



Role Match Profile

Sample Person

18 November 2021

Introduction

The report was generated to based on the '**Administration Assistant**' profile created to highlight the key traits required to be successful in the role and show how the candidate's scores have indicated where they are a good fit for the role and where elements of the role may be challenging in order to help with the recruitment process.

The purpose of the profile is to assess the fit between the candidate's personality and the role requirements.

The profile shown on the following page displays the key traits identified for the role and the ideal ranges for which an individual should ideally operate in order to be successful in role. The candidate's score is plotted on the scale and where a score falls outside of the indicated area on the profile chart, this indicates that the candidate may not feel comfortable operating in aspects of the role related to this element. Suggested interview questions are provide in the following section of the report to help probe these results further to gain a better understanding of how the candidate is likely to operate.

Usually a number of different styles of working can be effective in many roles, so there is never an absolute 'perfect personality' for a role. However, there are frequently clear aspects of a role where it is important to feel comfortable operating in order to perform well in the role.

In summary, the profile should be used as a guide to identifying the quality of fit between a candidate's personality and the role requirements. Areas where there is a lack of fit should be followed up through a feedback interview or assessment methods.

Role Match Profile

	Conforming										
Sees rules as guidelines which can be bent and deadlines as flexible	1	2	●	4	5	6	7	8	9	10	Rigidly follows rules and guidelines, will seek to meet all deadlines
	Socially Confident										
Tends to feel anxious in social settings when meeting new individuals	1	2	3	4	5	6	7	●	9	10	Enjoys meeting new people, feels comfortable in social settings
	Structured										
Less structured and more spontaneous, may over look detail	1	2	3	4	●	6	7	8	9	10	Likes to be organised and efficient in their planning, very focused on detail
	Supportive										
Remains removed from others problems	1	2	3	4	5	6	●	8	9	10	Gets involved in others problems and supports them in their issues
	Logical										
Uses past experience and intuition when problem solving	1	2	3	4	5	●	7	8	9	10	More analytical in their approach preferring quantitative information
	Abstract										
Focuses on practicalities and how things will work at the operation level	1	2	3	4	5	●	7	8	9	10	Big picture thinker interested in theories and models that can be used
	Decisive										
Takes time making decisions, are cautious and prefer to have all the facts	1	2	3	4	●	6	7	8	9	10	Comfortable making high risk decisions at pace, even if they don't have all the information
	Interactive										
Has a preference to work alone in a more independent style	1	2	3	4	5	6	●	8	9	10	Prefers to work in a team environment and has a vast network of contacts
	Autonomous										
Likes to consult with others before making a decision	1	●	3	4	5	6	7	8	9	10	Likes to make their own decisions without always seeking others views
	Inventive										
Likes using methods that are known to work and build on these	1	2	3	4	5	6	●	8	9	10	Likes to generate new ideas and find original solutions

● Candidate score ■ Desired range

Interview Guide

Profile: **Junior Practice Assistant**

Potential Strengths

Socially Confident

- Are there certain types of social situations where you feel anxious?
- Do you feel comfortable talking up in social situations?

Notes

Supportive

- What sort of situations do you offer support for others personal problems? When do you feel it is best to keep more of a professional distance?

Notes

Potential Strengths (Continued)

Logical

- To what extent will you seek out relevant data and information to make decisions?
- How do you balance relying on intuition and data?

Notes

Abstract

- How do you balance looking at issues operationally and strategically?
- To what extent do you contribute to the strategy in your business area? Would it benefit you to take a more strategic perspective on issues?
- When do you tend to take a more operational perspective on issues facing the business

Notes

Potential Strengths (Continued)

Decisive

- Can you give an example of when you were under extreme time pressure to make a high risk decision?
- What is your approach to making high risk fast paced decisions?

Notes

Interactive

- How do you develop good working relationships with your peers?
- How do you use your network to benefit your work?

Notes

Potential Strengths (Continued)

Inventive

- Can you give me an example where your curiosity made a real difference to a project?
-What did you do and why?

Notes

Potential Limitations

Conforming

- Do you tend to see all rules as guidelines?
- Are there any procedures or rules that you feel are less flexible?
- Do you struggle in a work environment where there are lots of inflexible deadlines?

Notes

Structured

- How important is it to check the detail of a task?
- How important is it to deliver work of the highest standard?
- How do you tend to manage yours and others workload?
- How useful do you find long term planning?
- Has a lack of planning ever meant that were surprised by unforeseen circumstances?

Notes

Potential Limitations (Continued)

Autonomous

- How do you make decisions when you are unable to ask others?
- Describe a time when you have changed your opinion to suit the general consensus of others? Tell me about a time when you've questioned whether to speak up or not on a difference of opinion, even if this was against a majority?
- How do you ensure you don't slow things down by consulting too much or too widely?

Notes

Self-Presentation and Sociability

Has a preference to work alone in a more independent style	Interactive 1 2 3 4 5 6 7 8 9 10	Prefers to work in a team environment and has a vast network of contacts
Likes to follow others, takes a gentle approach in negotiations	Assertive 1 2 3 4 5 6 7 8 9 10	Enjoys taking the lead and responsibility. Confident and tough in negotiations
Tends to feel anxious in social settings when meeting new individuals	Socially Confident 1 2 3 4 5 6 7 8 9 10	Enjoys meeting new people, feels comfortable in social settings
Remains removed from others problems	Supportive 1 2 3 4 5 6 7 8 9 10	Gets involved in others problems and supports them in their issues
Likes to consult with others before making a decision	Autonomous 1 2 3 4 5 6 7 8 9 10	Likes to make their own decisions without always seeking others views
May not trust others motives or ideas. May appear cynical	Trusting 1 2 3 4 5 6 7 8 9 10	Trusts others and believes in them quickly. May be easy to manipulate

Thinking and Operational Style

Uses past experience and intuition when problem solving	Logical 1 2 3 4 5 6 7 8 9 10	More analytical in their approach preferring quantitative information
Focuses on practicalities and how things will work at the operation level	Abstract 1 2 3 4 5 6 7 8 9 10	Big picture thinker interested in theories and models that can be used
Likes using methods that are known to work and build on these	Inventive 1 2 3 4 5 6 7 8 9 10	Likes to generate new ideas and find original solutions
Less structured and more spontaneous, may overlook detail	Structured 1 2 3 4 5 6 7 8 9 10	Likes to be organised and efficient in their planning, very focused on detail
Sees rules as guidelines which can be bent and deadlines as flexible	Conforming 1 2 3 4 5 6 7 8 9 10	Rigidly follows rules and guidelines, will seek to meet all deadlines
Has a relaxed approach to completion of tasks, meeting timescales and finishing work to a high standard	Perfectionism 1 2 3 4 5 6 7 8 9 10	Will persevere to complete all task on time and to the required standard. May struggle to multitask

Emotional Adjustment

Understands the effects of stress, shows their emotion, sensitive to criticism	Composure 1 2 3 4 5 6 7 8 9 10	Able to deal with stressful situations and keep their emotions in check, thick-skinned
Take a while to overcome failure but can accept blame, realistic viewpoint	Optimistic 1 2 3 4 5 6 7 8 9 10	Takes a positive stance and deals well with failure, may not accept blame, optimist
Likes to have a stable and reliable work setting, may find change challenging	Adaptable 1 2 3 4 5 6 7 8 9 10	Enjoys new challenges and variety in their daily work life, deals well with change
Prefers a steady pace of work, doesn't want an excessive workload	Activity Seeking 1 2 3 4 5 6 7 8 9 10	Likes to be kept busy and thrives on having lots of work to do
Takes time making decisions, are cautious and prefer to have all the facts	Decisive 1 2 3 4 5 6 7 8 9 10	Comfortable making high risk decisions at pace, even if they don't have all the information
Prefers easier to achieve goals is not and doesn't like to compete against others	Determined/Competitive 1 2 3 4 5 6 7 8 9 10	Likes to win and enjoys striving to meet hard to reach targets
Care about what others think. May be very sensitive to others comments and remarks	Toughness 1 2 3 4 5 6 7 8 9 10	Unlikely to take offence, may not take feedback on board. Can be insensitive