

# *Spann & Associates*

## **Personal Competencies Assessment**

**Prepared for:**

***Demonstration Samples***

- This material is confidential and personal.*
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- The content should not be used as the sole source for decisions regarding hiring, placement, career moves or termination.*

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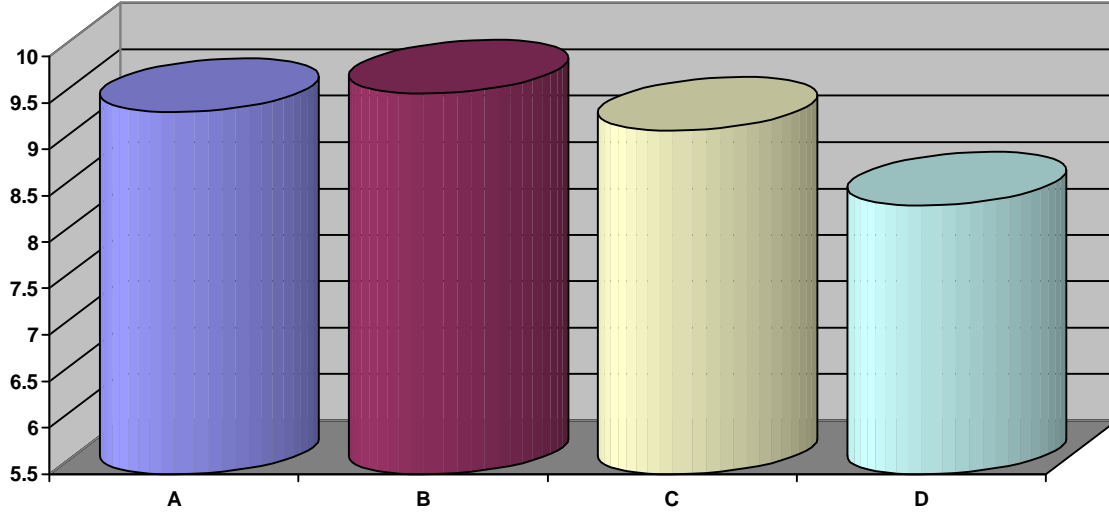
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## Personal Competencies Assessment

### GLOBAL GRAPH



<b>Low Risk</b> (Excellent ability to utilize the capacity and translate the talent into decisions; reduces the potential for errors and mistakes)	<b>8.8 to 10.0</b>
<b>Situational Risk</b> (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)	<b>8.5 to 8.79</b>
<b>Conditional Risk</b> (Limited access to the capacity indicating actual conditions that will increase the potential for mistakes and errors and restrict the transfer into decisions)	<b>8.2 to 8.49</b>
<b>Real Risk</b> (Restricted access to the capacity indicating the ability is consistently unavailable and individuals are subject to mistakes and errors in judgment)	<b>6.0 to 8.19</b>

**A) PEOPLE (Low Risk)** — This section measures the ability to make sound and objective decisions about others and to build relationships.

**B) TASK (Low Risk)** — This section measures the ability to see and understand what is happening in a practical, concrete manner.

**C) SYSTEM (Low Risk)** — This section measures the ability to see, understand and appreciate planning, strategic thinking and issues, conceptual organizing and consistency and conformity.

**D) SELF (Conditional Risk)** — This capacity measures the ability to see, understand and be sensitive to personal uniqueness, confidence and competency and goals and self organization.

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## ***Personal Competencies Assessment***

### **TOP TEN CRITICAL SUCCESS COMPETENCIES**

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Listed below are your top ten Critical Success Competencies. These competencies are listed in order of the talent you currently display for paying attention to and valuing them. The first competency listed is your strongest, which is then followed by the rank order of the remainder of the competencies.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Pays attention to long range strategic issues.(SYS)	Low Risk
2	Sees to it that things are done right.(SYS)	Low Risk
3	Pays attention to consequences of decisions.(SYS)	Low Risk
4	Makes and keeps realistic commitments.(SE)	Low Risk
5	Creates backup plans for situations when things do not work out.(SYS)	Low Risk
6	Knows how to set goals which are challenging and attainable.(SE)	Low Risk
7	Does not jump to conclusions to quickly solve problems.(TSK)	Low Risk
8	Willing to listen to others.(PEO)	Low Risk
9	Gives advice without being critical.(PEO)	Low Risk
10	Deals with conflicting issues in a positive responsible manner.(PEO)	Low Risk

<b>PEO = PEOPLE COMPETENCIES</b>	<b>TSK = TASKS COMPETENCIES</b>	<b>SYS = SYSTEM COMPETENCIES</b>	<b>SE = SELF COMPETENCIES</b>
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## ***Personal Competencies Assessment***

### **THREE KEY DEVELOPMENT AREAS**

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Listed below are your three key development areas from the Critical Success Competencies. These competencies are listed in order of the area which needs the most development followed by the other two in the order of their rank.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	May have difficulty staying optimistic.(SE)	Conditional Risk
2	Does not always respond quickly to immediate problems.(TSK)	Situational Risk
3	Does not consistently make decisions with confidence.(SE)	Situational Risk

<b>PEO = PEOPLE COMPETENCIES</b>	<b>TSK = TASKS COMPETENCIES</b>	<b>SYS = SYSTEM COMPETENCIES</b>	<b>SE = SELF COMPETENCIES</b>
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## ***Personal Competencies Assessment***

### **PEOPLE SUCCESS COMPETENCIES**

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Listed below are the Critical People Success Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Willing to listen to others.	Low Risk
2	Gives advice without being critical.	Low Risk
3	Deals with conflicting issues in a positive responsible manner.	Low Risk
4	Is sensitive to needs, concerns, and attitudes of others.	Low Risk
5	Keeps word and personal commitments.	Low Risk
6	Is open to the ideas and opinions of others.	Low Risk
7	Makes an effort to be pleasant, courteous and tactful.	Low Risk
8	Knows what to say and how to say it.	Low Risk
9	Treats others fairly.	Low Risk
10	Addresses issues clearly and directly.	Situational Risk

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## ***Personal Competencies Assessment***

### **TASK SUCCESS COMPETENCIES**

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Listed below are the Critical Task Success Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Does not jump to conclusions to quickly solve problems.	Low Risk
2	Knows how to set priorities and take care of them.	Low Risk
3	Evaluates problems from all perspectives.	Low Risk
4	Is willing to be creative and inventive.	Low Risk
5	Understands the difference between crisis issues and minor problems.	Low Risk
6	Is willing to get things done.	Low Risk
7	Knows what needs to be done and how to get things done.	Low Risk
8	Takes care of daily detail work.	Low Risk
9	Pays attention to getting things done on time.	Situational Risk
10	Responds quickly to immediate problems.	Situational Risk

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## ***Personal Competencies Assessment*** **SYSTEM SUCCESS COMPETENCIES**

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Listed below are the Critical System Success Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Pays attention to long range strategic issues.	Low Risk
2	Sees to it that things are done right.	Low Risk
3	Pays attention to consequences of decisions.	Low Risk
4	Creates backup plans for situations when things do not work out.	Low Risk
5	Pays attention to planning and organizing.	Low Risk
6	Pays attention to short range and long range issues.	Low Risk
7	Takes time to do analyze problems thoroughly.	Low Risk
8	Takes the time to keep things organized.	Low Risk
9	Believes in and communicates a sense of meaning and purpose.	Low Risk
10	Pays attention to what is needed to reach goals.	Low Risk

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## ***Personal Competencies Assessment***

### **SELF SUCCESS COMPETENCIES**

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Listed below are the Critical Self Success Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

<b>Rank</b>	<b>Description</b>	<b>Strength/Development</b>
1	Makes and keeps realistic commitments.	Low Risk
2	Knows how to set goals which are challenging and attainable.	Low Risk
3	Is willing to take risks for what they believe is right.	Low Risk
4	Seeks help from others to improve themselves.	Low Risk
5	Believes in and communicates a sense of vision and purpose.	Low Risk
6	Is willing to make mistakes and learn from them.	Low Risk
7	Sticks by a decision once it is made.	Low Risk
8	Is willing to change directions when necessary.	Low Risk
9	Makes decisions with confidence.	Situational Risk
10	Is optimistic and believes that the best can and will happen.	Conditional Risk