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Basic Management Employability Screen

Prepared for:

demo sample

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Basic Management Employability Screen

Introduction

This report is the reflection of years of development and research based upon the groundbreaking work of Nobel nominee, Dr. Robert S. Hartman. The information in the report was codified and tested by one of Hartman's students, Wayne Carpenter, and uses a process based in mathematics for capturing clearly and precisely, one's thinking and decision-making processes. This Axiometrics International assessment is set apart from self-report instruments that rely on the respondent to tell you about themselves and that almost assuredly will contain many biases. The science behind this report has been used by individuals and organizations around the world and the Standard Hartman Profile, used by Axiometrics, provides data that is objective, quantitative, universally applicable, and virtually impossible to bias. Selecting the right person for a job is one of the single most important factors that determine an Organization's success. The Basic Management Employability Screen is designed as a critical aid in support of this process.

The report is divided into five sections with the first being the Personal Management Inventory. This section gives a verbal description of the candidate being looked at, what type of attitudes they have, how they will solve problems, their self-image, personal motivators, and stress points. The second section provides a verbal description of how the individual will contribute to Team Synergy.

The third section of the Basic Management Employability Screen represents the risk of the individual being able to access the talent to perform specific capacities consistently in all situations at work. There are two components, a Core Skills Graph and a two page Capacities Risk Chart. Each is organized by categories, such as Planning and Organizing, Getting Things Done, and Managing Self. The higher the risk the less chance the candidate will be able to access the talent needed to perform the specific competency. To make the best use of this section, review the graph and look over the capacities listed in the charts to determine which five capacities are the most critical to job performance. Over time you will also come to easily recognize the capacities that are consistently found in your top performers and the positions they hold within your organization.

The fourth section provides a list of Prioritized Strengths and Prioritized Development comments. This section is designed to let you know the strengths and limitations of the candidate, not only in the direct comments made, but also by the number of comments made. The strongest candidates will have 9 Prioritized Strengths and 3 Prioritized Development comments. The next strongest candidates will have 8 and 4, the next 7 and 5 and the weakest 6 and 6. The comments are also designed to let you know what capacities the candidate will be able to access readily on the job and which competencies they will have the most difficulty accessing.

The fifth and final section contains Prioritized Interview Notes which are intended to provide suggestions and guidance for the interview process while giving you a deeper understanding of the individual's capabilities and developmental needs.

Personal Synopsis

ATTITUDES:

- Skeptical, resentful, angry attitude toward the world
- Optimistic about themselves
- Optimistic, positive attitude toward others
- Cautious, skeptical attitude toward getting things done

PROBLEM SOLVING:

- Inventive, potentially creative practical thinking
- Good intuitive insights, 'gut instincts'
- Excellent, analytical, conceptual thinking and organizing
- Proactive thinking, focuses on consequences

SELF IMAGE:

- Persistent
- No fear of failure, some fear of success
- Confident, goal oriented

MOTIVATORS:

- Sense of mission, personal goals
- Sense of commitment to organization or team goals

STRESSORS:

- Excellent stress resistance

Team Synergy

CORE TEAM STRENGTHS

COOPERATING AND SHARING:

- Reinforces the value of cooperation and sharing
- Willing to listen to opposing viewpoints
- Open to ideas and input from others

BEING FAIR AND CONSISTENT:

- Evaluates problems from all perspectives
- Deals with conflicting issues in a positive manner
- Sets priorities in relationships

LISTENING, DELEGATING AND DEVELOPING:

- Assigns tasks clearly and specifically
- Makes certain that each person knows what is expected

KEY TEAM DEVELOPMENT ISSUES

BEING FAIR AND CONSISTENT:

- Concern about being fair can lead them to overlook issues

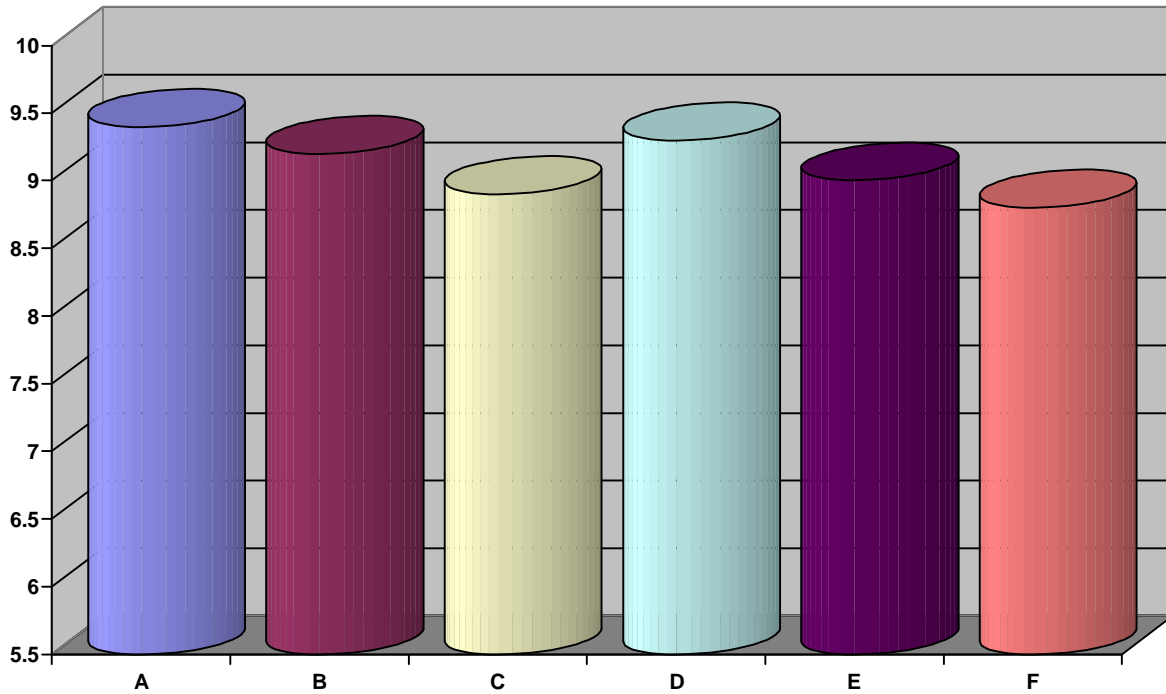
COOPERATING AND SHARING:

- May try too hard to be positive and supportive

LISTENING, DELEGATING AND DEVELOPING:

- Is not always clear or direct in their communications
- May spend too much energy on positive feedback

Core Skills Graph



Low Risk (Excellent ability to utilize the capacity and translate the talent into decisions; reduces the potential for errors and mistakes)	8.8 to 10.0
Situational Risk (Very good ability to utilize the capacity especially in well defined areas; however, there are specific situations that can interfere with the translation into decisions)	8.5 to 8.79
Conditional Risk (Limited access to the capacity indicating actual conditions that will increase the potential for mistakes and errors and restrict the transfer into decisions)	8.2 to 8.49
Real Risk (Restricted access to the capacity indicating the ability is consistently unavailable and individuals are subject to mistakes and errors in judgment)	6.0 to 8.19

A) Managing Others (Low Risk) — Measures the ability to see and appreciate the needs and interests of others and the ability to deal with others in a concerned but objective manner.
B) Managing Activities (Low Risk) — Measures the ability to see what is needed to get things done.
C) Managing Problems (Low Risk) — Measures the ability to identify potential problems and generate effective solutions.
D) Planning & Organizing (Low Risk) — Measures the ability to set goals, build plans, and translate them into action.
E) Getting Things Done (Low Risk) — Measures the ability of an individual to focus energy on tasks and follow them to completion, dealing with the stresses and strains without losing freedom of action.
F) Managing Self (Low Risk) — Measures the ability to see, understand, and be sensitive to personal uniqueness, confidence, competency, goals, and self organization.

Capacities Risk Chart

CAPACITY	LOW RISK	SITUATIONAL RISK	CONDITIONAL RISK	REAL RISK
Managing Others				
- Insight Into Others	ü			
- Attitude Toward Others	ü			
- Prejudice/Bias Index	ü			
- Sensitivity To Others	ü			
- Listening To Others	ü			
- Talking At The Right Time	ü			
Managing Activities				
- Meeting Established Standards	ü			
- Doing Things Right	ü			
- Attention To Policies & Procedures		ü		
- Meeting Schedules & Deadlines		ü		
- Attitude Toward Authority	ü			
- Attention To Concrete Detail	ü			
Managing Problems				
- Evaluating What To Do	ü			
- Using Common Sense	ü			
- Intuitive Insight	ü			
- Seeing Potential Problems	ü			
- Proactive, Conceptual Thinking	ü			

Capacities Risk Chart

CAPACITY	LOW RISK	SITUATIONAL RISK	CONDITIONAL RISK	REAL RISK
Planning & Organizing				
- Realistic Goal Setting	ü			
- Short Range Planning	ü			
- Long Range Planning	ü			
- Concrete Organization	ü			
- Conceptual Organization	ü			
- Attention To Planning	ü			
Getting Things Done				
- Self Confidence			ü	
- Goal Directedness	ü			
- Results Oriented		ü		
- Ambition	ü			
- Persistence				ü
- Consistency	ü			
Managing Self				
- Self Esteem				ü
- Self Assessment	ü			
- Self Control				ü
- Role Satisfaction	ü			
- Flexibility & Adaptability				ü
- Health/Tension Index		ü		

Personal Management Inventory

PRIORITIZED CORE STRENGTHS

1) Self Assessment: (Managing Self) (MG-31)-Excellent Potential

The ability to realistically see and understand how to utilize personal strengths in situations.

2) Consistency: (Getting Things Done) (MG-29A)-Excellent Potential

The ability to consistently stay focused even though there is some uncertainty about which role is best.

3) Realistic Goal Setting: (Planning And Organizing) (MG-18A)-Excellent Potential

An excellent ability to set goals and plans which reflect ideals and principles which are important to you.

4) Sensitivity To Others: (Managing Others) (MG-4A)-Excellent Potential

The ability to be open to the needs and interests of others without being too subjective and involved.

5) Attitude Toward Others: (Managing Others) (MG-2A)-Excellent Potential

Positive, open attitude toward others generates genuine concern about the needs and interests of others.

6) Meeting Established Standards: (Managing Activities) (MG-7B)-Very Good Potential

Strong appreciation of standards and norms as well willingness to make certain that standards and expectations are met.

7) Listening To Others: (Managing Others) (MG-5B)-Very Good Potential

Ability and willingness to pay attention to the unique viewpoints of others, to their needs and concerns.

8) Attention To Planning: (Planning And Organizing) (MG-23A)-Very Good Potential

Very Good ability and willingness to plan and organize and novel innovative approaches to creating plans and strategies.

PRIORITIZED DEVELOPMENT COMMENTS

1) Persistence: (Getting Things Done) (MGT-28A)-Real Risk

Self-perfection can lead to inflexible and potentially unrealistic commitment to one's goals and plans.

2) Flexibility, Adaptability: (Managing Self) (MGT-34A)-Real Risk

Perfectionistic, dogmatic, and rigid thinking can lead them to feel anxiety, frustration, and despair.

3) Self Control: (Managing Self) (MGT-32)-Real Risk

Tendency to react impulsively in stressful situations can lead to difficulty maintaining control in the process.

4) Self Esteem: (Managing Self) (MGT-30B)-Real Risk

Self-depreciation, too demanding on and critical of themselves, tend to expect too much from themselves.

Prioritized Interview Notes

1) Persistence: (Getting Things Done) (MGT-28A)-Real Risk

Once their mind is made up, these individuals feel the need to stay on track regardless of circumstances. Evaluate their ability to set goals and timetables which are realistic and to change directions when necessary.

2) Flexibility, Adaptability: (Managing Self) (MGT-34A)-Real Risk

They tend to be impatient and frustrated when things do not work out exactly as they expect and to resist change that they did not anticipate. Test their willingness to be open to problems, solutions, and shifts in customer attitudes.

3) Self Control: (Managing Self) (MGT-32)-Real Risk

They tend to have difficulty seeing problems, are susceptible to confusion, distraction, anxiety and frustration, may feel pushed and pulled by circumstances. Test their ability to stay focused and see what is important and needs attention.

4) Self Esteem: (Managing Self) (MGT-30B)-Real Risk

Their inner self-doubts will lead them to promise more than they can deliver and avoid difficult issues. Test their ability to overcome their inner fears, to handle objections with confidence and to stay positive themselves.