



PPI

Report designed for

**Sally Sample**

# Profiles Performance Indicator 2.0

## Personal Report

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Sample Company  
Profiles Office Park  
5205 Lake Shore Drive  
Waco, TX 76710

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## ***A Message To Sally Sample***

*Behavioral science has proven that the most successful people are those who know themselves, including both their strengths and weaknesses.*

*The purpose of this report is to help you identify and make full use of your strengths, develop an awareness of any areas that could be limiting your effectiveness, and achieve greater success for yourself by utilizing this information.*

*This report provides you a foundation for self-improvement in very practical ways. The statements and suggestions reflect your unique responses.*

*Availing yourself to the information presented here will make your strengths stronger and help you avoid or overcome challenges that you might discover. This is another step on your road to self-improvement.*

## Summary of Behavioral Indicators

*This section of the report summarizes your typical behavioral tendencies with regard to six critical job-related components which are Productivity, Quality of Work, Initiative, Teamwork, Problem Solving, and Adapting to Change. This section also includes suggestions for improvement for each of these items.*

### 1 Productivity

- You can become critical of others who do not share your sense of urgency.
- Usually, you prefer setting priorities and estimating the time required to complete a task.
- You do not enjoy work situations in which production goals are not clearly defined.
- Concerned with immediate results, you emphasize the basics as opposed to complicated approaches.

#### **Suggestions for improving your effectiveness:**

- Realize that others may need time to adjust to your quick decision-making style.
- In your attempts to get immediate results, do not lose sight of the long run.
- Recognize the need for solid thinking about the implementation and support necessary to reach challenging goals.
- When appropriate, look for possible shortcuts to make work routines more efficient and productive.
- Develop a willingness to balance thorough preparation with achieving timely results.

## 2 Quality of Work

- A perfectionist, you have a tendency to do the important work yourself so as to be sure it will be done correctly.
- You might experience frustration when held accountable for quality results while having only limited control over those factors that directly impact quality.
- You are capable of producing timely results; however, you tend to be more results-oriented than quality-oriented.
- You prefer to receive specific, detailed instructions.

### **Suggestions for improving your effectiveness:**

- Concentrate on your follow-through so each project reaches conclusion sooner, thus avoiding backtracking or hasty solutions.
- Take the time to work out the steps to a process in writing before beginning a project.
- Avoid becoming defensive to comments about your decisions, opinions, and performance.
- Avoid becoming so guarded that you lose touch with your creativity.

### **3 Initiative**

- You explore options but display a sense of urgency in decision making.
- You will rarely ask others to confirm your thoughts and ideas before acting.
- You are very assertive in most cases and insist on quality output.
- You may tend to analyze information privately and then act decisively with little input from others.

#### **Suggestions for improving your effectiveness:**

- Learn to pace yourself better. Knowing when and how to relax is an important part of success.
- Learn how and when to challenge policies and supervision.
- As you focus on a task, be careful that you do not lose sight of other realities, such as consistent productivity or critical deadlines.
- Accept that everyone makes mistakes, but successful people learn from those mistakes.

## 4 Teamwork

- You can effectively analyze the talents of others and direct them to the activities for which they are best suited.
- Although a good talent evaluator, this demeanor can come off as hard and sterile.
- You work best when surrounded by others who share your focus on quality and innovation.
- You prefer a fast-paced environment where justifiable change is embraced and implemented.

### Suggestions for improving your effectiveness:

- Spend more time explaining your reasoning process rather than just announcing your conclusions.
- Avoid a win/lose, "zero-sum" approach to people and relationships.
- Be willing to delay your individual work to assist others with high priority group projects.
- Try to develop more informal relationships at work so that when you are in a group situation, your relationship may facilitate more cooperation.
- Share more of your ideas and feelings, when appropriate, and offer novel solutions more often.
- Learn to recognize that emotions can serve a purpose within a work unit. The important point is not to ignore or suppress them, but rather to recognize their impact on team performance, positive or negative.

## 5 Problem Solving

- You will usually dedicate yourself to a system or process from conception to implementation and will work without the need for external rewards.
- While results-oriented, your problem solving style can lack empathy and put off other members of the group.
- Your style of problem solving is to be clear with your expectations for accuracy and meeting deadlines.
- Highly analytical and very direct, you are extremely task-focused and results conscious.

### Suggestions for improving your effectiveness:

- You may become a better problem solver if you take the time to identify the underlying issues.
- Avoid sharp criticism of others.
- Involve others more in the decision-making process.
- Guard against the limitations of becoming something of a purist, i.e., falling into a narrow expert's perspective and failing to appreciate the alternative viewpoints of others.
- Try to reduce rigidity in your thinking, along with the need to be exactly right.

## 6 Adapting to Change

- You will express strong reservations about any change process that is not specific and systematic.
- You tend to see things in a matter-of-fact fashion, including how you envision the proper course of a change process.
- You would rather participate in the development of a detailed change process than to follow along blindly after a hasty process has been enacted.
- Although you may be excited by a change process, you would not likely support change for change's sake alone.

### Suggestions for improving your effectiveness:

- To support a change process, try to motivate others at an emotional level, or support others who enjoy doing so, rather than expecting others to comply without feeling engaged in the process.
- Try to allow the change implementations started by others to progress unhindered and free from judgment, if your involvement is only secondary or peripheral.
- Your preference for progressive action is a great personal motivator should you become hindered by a focus on secondary details.
- While you are less likely than others to slow a change process with fault-finding observations and highly detailed questions, you should refocus your attention if such cases arise, keeping timeliness a priority.

## How You Respond to Job-Related Stress, Frustration and/or Conflict

This section describes how you may typically respond to stress, frustration and/or conflict in your job setting:

- You act with a sense of urgency and express a desire for others to act now.
- Rising to the occasion, you will take charge of uncertain situations.
- Relying on your own strengths and capabilities, you take action independently.
- You weigh the pros and cons to see the trade-off in situations.
- You think before responding, checking facts first.

If, however, the level of stress, frustration and/or conflict becomes intense and/or continues over an extended period of time, you may have a tendency to:

- Make sudden demands and expect immediate results while disrupting the routine of others.
- Become impatient and appear fault-finding.
- Act recklessly and become inattentive to critical details and important routines.
- Deliberate and analyze decisions to the extent that you fail to make decisive and timely recommendations.
- Become too inflexible to provide appropriate concessions which would help solve a problem.

## Motivational Intensity

Motivational Intensity (MI) reflects the intensity that is shown as a person approaches most situations.

Your MI indicates that you approach most situations with a rather high intensity and suggests that you might be inclined to show the following behavioral tendencies:

- A craftsperson, you like to see things done correctly. Consequently, you can be overly critical of others who do not maintain your high standards.
- While capable of making good decisions, you may not always use a systematic approach. By rushing important decisions, you will sometimes miss some important information or forget to involve key persons.
- Motivated by the challenge of difficult and demanding situations, you might be inclined to take on a challenge when it is not productive or profitable.
- Because you are so direct and forceful, others might have difficulty asking questions, clarifying instructions, and pointing out potential problems.