

Spann & Associates

General Employability Screen

Prepared for:

Demonstration Samples

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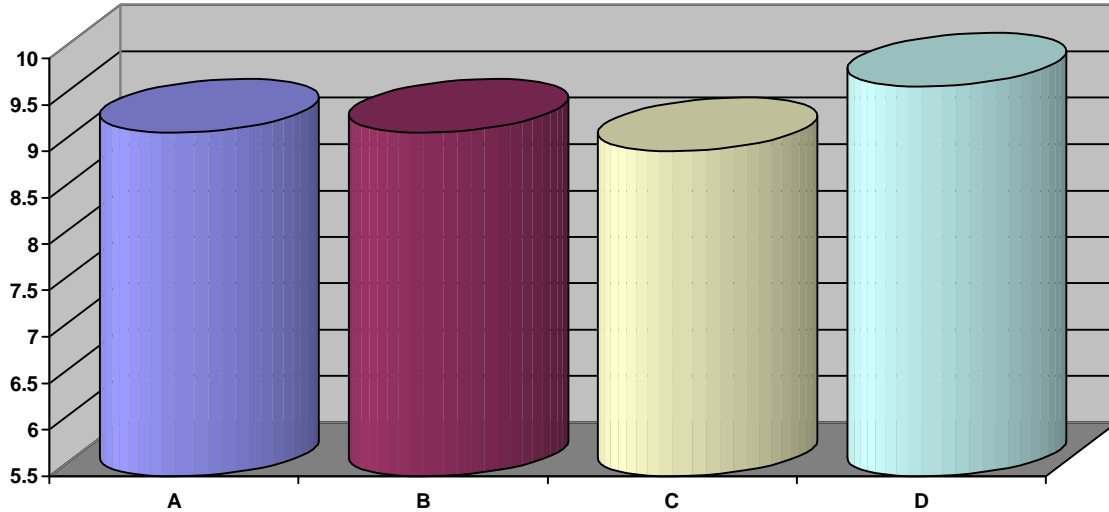
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General Employability Screen

GLOBAL 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) Works With Others (Low Risk) — This capacity 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) Gets Things Done (Low Risk) — This section 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.
C) Knows What To Do (Low Risk) — This capacity measures a person's ability to decide what issues are relevant and need attention including intuitive insights, practical, common sense and conceptual abilities.
D) Job Related Attitudes (Low Risk) — This capacity measures a person's general work ethic and work attitudes indicating ability and willingness to take direction and work within organizational standards.

General Employability Screen WORK SYNOPSIS

CAPACITY	LOW RISK	SITUATIONAL RISK	CONDITIONAL RISK	REAL RISK
WORKS WITH OTHERS				
Insight Into Others	✓			
Attitude Toward Others	✓			
Prejudice/Bias Index	✓			
Sensitivity To Others		✓		
KNOWS WHAT TO DO				
Common Sense Thinking	✓			
Attention To Concrete Detail		✓		
Intuitive Insight	✓			
Proactive Thinking Ability	✓			
GETS THINGS DONE				
Results Oriented			✓	
Persistence	✓			
Consistency				✓
Self Confidence	✓			
JOB RELATED ATTITUDES				
Doing Things Right	✓			
Willing To Follow Directions	✓			
Attitude Toward Authority	✓			
Responsibility/Accountability	✓			

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CORE STRENGTHS

Insight Into Others: (Working With Others) (WE-1A)

Low Risk

Keen insight into others combined with a positive attitude builds a realistically optimistic evaluation of others.

Attitude Toward Others: (Working With Others) (WE-2A)

Low Risk

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

Prejudice/Bias Index: (Working With Others) (WE-3A)

Low Risk

An optimistic attitude combined with good awareness builds tolerance for different ideas and ways of doing things.

Common Sense Thinking: (Knowing What To Do) (WE-5A)

Low Risk

Excellent ability to see and pay attention to things in a practical, functional and common sense way.

Intuitive Insight: (Knowing What To Do) (WE-7)

Low Risk

Excellent ability for relying on intuitive insight and inner 'gut' feelings for identifying and solving problems.

Proactive, Conceptual Thinking: (Knowing What To Do) (WE-8B)

Low Risk

A combination of focus and attention on conceptual, long range thinking creates awareness on consequences of actions.

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CORE STRENGTHS

Persistence: (Ability to Get Things Done) (WE-10A)

Low Risk

Strong personal commitment to stay on track and complete goals and tasks regardless what happens.

Self Confidence: (Ability To Get Things Done) (WE-12C)

Low Risk

Awareness of social and role image combined with anxiety and uncertainty about which role is best.

Doing Things Right: (Job Related Attitudes) (WE-13B)

Low Risk

The ability to focus on doing things right is couched in a tendency to covertly or overtly get around standards.

Willing To Follow Directions: (Job Related Attitudes) (WE-14A)

Low Risk

An appreciation for system and organization builds respect for and attention to following directions and policies.

Attitude Toward Authority: (Job Related Attitudes) (WE-15A)

Low Risk

Strong sense of doing things right builds a willingness to accept existing authority and accepted ways of doing things.

Responsibility, Accountability (Job Related Attitudes) (WE-16A)

Low Risk

A strong focus and attention on the consequences of decisions and actions generates responsibility and accountability

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DEVELOPMENT COMMENTS

Sensitivity To Others: (Working With Others) (WEI-4A)

Situational Risk

Excessive sensitivity to what others think or say potentially making it difficult to address the tough issues.

Attention To Concrete Detail: (Knowing What To Do) (WEI-6C)

Situational Risk

Lack of attention to immediate circumstances can lead one to overlook concrete detail, to 'bump into the world'.

Results Oriented: (Ability To Get Things Done) (WEI-9B)

Situational Risk

Lack of attention to results can generate a tendency to delay decisions or to overlook what needs to be done.

Consistency: (Ability To Get Things Done) (WEI-11A)

Real Risk

Inconsistent feelings shifting from confidence and comfort to dissatisfaction can interfere with one's ability to act.

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INTERVIEW GUIDES

Interview Notes (WEI-4A) The interview should be designed to test the impact of the sensitivity to others:

1. Describe to them a situation in which they have given people more commitments than they are able to fulfill. Ask them to tell you what they believe are the most important issues in the situation.
2. Describe a situation in which they have agreed to cooperate on a program or action in which they do not really want to be a part. Ask them to describe how they could resolve the issue and whether they would feel responsible if they abandoned the project in midstream.
3. Suggest to them a situation in which they have trusted the wrong people and their agreement to cooperate has placed them in a situation where the actions can become either inappropriate or outright dishonest. Ask them to tell you what they could do to maintain their relationship with those individuals while preserving their code of conduct.

Interview Notes (WEI-6C) The interview should focus on the extent to which their skeptical, 'chip on the shoulder' attitudes and their inability to handle confusion and chaos can get in the way of getting things done. The following steps are recommended:

1. Make the interview confusing and disorganized. Skip from one idea and topic to another. Ask questions to test their ability to keep up.
2. Display a skeptical and possibly cynical attitude yourself and see whether they join in with negative reactions.
3. Give an example where there is a conflict between putting out fires and organizing and getting things done. Ask them to evaluate what the problems are and what can be done to correct them.
4. Suggest a problem situation in which you blame the company for not getting things done. For example, tell them that you can never see enough good people and blame the company because they never support your recruiting efforts. See whether they join in your assessment of the situation.

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INTERVIEW GUIDES

Interview Notes (WEI-9B) The interview should focus on the risk of their inability to get things done and stay focused on practical results. The following steps are recommended:

1. Give them an example of a situation in which they must deal with a conflict in their daily schedule balancing commitments to their home, friends and work.
2. Ask them to list the most important tasks which an employee of your organization must perform. Then require them to give you an example of how they would perform those tasks.
3. Ask this person to describe how important they feel dress codes and appearance are. Do not either agree or disagree with them and ask them to describe how they feel they should dress and present themselves to the public.
4. Ask them what norms and codes of conduct are most important to them.
5. Suggest that as far as you are concerned people could dress as they like as long as they are comfortable and get the job done. Evaluate their reaction to your suggestion.

Interview Notes (WEI-11A) The interview should be designed to examine the extent of the social/role transition combined with their compulsive need to push ahead. The following steps are recommended:

1. Ask them to describe the type of position which would help feel satisfied and competent. Require them to give details of the type of activities, rewards, relationships and possibilities for advancement would be both challenging and satisfying to them.
2. Ask them to describe their current job. If they are not currently employed, require them to describe their last job. During this description, ask them to pinpoint the most satisfying aspects of the position and the improvements which could be made to make it more enjoyable. The purpose of this process is to test their ability to see the positive potential of current situations.
3. Ask them to describe their feelings of frustration and uncertainty about their social/role image. Look for the source of these feelings and ask them to tell you what they think would lead to a solution of these inner feelings of doubt and frustration.