

**WORK PERSONALITY**  
 **INDEX**  
**SELECT**

John Sample

About this Report

This report is a confidential summary of Mr. Sample's responses to the Work Personality Index<sup>®</sup> (WPI). The WPI describes key features of Mr. Sample's personal style that influence his approach to tasks, ways of interacting with people, and performance at work. The Select Report contains a graphic summary of his results, along with interpretive notes describing the likely meaning of his scores. The narrative descriptions are based on research findings and inferences that personality assessment experts might make given his preferences. The descriptions of his personality and behavioural style are based on Sten scores.

The WPI Select Report focuses on those personal characteristics and tendencies that influence how an individual performs in work settings. The WPI measures 5 global personality characteristics and 21 primary traits that provide a comprehensive overview of an individual's work personality. Mr. Sample's results provide extensive information about his preferences, strengths, and weaknesses in work environments.

When interpreting Mr. Sample's results, it is important to remember that his scores are not good or bad, only more or less appropriate to certain types of work. For example, high scores on Ambition may be important for success in some occupations, but detrimental in other types of work. Therefore, Mr. Sample's results should be used to highlight his preferences and motivations and examine how they relate to more or less effective work performance.

The statements and results contained in this report should be treated confidentially. As the results are based on Mr. Sample's own view of his behaviour, the accuracy of the results depends upon both his honesty and self-awareness. Therefore, the results should be viewed as hypotheses to be validated with other sources of data such as interviews and other assessment results.

The shelf life of the information in this report is approximately 12-18 months. However, if Mr. Sample has undergone significant changes in his work roles, retesting should be considered.

The results on the WPI scales are presented as Sten Scores, which range from 1 to 10 with an average of 5.5. These scores compare the responses on the WPI items to those of a large sample of working adults. The number in the middle of the circle indicates the candidate's score on the scale. The range of scores is shown below.



Profile

**Energy and Drive**



Energy



Ambition



Leadership



Social Confidence



Persuasion



Initiative



Flexibility



Multi-Tasking

**Working with Others**



Outgoing



Teamwork



Concern for Others



Democratic

**Work Style**



Dependability



Persistence



Rule-Following



Attention to Detail



Planning

**Problem Solving Style**



Innovation



Analytical Thinking

**Dealing with Pressure and Stress**



Self-Control



Stress Tolerance

**Special Scales**



Managerial and Leadership Potential



Sales Potential

**Profile Validity**

The candidate's responses to the questionnaire follow a typical pattern.

## Energy and Drive

## Energy



- Is energetic
- Likes to be active and busy
- Enjoys having a lot of things to do
- Seeks out some excitement in their work
- Prefers relatively demanding and challenging tasks
- Works well in circumstances that require additional effort
- May become bored and disengaged if work is slow-paced

## Ambition



- Has an average level of ambition and drive
- Will set goals and put in a committed effort; however, career success is not their only priority
- Works best with a balance of difficult and straightforward tasks
- Is moderately competitive and determined
- Will focus on achieving career advancement at a moderate pace
- Likely to set more achievable and less ambitious targets than individuals with higher scores on this scale

## Leadership



- Reports an average level of leadership
- Enjoys being in positions of authority as much as most people
- Will likely assume leadership positions and take charge of projects when their experience is applicable
- Happy to let others lead when others have more knowledge or expertise
- When in a leadership role, will likely balance collaboration and direction
- Likely to be effective in positions where a combination of consensus-driven and directive leadership is required
- Comfortable leading or following others

## Social Confidence



- Comfortable and self-assured in most social situations
- Enjoys being the centre of attention
- Is confident during social interactions
- At ease with strangers
- Confident and poised in most situations

## Energy and Drive

## Persuasion



- Is comfortable influencing people
- Enjoys negotiating and bargaining with others
- Enjoys trying to change people's opinions or perspectives
- Finds selling easy and is comfortable in sales positions
- Comes across as relatively persuasive

## Initiative



- Proactive and willing to take initiative
- Interested in new challenges
- Enjoys taking on new responsibilities
- Will likely be a self-starter who quickly capitalizes on opportunities
- Comfortable starting projects with minimal help or guidance from others
- Generally willing to take on tasks that are outside their typical work activities
- Can become bored in positions that are overly predictable and do not allow for some personal initiative

## Flexibility



- Flexible and adaptable
- Prefers variety, and is open to change
- Enjoys trying new approaches
- May change things for the sake of change, not because it is needed
- Will adjust to new work roles, processes and environments relatively easily
- Dislikes routine, structure and very predictable work

## Multi-Tasking



- Feels more effective when they are able to focus on a single task
- Enjoys the opportunity to complete one task before beginning another
- Dislikes multi-tasking and juggling multiple demands
- May experience some stress when having to handle multiple projects at the same time
- May be uncomfortable taking on new tasks when others are incomplete

## Working with Others

## Outgoing



Preference for interacting with others and meeting new people is very similar to that of most individuals  
 Feels at ease in most social situations, likes meeting people, and may come across as warm and friendly, but also values some time alone  
 May find too much social interaction tiring but a lack of social interaction may also lead to feelings of detachment  
 Prefers work that provides a balance of extraverted and introverted tasks

## Teamwork



Reports an average level of teamwork  
 Is generally cooperative and supportive  
 Prefers occupations that allow a mix of independent and group work  
 Usually enjoys working in a collaborative setting but appreciates having some tasks that can be completed independently  
 In spite of the desire to maintain a co-operative environment will be willing to take a stand for unpopular positions when it is important

## Concern for Others



Is reluctant to become personally involved in others' problems  
 Is tough-minded; more focused on tasks than people  
 Tends to be selective with sympathy and support  
 Feels more comfortable maintaining some personal detachment from co-workers  
 Doesn't pay as much attention to people's emotions and feelings  
 May be described by others as insensitive  
 Can make unpopular decisions and take unpopular stands with relative ease

## Democratic



Comfortable making decisions independently  
 Prefers little to no supervision  
 Self-reliant and secure working without the support of others  
 Feels most effective when able to solve problems on their own  
 Values autonomy and self-sufficiency

## Work Style

## Dependability



Reports an average level of dependability

While working hard to complete work according to schedule, is likely to adopt a slightly casual approach, viewing deadlines as somewhat flexible

Willingness to shift priorities and move deadlines may lead to work not being completed at the originally scheduled time

Is somewhat comfortable reorganizing priorities to meet more important deadlines first, while allowing less important work to wait

May perform well in positions where priorities sometimes change

## Persistence



Enjoys putting in a concentrated effort to overcome obstacles

Is likely to be a persistent individual who does not give up easily

Does not give up when encountering problems

Is unlikely to leave things unfinished

Has a hard time giving up on tasks – may not recognize when certain projects are no longer worth completing

## Attention to Detail



Prefers to look at the big picture and leave the checking of details to others

Does not enjoy highly detailed work

Rarely concerns self with minor details

Willing to cut corners to get things done quickly

Is comfortable working on tasks without guidelines or procedures

May appear careless and disorganized to others

Works best in positions where the use of detailed information is kept to a minimum, preferring roles that allow a focus on the bigger issues

## Work Style

## Rule-Following



- Reports a low level of rule-following
- Adopts a casual approach to work procedures and guidelines
- Is very open to bending rules and procedures in order to make progress
- Prefers general guidelines over precise regulations
- Finds it hard to work under strict rules and regulations
- Will ignore rules that they do not think make sense
- Prepared to use non-standard approaches to tasks when the established procedures are not effective
- Will be very flexible in their approach to completing tasks

## Planfulness



- Feels at ease with structured and detailed plans
- Believes efficient work routines need long-term plans
- Enjoys making detailed plans before starting most projects
- Enjoys planning and thinking about the future in a structured way
- May find it difficult to adjust plans as a situation evolves
- May find it difficult to begin a task without a detailed plan, when time is limited or when they must act immediately



## Problem Solving Style

### Innovation



- Reports an average level of innovation
- Reports having a level of creativity and innovation that is similar to that of most people
- Enjoys solving problems, and likes solutions that are both original and practical
- Fairly open-minded but may get frustrated when people frequently present unconventional ideas and solutions
- Prefers to think about more grounded proposals
- Is more likely to build upon someone else's ideas

### Analytical Thinking



- Generally adopts an analytical and logical approach
- Is comfortable moving forward without analyzing problems from all angles
- Will rely on their intuition and move forward quickly on tasks that are not critical
- Is able to work at a fairly rapid pace, while incorporating most of the available information in a logical fashion
- When facing critical or challenging tasks, will adopt a careful approach and seek to understand the issue in-depth

## Dealing with Pressure and Stress

### Self-Control



- Reports a high level of self-control
- Sees self as calm and composed
- Tends to be effective at keeping emotions in check
- Works hard at maintaining self-control and rarely allows emotional reactions to impede their performance
- When faced with tense situations, rarely says things that they later regret
- Can be effective in work settings where emotions run high

### Stress Tolerance



- Tolerates stress well
- Is able to work effectively in most high-pressure situations
- Is seldom overwhelmed by concerns and is able to maintain effective work behaviour in the face of setbacks
- Doesn't take criticism personally
- Finds it relatively easy to relax and can act as a calming influence on others in tense situations
- Will take most situations in stride, and manage them in a balanced, adaptive way

## Special Scales

## Management and Leadership Potential



The Management and Leadership Potential score indicates the degree to which an individual's results are similar to those observed for people who are successful in management and leadership roles. Higher scores indicate a greater level of similarity to people working in management and leadership positions.

## Sales Potential



The Sales Potential score indicates the degree to which an individual's results are similar to those observed for people who are successful in sales careers. Higher scores indicate a greater level of similarity to people working in sales roles.