

JOB COMPATIBILITY

David Sample/Team Leader

**Your Company
Name/Logo Here**

Private and Confidential

6 Ontario Terrace
Canal Road
Rathmines
Dublin 6
Tel: (01) 4978353
Fax: (01) 4970693
Email: sales@quinntesting.ie
Web: quinntesting.ie

QUINN TRAINING 
Optimising the Potential in People

JOB COMPATIBILITY



Team Leader/

David Sample

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JOB DESCRIPTION

The results of the completed job profile suggest that the competences required by the jobholder should include the ability to:

Develop a team atmosphere through hard work, calmness, tolerance and consistency, attempting to fulfil work projects with honesty and integrity.

Establish, build and stabilise relationships by listening to what others have to say thus digesting and absorbing the facts in order to respond and take action.

Be persistent in problem solving, seeking solutions through the expertise of both self and others, researching the facts with care and resolving problems in a timely and thorough manner.

Remain self-controlled when things go wrong and people get agitated or aggressive, be prepared to listen to what others say and feel, deal with conflict in an accommodating manner and use practicality as a method for reaching a solution.

Consider problems as a challenge, collect information relevant to the problem, be disciplined in ascertaining the root cause, identify and develop a practical solution, communicate the findings and implement action to resolve the problem.

Search out errors, rectify omissions, perfect systems and procedures which will ultimately raise the quality and standards of all tasks undertaken.

Encourage a high level of performance in self and others. ·

Develop trust in people and be willing to smooth relationships and advise and assist others. ·

Adopt an accommodating and helpful manner, debate, agree and where necessary accept the objectives set by others and work within agreed parameters in order to ensuring tasks are complete.

In summary the person fulfilling this role should be routine-orientated, methodical, thorough, compliant, cautious, sensitive, diplomatic, self-disciplined, amiable and accommodating. The person should also be non-aggressive and someone who prefers to work in a trouble free and non-confrontational environment.

JOB COMPARISON - David Sample versus the Job Profile

When compared with the Job Profile David Sample appears to have the main work strengths needed within the function. There are however aspects of her behaviour which may be over- emphasised when considered against the job requirement.

At times she may be seen as over compliant, too analytical and conventional in her approach to situations. Equally one of her greatest fears is rejection which can on occasions get in the way of her achieving her objectives. David Sample may at times rely too heavily on procedures and structures and could in pressure situations need reassurance and help from her superior.

If David Sample is to achieve her potential within the job, then the above comments need to be checked and considered carefully. If confirmed, then it may be necessary to give her assistance with problem solving and self-development.

PERSONAL STRENGTHS

The strengths of David Sample when compared to the Job Profile appear to be as follows:

- Exercises tolerance and consistency when working with others.
- Builds stable relationships by listening to others and absorb the information they are relating.
- Naturally persistent she will seek solutions to problems within her specific area of expertise.
- Naturally self-controlled she is usually prepared to listen to what others think and feel.
- Enjoys resolving analytical problems by identifying the route cause and coming up with practical and thought through solutions.
- Seeks ways of perfecting things, raising standards, reducing errors and rectifying omissions.
- Provides effective coaching/mentoring in order to maintain a high level of performance.
- Assists and advises others, developing their trust and building relationships.
- Is accommodating and helpful and will try to meet her objectives within agreed timescales.

POSSIBLE LIMITATIONS

As David Sample's profile appears to match the job requirement we are not able to identify possible limitations.

However, she should still be given a rigorous interview in order to identify if limitations are likely to occur, especially in pressure situations.

GOODNESS OF FIT - FIT 2

David Sample's general characteristics indicate a fully acceptable fit for the job.

It is, however, very important that the interviewer debate and consider any minor differences identified within the Job Comparison section of this report.

It is equally important to ensure that her level of education, knowledge and experience match the requirement of the role. Provided they do so the likelihood of success in the job is high.

INTERVIEW PROCESS

Regardless of the Personal Strengths and Limitations identified it is vital to conduct a structured interview to confirm the above comments. It is also important that David Sample's employment history is considered together with an assessment of her knowledge. Wherever possible some form of ability test, such as Thomas TST, should be taken in order to ensure an acceptable level of fluid intelligence. Finally it is recommended that penetrating questions are asked at the interview or appraisal session in order to establish her successes and

limitations in previous occupations.

Please bear in mind that the full analysis and points to review report should be produced and taken into consideration when comparing a person's profile with the HJA. Equally, biographical data should also be evaluated.

INTERVIEWER'S GUIDE - JOB COMPATIBILITY

David Sample compared with the Job Profile for Team Leader

These probing questions have been designed to assist the interviewer in gaining a more in-depth understanding of David Sample in order to reveal her natural, work-related, strengths and limitations as well as her compatibility with the requirements of the role of Team Leader.

We recommend that the following questions be considered by the interviewer when meeting with David Sample.

This exploratory approach has been prompted by an analysis of David Sample's PPA report, and a detailed comparison between her PPA and the Job Profile established specifically for this position.

Being well organised and dependable are claimed to be behavioural traits that come naturally to you. Do you see these as key elements within the job profile? Where and how would you be able to comply with them? Care of, sincere concern and support for others are reported to be some of your own special qualities within The workplace. What examples of these can you relate?

Customer service, if required, would be a role which you are likely to relate positively to. What experience have you had in this area of operations and would you consider positions where this formed an important part of the job?

This post is very clear in its requirements for candidates to conform to policies, procedures, directives and rules. It is indicated in the assessment report that you do possess these competences. How can you support this view?

A high degree of person-to-position compatibility would be achieved if you were able to demonstrate that you are generally cautious, conservative and conventional, preferring to follow predetermined procedures at work. How would you set about doing this?

Being logical, systematic and disciplined are values that you appear to share with some important role requirements. How can you confirm this?

An incumbent who is both positive and participative is specified within the job profile. What is your own assessment of yourself? What makes you feel this way about these traits?

The report supports the view that you possess a relaxed charm and poised inter-personal skills. Why do you believe these traits have been detected within your profile?

People who are friendly, gregarious and confident would, it is believed, perform competently within this role. How consistent are your behavioural characteristics with these important traits?

How would you feel, and what stance would you adopt if you were asked to complete a high-risk assignment in an environment with which you were not familiar?

Incumbents with an accommodating and modest approach to work assignments are likely to relate positively to this job. What instances can you recall where you were not able to comply with this style?

The need to be driving, determined and forceful will seldom be expected of incumbents. Does this concern

you in any way? How do you feel when called upon to press others for results and expedite their task completion?

The following series of questions can be used to verify the profile and the extent to which David Sample is aware of her impact on others within the working environment. They are also designed to identify whether she is adaptable in terms of modifying her behaviour to meet the needs of colleagues.

Do you believe that there are any negative aspects of your perfectionism? What could some of these be? .

You appear to place much emphasis on working strictly within the organisation's rules and regulations?

Does this not at times limit your options and impact negatively on your personal performance?

What are your non-work interests? Do you belong to any clubs, associations or societies? What are these and what role do you play in them?

Do you prefer working on your own or with your close associates on a regular basis? Where do you feel you are able to contribute most effectively?

How do you set about planning and organising important new assignments and motivating people to perform to the best of their ability?

How easily do you trust people? When and under what circumstances has your natural trust of others let you down?

What situations at work please and motivate you the most? .

In working with others who may not be as patient, committed and even-tempered as you appear to be, what specific strategies do you employ to lead and motivate them to contribute meaningful to your common objectives?

In what ways do you believe you are able to contribute most effectively towards the maintenance of corporate values and the realisation of its goals?

And finally, is there anything else you would like to tell me that I have not asked about?

David Sample

