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Personality Reports are designed to assist in the decision making processes related to recruiting, selection, training, counselling, career planning and development of individuals. The reports are also a useful outplacement tool when you are making employees redundant.

The candidate or employee completes a questionnaire either online or in paper version. There are 24 sets of four words in the questionnaire for which the candidate/employee must select one word that most describes them and another that least describes them. It takes approximately 10 minutes to complete. Once the questionnaire is completed a number of reports can be generated that cover general behavioural areas of the candidate/employee including self-image, self-motivation and behaviour at work under pressure. The candidate/employee behaviour is described in four main categories which are dominance, influence, steadiness and compliance.

The reports include:

- Personality Profile
- Strengths and Limitations
- How to Manage
- Interview Questionnaire
- Management Audit
- Sales Audit
- Admin/Tech audit
- Training Needs
- Career Guide
- Job Compatibility
- Executive Summary
- Candidate Feedback
- Person Compatibility

Each report comprises of different section for example the Executive Summary covers general characteristics, how to maximise potential and responsibilities appropriate. A bespoke report can also be created for example to include the following:

- How to maximise potential
- Motivating
- Supporting
- Problem solving
- Managing aggression and understanding clients.

Each report is priced at £95 plus VAT and includes up to 45 minutes of feedback via telephone.

Reports without the feedback are priced at £60 plus VAT.

Face to face feedback can also be arranged, please telephone us on **0208 8168 726** for a quotation.

Telephone us **0208 8168 726** to find out more about the different reports available and/or to place your order.