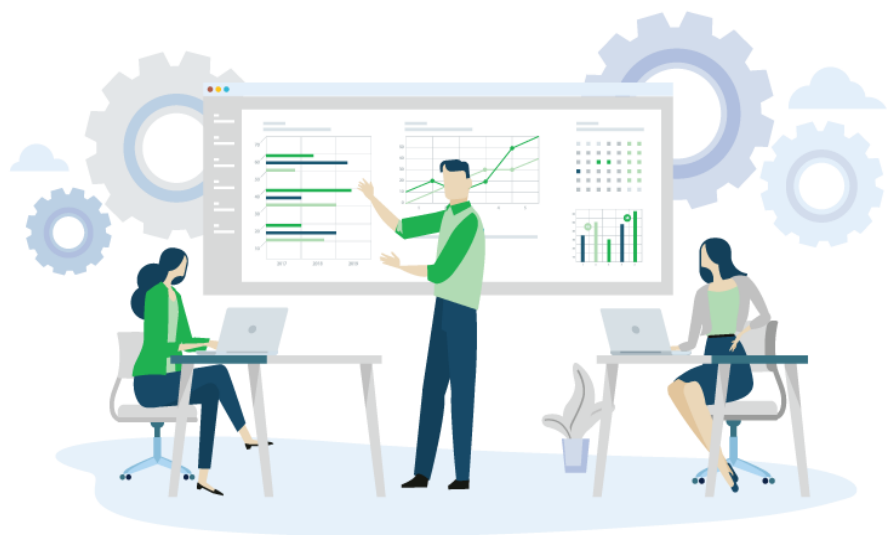

Simone Sample

Human Resources Roles

Human Resources Competency Report



Report Information

This report has been generated using results from the Test Partnership Human Resources Roles, which analyses a person's personal preferences, motives, and behavioural tendencies.

This report presents personality scales based on the candidate's own responses to behavioural questions. Research has shown that the self-reporting measures used in this questionnaire are a valid measure of how people behave in the workplace.

Scales have been generated by comparing the candidate's responses with the responses of thousands of other people, to give a comparison of personality traits in the form of sten scores.

Sten scores of 4, 5, 6, or 7 are considered to be within an 'average' range for the comparison group, whilst higher and lower sten scores suggest stronger and weaker preferences compared with the comparison group. It is important to note that low sten scores do not necessarily mean poor performance; they just mean a low tendency to exhibit that particular personality trait. Indeed in some roles it is preferable to display low tendencies towards certain personality traits.

The information contained in this report is confidential and should be stored securely.

The information in this report is likely to remain valid for up to 24 months from the date of taking the questionnaire.

Disclaimer

This report has been computer-generated and it cannot be guaranteed that this report has not been changed or adapted from the original computer-generated output. If the test was completed without supervision, the identity of the test-taker cannot be guaranteed.

Test Partnership accept no liability for the consequences of the use of this report.

Report Sections

Full Personality Scales

This section gives a detailed view of the candidate's full personality profile presented on 20 scales. By providing a spectrum of personality traits, it's possible to focus on particular aspects of the candidate's personality.

Summary Personality Profile





Since it's sometimes impractical or unnecessary to analyse every one of the personality traits contained in the first section, this summary profile recasts the candidate's personality traits in an aggregated, more tailored format for alternative interpretation.

Summary Personality Profile Report




These pages act as narrative to support the Summary Personality Profile section. The report describes how the candidate's responses relate to each of the summary markers, and what their preferences indicate in practice.

Full Personality Scales Report





Emotional Intelligence

<p>Emotional Awareness An individual's level of emotional awareness, recognition and understanding of what they feel and why.</p>		<p>Well below average</p>
<p>Empathetic An individual's concern for others' well-being, readily empathising with their situations, challenges and feelings.</p>		<p>Well below average</p>
<p>Intuitive An individual's propensity to use feeling, emotions, and intuition as a guide when making decisions.</p>		<p>Well above average</p>
<p>Sympathetic An individual's attitude towards those in need, feeling a sense of responsibility for the well-being of others.</p>		<p>Well below average</p>





Interpersonal Skills

<p>Negative Expression An individual's healthy expression of negative emotion, attending to negative feelings and not suppressing them.</p>		<p>Below average</p>
<p>Positive Expression An individual's awareness and recognition of positive emotion, feeling able to express this to others.</p>		<p>Well below average</p>
<p>Social Tact An individual's propensity to be careful, deliberate, and savvy when engaging in meaningful social interaction.</p>		<p>Above average</p>
<p>Socially Comfortable An individual's propensity to feel comfortable and at ease in social settings, especially when around new people.</p>		<p>Below average</p>





Organised and Focused

<p>Energetic An individual's likelihood to remain highly active, keep busy and live their life at a fast pace.</p>		Well below average
<p>Goal Focus An individual's preference for setting and achieving goals, gaining satisfaction from reaching targets.</p>		Well below average
<p>Initiative An individual's propensity towards proactivity, starting tasks autonomously without procrastination.</p>		Average
<p>Methodical An individual's attention to detail and their propensity to conduct tasks in a meticulous way.</p>		Well below average

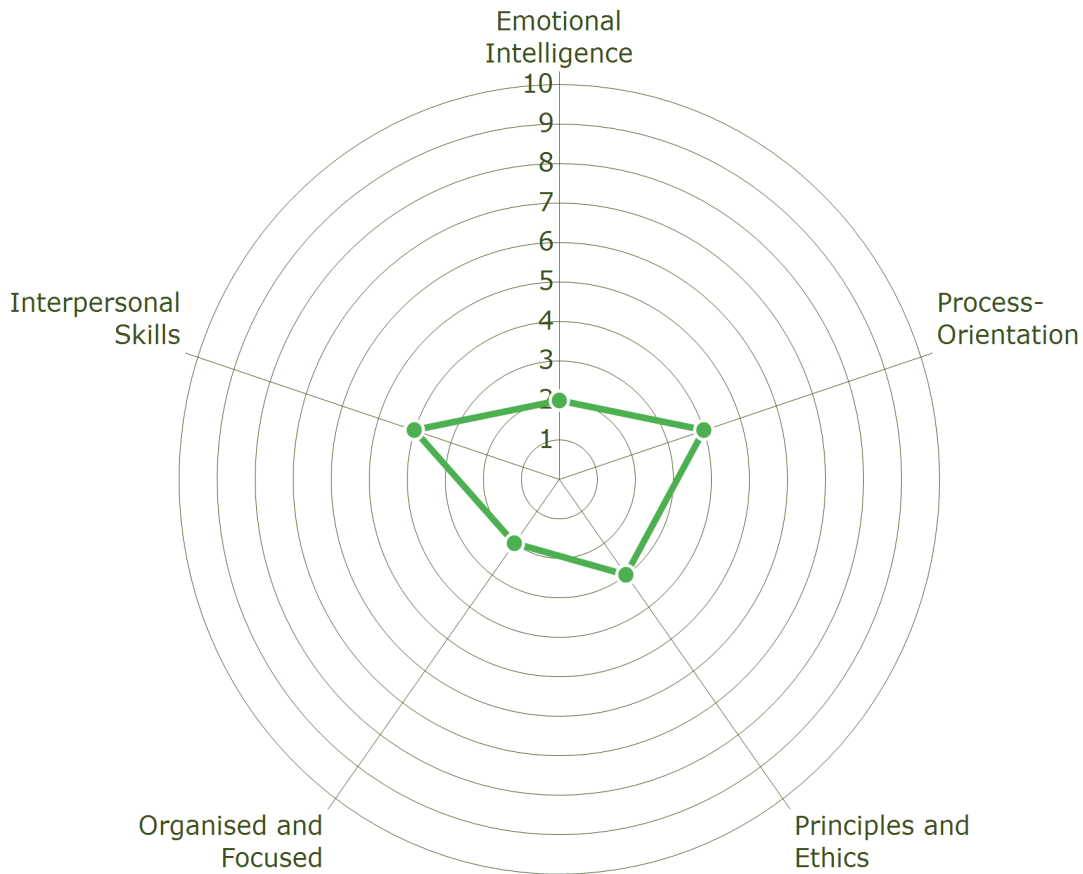
Principles and Ethics

<p>Consideration An individual's likelihood of showing high levels of altruism, kindness, and positive regard towards others.</p>		<p>Well below average</p>
<p>Fairness An individual's propensity to play by the rules, even if breaking the rules increases the chance of success.</p>		<p>Below average</p>
<p>Honesty An individual's propensity to act sincerely, displaying honesty regardless of whether it is counterproductive.</p>		<p>Well below average</p>
<p>Principled An individual's commitment to moral ideals, even when this inhibits the likelihood of achieving a goal.</p>		<p>Average</p>

Process-Orientation

<p>Discipline An individual's likelihood to remain productive and maintain focus during necessary day-to-day tasks.</p>		Well below average
<p>Fairness An individual's propensity to play by the rules, even if breaking the rules increases the chance of success.</p>		Below average
<p>Routine-Orientated An individual's propensity to enjoy routines, avoid unnecessary risks, and to not seek external stimulation.</p>		Average
<p>Vigilance An individual's consideration of consequences and avoidance of impulsive decision-making.</p>		Average

Summary Personality Profile



Emotional Intelligence

Score: **2**

Emotional intelligence (EI) relates to a human resources professional's propensity to understand emotion and interpersonal communication. It also implies a level of empathy and sympathy, helping human resources professionals to connect with relevant stakeholders.

Emotional intelligence is important when working in human resources because it enables HR professionals to effectively understand, manage and communicate with employees, which is crucial for managing and motivating a workforce, and creating a positive and productive work environment.

One of the key aspects of emotional intelligence is self-awareness, which allows HR professionals to recognise and understand their own emotions, and how they may be affecting their interactions with others. This self-awareness enables HR professionals to better manage their own emotions, and avoid reactions that may be harmful to their relationships with employees.

Another key aspect of emotional intelligence is empathy, which allows HR professionals to understand and relate to the emotions of others. Empathy enables HR professionals to respond to employees' needs and concerns in a way that is sensitive, understanding and supportive, which can help to build trust and positive relationships with employees.

Emotional intelligence also plays a critical role in communication. HR professionals who are emotionally intelligent are able to communicate in a way that is clear, direct and respectful, which can help to build trust, reduce conflicts and improve employee engagement. Moreover, they can communicate with different personality types, and adapt their communication style to the specific needs of each employee, which can help to foster a more inclusive and positive work environment.

Furthermore, Emotional intelligence also enables HR professionals to be effective leaders. They can recognise and manage the emotions of their team members, and create an environment where people feel heard, respected and motivated. Emotionally intelligent leaders can create a positive and productive work culture, which can help to attract and retain top talent.

In summary, Emotional intelligence is important when working in human resources because it enables HR professionals to effectively understand, manage and communicate with employees, which is crucial for managing and motivating a workforce, and creating a positive and productive work environment. It allows HR professionals to build trust and positive relationships with employees, communicate effectively, and lead by example, fostering a more inclusive and positive work environment.

This score indicates a low level of Emotional Intelligence, relative to the chosen norm group for this assessment.

Interpersonal Skills

Score: **4**

Interpersonal Skills relate to a human resources professional's propensity to communicate carefully, effectively, and diplomatically with other people. It also implies a degree of social confidence, helping them to remain comfortable and poised.

Interpersonal skills are essential in human resources roles because they involve managing and working with people. Human resources professionals are responsible for recruiting, hiring, training, and managing employees, which requires strong communication, negotiation, and relationship-building abilities.

Effective communication is crucial in human resources because it allows HR professionals to effectively convey information to employees, managers, and other stakeholders. This includes communicating company policies, benefits, and performance expectations, as well as providing feedback and coaching to employees. Strong communication skills also help HR professionals to handle sensitive or difficult conversations, such as disciplinary action or terminations, in a professional and empathetic manner.

Negotiation skills are also important in human resources, as HR professionals are often called upon to mediate disputes between employees or negotiate salaries and benefits with job candidates. Being able to effectively negotiate and find mutually beneficial solutions can help to maintain positive relationships with employees and ensure that the company is able to attract and retain top talent.

Building and maintaining strong relationships with employees is key for HR professionals. This includes building trust and understanding employees' needs and concerns, and being able to provide support and guidance when necessary. HR professionals also play a critical role in creating a positive and inclusive work environment, which requires the ability to understand and respect the diversity of employees.

In summary, interpersonal skills are vital in human resources roles because they enable HR professionals to effectively communicate, negotiate, and build relationships with employees, which is crucial for managing and motivating a workforce, and creating a positive and productive work environment.

This score indicates an average level of the Interpersonal Skills competency, relative to the chosen norm group for this assessment.

Organised and Focused

Score: **2**

Organised and Focused relates to a human resources professional's propensity to manage their workload, avoid distractions, and use their time efficiently. It also suggests a certain degree of cautiousness, avoiding impulsivity and making decisions after careful thought.

Being organised and focused is important when working in human resources because it enables HR professionals to effectively manage a wide range of tasks and responsibilities, which is crucial for managing and motivating a workforce, and creating a positive and productive work environment.

Being organised means having a clear understanding of one's responsibilities and priorities, and having systems and processes in place to manage them efficiently. For HR professionals, this includes having clear systems for tracking and managing employee information, such as resumes, performance evaluations, and benefits information. It also includes having processes in place for recruiting, hiring, training, and managing employees, as well as managing employee relations issues and compliance with legal and regulatory requirements.

Being organised also means having good time management skills, and the ability to prioritise tasks based on their importance and urgency. HR professionals often have a wide range of tasks and responsibilities, and being able to manage one's time effectively can help to ensure that important tasks are completed on time, and that deadlines are met.

Being focused is also important when working in human resources, as it allows HR professionals to give their full attention to the task at hand, which can help to improve the quality of their work and their ability to think strategically. HR professionals often have to deal with multiple issues and priorities at the same time, and being able to focus on one task at a time can help to ensure that important issues are not overlooked or neglected.

In addition, being organised and focused also means having the ability to multitask, and being able to switch between tasks as needed. HR professionals may need to handle multiple projects or initiatives at the same time, and being able to prioritise and manage multiple tasks effectively can help to ensure that important work is not delayed or overlooked.

In summary, being organised and focused is important when working in human resources because it enables HR professionals to effectively manage a wide range of tasks and responsibilities, which is crucial for managing and motivating a workforce, and creating a positive and productive work environment. It allows HR professionals to prioritise and manage their tasks, focus on one task at a time, and multitask effectively, ensuring that important work is not delayed or overlooked.

This score indicates a low level of the Organised and Focused competency, relative to the chosen norm group for this assessment.

Principles and Ethics

Score: **3**

Principles and Ethics relates to a human resources professional's disposition towards morality and adherence to ethical principles. It also suggests a degree of honesty and interpersonal consideration, ensuring they ethically navigate the social realm.

Principles and ethics are important when working in human resources because they provide a framework for making decisions and conducting business that is fair, transparent, and in compliance with legal and regulatory requirements. They also play a critical role in building trust and credibility with employees, clients, and other stakeholders.

One of the key principles of human resources is fairness, which applies to all aspects of HR activities, such as recruitment, hiring, performance evaluations, and terminations. It is important for HR professionals to ensure that all employees are treated with respect, dignity and that decisions are based on merit, avoiding any form of discrimination.

Another principle of human resources is transparency, which requires that HR professionals communicate clearly and openly with employees about company policies, benefits, and performance expectations. This promotes trust between employees and the company, and helps to ensure that employees understand how decisions are made and what they can expect from the company.

Ethics are also important when working in human resources. HR professionals must have a strong sense of integrity and adhere to a code of conduct that promotes ethical behaviour. This includes maintaining confidentiality, avoiding conflicts of interest, and acting in the best interests of the company and its employees. In addition, principles and ethics play a key role in ensuring compliance with legal and regulatory requirements. HR professionals must be aware of and adhere laws and internal policies related to employment and labour, including those related to discrimination, harassment, and remuneration laws.

Furthermore, principles and ethics also play a key role in building and maintaining relationships with employees, clients, and other stakeholders. HR professionals who act with integrity and adhere to a strong code of ethics are more likely to be viewed as credible and trustworthy, which can help to build strong and positive relationships with employees and other stakeholders.

In summary, principles and ethics are important when working in human resources because they provide a framework for making decisions and conducting business that is fair, transparent, and in compliance with legal and regulatory requirements. They also play a critical role in building trust and credibility with employees, clients, and other stakeholders, by ensuring that HR professionals act with integrity and adhere to a strong code of ethics.

This score indicates a low level of the Principles and Ethics competency, relative to the chosen norm group for this assessment.

Process-Orientation

Score: **4**

Process-Orientation relates to a human resources professional's disposition towards systems, procedures, and formal processes. It also suggests a preference for routine, stability, and thoroughness in their workstyle.

Process orientation is important in human resources roles because it helps to ensure that HR activities are efficient, effective, and compliant with relevant laws and regulations. A process-oriented approach to HR involves identifying, documenting, and regularly reviewing HR processes to ensure they are meeting the needs of the organisation and its employees.

One of the key benefits of process orientation in HR is that it helps to ensure consistency and fairness in the way that HR activities are conducted. For example, by having a clear process for recruiting and hiring employees, HR professionals can ensure that all job candidates are treated fairly and evaluated according to the same criteria. This can help to reduce the risk of discrimination and improve the overall quality of hires.

A process-oriented approach to HR also helps to ensure compliance with relevant laws and regulations. For example, by having clear processes in place for conducting background checks, tracking employee time off, and handling discrimination and harassment complaints, HR professionals can ensure that the organisation is in compliance with federal and state laws, and minimise the risk of legal action.

Process orientation also helps to ensure that HR activities are efficient and effective. By identifying and documenting HR processes, HR professionals can identify bottlenecks and areas for improvement, and implement changes to streamline and optimise HR activities. This can help to improve the overall effectiveness of HR and support the organisation's goals and objectives.

Moreover, process orientation also helps to improve communication and collaboration within the organisation. By having clear processes in place, employees and managers can understand their roles and responsibilities in HR activities, and work together more effectively to achieve common goals.

In summary, process orientation is important in human resources roles because it helps to ensure consistency, fairness, compliance with laws, efficiency, and effective communication and collaboration. It also enables HR professionals to identify and mitigate potential issues and continuously improve the HR processes to align with the organisation's goals and objectives.

This score indicates an average level of the Process-Orientation competency, relative to the chosen norm group for this assessment.