



## EXECUTIVE SUMMARY: Thomas Sample

08/06/2012  
Private & Confidential

### DESCRIPTIVE WORDS

Friendly, verbal, communicative, positive, influential, persuasive, driving, competitive, inquisitive, self-starter, assertive, compliant, careful, systematic, precise, accurate, logical, restless, active, mobile and alert.

### GENERAL CHARACTERISTICS

- Absorbs and communicates factual information.
- Achieves results based on facts, figures and logical thinking.
- Attentive to detail.
- Can influence and persuade others in a specialist/technical area of expertise.
- Confident in his area of competence.
- Has an interest in people and will communicate both verbally and in writing.
- A factual and logical problem solver.
- Wants a variety of challenging assignments.
- May get bogged down with detail and confuse those who are less inclined towards specifics.
- Dislikes trouble and hassle.
- May talk too much and fail to listen to the other person's point of view.
- May become defensive when threatened or criticised.
- May delay the decision-making-process if unsure, or if the decisions are outside his area of competence and expertise.
- On occasions, may need some administrative support.

### TO MAXIMISE THOMAS SAMPLE'S POTENTIAL

- Agree objectives and realistic timescales then monitor his progress.
- Once the objectives have been negotiated, check for understanding and confirm things in writing.
- Provide challenging assignments.
- Give him personal attention, reassurance and standard-operating-procedures.
- If he is unsure, help him with the decision making process.
- Provide clear direction and encourage more independence.

### RESPONSIBILITIES LIKELY TO BE APPROPRIATE TO THOMAS SAMPLE

- Achieving results based on factual information.
- Adhering to and enforcing rules and procedures.
- Communicating both verbally and in writing in a specific area of expertise.
- Motivating and enthusing others in a specialist/technical environment.
- Ensuring quality and standards are maintained at all times.
- Working in an environment where getting it right is of the utmost importance.

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## POINTS TO REVIEW

### FRUSTRATIONS/PROBLEMS/PRESSURES

As there are no frustrations showing in Thomas Sample's profile it is likely that he is behaviourally compatible with the role, organisation and his superior.

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## GENERAL COMMENTS

### Please note

The Personal Profile Analysis is a work-orientated inventory. The above is an Executive Summary designed to assist in the selection, appraisal, development or coaching and mentoring process. It should never be used in isolation but in conjunction with both an interview and a process whereby a person's experience, education, qualifications, competence and trainability can be assessed.

It is recommended that other reports available on the Thomas' program are used, since they will provide additional information and enhance this summary.