

AccuVision™ WORKFORCE READINESS SYSTEM (WRS) Personal Qualities System

Personal Qualities Feedback Report – Applicant (sample)

for
John Doe
111-11-1111

Probability of Success

4 out of 10

people with the same score as

John Doe

Have been successful in performing
the job duties associated with entry level positions.



NOTE: Do NOT give this page to the
applicant – it is for the administrator's
reference only

The AccuVision™ Workforce Readiness System (WRS) program, Personal Qualities System, measures the following personal qualities: Integrity, responsibility, self-esteem, self-management and sociability. Technical knowledge and experience are not measured by the system. Information in this report is based strictly on the applicant's responses to the questions in the AccuVision Personal Qualities System.

AccuVision™ WORKFORCE READINESS SYSTEM

PERSONAL QUALITIES MODULE

DEVELOPMENTAL INFORMATION

For
John Doe
111-11-1111

This report tells you how you did on the assessment, as well as things you can do to make better decisions in these kinds of situations. The report is broken up into 3 sections:

SECTION I: PERSONAL QUALITIES RANKING

The assessment measures five personal qualities. They are the attitudes and standards that guide your decisions throughout the day at work. This section describes each of the five qualities and ranks them according to how you did on the assessment. The strongest quality gets a 1, and the weakest a 5. The qualities which scored above average get an 'X'. This information can be used to help decide which personal qualities are your strongest ones, and which ones you need to work on. Training should be considered for any quality without an "X", starting with the lowest ranked qualities.

SECTION II: PERFORMANCE ANALYSIS

This section tells you how you did in each of the job situations from the video. Your performance (what you decided was the best thing to do) in each job situation is listed as either “Acceptable” or “Needs Development”. The job situations in this section are not in the same order as in the video; they are grouped according to which personal quality they measure.

SECTION III: PERFORMANCE DEVELOPMENT STRATEGIES

This section provides suggestions to help you improve your personal qualities. For additional help, check out local college courses, books and other resources at the library.

AccuVision™ WRS – Personal Qualities

SECTION I: PERSONAL QUALITIES RANKING

PERSONAL QUALITIES	Rank Order *	Performance Level **
INTEGRITY You know right from wrong and try to do the right thing.	3	
RESPONSIBILITY You work hard to do your job the best that it can be done; you pay attention to details and concentrate even when doing things you don't like; you always try to be on time for work; you do your work with a positive attitude.	1	X
SELF-ESTEEM You handle feedback and suggestions without becoming defensive, angry or upset; you are not afraid to learn new things.	5	
SELF-MANAGEMENT You are aware of what you can and can't do, and you're not afraid to ask for help when you need it; you try to get better at things you don't do well.	2	
SOCIABILITY You are understanding, friendly, flexible, and polite; when you are around coworkers, you participate in whatever is going on, instead of trying to be "invisible"; you get along well with others; you take an interest in what others say and do.	4	

* Rank Order: 1 represents your strongest skill - comparing you only to yourself.

** Performance Level: X indicates that on this skill, you scored better than most of the people who have taken this assessment. ("Most" = 65%)

AccuVision™ WRS – Personal Qualities

SECTION II: PERFORMANCE ANALYSIS

For each of the situations, you were guided by a personal quality – such as Integrity or Responsibility -- to make the best choice. Below is a list of the work situations that go with each personal quality. Situations that you handled well appear under Acceptable; poorly handled situations are listed under Needs Development.

INTEGRITY:

You know right from wrong and try to do the right thing.

Situation In Which Your Performance Was Acceptable

- ☐ Has the opportunity to break a rule and probably get away with it, but decides to follow the rule.

Situation In Which Your Performance Needs Development

- ☐ Tries to stop others who are about to break a rule. Reminds them of the rules and what could happen if they get caught. Will go to a manager or supervisor if necessary.

RESPONSIBILITY:

- *You work hard to do your job the best that it can be done; you pay attention to details and concentrate even when doing things you don't like; you always try to be on time for work; you do your work with a positive attitude.*

Situations In Which Your Performance Was Acceptable

- ☐ Tries to keep private life from affecting work.
- ☐ Doesn't say "That's not my job" when something unusual or unexpected comes up that needs to be done.
- ☐ Willing to ask for help, more information or clearer instructions.
- ☐ Recognizes quality work, ready to go the extra mile to make sure that the job gets done right.

Situations In Which Your Performance Needs Development

- ☐ Responds by helping out when needed, even if it means giving up some personal time.
- ☐ Makes sure the job is done before leaving, does not leave extra work for next shift.

SELF-ESTEEM:

You handle feedback and suggestions without becoming defensive, angry or upset; you're not afraid to learn new things

Situation In Which Your Performance Was Acceptable

- ☐ Stands up for self where appropriate; on the other hand, doesn't take it personally when a manager points out incomplete or poorly done work; accepts suggestions for ways to do the job better.

Situation In Which Your Performance Needs Development

- ☐ Willing to try new things, learn new skills and ask for help when needed.

SELF-MANAGEMENT:

You are aware of what you can and can't do, and you're not afraid to ask for help; you try to get better at things you can't do well.

Situation In Which Your Performance Was Acceptable

- ☐ When things get slow, finds something to do rather than wait to be told what to do.

Situation In Which Your Performance Needs Development

- ☐ Asks for help when he/she can't do something, whether it's because of a lack of training or information, or things are just too busy to get everything done.

SOCIABILITY:

You are understanding, friendly, flexible, and polite; when you are around coworkers, you participate in whatever is going on, instead of trying to be "invisible"; you get along well with others; you take an interest in what others say and do.

Situation In Which Your Performance Was Acceptable

- ☐ Is open and honest with coworkers because he/she knows it's easier to work with people when you get along with them.

Situation In Which Your Performance Needs Development

- ☐ Spends some time chatting with coworkers, but not too much. Knows the difference between "down time", when it's okay to socialize, and when it's time to concentrate on work and to let others concentrate on their work.

AccuVision™ WRS – Personal Qualities

SECTION III: PERFORMANCE DEVELOPMENT STRATEGIES

SKILL: RESPONSIBILITY

TASK: Makes sure the job is done before leaving, does not leave extra work for next shift.

- ❑ Think about how what you do will affect others. Would you like to come in to work and find that the shift before did not finish their job, leaving it all for you to clean up? No? Then don't leave your work for them, do what you have to do to complete your work.
- ❑ Sometimes due to forces beyond your control you cannot complete all of your work assignments in time. Seek out your supervisor. Explain the problem and ask what should be done.
- ❑ Keep in mind that the responsibility for finishing the assignments and work activities given to your team goes beyond your specific job. You not only need to make sure that you are done on time but that your coworkers are also completing their tasks on time. If necessary, when you finish your task help them with theirs.
- ❑ Learn to recognize when a job is complete. It is often possible to do "good enough." However, in the long run, it is much better to be recognized as a person who does "excellent" work, than it is be known as one who does just enough to get by.
- ❑ Work left undone is work not done well. Try to make sure that at the end of your shift all your work is complete. If you can't complete all work, make sure that you leave notes (either for yourself when you return, or for others who may have to take up where you left off) that clearly explain what was done and what is left to do.
- ❑ To whatever extent possible, it is good to do extra work. Complete your work and get the work started for the next shift.
- ❑ It is good to begin your shift by listing what you hope to complete before shift's end.
- ❑ Make sure that you know what your supervisor expects you to complete by the end of your shift, then make every effort to ensure that all is done.
- ❑ If you do not know what is expected of you, ask questions.

{NOTE: Only 1 page out of 6 that make up Section III is included as an example}