

4/29/2015

AccuVision WRS - PERSONAL QUALITIES**A P P L I C A N T**

Feedback Report For

Sample Participant

Probability of Success

◆◆◆

5 out of 10

people with the same score as

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

The AccuVision Workforce Readiness System (WRS), Personal Qualities Module, measures personal skills and abilities. Included here are skills such as creating and maintaining a positive company image, communicating in a positive manner, making sound decisions, developing solutions for dealing with problem situations, and listening and avoiding misunderstandings. Technical knowledge and experience are not measured by the system. Information in this report is based strictly on the(individual) 's responses to the questions in the AccuVision Personal Qualities Module.

AccuVision WRS - PERSONAL QUALITIES

DEVELOPMENTAL INFORMATION

For

Sample Participant

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: SKILL RANKING

The assessment measures various personal qualities They are the attitudes and standards that guide your decisions throughout the day at work. This section describes each of the qualities and ranks them according to how you did on the assessment. The strongest quality gets a 1, and the weakest a 5 (a 6, if the Listening component of the assessment was administered). 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 the video; they are grouped according to which personal quality they measure.

SECTION III: PERFORMANCE DEVELOPMENTAL STRATEGIES

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

AccuVision WRS - PERSONAL QUALITIES

SECTION I: SKILL RANKING

Skill	Rank Order *	Performance Level **
<p>Integrity You know right from wrong and try to do the right thing.</p>	1	X
<p>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.</p>	5	
<p>Self-Esteem You handle feedback and suggestions without becoming defensive, angry or upset; you are not afraid to learn new things.</p>	3	
<p>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 that you don't do well.</p>	4	
<p>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 with others; you take an interest in what others say and do.</p>	2	X

* 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 that have taken this assessment. ("Most" = 65%)

AccuVision WRS - PERSONAL QUALITIES

SECTION II: PERFORMANCE ANALYSIS

Each of the situations in the tape required you to apply different skills. Below is a list of the work situations that go with each skill. Situations that you handled well appear under 'Acceptable'; poorly handled situations are listed under 'Needs Development'. Each of the situations in the tape required you to apply different skills. Below is a list of the work situations that go with each skill. 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.

Situations In Which the Participant's Performance Was Acceptable

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

Situations In Which The Participant's Performance Needs Development

In all situations for this skill, NO development is required.

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 the Participant's Performance Was Acceptable

- Recognizes quality work, ready to go the extra mile to make sure the job gets done right.
- Makes sure the job is done before leaving, does not leave extra work for next shift.

- 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.

Situations In Which The Participant's Performance Needs Development

- Tries to keep private life from affecting work.
- Responds by helping out when needed, even if it means giving up some personal time.

Self-Esteem

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

Situations In Which the Participant's Performance Was Acceptable

- Stands up for self where appropriate; yet, doesn't take it personally when a manager points out incomplete or poorly done work; accepts suggestions for ways to do the job better.
- Willing to try new things, learn new skills and ask for help when needed.

Situations In Which The Participant's Performance Needs Development

In all situations for this skill, NO development is required.

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 that you don't do well.

Situations In Which the Participant's Performance Was Acceptable

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

Situations In Which The Participant's 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 with others; you take an interest in what others say and do.

Situations In Which the Participant's Performance Was Acceptable

- Is open and honest with coworkers because he/she knows it's easier to work with people when everyone gets along.
- 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.

Situations In Which The Participant's Performance Needs Development

In all situations for this skill, NO development is required.

AccuVision WRS - PERSONAL QUALITIES

SECTION III: PERFORMANCE DEVELOPMENTAL STRATEGIES

SKILL: *Responsibility*

TASK: *Tries to keep private life from affecting work.*

- If your children are causing you to get to work late every day, first, remember that you are the parent, you control your children's day. Start your day early enough to resolve all possible issues. Keep in mind that your work has high priority in your life. If you keep your work as a high priority, you will find a way to deal with these family issues.
- Think ahead. If you know that you will need to miss work due to child care issues, talk to your boss about it. Your boss may have helpful suggestions. For sure, your boss is going to need to know about it and schedule accordingly.
- If you lose your job, you lose your income. Without income, your children will suffer. Do whatever it takes to keep that job.
- Your family comes first. In most cases, however, your family can best be served if you stay employed. Try to keep family issues away from your work setting.
- If your kids are calling you at work a lot, with not-too-serious problems, teach them that it is important not to call you at your work.
- For many, transportation is a problem. Speak to your coworkers, what are they doing to get to work? Would any be able to help you? Maybe if you chip in on buying gas?
- Treat your work schedule as sacred, make all other plans around your work schedule.
- You were hired with the expectation that you would be there every work day, putting in a full shift's work for a full shift's pay. It is up to you to find a way to make that happen. It is your responsibility to come up with a way to work without interruptions from home.
- Difficulties at home interfering with your work? Try talking openly of your problems with the family member(s) causing you trouble. Be sensitive to their needs, but also make them aware of yours.
- Share with your family your "vision" of the benefits from working. Show them how your work will help them all to obtain their goals. Encourage them to help you with your work (e.g., by helping you get to work on time, not bothering you at work, etc.)
- Learn to see your family as a resource, they can help you keep your home problems at home.

- Develop a social network for helping out with home situations. Family, friends, neighbors, others at work with similar situations can all be a source of help.
- Develop backups so that if one solution fails you are not caught short.

TASK: *Responds by helping out when needed, even if it means giving up some personal time.*

- 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.
- See yourself as an important part of your organization. It is your responsibility to see that that organization survives. Help out your coworkers when needed. Don't let the organization suffer because one of its parts is falling behind.
- Help others outside of your job description if necessary to ensure a job well done.
- Learn to recognize the strengths and weaknesses of your coworkers. This will enable you to recognize when they need help.
- It is important to avoid jumping from job to job. By moving around from job to job you often are hurting yourself. Be patient. Stick with one job whenever possible. Maybe the money isn't there now, but stick with the job, helping out even when the money isn't so good (e.g., as a food server, working through the quiet shifts - not going home first chance you get). Eventually your patience will pay off.
- Sometimes, staying late and helping out others will pay off by their returning the favor when you need it.
- Serve as a role model for others.

SKILL: *Self-Management*

TASK: *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.*

- If you are asked to do something you don't know how to do, make sure that your supervisor knows that you will need help. Don't just accept the work assignment then

not do it.

- If you are given a task that is more than you know that you can do, tell the person giving you the task. You don't want them to expect work to be done, and then you not be able to do it.
- Look for opportunities to expand your capabilities, but make sure that if you are learning something new that your supervisor understands that this is a new task for you.
- If you are asked to do something you can do but know that you won't have the time to do it, don't just accept the assignment with the intention of getting to it later. Make sure that the time limitation is understood so that other arrangements can be made if needed.
- Look around at what others are doing, find out who knows what and then when you have a question you will know the proper person to go to for the answer.
- Look around at what others are doing, if you see coworkers who don't know as much as you do, share your knowledge with them. Sooner or later they may return the favor.
- Learn to recognize your own work strengths and weaknesses. Try not to assume that just because you don't have an ability that you can never develop it.
- Share your strengths with your coworkers, ask for help with your weaknesses.