



TTI SUCCESS INSIGHTS™

INTERVIEWING INSIGHTS™

General Version

*"He who knows others is learned.
He who knows himself is wise."
—Lao Tse*

Janet Doe

Administration Assistant

XYZ Company

3-12-2004



INTRODUCTION

Behavioral research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment.

This report analyzes behavioral style, that is, a person's manner of doing things. Is the report 100% true? Yes, no and maybe. We are only measuring behavior. We only report statements which are true or areas of behavior in which tendencies are shown.

This valuable information will enable you to thoroughly prepare and conduct the selection/interview process by providing you with a deeper understanding and knowledge of how the candidate can best fit the position you have to offer.



GENERAL CHARACTERISTICS

Based on Janet's responses, the report has selected general statements to provide a broad understanding of her work style. These statements identify the basic natural behavior that she brings to the job. That is, if left on her own, these statements identify HOW SHE WOULD CHOOSE TO DO THE JOB. Use the general characteristics to gain a better understanding of Janet's natural behavior.

Janet is alert and sensitive to her errors and mistakes. She constantly seeks to avoid errors in her work. While she may not be a perfectionist with all things, she has certain activities that will always be done with the same high standards in mind. She doesn't appreciate a dirty or messy work station, since she equates dirt and disorganization with lower quality work. She keeps her equipment in good working order and likes others who also use the equipment to share the same concern. Janet is task-oriented; however, she can still maintain good working relationships with others as long as they share her concern for excellence. She would rather be cautious than brash, conventional than bold. She is able to focus on projects with a vision that often results in penetrating insights. She resists change if she feels the change will lower the quality of her work. If change is inevitable, she may need reassurances that her standards will continue to be met. Some people see her as being fussy and meticulous. She takes much pride in precise and accurate work, but others may not always understand her attention to details. She may be overly sensitive to criticism of her work. If you do comment on her work you had better be right, since she may not take criticism lightly.

Janet sees herself as factual, and "down-to-earth." She is more than casually interested in "theory." When confronted with a problem she will look for a method, a



GENERAL CHARACTERISTICS

formula, a procedure or a system to solve it. She can be seen as a thinker whose intuitive talents can bring divergent ideas to the forefront. She is skilled at observing and collecting data on different subjects. If she has a real passion for a given subject, she will read and listen to all the available information on the subject. She tends to base decisions on the quality of work--not on efficiency. Janet takes pride in her competence or her ability to understand all the facts of a situation. She is good at concentrating on data while looking for the best method of solving the problem. She is the type of person who will accept challenges, and accept them seriously. She usually judges others by the quality of their work. She may find it difficult to recognize others' strengths, if their work does not meet her high standards. She is good at analyzing situations that can be felt, touched, seen, heard, personally observed or experienced. Her motto is, "facts are facts."

Janet can be outgoing at times. Basically introverted, she will engage in social conversation when the occasion warrants. She enjoys analyzing the motives of others. This allows her to develop her intuitive skills. She likes to ask questions to clarify the communications. She gathers data in order to be certain she is correct in her work, communications or decision making. People may often see Janet as formal and reserved. She may be assessing the situation before "letting her guard down" and may do so only when she feels comfortable with the circumstances. Whenever possible, Janet avoids face-to-face conflict. When Janet is deeply involved in thinking through a project, she may



GENERAL CHARACTERISTICS

appear to be cool and distant. She is patient and persistent in her approach to achieving goals. She responds to challenges in a cooperative manner and wants the "team" to win without the need of a perceived "shining star." She has a low trust level with strangers. This becomes apparent when she asks specific and perhaps blunt questions.



IDEAL ENVIRONMENT

This section identifies the ideal work environment based on Janet's basic style. People with limited flexibility will find themselves uncomfortable working in any job not described in this section. People with flexibility use intelligence to modify their behavior and can be comfortable in many environments. Use this section to identify specific duties and responsibilities that Janet enjoys and also those that create frustration.

- Close relationship with a small group of associates.
- An environment where she can use her intuitive thinking skills.
- Familiar work environment with a predictable pattern.
- Little conflict between people.
- Prefers technical work, specializing in one area.
- An environment dictated by logic rather than emotion.
- Needs personal attention from her manager and compliments for each assignment well done.



VALUE TO THE ORGANIZATION

This section of the report identifies the specific talents and behavior Janet brings to the job. By looking at these statements, one can identify her role in the organization. The organization can then develop a system to capitalize on her particular value and make her an integral part of the team.

- Works for a leader and a cause.
- Defines, clarifies, gets information, criticizes and tests.
- Good listener.
- Consistent and steady.
- Always concerned about quality work.
- Comprehensive in problem solving.
- Proficient and skilled in her technical specialty.
- Patient and empathetic.
- Objective--"The anchor of reality."



INTERVIEW QUESTIONS

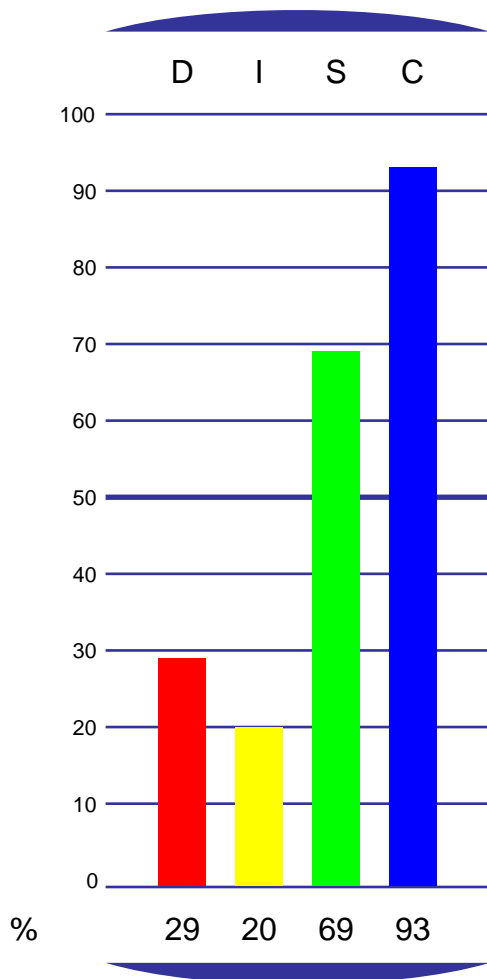
1. Describe your career goals:
2. How do you plan to achieve these goals?
3. What factor do you feel may hinder your success?
4. What do you expect from your manager?
5. How do you determine your priorities?
6. What are your most significant accomplishments?
7. How do you deal with people you don't like?



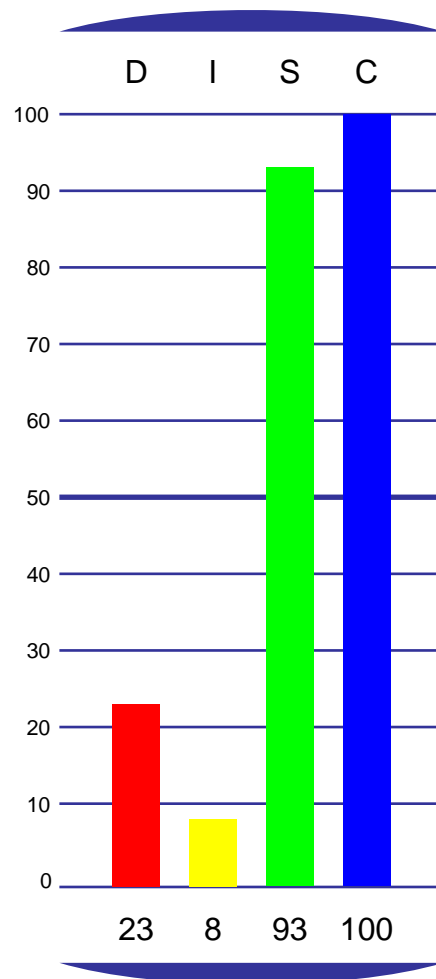
STYLE INSIGHTS™ GRAPHS

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MOST
Graph I
Adapted Style



LEAST
Graph II
Natural Style



Norm 2003



THE SUCCESS INSIGHTS® WHEEL

The Success Insights® Wheel is a powerful tool popularized in Europe. In addition to the text you have received about your behavioral style, the Wheel adds a visual representation that allows you to:

- View your natural behavioral style (circle).
- View your adapted behavioral style (star).
- Note the degree you are adapting your behavior.
- If you filled out the Work Environment Analysis, view the relationship of your behavior to your job.

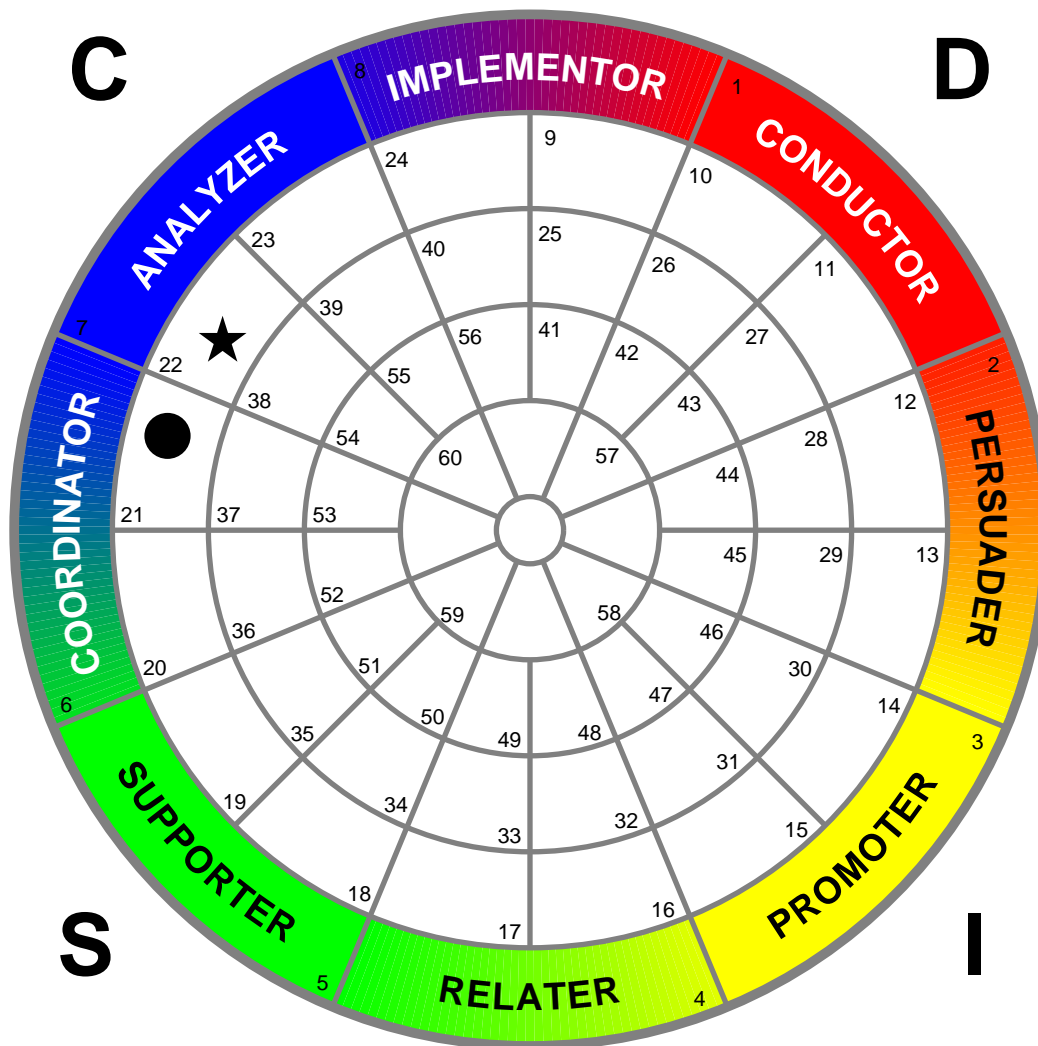
Notice on the next page that your Natural style (circle) and your Adapted style (star) are plotted on the Wheel. If they are plotted in different boxes, then you are adapting your behavior. The further the two plotting points are from each other, the more you are adapting your behavior.

If you are part of a group or team who also took the behavioral assessment, it would be advantageous to get together, using each person's Wheel, and make a master Wheel that contains each person's Natural and Adapted style. This allows you to quickly see where conflict can occur. You will also be able to identify where communication, understanding and appreciation can be increased.



THE SUCCESS INSIGHTS® WHEEL

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Adapted: ★ (22) COORDINATING ANALYZER
Natural: ● (21) ANALYZING COORDINATOR

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