# Wendy Sample

Sales Prof + 2 Cog. Abilities







## **Leading Strengths**

These traits emerged as behavioral strengths for this individual. Review the "Key Insights" tab for more details on these.

**Preference for Structure:** The extent to which individuals prefer to be provided with direction and structure in their work environment as opposed to a more loosely defined work setting.

**Work Intensity:** The extent to which individuals work hard to accomplish many things quickly as opposed to working methodically or at a less hurried pace.

**Objective Thinking:** The extent to which individuals view information and situations factually, as opposed to viewing situations from a more personal frame of reference.

**Multitasking:** The extent to which individuals prefer variety and handling multiple tasks, as opposed to predictability and focusing on one thing at a time.

**Follow Through:** The extent to which individuals can be relied on to follow through and demonstrate commitment rather than being flexible with priorities.



### **Potential Weaknesses**

These traits emerged as behavioral limitations for this individual. Review the "Key Insights" tab for more details on these.

**Accommodation:** The extent to which individuals place more emphasis on accommodating the needs of others as opposed to prioritizing their personal needs.

**Criticism Tolerance:** The extent to which individuals interpret criticism objectively versus being sensitive to feedback from others.

**Positive View of People:** The extent to which individuals are trusting and optimistic in their outlook toward people, as opposed to being critical or cynical.

**Detail Interest:** The extent to which individuals enjoy engaging in detail-oriented tasks as opposed to disliking them.

**Optimism:** The extent to which individuals have an optimistic and positive outlook under most work circumstances as opposed to being concerned about what could go wrong.



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# **Key Insights**



Is likely to struggle with convincing the customer of the value of company products and/or services.



# **Key Insight Narrative** Logical reasoning skills are at the level necessary for this role. **BEHAVIORAL MATCH** Relating Accommodation Unyielding Cooperative **The Definition** The extent to which individuals place more emphasis on accommodating the needs of others as opposed to prioritizing their personal needs. **Key Insight Narrative** May appear unconcerned with pleasing others and could be perceived as argumentative or uncooperative. Assertiveness Laid-back Dominant **The Definition** The extent to which individuals take the initiative with people or situations, rather than allowing others to take the lead. **Key Insight Narrative** Should enjoy situations that require taking the lead and voicing opinions. Competitiveness Unconcerned with winning Driven to win **The Definition** The extent to which individuals place emphasis on achieving success over others and winning versus being less competitive. **Key Insight Narrative** Is likely to be comfortable in situations that require collaboration or winning as a team, rather than competing with others. **Criticism Tolerance** Thick-skinned Sensitive **The Definition** The extent to which individuals interpret criticism objectively versus being sensitive to feedback from others. **Key Insight Narrative** May be sensitive to feedback and take negative messages personally; could come across as defensive. Interpersonal Insight Observant Unaware



The extent to which individuals are aware of or "tuned in" to others' feelings, motivations, and behaviors.









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Objective Thinking - Should balance facts with intuition before drawing conclusions.



Work Intensity - Is apt to see the value in making sound decisions quickly.

### RELATIONSHIP MANAGEMENT



The extent to which one builds and maintains meaningful and positive connections with others inside or outside of the organization.

- Accommodation Although somewhat focused on personal goals, is generally able to collaborate and consider the ideas and needs of others.
- Criticism Tolerance May personalize issues and become overly defensive, hindering the ability to build and maintain relationships with others.
- Optimism May convey a pessimistic or negative outlook, inhibiting the development of meaningful business relationships.
- Sociability Is outgoing and should naturally build solid relationships.
- Social Restraint Is likely to be expressive and will be perceived as genuine, which may facilitate relationship building.

Accommodation

Unyielding Cooperative

#### The Definition

The extent to which individuals place more emphasis on accommodating the needs of others as opposed to prioritizing their personal needs.

**Key Insight Narrative** 



- Criticism Tolerance May tend to take feedback personally; may not recover quickly from criticism.
- Optimism May be overwhelmed by challenging situations and may worry unnecessarily.
- Realistic Thinking Tends to be idealistic and impractical in managing stress.
- Reflective Thinking Is able to identify and understand the root cause of issues and consider potential solutions.
- Social Restraint Is likely to express frustration appropriately and vent in a healthy manner.



Unyielding

Cooperative

#### **The Definition**

The extent to which individuals place more emphasis on accommodating the needs of others as opposed to prioritizing their personal needs.

#### **Key Insight Narrative**

Accommodation - Should be comfortable letting others know when they are overloaded; is unlikely to overcommit to deadlines.



### NEGOTIATING CONFLICT



- The extent to which one addresses conflict quickly and effectively; facilitates a mutually agreeable resolution.
  - Accommodation May not emphasize compromise between disagreeing parties or be unyielding in negotiation approach.
  - Assertiveness Is likely to talk more than listen and may miss opportunities to listen to others' viewpoints.
  - Criticism Tolerance May personalize issues which could impact ability to maintain objective perspective during conflict situations.
  - Interpersonal Insight Is likely to be aware of others' motivations or perspectives when resolving conflict.
  - Optimism May look for things to go wrong, become frustrated, or give up too easily when managing conflict.
  - Positive View of People Is skeptical by nature and may be cautious of others' motives or intentions when managing conflict.
  - Sociability Is apt to establish rapport which should facilitate the negotiation process.
  - Social Restraint May say or do things in conflict situations without proper consideration.



#### The Definition

The extent to which individuals place more emphasis on accommodating the needs of others as opposed to prioritizing their personal needs.

#### **Key Insight Narrative**

Accommodation - May not emphasize compromise between disagreeing parties or be unyielding in negotiation approach.

Assertiveness	<u>+</u>	
	Laid-back	Dominant

#### **The Definition**

The extent to which individuals take the initiative with people or situations, rather than allowing others to take the lead.

#### **Key Insight Narrative**

Assertiveness - Is likely to talk more than listen and may miss opportunities to listen to others' viewpoints.



#### The Definition

The extent to which individuals interpret criticism objectively versus being sensitive to feedback from others.

#### **Key Insight Narrative**

Criticism Tolerance - May personalize issues which could impact ability to maintain objective perspective during conflict situations.

Interpersonal Insight			<u> </u>		
1 3	·		·····		
	Unaware				Observant
The Definition					
The extent to which indi	viduals are aware of or '	'tuned in" to others' fee	lings, motivations, a	nd behaviors	
Key Insight Narrative					





- Accommodation May have a strong desire to push ideas forward without placing enough consideration on the needs of others, which may be perceived as too one-sided.
- Assertiveness Is comfortable voicing opinions and displaying a confident attitude to convince others to adopt a course of action.
- Follow Through May not consistently follow up with others to ensure buy-in of new ideas.
- Sociability Is likely to engage in social interactions which will help to influence and understand the needs of others.
- Social Restraint May be overly expressive and share too much information, which could hinder the ability to influence others.



#### **The Definition**

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Assertiveness - Is comfortable voicing opinions and displaying a confident attitude to convince others to adopt a course of action.

Follow Through		<u></u>	
	Low	High	
	LOW	iigii	

#### **The Definition**

The extent to which individuals can be relied on to follow through and demonstrate commitment rather than being flexible with priorities.

#### **Key Insight Narrative**

Follow Through - May not consistently follow up with others to ensure buy-in of new ideas.

Sociability		,	<u>.</u>
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	Introverted		Extroverted
The Definition			
The extent to whic interactions.	ch individuals seek out and	enjoy social interactions as opposed to a preference fo	r being alone or one-on-one
Key Insight Narr Sociability - Is like		actions which will help to influence and understand the	needs of others.
Social Restraint			
	<b>T</b>		J
	Expressive		Reserved
The Definition			
The extent to whice	ch individuals are highly se	If-controlled when engaging with others as opposed to	being less restrained and carefree.
Key Insight Narr	ative		
Social Restraint - I	May be overly expressive a	nd share too much information, which could hinder the	ability to influence others.

#### WORK ORGANIZATION



The extent to which one approaches work in an orderly manner; prioritizing tasks and managing time effectively.

• Detail Interest - Should be capable of attending to details when needed to develop plans.

Follow Through - Is capable of switching priorities if necessary when planning; is not likely to waste time



**Key Insight Narrative** 

Realistic Thinking - May focus on how things could be or should be, rather than on practical considerations during the planning process.

Work Intensity		<u>.</u>
		· · · · · · · · · · · · · · · · · · ·
	Unhurried	Urgent

### The Definition

The extent to which individuals work hard to accomplish many things quickly as opposed to working methodically or at a less hurried pace.

### **Key Insight Narrative**

Work Intensity - Is not likely to rush through tasks and projects.

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# **Interview Date:**

### **OPENING QUESTIONS**

1. Please tell me about your work history. How has your previous work experience prepared you to take on the challenges of this role?

2. Tell me about what attracted you most to this position. What prompted you to apply for this job?

3. Describe your ideal work environment. In what type of work culture do you feel you perform best?

4. We all have preferences when it comes to supervisory style and the type of manager with whom we work most effectively. What type of oversight and interaction do you prefer from a manager? Why do you feel this helps you work most effectively?

### **COMPETENCY QUESTIONS**

### COMMUNICATING EFFECTIVELY

Tell me about a time when you needed to adapt your communication style to meet the needs of a particular person or audience. What was your approach? What was the outcome?

Tell me about a time when you had a miscommunication with someone. What happened? How did you become aware of the miscommunication? What was the final outcome?

### ANSWER:

### **DELIVERING RESULTS**

Tell me about a time when you were assigned an important task at work. How did you hold yourself accountable to ensure the task was completed on-time and up to standards? How did you approach the task? What was the result?

### ANSWER:

Tell me about a time when you were assigned responsibility for a work project, and you did not achieve your desired objective. What was the project? What did you do to accomplish it? Why do you think the project was not completed or fell short?

### ANSWER:

### MAKING SOUND DECISIONS

Describe a time when you had an important decision to make, but had several alternatives to choose from. What criteria went into your decision? What was the result?

### ANSWER:

Tell me about a time when you implemented a solution to a problem and then discovered later that the problem was not fixed. What actions did you take? What was the result?

### ANSWER:

### **RELATIONSHIP MANAGEMENT**

Give me several examples of important business relationships you have developed with people from other parts of your organization or with people outside the organization that have helped you to meet your business objectives.

#### ANSWER:

What is your strategy for developing business relationships? How do you go about developing these relationships? What do you do to sustain and maintain them over time?

#### ANSWER:

### RESILIENCE

Describe a stressful situation at work that you experienced. What was the situation? How did you react to it? How did this impact your work performance?

#### ANSWER:

Tell me about the last significant setback you had at work. What was the situation? What happened? How did you react?

### ANSWER:

### **NEGOTIATING CONFLICT**

Tell me about a time when you handled a disagreement among coworkers. What were the opposing points of view? How did you approach the situation? What was the outcome?

### ANSWER:

Tell me about a time when you disagreed with a direction or idea that your boss suggested. How did you approach the disagreement with your boss? What was the end result of the discussion?

### ANSWER:

### INFLUENCING

Have you ever had to persuade a coworker or manager to accept an idea that you knew they would not like? What was the issue? How did you go about convincing them? How successful were you in getting them to change their mind?

### ANSWER:

Tell me about a recent work experience when you tried to persuade a colleague or customer of something and were unsuccessful. What was the situation? What did you do? What would you do differently next time?

### ANSWER:

### WORK ORGANIZATION

Tell me about a recent time when you had to plan a project or some work you had been assigned. What was the assignment or project? Describe your approach.

### ANSWER:

Tell me about a project that you were responsible for planning that did not go as smoothly as you would have liked. What did you do? If you could redo the planning of the project, what would you do differently?

#### ANSWER:

### **FOLLOW-UPS**

For the following scale: **Accommodation**, the individual scored **below** the match area. Tell me about a time when you had to respond to a request that seemed unreasonable. What was the request? How did you respond?

(Listen for an attempt to meet the need to the best of their ability.)

For the following scale: **Criticism Tolerance**, the individual scored **below** the match area.

Tell me about a past situation in which you felt criticized by a supervisor, coworker or group leader. What were the circumstances? How did you respond?

(Listen for sensitivity or defensiveness to criticism.)

For the following scale: **Detail Interest**, the individual scored **below** the match area.

Tell me how you feel about working with details. Give me examples from your previous jobs of details you think were important and others you thought were unimportant. How did you decide which to pay attention to?

(Listen for a tendency to overlook or avoid the tedious or mundane details that may be important for the role.)

For the following scale: **Optimism**, the individual scored **below** the match area.

Describe a situation in which you were frustrated by the obstacles you faced when trying to achieve an important goal at work. What caused the frustration? How did you handle it?

(Listen for an ability to persist in the face of difficulty and not let negative thoughts impact work performance.)

For the following scale: **Positive View of People**, the individual scored **below** the match area.

What is your general approach in building work relationships with others? Are you inclined to give people the benefit of the doubt or develop relationships very slowly over time, where you gradually come to trust someone? What work experiences have led to this point of view?

(Listen for a tendency to be skeptical or suspicious of others, rather than trusting and being open to others.)

For the following scale: **Closing**, the individual scored **below** the match area.

Describe a tough recent negotiation you experienced. How did you close the sale? Tell me about a situation where you had to invest time and effort and still were not able to close the sale. How would you handle the situation differently today?

(Listen for the individual's ability to effectively negotiate to achieve a positive sales outcome.)

For the following scale: **Influencing/Convincing**, the individual scored **below** the match area.

Select any product or service you have experience with. Explain the value it offers to the customer and tell me how you would identify its value to a prospective customer.

(Listen for the individual's ability to understand the product and effectively communicate its worth to the prospect.)

## For more information: Select, Assess & Train Tel: 919-787-8395 Email: info@selectassesstrain.com