMENT

Jan 3 2009

WHAT I BRING TO THE JOB

This report is based upon the results of two state-of-the-art assessment instruments. It is not designed to match this candidate with any particular job, nor is it intended to predict the successful performance of any specific job requirements. It is designed to present a prospective employer with an objective and reliable description of this candidate's individual strengths, based on their cognitive abilities and hard-wired personality traits. It is up to each prospective employer to evaluate the degree to which these strengths may contribute to success in a particular job.

What it can do is to offer an objective assessment of this candidate's ability to perform certain job-related behaviors, based on how well their inherent traits and abilities match the traits and abilities required for those behaviors. When this information is considered with the other forms of information you have gathered about this candidate, it can help to minimize the risk of your hiring decision. It can also help you see how to best train and manage this candidate.

Sl. No.	Capability	Report Text
	CRITICAL FACTORS	
1	WHAT I BRING IN LEARNING SPEED	I generally learn new jobs fairly quickly, doing well in most training programs. I have the ability to deal with the situations at hand, while also looking ahead to what might be happening next. With experience, I am usually good at solving problems faster than the average person.
2	WHAT I BRING IN ASSERTIVENESS	I have the ability to follow the instructions of others without questioning each step of the way. I get along easily with most people, including superiors and other employees.
3	WHAT I BRING IN ORGANIZATION	I am generally well organized with an orderly workspace. My time management is good, and I am normally prepared and punctual. My follow up is usually thorough and timely. Working with detailed information and paperwork is generally easy for me, and my work is usually accurate and efficient. Planning is one of my strengths, and I work best in situations that reward effective planning.
4	WHAT I BRING TO PROCESSES	Once I have learned the right way to do something, I tend to do it that way consistently. This can be a process, a script, safety rules, or a preferred method of handling problems. Consequently, I require little management or supervision, once I have been trained and have a little experience.
5	WHAT I BRING TO PEOPLE	I have a good balance between talking and listening, and this is a valuable asset in communicating with both customers and coworkers. I enjoy working alone, but I can work with others when necessary.
6	WHAT I BRING IN HANDLING STRESS	I enjoy activity and want to stay busy all of the time. I have a high level of empathy with others, sensing how my customers or coworkers are feeling emotionally.
7	WHAT I BRING IN TEAMWORK	I am a good team member, wanting to contribute to the success of the team. While I enjoy some individual recognition, it is not necessary for me to perform my best.

JOB SORTING GUIDE

MODEL COMPANY - CAREER

JOB SEEKER

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Jan 3 2009

YOUR JOB SORTING GUIDE

You have many talents. The value of these talents depends upon how they relate to the requirements for any specific job. Tall is very good for basketball, but it can be a problem for a miner. Sometimes it is hard to see how well you fit a job until you are already in it. This Job Sorting Guide is a chart that shows where your strengths are on a scale of various job requirements. When you are reading about different jobs, use this chart to see how your strengths compare to the ones in the job description. Remember that you can still choose to do whatever you want. The chart lets you understand how difficult or easy that particular job may be for you.

Capabilities							Capabilities
NON-SELLING JOBS		O					SELLING JOBS
FOLLOWING INSTRUCTIONS		O					GIVING INSTRUCTIONS
REACTIVE TASKS				O			SCHEDULED TASKS
HIGHER STRESS JOBS					O		LOWER STRESS JOBS
LITTLE OR NO PAPERWORK				O			HIGH DEGREE OF PAPERWORK
INDIVIDUAL PERFORMANCE			O				TEAM PERFORMANCE
RESERVED LISTENER			O				ENTHUSIASTIC TALKER
CREATIVE THINKING					O		CONVENTIONAL THINKING
DIPLOMACY		O					DIRECTNESS
LITTLE OR NO PEOPLE INTERACTION			O				HIGH PEOPLE INTERACTION
DESK WORK					O		ACTIVE WORK
INDIVIDUAL EFFORT			O				COLLABORATIVE EFFORT
RAPIDLY CHANGING INDUSTRY					O		STABLE INDUSTRY
AGREEABLE DECISIONS		O					TOUGH DECISIONS

RELAXED					O		URGENT
ROUTINE WORK				O			COMPLEX WORK
SIMPLE PRODUCT KNOWLEDGE				O			COMPLEX PRODUCT KNOWLEDGE
PROMOTES CHANGE					O		FOLLOWS RULES
NON-DETAILED JOBS				O			DETAILED JOBS
ADAPTIVE & FLEXIBLE					O		CLEAR RULES & PROCEDURES
LITTLE OR NO PLANNING				O			DETAILED PLANNING

SELLING YOURSELF INTO THE JOB

MODEL COMPANY - CAREER

JOB SEEKER

NO DEPARTMENT

ROBERT SMITH

Jan 3 2009

SELLING YOURSELF INTO THE JOB

Finding the right job is only half of the battle in your job search. You must SELL YOURSELF INTO THE JOB. In fact, you must SELL YOURSELF into the interview. You must SELL YOURSELF when networking. Job searches are essentially sales efforts. For those who are in sales, this may be familiar territory. For those who have not been in sales roles or who do not enjoy selling, job searches can present some significant challenges. The purpose of this report is to put the basic elements of your job search into the terms of a sales process. It will not make it more comfortable, but perhaps it will enable you to see small steps that you can make to be more effective in pursuing your next job.

Sl. No.	Capability	Report Text
	IMPORTANT FACTORS	
1	SELLING YOU INTO THE JOB	<p>The first critical part of selling yourself into a job once you have the interview is to present yourself, your skills, and your experience in a positive and compelling manner. You typically do a poor job of selling yourself and your abilities. Regardless of how well you know your capabilities, you are reluctant to promote them to other people in situations where you might be challenged to prove or defend your statements.</p> <p>It is important for you to have supporting pieces that tell the story of your abilities, and in effect, sell them to the hiring manager. Examples of your work can do that in many cases.</p> <p>Trial work periods can allow you to actually demonstrate what you can do.</p> <p>Depending upon the types of jobs you are considering, temporary staffing companies may be an effective vehicle for helping you in your job search. This particularly true with temporary-to-permanent companies.</p>
2	CLOSING FOR THE NEXT STEP	<p>You often find yourself waiting for something to happen without being in control of when or what or how it will happen. The second critical part of selling yourself into a job is closing for the next step in the selection process. This means identifying that step and securing a specific date or time for any necessary actions by either you or the prospective employer.</p> <p>This can be an appointment for the next interview.</p> <p>It can be a time to drop off some additional information for the interviewer.</p> <p>It can be a name and contact information for someone else to speak with in that company.</p> <p>Find or create a positive reason for additional contact.</p>
3	JOB SALE PLANNING	<p>A sales process depends upon solid planning. You are generally a strong planner.</p> <p>Think through what a perfect series of events would be in your job search; prospect for opportunities; discover one; research the company; adapt your resumé; prepare other supporting materials; pursue interview with persistent networking; prepare for interview; rehearse interview; interview; close for next steps; review interview; follow up with closing steps.</p> <p>Layout the sales plan for your job search based on what you need to do.</p> <p>Track your results and progress.</p>
4	JOB SALE FOLLOW UP	<p>Once an opportunity is found, your follow up becomes the key to securing it. Your follow up is generally sound and timely.</p> <p>Be sure to allow the appropriate flexibility in your plans to handle the various schedule changes that can occur.</p> <p>Realize that some of the interviewers and recruiters that you will meet may be working a different plan than you. Be prepared to adjust when necessary.</p>
5	ON THE JOB DECISION PATH	<p>Each company has a selection process that moves through various steps toward a hiring decision. Sometimes that works to your advantage and sometimes it does not. Your tendency to closely follow that process can sometimes cause you to get lost in a sea of similar resumé and similarly qualified candidates. It is important for you to recognize when you need to do something extra or different in some way to make you stand out in a positive way.</p> <p>Find a reason to make an additional phone call.</p> <p>Send an additional set of references or other relevant information separately.</p> <p>Send a video, a slide deck presentation, or whatever is appropriate beyond what is requested.</p>
6	JOB DECISION CYCLE	<p>Selection decisions within different companies proceed at different speeds. This can be affected by the number of candidates, the need to fill the position, or simply the decision-making process of the business. You can be too impatient about waiting for the process to move forward. While you do want to be acting rather than waiting, it is important for you to respect the process that is being used.</p> <p>Know what are the reasonable timelines for each point in the decision process. Let these guide your actions in checking on what is happening.</p> <p>Regardless of your position in any decision-making process, continue to pursue your job search until you have definitely secured a position.</p> <p>Remember that you are competing with others, and you want to stand out in a positive way and not let your persistence be seen as impatience.</p>
7	TELLING & SELLING YOUR STORY	<p>One of the key elements in selling yourself into the job, is how you tell your story. The obvious place where this happens is in the interview, but there are others. When someone asks what kind of job are you seeking or simply asks what do you do, these are opportunities to tell your story. You have a listener. Your stories can be low key with the emphasis on the facts of the story rather than communicating the emotions of the story.</p> <p>Remember that your story is being compared to those of other candidates, not only on the facts but with how the story is being told. It is not enough to be excited about the opportunity. You must communicate that excitement.</p> <p>Tell your story to your friends. Tell it to friends who talk and laugh a lot. Listen to their feedback on how they see your level of excitement and enthusiasm.</p>

8	REHEARSING THE JOB SALE	<p>Job interviews are essentially a sales opportunity for you to sell your strengths and abilities to perform a particular job. Just as in a successful sales pitch, you must be prepared with the right words to describe what you are selling. You must be prepared with good answers to the most likely questions you will get. You must be prepared with the right words and strategies to close the sale for the next step in the hiring process. You may be skilled at coming up with fairly good answers on the spot, but your job search is too important to be left to chance.</p> <p>Write out description of your experience just as if you were telling a friend. Practice telling the stories of your experience in front of your family or friends. You want them to sound sincere and confident, and that only comes with practice.</p> <p>Actors call it rehearsal. If you worry about sounding "canned", think about the movies. The actors do not sound "canned" because they rehearse their lines until they know them well.</p>
9	COMPETING FOR THE JOB SALE	<p>A job search is a competition. It can be a fierce competition among equally talented and capable individuals. It is not always the most talented or the most capable or the most deserving that wins the job. Sometimes it is the person who competes the best. You enjoy competition, and that can be an advantage for you.</p> <p>You will need the help of many people to succeed in your job search. It is important that you allow yourself to be open to coaching, suggestions, and even criticism. This may come from your family, friends, or even interviewers or recruiters.</p> <p>You are a strong team player, who wants to contribute to the team and be supported by that team. Let that be part of your sales story about you.</p>

JOB COUNSELING QUESTIONS

MODEL COMPANY - CAREER

JOB SEEKER

ROBERT SMITH

NO DEPARTMENT

Jan 3 2009

BESTWORK JOB COUNSELING QUESTIONS

These are behavioral event-based interview questions produced specifically for this person. It is recommended that you read through the selection of questions for each of the BestWork factors. Choose the ones that seem most relevant or important in terms of counseling this person in their search for a new job. If questions are provided for Faking Good, include those in your interview.

Sl. No.	Capability	Report Text
	IMPORTANT FACTORS	
1	COUNSELING QUESTIONS - GENERAL REASONING	a.) Do you think your value to an employer is in what you know or in what you can learn? Give me some examples of that. b.) Once the challenge of learning a new job is past, the day-to-day routine can become boring to someone who learns quickly. Give me an example of what you have done in previous positions to challenge your abilities.
2	COUNSELING QUESTIONS - ASSERTIVENESS	a.) What special skills or knowledge do you have that bring value to your employer? b.) Interviews can seem confrontational at times, and the questions can be very challenging. Describe how you have handled that in the past. c.) Give me an example of how you have persuaded someone to move your forward in their hiring process.
3	COUNSELING QUESTIONS - RULES	a.) Based on your previous experience, tell me three different targets for you job search in terms of types of position. b.) Give me an example of when you have worked in an unstructured job with few established procedures.
4	COUNSELING QUESTIONS - TEAM	a.) Give me an example of when you were really motivated to a higher level of performance. Describe that work environment. b.) Winning is important to you. Where have you found your "wins" in your previous jobs?
5	COUNSELING QUESTIONS - SENSITIVITY	a.) Give me an example of how you handle stressful situations. b.) Thinking about your previous work situations, what caused you the greatest frustration?
6	COUNSELING QUESTIONS - PEOPLE	a.) Give me an example of when you have had to communicate more enthusiasm that was comfortable for you. b.) How do you do this in an interview?
7	COUNSELING QUESTIONS - DETAILS	a.) Describe your plan for this job search. b.) How do you know when you are giving too many details? Give me an example.
8	COUNSELING QUESTIONS - FRANKNESS & COACHABILITY	NO QUESTIONS NEEDED

JOB TROUBLESHOOTER

MODEL COMPANY - CAREER

JOB SEEKER

ROBERT SMITH

NO DEPARTMENT

Jan 3 2009

BESTWORK JOB TROUBLESHOOTER REPORT

The BestWork Assessment measures personality traits and cognitive abilities that tend to remain stable over time. This report applies those measurements to specific issues that can be related to job retention and explains how this candidate may be affected by those issues. The fact that this individual has these traits and abilities DOES NOT mean that these issues will occur. If a star athlete has a sore ankle, it does not mean they will have a bad game. However, if they do have a bad game, the ankle could very well explain that result. THIS REPORT IS NOT DESIGNED TO BE USED IN ANY WAY FOR HIRING SITUATIONS. THE PURPOSE OF THIS REPORT IS TO HELP A JOB COUNSELOR UNDERSTAND THE POSSIBLE CAUSES FOR A PERSON'S DIFFICULTY IN KEEPING A JOB. THROUGH THE UNDERSTANDING OF THESE POTENTIAL CAUSES, THE INDIVIDUAL CAN BE HELPED TO OVERCOME SUCH PROBLEMS AND HAVE A MORE PRODUCTIVE LIFE.

Sl. No.	Capability	Report Text
	IMPORTANT FACTORS	
1	ISSUES - GENERAL REASONING	NO ISSUES IN THIS AREA
2	ISSUES - RULES	Can be rigid and inflexible "Their way" may be in conflict with the current policies May struggle with changes in a dynamic company
3	ISSUES - ASSERTIVENESS	Does not close sales Does not give direct feedback to others Does not handle performance problems as a supervisor of others Does not speak out or ask questions to clarify understanding
4	ISSUES - TEAM	NO ISSUES FOR THIS AREA
5	ISSUES - DETAILS	NO ISSUES IN THIS AREA
6	ISSUES - SENSITIVITY	Can have difficulty in stressful environments Can see everything as being urgent or a crisis Can be excitable
7	ISSUES - PEOPLE	NO ISSUES FOR THIS AREA
8	ISSUES - FRANKNESS	NO ISSUES

COUNSEL ME

MODEL COMPANY - CAREER

JOB SEEKER

NO DEPARTMENT

ROBERT SMITH

Jan 3 2009

BESTWORK COUNSEL ME REPORT

The BestWork Assessment measures personality traits and cognitive abilities that tend to remain stable over time. This report applies those measurements to specific behaviors that are related to working with a counselor. Using this information, the counselor can more quickly gain an understanding of how to communicate more effectively and assist this individual. Areas of particular note are in **BOLD type**. **THIS REPORT IS NOT COMPREHENSIVE IN TERMS OF IDENTIFYING EVERY POTENTIAL ISSUE THAT MAY ARISE IN A COUNSELING ENGAGEMENT. THIS REPORT POINTS OUT SOME OF THE MORE COMMON AREAS OF CONCERN WITH THE INTENT OF PRIORITIZING THE MOST HELPFUL ACTIONS FOR THE COUNSELOR.**

Sl. No.	Capability	Report Text
	IMPORTANT FACTORS	
1	KEY - FRANKNESS & OPENNESS	NO ISSUES IN THIS AREA
2	KEY - TIME MANAGEMENT	NO ISSUES IN THIS AREA <BR
3	KEY - LISTENING	NO ISSUES IN THIS AREA
4	KEY - LEARNING SPEED	NO ISSUES IN THIS AREA
5	KEY - ASKING FOR HELP	NO ISSUES IN THIS AREA
6	KEY - HANDLING CHANGE	Change is difficult Needs time to work through changes and then it is done slowly
7	KEY - PLANNING	NO ISSUES IN THIS AREA
8	KEY - SENSE OF URGENCY	Extremely sensitive to stress Can be excitable and emotional Tends to focus on what is wrong or what cannot be done rather than on possibilities Needs a lot of encouragement and small victories Helping others can be a way to provide those
9	KEY - ENTHUSIASM & ENERGY	Level of enthusiasm and energy can be too low when interviewing and networking
10	KEY - ATTITUDE	Can be negative Must learn to manage this when working with others
11	KEY - SELLING THEMSELVES	Does not sell or promote themselves Important that they have strong support from Fast Start Pack, references and resumé
12	KEY - COMPETING FOR JOBS	NO ISSUES IN THIS AREA
13	KEY - CONSISTENCY	Consistent to the point of rigidity at times Needs to recognize where to be more flexible
14	KEY - CALLING OUT PROBLEMS	Will not call out problems without being asked Putting current challenges in writing can help
15	KEY - COMMUNICATION SPEED	NO ISSUES IN THIS AREA
16	KEY - PAPERWORK	NO ISSUES IN THIS AREA