



**opq32**

> **Managers Report**

Name: **Mr Sample Person**

Date: 5 September 2010

## **INTRODUCTION**

This report is based upon Mr Person's responses to a self-report personality questionnaire, the Occupational Personality Questionnaire (OPQ32).

This questionnaire invited him to describe his behaviour, preferences and attitudes, in relation to different aspects of his working life, by identifying from blocks of statements, the one that was most, and the one that was least, like him. His responses have been compared against those of a large relevant comparison group to give a profile of Mr Person's perceived preferences for different ways of behaving at work. These are grouped into three main areas; Relationships with People, Thinking Style and Feelings and Emotions.

This report should be treated confidentially. It describes Mr Person's personality profile and makes links between the various aspects involved. When considering the results of the personality questionnaire, it is important to recognise the responses given were Mr Person's own view, and represent the way he sees his own behaviour, rather than how his personality might be described by another person. The accuracy of this report depends on the frankness and honesty with which the questionnaire was completed, as well as, in part, on his self-awareness. The comments made here should therefore be seen as tentative rather than infallible. Nevertheless, this self-report can provide important indicators of Mr Person's style at work, and it is likely to enable us to predict a good deal about his behaviour in different situations. Note that the questionnaire describes Mr Person's preferred style of behaving rather than his competence or ability. The questionnaire gives a broad picture of his current style, and so the report is necessarily quite general. Greatest value can be gained by discussing the implications of this information against his current or future role. The shelf-life of the information contained in the report is considered to be 18-24 months, depending on Mr Person's work role and personal circumstances. If there have been major changes in his life or there is a significant change in role, he should complete the questionnaire again. If you have any concerns regarding the content of this report, please raise these with someone who has received full training in the use of OPQ questionnaires.

## **RELATIONSHIPS WITH PEOPLE**

### **Influence**

Mr Person is fairly moderate when it comes to his influencing style. If called upon to take charge, negotiate or 'sell' an idea, he emerges as similar to others.

Mr Person doesn't have a particularly strong fondness or dislike of argument and outspoken debate, although he may be very slightly more inclined than is usual, to speak out in these situations. In line with this, his tendency to adopt an unpopular, independent stance is broadly typical, though possibly just a little stronger than is usual.

His general feeling of confidence and ease with others is likely to strengthen the overall impact that he has when trying to influence.

### **Sociability**

He is likely to be very sociable in a number of ways: he tends to be confident when meeting strangers for the first time or addressing a group; and when part of a group he

tends to be an extremely lively talker. His preference for spending time in the company of people is very similar to that of most others, though possibly he places a little more value on company than is typical of the majority of people. In practice, he is likely to feel at ease with people, but also enjoys periods of time alone and will probably seek out work which offers this balance.

## **Empathy**

Mr Person is concerned about the welfare and possible problems of others, trying to be a caring and sympathetic listener. This is linked to a more moderate tendency to consult others within the decision-making process. Further, he is as likely to talk about his achievements as others. Overall however, it is his concern to help others that is likely to be most noticeable here.

## **THINKING STYLE**

### **Analysis**

Overall, Mr Person's interest in analytical thinking is quite moderate, with no particular preferences for one focus over another. In particular, he seems a little more interested than most in working with numerical or statistical information, with a slightly lower interest in analysing people issues. Across both of these areas he is likely to undertake a significant amount of critical analysis, but overall analytical thinking is likely to be a moderate rather than outstanding aspect of his approach.

### **Creativity and Change**

Overall, Mr Person describes himself as fairly balanced in terms of his approach to creativity and change. He feels able to generate ideas to a moderate extent and within this, his ideas are likely to challenge the established ways of doing things to some degree. His thinking style is as theoretical and abstract as that of his peers. He will therefore have some creative contribution to make, but this is unlikely to be highly radical or prolific.

Mr Person reports a level of interest in variety and novelty in his work which is a little less marked than most of his peers. When he is faced with change or novelty he recognises to a moderate degree the need to adapt his behaviour to meet the perceived changing demands of the situations or people. Overall therefore, his approach to changing situations may be described as fairly typical.

It would appear that his willingness to work with established methods and a reasonable tolerance of routine and repetitive work supports his view that it is important to meet deadlines and complete work on time.

### **Structure**

Mr Person reports a preference for thinking ahead and setting long-term goals which is typical of most of his peers. He seems to have a very strong focus on being orderly and methodical; thus it may be that he is more concerned about the accuracy and detail of his current work than looking to the future. This attention to detail may then get in the way of planning broad, long-term goals.

It is extremely important to Mr Person to see tasks through to completion. He also seems to have a keen desire to stick closely to rules and regulations. Together, these

may indicate some lack of flexibility in his approach but a high degree of reliability where deadlines and highly prescribed work methods are set down. Overall therefore, he may well fit into an environment which requires a conscientious approach to following strict guidelines.

His very strong emphasis upon detail and taking a highly organised approach is compatible with his preference for undertaking routine work over that which offers more variety. This emphasis upon a very structured approach is further supported by his very strong focus upon meeting deadlines and completing work within timescales.

## **FEELINGS AND EMOTIONS**

### **Emotion**

Mr Person's anxiety levels are not extreme; he considers himself slightly less anxious than most people. Similarly, when it comes to important events he is slightly less likely than most to get nervous.

Mr Person considers himself resilient in the face of criticism and unlikely to take offence at insults directed towards him. This is accompanied by a neither especially positive nor negative view of the future. Further, he is relatively balanced in terms of trusting others, tending to invest about as much faith in people as most.

In terms of expressing feelings, he will be rather less open than most. It may be that he finds some kinds of emotions easier to express than others.

### **Dynamism**

Mr Person has a strong preference for work which demands the expenditure of energy and likes to keep himself busy and have plenty to do. When describing his degree of competitiveness, Mr Person is slightly less concerned about winning for its own sake than most people. Mr Person also describes himself as slightly more ambitious than the typical person in setting himself goals and pursuing career success. Regardless of whether there is the potential for success and promotion then, his drive and hard work are likely to be evident, as if he believes that hard work is its own reward.

When summing up a situation and making a decision, he seems to be balanced between speed and caution.

The strong determination that he shows to meet deadlines and complete work to schedule is supported by his enjoyment of working in a very busy environment, even when there are several activities competing for his time.

## ASSESSMENT METHODOLOGY

This Profile is based upon the following sources of information for Mr Sample Person:

Questionnaire / Ability Test	Comparison Group	Used
OPQ32r German v1 (Std Inst)	OPQ32r_DE_DE_IS01_ Managerial & Professional- 2007	Yes

## PERSON DETAIL SECTION

Name	Mr Sample Person
Date	5 September 2010
Candidate Data	RP1=5, RP2=6, RP3=7, RP4=7, RP5=9, RP6=7, RP7=8, RP8=6, RP9=6, RP10=8, TS1=7, TS2=7, TS3=5, TS4=6, TS5=5, TS6=5, TS7=4, TS8=5, TS9=5, TS10=10, TS11=10, TS12=8, FE1=7, FE2=4, FE3=8, FE4=6, FE5=6, FE6=7, FE7=8, FE8=4, FE9=7, FE10=6, CNS=8
	OPQMR=1.00 11212 / 11 / 1426

## ABOUT THIS REPORT

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The report herein is generated from the results of a questionnaire answered by the respondent(s) and substantially reflects the answers made by them. Due consideration must be given to the subjective nature of questionnaire-based ratings in the interpretation of this data.

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