

# Job Match Report

for

SAMPLE Profile

in the position of

Office Manager

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## JOB MATCH REPORT

The following report is an analysis of how SAMPLE matches this position, based on one or more benchmarks or "target profiles" from PREP and 's knowledge base.

The report includes:

1. Executive Summary
2. Comparison of the Target and Individual profiles

Strengths and Potential Challenges  
Match and Mismatch areas

3. Characteristics of the Individual
4. Key Interview Questions
5. Supervisor - Individual Match

No instrument can predict success with 100% accuracy. In any hiring decision, please also consider:

\*The individual's career objectives, and how those objectives align with the position and future potential positions within your organization.

\*How the individual's values match with your organization.

\*The individual's career pattern: job history, what they have learned from it, as well as their formal education.

\*The individual's related education/experience, including direct experience, experience in the same industry, experience in related areas, and overall life experience.

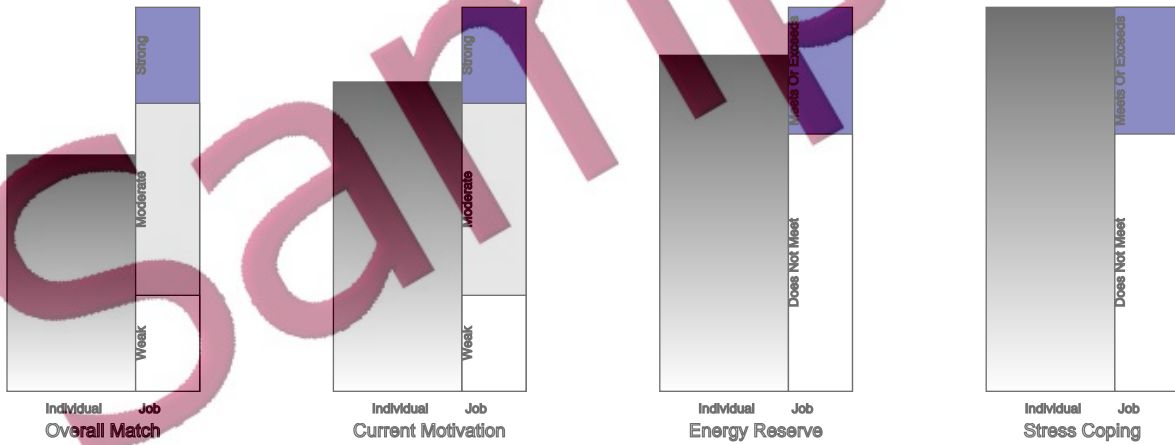
\*The individual's skill competency level and other preparation as minimum expectations for the position, including any prerequisite for trainings you offer.

THE JOB MATCH SUGGESTIONS CONTAINED IN THIS REPORT ARE GENERATED BY COMPARING STATISTICAL NORMS FOR A PARTICULAR JOB TYPE WITH THE SPECIFIC EXPERIENCE AND SKILL COMPETENCY NEEDS IDENTIFIED BY THE EMPLOYER. DUE TO VARIANCE INHERENT IN THE NORMING PROCESS AND UNCONTROLLABLE EMPLOYEE VARIABLES INCLUDING BEHAVIORAL MOTIVATION AND CHANGE RESISTANCE, PREP PROFILE SYSTEMS, INC. CANNOT AND DOES NOT GUARANTEE OR WARRANT THAT SUCH SUGGESTIONS ARE AN ACCURATE FORECAST OF JOB COMPATIBILITY OR FUTURE JOB PERFORMANCE.

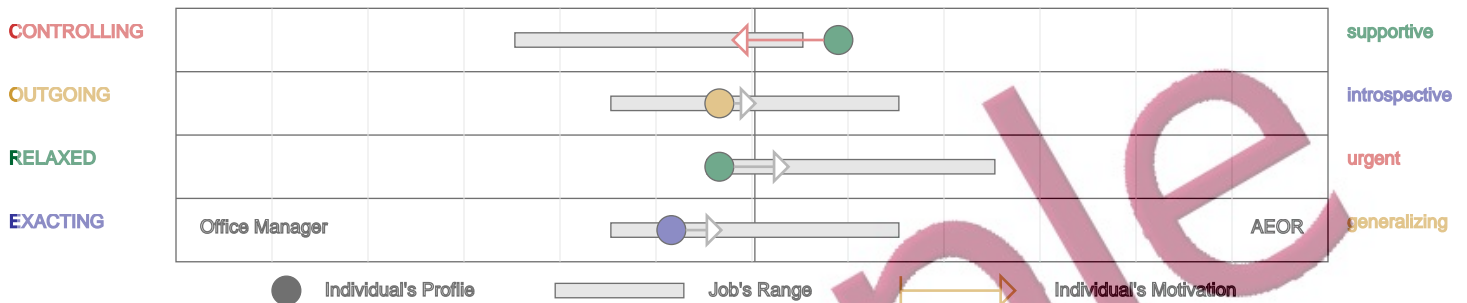
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### EXECUTIVE SUMMARY

Office Manager



### Individual's Match With Job Profile



### Communication Style



### Problem Solving Style



### Approach to the Environment



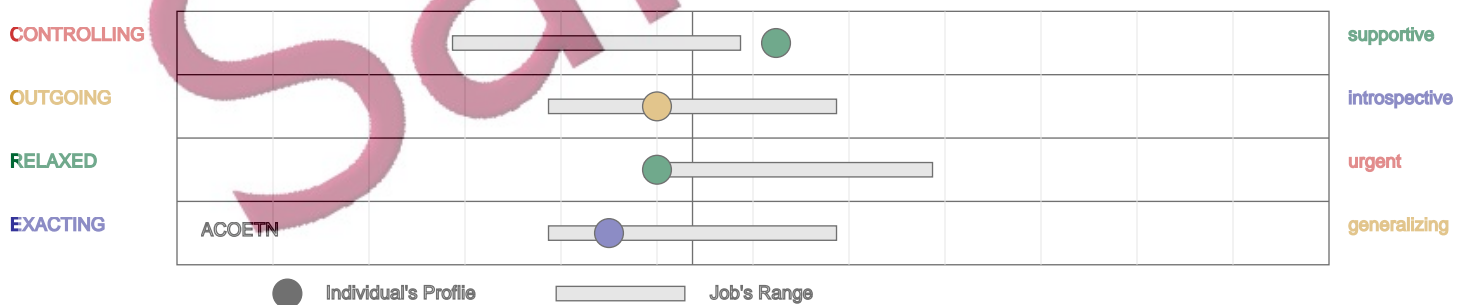
### Activity Focus



## COMPARISON OF JOB PROFILE WITH INDIVIDUAL

The Target Profile ranges are based on an "Ideal individual's" behavioral style preferences or personality: how they make decisions, react under pressure, respond to different environments, and are handling current life events. Comparing the Job Profile ranges with the Individual can help better understand where the individual will most naturally excel, which situations would most likely be challenging, and provide clarity about how best to motivate the individual, if hired.

Individual's Match With Job Profile



For the most accurate insight, pay particular attention to the individual's most extreme left and extreme right markings. These represent the individual's most consistent personality traits. Traits closer to the center line are more flexible and adaptive, therefore, not as predictive.

Some individuals will have a profile in which all traits cluster closely to the center line. This is referred to as an adaptive profile. This style tends to tone down the typical profile behavior for the traits noted in this report. The wider the profile, the more predictable and consistent the behavior usually is, regardless of the environment. Being more or less adaptive is neither good nor bad. This only indicates more versatile ways of interacting with others and less testing predictability.

## AREAS OF STRONG MATCH

### PERSONALITY

SAMPLE will adjust her approach and her manner of communicating to match others styles. There may be times SAMPLE is more talkative and social and other times will want more privacy and one-on-one communications.

SAMPLE moves at the same fast, action-oriented pace as the target profile.

SAMPLE may be more or less personally involved in details depending on circumstances. She will probably be an appropriate delegator of detail.

SAMPLE probably matches the versatile nature of this position. She is likely to be able to coordinate between different levels of management, staff and external groups.

SAMPLE will probably be a practical problem solver, using both intuition and logical analysis.

## AREAS OF POTENTIAL FRICTION

### PERSONALITY

SAMPLE may have a difficult time making the decisions as confidently as the position would call for.

SAMPLE may be overly concerned in sensitively communicating information or feedback and not get the attention she needs to make her point with her employees and fellow managers.

SAMPLE may not be as attentive to achieving end results as she is to making sure projects' processes are handled properly.

SAMPLE does not appear to be as much of a self-starter and initiator as the position requires.

## Career Motivation Chart

**GOAL ACHIEVEMENT ORIENTATION**

CONTROLLING ← → supportive

|                      | STRONG TRAIT  | TRAIT                                     | Adaptive   | COUNTER TRAIT  | STRONG COUNTER TRAIT   |
|----------------------|---|---|--|--|--|
| Career Advancement   | Jump-shift job advancement  | Upward mobility                           | <i>Career ladder options</i>   | Standardized career ladder with calm working atmosphere  | Established and contractual career path, no surprises, predictable environment   |
| Performance Feedback | Autonomous, self-evaluation for achievement of personal goals and work outcomes | Tangible results and performance feedback | <i>Regular performance reviews</i>   | Written expectations with guidelines for improvement and praises for work well done, respect for self and job done | Being discovered and merit or loyalty promotions   |
| Work Environment     | Power position  | Chance to prove competence                | <i>Established job expectations and job description</i>                              | Support and training for unfamiliar areas  | Assurance of competence and good work, being defended by superiors when challenged or confronted on work done with good intentions |
| Decision-Making      | Control over organization goals   | Influence and decision-making authority   | <i>Having input during initial decision-making phases, kept in the informed-loop</i> | Being backed up by superiors in decision-making  | Others being accountable or responsible for high-impact final decisions  |
| Compensation         | Leveraged bonus or risk/reward pay, stock options/ownership                     | Incentive pay                             | <i>Fair, comparative wage and benefits</i>   | Established wages, good benefits   | Merit pay increases with no surprises, good benefits, retirement, job security   |

**INTERPERSONAL COMMUNICATION**

OUTGOING ← → introspective

|                      | STRONG TRAIT  | TRAIT  | Adaptive   | COUNTER TRAIT  | STRONG COUNTER TRAIT  |
|----------------------|---|--|--|--|---|
| Career Advancement   | High visibility and upward mobility advancement         | Opportunity of people-interactive position/s                             | <i>Variety of work situations: from autonomous to group and public interactive</i> | Focused work with minimal interruptions  | Established and contractual career path, no surprises, predictable environment              |
| Performance Feedback | Association and direct representation to top management | In the loop communications   | <i>Regular updates for work areas</i>  | Written progress reports or summaries  | Written organizational charts, following the logical flow and hierarchical chain of command |
| Work Environment     | Broad people interaction and affiliation                | Wide team or group socializing activities                                | <i>Team work opportunities</i>   | Small, closely knit group of co-workers  | One-on-one interactions with others   |
| Decision-Making      | Input into and recognition with key action plans        | Exciting assignments   | <i>Change of scenery or multi-tasking for ongoing stimulation</i>                  | Involvement in final stages of decision-making, after brain-storming and broad-brush idea generation | Technical or highly specialized assignment areas  |
| Compensation         | Lifestyle gains and benefits as perks                   | Public recognition or approval from superiors bonus pay for extra effort | <i>Recognition and bonus as part of whole team efforts</i>                         | Straightforward feedback and tangible, practical recognition   | Personal time honored, with no intrusions on family life and commitments                    |

**PREFERRED PACE**

RELAXED ← → urgent

|                      | STRONG TRAIT  | TRAIT   | Adaptive   | COUNTER TRAIT  | STRONG COUNTER TRAIT  |
|----------------------|---|---|--|--|---|
| Career Advancement   | Predictable, commensurate job promotions  | Planned change with preparation time                            | <i>Close communication and input on assignments that are working or not working</i>  | Immediate rewards for good performance   | Tangible, near-term outcome based promotions and planning   |
| Performance Feedback | Established protocol for performance evaluation   | Cooperation and even pace                                       | <i>Regular staff meetings with an agenda and discussion timeframes</i>               | Fast pace and action on decision items   | Ability to change decisions midstream to take advantage of changing conditions in environment/markets, etc. |
| Work Environment     | Calm, routine working environment, no outbursts or unjustified pressure, inclusion without asking or having to beg for it | Simple, non-pressured directions, respect                       | <i>Variety in assignments, acknowledgment for contributions</i>                      | Spontaneity and unplanned activity to relieve monotony or sameness of task           | Hot reactor or crisis level responsiveness  |
| Decision-Making      | Logical and methodical decision-making, with input and notice of impact and effective dates                               | Stability, no surprises, especially not adverse or embarrassing | <i>Facilitating role in decisions, being able to adjust timing for self or group</i> | Instinctively being able to move on opportunities that arise, especially from timing | Change the environment, if it hasn't moved by itself, sometimes for the sake of change                      |
| Compensation         | Planned promotion path, solid benefits, retirement  | Predictability in pay, benefits                                 | <i>Open to bonuses for early completion, consequences for late delivery</i>          | Short term gains preferred over lower risk rewards for longer term                   | Commission and bonus on performance, control over own financial matters                                     |

**DETAIL ORIENTATION**

EXACTING ← → generalizing

|                      | STRONG TRAIT   | TRAIT  | Adaptive   | COUNTER TRAIT   | STRONG COUNTER TRAIT   |
|----------------------|--|--|--|---|--|
| Career Advancement   | Seniority ladder system of rewards                                     | Standardization and systems  | <i>General guidelines for organizational expectations</i>                              | Limited written documentation                             | No routine, assignments, inventing, trying new paths                               |
| Performance Feedback | Standard operating procedures for all work activities                  | Quality controls   | <i>Informal, team-oriented, frequent feedback on performance and improvement areas</i> | Unencumbered ability to explore and try new methods       | Independent work   |
| Work Environment     | Statistical feedback to measure performance effectiveness              | Predictable and fair leadership  | <i>Individual development plan for progressing optimally in organization</i>           | Brainstorming, unusual and curiosity-oriented assignments | Adventure, never-been-done, high risk activities                                   |
| Decision-Making      | Employee handbook specifying expectations and new employee orientation | Written protocol and lists to work from to know when an activity or task is complete | <i>HR Staff and handbooks to understand benefits, expectations</i>                     | Minimal supervision and maximum autonomy                  | Big picture perspective, with someone else handling the details and implementation |
| Compensation         | Established benefits focused on job and personal security              | Guaranteed wages, hours, benefits  | <i>Fair wages, in line with comparables in field and geographic area</i>               | Commission with high reward opportunities                 | Speculative rewards for risks taken  |

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● Individual's Profile      █ Job's Range