

BUSINESS CHECK LIST PERSONAL DEVELOPMENT REPORT

Jane Doe

The following developmental report was produced from your responses to the Business Check List (BCL). The BCL was developed and normed on business people taking the test as part of pre-employment screening. For that population it is a valid and predictive instrument. To the extent that your background and approach to the test resembles that of the normative population, this report should provide some helpful insights and suggestions for career and personal development.

Use this report along with input from other sources and your own observations to develop a plan of action. The issues you identify for self development should be those that are most important and relevant to you, not the things that other people think you should do. Keep in mind that it is easier to develop skills and acquire knowledge than to change your basic personality. Success depends on commitment and on a dedication to life-long learning. Also keep in mind that others may not notice or react positively to changes in your behavior initially. It may take time for them to realize that the changes are real.

The first part of the report is a narrative which is made up of five paragraphs. The first addresses your approach to the test in terms of consistency, carefulness, defensiveness and similarity to others who have taken the test. The second paragraph discusses your approach to problem solving, the third discusses emotional and motivational factors, and the fourth addresses issues relating to your social and interpersonal style. The final paragraph focuses on some important work skills as well as on your similarities to people in certain types of jobs.

The second part of the report contains developmental suggestions which are derived from your most significant scores. Some of those scores are presented in the last part of the report in a graph or profile, while others are not. Extreme scores tend to represent the most prominent features of an individual's personality. As such, they probably reflect both your greatest strengths and your greatest potential weaknesses. Learning to handle the down sides and risks associated with our unique personality characteristics should be among the goals of most developmental activities.

NARRATIVE REPORT

Jane Doe

TEST TAKING APPROACH

You were generally consistent, but you may not have understood the meanings of some of the words. This could reflect carelessness and/or a need to further develop your vocabulary. You described yourself in a highly favorable and socially desirable manner. This suggests that you may avoid negatives or that you may not be aware of your normal human failings and developmental needs.

PROBLEM SOLVING

You should be able to deal with technical material. You typically consider a broad variety of options. You need structure to help you channel your efforts most productively. You are strategic in your thinking and can be visionary. You tend to develop interests that are wide rather than deep. You are decisive about most things but you may be more laid-back about people issues. You are probably deliberate and self-paced. As a result, you may seem to lack a sense of urgency at times. You may not always apply your critical thinking skills fully enough to counterbalance an overly positive viewpoint. You are prudent as a rule, but will explore options. You may be more theoretical than practical in your approach and you are likely to enjoy exploring ideas.

EMOTIONAL FACTORS

You are not highly competitive. You are motivated by both internal and external factors. Your needs for security are not strong. You tend to be risk averse. You are prone to be service oriented in your approach to others. You seem to have little need to control other people. Your emotions and reactions are likely to be controlled. You are likely to be private in expressing them. You are likely to be conscientious and dependable in carrying out tasks you feel are important. Although you may not show strong needs for approval, you may be sensitive to rejection. You are high-spirited but appropriately mature.

NARRATIVE REPORT CONTINUED: Jane Doe

SOCIAL STYLE

You are diplomatic and tactful as a rule and you may be too indirect at times. While you may be adequately poised in your self-presentation, you may not actively sell yourself and your ideas. You may not be as assertive as necessary at times. Be careful that you aren't being too passive or compliant. You are not likely to be seen as talkative unless you are discussing areas of your own interest. You are generally tolerant and sensitive to others' feelings. You're likely to try to be a peacemaker. However, you're probably able to handle conflict when you must. You can temper your seriousness with some degree of humor. You are somewhat introverted when compared to a business population. However, you probably strive to be friendly and sociable. You are spontaneous in most social environments, but you're inclined to be more open with positive than negative emotions. You are a relatively private person who may not always be open in expressing your ideas and opinions.

WORK FACTORS

You resemble technical customer support people in your self-description. You should be able to understand big picture issues, but you may not translate them into specific goals. You are rarely demanding and may be reluctant to apply pressure to get results. You are probably overly casual and laid back. You may lack a sense of urgency and be prone to procrastinate. While you are capable of taking the initiative, you may not always feel the urgency to do so. You are likely to demonstrate strong planning and organizing skills in areas you feel are important. You can function as part of a team, but you may be private, reserved and prone to undercommunicate. You are likely to be more comfortable and effective as an individual contributor, but you may be able to develop supervisory skills depending on your motivation and effort.

DEVELOPMENTAL SUGGESTIONS

Jane Doe

Social Reserve. You show evidence of being somewhat inhibited in your social interactions. You may be rather hard to read. People with similar patterns of results are sometimes shy, quiet and self-conscious to the point that it can affect their abilities to communicate. Do you enjoy working around other people and operating in a teamwork setting? Is it disruptive for you to be around people when you're trying to concentrate on the job? You may need to work on your abilities to shift into a higher social gear and to communicate quickly and openly.

High Sociability. Your profile is suggestive of a talkative, sociable and gregarious demeanor on the job. People with these characteristics are often seen as lively, chatty, witty and humorous but they may also spend too much time getting their social needs met on the job. They may have difficulties working in solitary environments. They need to make sure their social needs don't interfere with their abilities to stay focused on the task over time. Have there been any instances at work when your sociability may have caused a problem? How did you rectify the situation? What did you learn about yourself? What have you done to avoid potential problems like this in the future?

Low Social Assertiveness. Your profile suggests that you may be non-confrontive, timid or restrained when you need to take a more aggressive or forceful stance. People with similar patterns of results tend to avoid conflict and they may not confront other people with problems quickly enough. Are you prone to acquiesce too quickly? How well do you operate in a competitive or hostile environment? Think about work situations which demanded that you take a forceful, vocal or dominant stance. How well did you perform? What do you think you could have done differently to be most effective?

Low Anxiety. Your score pattern suggests that you're not prone to be insecure, stress-prone or nervous. You're likely to come across as relaxed, calm and even-tempered. On the downside, people with similar profiles are sometimes complacent, emotionally detached and prone to overcontrol their emotions. They sometimes feel too good about themselves and they sometimes come across as distant or emotionally unresponsive. Are you prone towards overconfidence? This pattern is occasionally indicative of a need to present oneself in a positive

DEVELOPMENT REPORT FOR Jane Doe

manner to cover up deeper insecurities or to avoid dealing with negatives and problems. However, the most likely potential negative associated with this pattern is that of being overly self-assured and overly confident.

Low Emotional Expressiveness. Your profile suggests that you're not an attention-seeking, excitable, impulsive or status-oriented individual. There are indications that you're emotionally controlled. You may need to wind yourself up to draw attention to yourself at times. People with similar profiles sometimes suffer from low levels of energy. Think about times you've had to express your feelings and emotions forcefully and directly. What was the end result? What should you have done differently? You may need to work on your ability to express yourself and your feelings more readily and effectively.

Patience. Your profile is one of patience, emotional control and low tension. You're likely to be seen as comfortable with yourself and free from excessive emotional tension or anxiety. Be careful that you don't settle into a comfortable routine and that you're not overly easygoing when you need to push for quick results. Think about times when you've had to fight for your position, argue your point of view or show significant emotion on the job. What was the outcome? What would you have done differently? What did you learn about yourself?

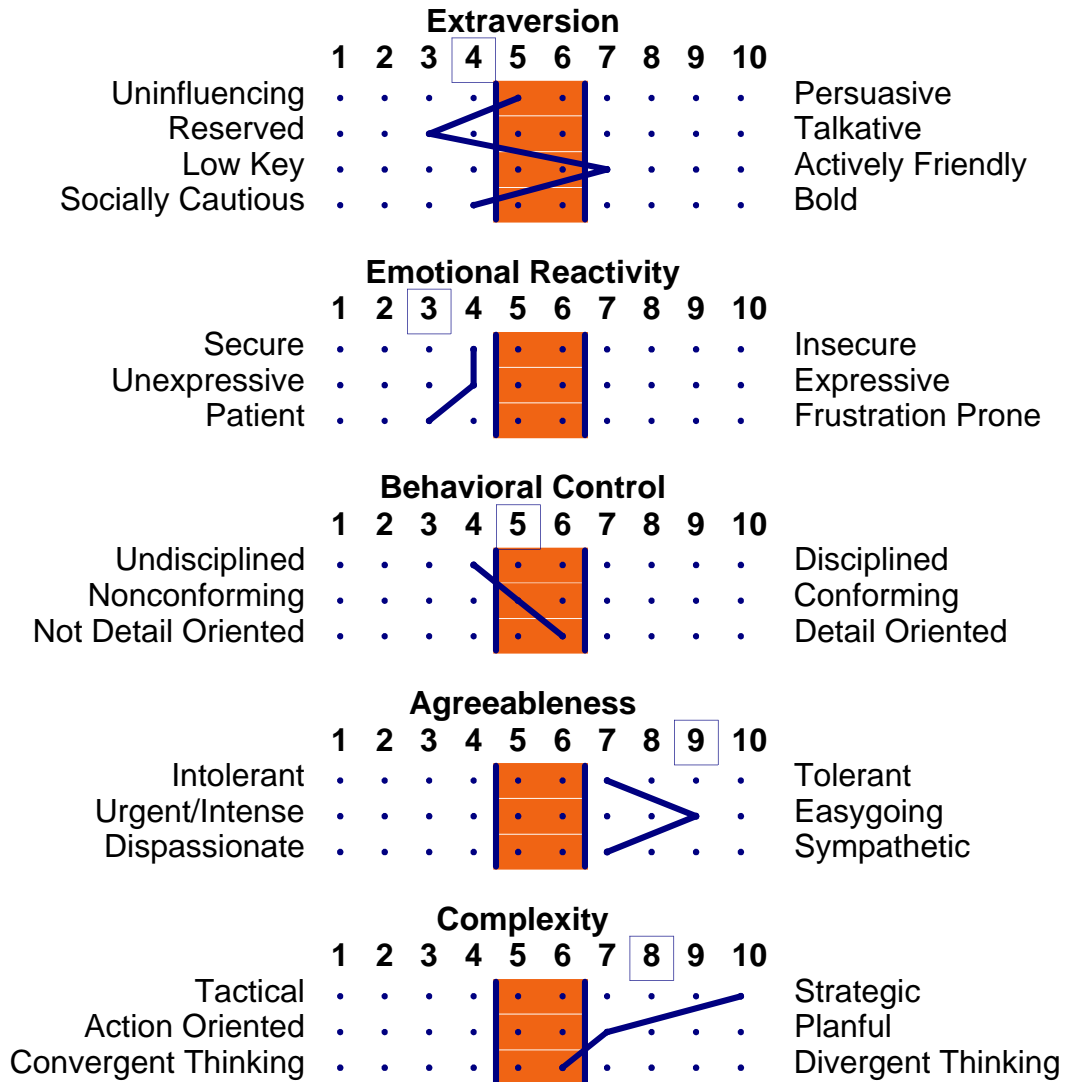
Low Discipline. You described yourself in terms that suggest a certain amount of disorganization and a casual, somewhat undisciplined approach. People with similar profiles sometimes have problems meeting deadlines and handling routine tasks with sufficient diligence. You may need to work on your time management skills and focus on ways to overcome procrastination. Try not to lose sight of the task at hand. Focus on planning and follow-through. Think about ways you may be able to keep yourself more organized and focused on the task when there are competing priorities.

Personality Profile*

Jane Doe

LOW SCORE MEANING

HIGH SCORE MEANING



* These scores reflect general personality factors which are likely to have an influence on behavior consistently over time in a variety of settings. The particular job this individual is being considered for has been studied and the central tendencies for people in the job are indicated on the profile above.

