



Achiever® Assessment Report

Report prepared on: **Mary Morgan**

Accountant

Acme Sales Company

marym2495@hotmail.com

502-877-9413

Report Type: Accountant



For more information contact:

John Saterfiel

Saterfiel & Associates

344 Oak Point Drive

LaPlace, LA 70068

985-651-2819

john@employment-testing.com



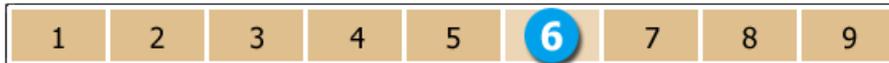
Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 1

Mental Aptitudes

Mental Acuity



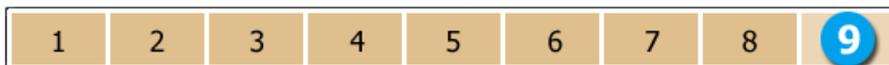
Ms. Morgan is above-average in Mental Acuity, indicating she is a fast thinker with above-average comprehension skills. She has good reasoning and problem-solving capabilities and is able to deliberate and make appropriate decisions on more challenging issues.

Business Terms



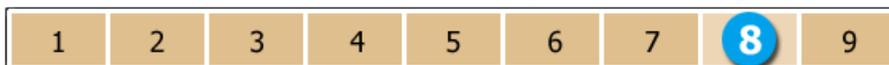
Mary has a strong understanding of the specialized language of business. She has had considerable experience in business, or a strong business education.

Memory Recall



Ms. Morgan has a superior knowledge of events happening in the world around her and should be strongly aware of competitive trends, as well as the economy's effect on business.

Vocabulary



Ms. Morgan has exemplary general English vocabulary skills, enabling her to communicate effectively with others on all levels. She should be capable of relaying even the most complex information to others.



Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 2

Numerical Perception



Mary's superior Numerical Perception score indicates that she can process data quickly and correctly. Mary's decision-making skills are enhanced by her ability to identify critical features in her work.

Mechanical Interest



Mary is interested in machines and probably willing to devote extra time to learn the technology used at work. Please note that this aptitude measures interest, not mechanical ability.

Personality Dimensions

Energy



Ms. Morgan has a balanced energy and drive level. She can energetically tackle an assignment or project without becoming tense or losing her power of concentration.

Flexibility



Mary is an ethical, quality-minded individual with a strong sense of integrity. She remains focused on her goals and interested in providing good customer service and high quality products. Being somewhat inflexible, once goals are set and policies in place, she may be hesitant to change. Because of this, she could experience difficulty handling multiple job demands and assignments. She will adapt to some changes and occasionally attempt to generate new ways of doing things or new ways to utilize current applications of products or services, but will want to be certain her new ideas are right before recommending them. Even though she may occasionally develop new procedures and come up with new ideas, she is not especially innovative or free-thinking.



Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 3

Organization

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Ms. Morgan understands the importance of organizing her time and activities, and is usually aware of her priorities. Without being overly rigid in planning, she makes the best use possible of the time and resources available to her to reach organizational goals and priorities.

Communication

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Mary has a more closed than open communication style, but can articulate her thoughts and share her knowledge with others to reach common goals. If given the choice, she would prefer to work alone without the constant demand for interpersonal communication. She tends to be a good listener when obtaining feedback from others.

Emotional Development

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Ms. Morgan has a good level of self-confidence and self-esteem, but not so much as to be unrealistic. She is willing to wait a reasonable time for results without becoming upset or frustrated.

Assertiveness

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Mary can take control, maintain order, and express her opinions, but is open to the ideas of others and will not actively seek out conflict. She will attempt to influence and direct others, but not to the point of appearing unnecessarily demanding.

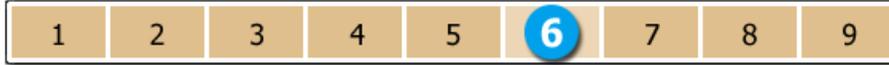


Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 4

Competitiveness



Ms. Morgan enjoys competition and is most successful when she is contributing to a group competitive effort. She has a competitive spirit and desire to win, and will work hard to help the team achieve its goals, but may avoid competition against co-workers, feeling that this type of competition could ruin good relationships with others.

Mental Toughness



Mary can empathize with co-workers, team members, customers and others, but has enough mental toughness to deal with negative aspects of the job. She can work long hours meeting critical deadlines and other organizational objectives, without becoming unduly discouraged, and only occasionally will need reinforcement and support.

Question/Probing



Mary is trusting, but also cautious. She will ask reasonable, but direct, questions to determine the motives behind a decision or action, and will probe to better analyze a situation.

Motivation



Mary needs some job security and will take risks only when she is convinced that she is unlikely to make a mistake or fail. If a goal is important to her, she will be more likely to take decisive personal action in order to reach it or put forth extra effort and hours to complete the project, but she remains more easily motivated by security than achievement.



Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 5

Validity Scales

Distortion



Ms. Morgan is reasonably fair in assessing her strengths and weaknesses. She has some characteristics that she is not completely happy with and tends not to show others. The validity may be slightly affected by her indirect answers.

Equivocation



She has scored within our acceptable equivocation range.

This report is confidential and is an opinion based on assessment results only. Its contents should contribute approximately 1/3 to developmental discussions since it is only one of several evaluatory and feedback resources.



Achiever
ScoreSheet
Accountant

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 6

Mental Aptitudes											
		1	2	3	4	5	6	7	8	9	
Mental Acuity	Slow to Learn						[6]				Fast to Learn
Business Terms	Uninformed								[8]		Knowledgeable
Memory Recall	Unaware									[9]	Aware
Vocabulary	Limited					[]			[8]		Strong
Numerical Perception	Imprecise									[9]	Accurate
Mechanical Interest	Indifferent					[5]					Interested

Personality Dimensions											
		1	2	3	4	5	6	7	8	9	
Energy	Restless					[]	[6]				Calm
Flexibility	Flexible				[]			[7]			Rigid
Organization	Disorganized				[]	[5]					Planful
Communication	Reserved			[]	[4]						Interactive
Emotional Develop.	Impatient				[]	[5]					Tolerant
Assertiveness	Cooperative					[]	[5]				Authoritative
Competitiveness	Team Player					[]	[6]				Individualist
Mental Toughness	Sensitive				[]	[5]					Tough
Questioning/Probing	Trusting					[]	[6]				Skeptical
Motivation	Security					[]	[5]				Recognition

Validity Scales											
		1	2	3	4	5	6	7	8	9	
Distortion	Frank Answer	[]			[4]						Exaggerates
Equivocation	Chose Alternate	[]				[5]					Chose Middle

STANINE: The STANINE is a system of measurements which divides the population into nine parts.

AREAS OF CONCERN - Scores of 1 OR 2 in any of the following dimensions:
Energy, Flexibility, Emotional Development OR Mental Toughness are areas of concern.

NOTE: Areas with dots and brackets [] are of primary importance with the dots and brackets reflecting the most desirable range for an individual to score in to have those characteristics. Areas without dots and brackets are secondary areas that provide additional information regarding the individual. Scores within this range are shown with a number inside a blue circle. Those outside the desired range, or with no range identified, will have a number inside a black circle.



Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 7

Leadership Traits Assessment

Introduction

This report section evaluates Mary's traits in five key areas of leadership:

- Planning
- Organizing
- Staffing
- Coaching
- Facilitating

Areas with good leadership traits are identified on the following pages as well as those where training or development would be beneficial.

Mary may or may not be one of the better people employed in a specific organization. If Mary is a top performer in your organization, when compared to top performing leaders across America and Canada, this report segment may still highlight areas where development could make the individual a still better leader. Therefore, this Leadership Traits assessment should be reviewed in light of "what could make a good leader even better," with understanding that within human beings, there is always room for improvement.



Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 8

Leadership Potential Summary Report

for: Mary Morgan

Mary has good leadership potential in the following area(s):

- Planning
- Organizing
- Staffing

Mary's Training & Development Needs are:

- **Coaching** - learn how to better lead others to achieve what they are capable of as well as fulfilling the requirements of the job or job functions.
- **Facilitating** - learn how to better monitor the achievements of others versus the plan, job description and/or job functions and requirements.



Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 9

Interview Questions

Introduction

Following are the interview questions which an interviewer may choose to use in the candidate interview process.

These interview questions are generated to establish basic traits critical for all employees.

The interview questions that follow are for a candidate who has prior work experience. In the event the candidate does not have prior work experience, the questions may need to be modified by the interviewer to fit the situation.



Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 10

Interview Questions for Flexibility

Flexibility - Measurement of the individual's level of flexibility, creativity, integrity and adaptability to change.


Very strong
evidence of skill
is not present


Strong
evidence of skill
is not present


Some
evidence of
skill is present


Strong
evidence of
skill is present


Very strong
evidence of
skill is present

Probes

Tell me about a time you found yourself in a set of circumstances in which you had to make a decision on a matter with no guidelines or precedents to follow. Describe the circumstances and how you dealt with them.

Tell me about a time in a previous job when your employer or supervisor asked you to do something unethical. How did you handle the matter?

Describe how you handled an assignment which you were expected to complete on an expedient basis with little or no direction.

Give me an example of a time you were given an impossible deadline to meet on a project. What steps did you take to resolve the problem?

Interpretive Guides

Did the candidate exhibit good judgment in his or her decision-making? Was the decision based on facts or emotions? Did the final decision exhibit good leadership skills?

Did the candidate take a firm stand on personal values and principles? Did the candidate take appropriate, mature action? Did the candidate exhibit good judgment in the method in which he or she handled the situation? Was there any indecision on the part of the candidate?

Did the candidate become anxious without specific guidelines to follow? Does the candidate exhibit the ability to make decisions independently? Did the candidate show indecisiveness or was the candidate hesitant to act on his or her own?

Did the candidate meet the deadline in an appropriate manner? If the candidate cut corners to achieve the deadline, did the actions he or she took show sound, good judgment? Does it appear the candidate can make decisions or take quick action in crisis situations?



Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 11

Development Suggestions

Introduction

The behavior of each individual is influenced by genetics, biochemistry and environment. The individual's scores related in this assessment depict the individual as of the date and time the individual took the assessment.

Major changes in biochemistry and/or environment can change the scores on the assessment. Effective training and/or development that the individual is exposed to can and should also affect scores.

Consequently, for those individuals who seek to achieve higher levels of productivity and success in their jobs and life, and for those employers who desire such for the people they employ, we have carefully reviewed the training and development materials available in the marketplace and have selected for recommendation those that we deem appropriate to suggest in areas where the person assessed could benefit most from growth and development.

We trust that you will find these suggestions helpful.



Achiever

Name: Mary Morgan
Company: Acme Sales Company

Date: 4/21/2014
Page: 12

Flexibility - Measures the flexibility and integrity orientation of the person compared to rules, laws, guidelines, etc.

You are a very quality-minded, reliable individual with a high degree of integrity and strong ethics. You have a strong interest in living up to your promises, and expect the same from others. Since you are, at times, a little inflexible, you could experience difficulty changing direction in your life, even if such a change appears necessary. You prefer to stick with the "tried and proven" ways of doing things, rather than attempting to handle tasks or resolve problems a new way. You are likely to agree to change only when you are convinced the change is necessary.

Your self-affirmation sentence:

"I am flexible and can adapt to change."

Steps to Effect Change

1. You need to learn that handling life's ever-changing demands requires that you become more flexible and expedient. This enables you to handle sudden, critical demands placed on you. Outlining "what if" emergency events and role-playing can start you thinking about alternative solutions to common problems or sudden changes in your personal environment.
2. You need reinforcement discussions when changes occur in your life. You should constantly remind yourself of the need to maintain a flexible, less rigid approach to life.
3. To develop the confidence to create and implement change, commit to making one minor change in your life each month. For instance, if you always follow a certain routine in the mornings when getting ready for work, reverse two activities. Once you see that minor changes do not cause major problems and may actually be beneficial, you will become more willing to make significant changes when necessary.