



# ASSESSFIRST

**Jane Jones**

Administrative Assistant  
05/10/2020





## WHAT YOU WILL FIND IN THIS REPORT

This report is based on the responses provided by Jane Jones on the AssessFirst SHAPE personality questionnaire completed on 05 Oct 2020 at 08:23:05 (CAT).

It enables you to understand how Jane Jones operates and to anticipate the behaviour she is highly likely to demonstrate in the workplace.

When reading this report, bear in mind that her profile must be viewed in light of her specific role and working environment.

This report is based on the perception that Jane Jones has of herself. Therefore, some of the conclusions in the report may need to be tempered or even rejected. We recommend conducting a follow-up interview with Jane Jones to better understand how her behaviours will translate pragmatically, and to put each of the conclusions of the report into perspective.

# ASSESSMENT CONDITIONS

## JANE JONES CONFIRMATIONS

I completed the assessment in good conditions.



I completed this questionnaire in my native language.



## ASSESSMENT DURATION

00'29"



## RESPONDENT SPONTANEITY

A long time was taken to respond to these personality traits.

These personality traits were answered spontaneously.

These personality traits were answered reflexively.

9

0

11



## ASSESSMENT ANALYSIS

Number of logout(s) from the application\*

Number of automatic pause(s)\*\*

0

0

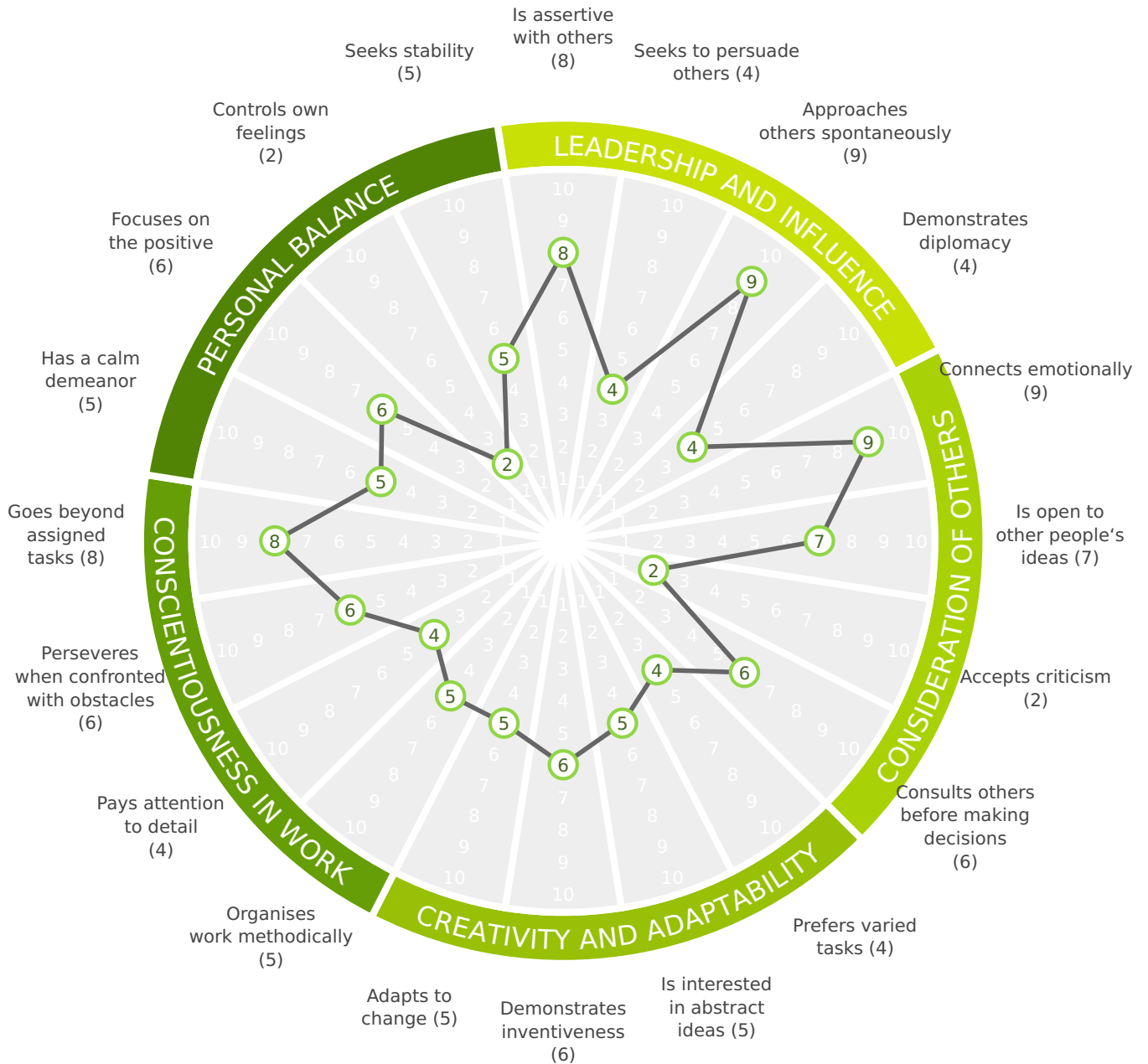
\*Activated when the respondent closed the browser during the assessment.

\*\*Activated when the respondent is inactive for more than 30 consecutive seconds.

**SECTION #2**

# PROFILE RADAR

# 2



# PROFILE SUMMARY



## STRENGTHS

BEHAVIOUR THAT JANE JONES CAN USE TO MAKE A DAILY DIFFERENCE.

- Finds it very easy to forge links with new people.
- Sets the agenda for projects, taking into account the expectations of professional partners.
- Expresses what she thinks without forcing other people's hands.
- Takes the time to analyse comments before taking them onboard.
- Takes and directs ambitious initiatives.
- Focuses on what he has to do.
- Handles unexpected events very easily.
- Suggests operational ideas for optimising systems.
- Has a critical mind regarding developments and new things.
- Finds it easy to work to tight deadlines.
- Shares her optimism.
- Finds it easy to take risks.



## WEAKNESSES

BEHAVIOUR THAT MAY POTENTIALLY HAMPER JANE JONES'S SUCCESS IN CERTAIN CONTEXTS (TO BE CONFIRMED BY INTERVIEW).

- Consults those around her at work a great deal.
- Is reassured through people's opinions.
- Finds it difficult to sell her ideas.
- Tries to be valued.
- Always needs more.
- Finds it difficult to break away from what he starts.
- Often changes her plans.
- May lack critical distance.
- May put a damper on things if she is not convinced by the changes made.
- May react immediately.
- Finds it difficult to hide what she is feeling.
- Does not always weigh up what she is committing herself to.

# IN-DEPTH PROFILE ANALYSIS



## FIRST IMPRESSIONS

WHAT EFFECT DOES JANE JONES HAVE ON PEOPLE THAT SHE MEETS FOR THE FIRST TIME?

Jane Jones is very sociable and finds it easy to go and meet new people. She is determined to forge links with others and comes across as a "genuine" person. She is pleasant and pays attention to the people she is talking to, making them feel at ease thanks to her enthusiastic nature. It is an absolute pleasure to deal with her. The only thing that may irritate those around her are her frequent requests. As she is involved and at ease with people, readily expressing her views, she tends to be very present from a relationship standpoint.



## HER RELATIONSHIPS WITH OTHERS

HOW DOES SHE COMMUNICATE?

Jane Jones normally has a direct approach when talking to people. When she has something to say, she generally does so without spending too long thinking about it. However, convincing, persuading and influencing those around her is not one of her priorities. From an intellectual point of view, she shows genuine interest in the opinions of those around her. On the other hand, she is not very open to criticism other people may give, so when she is challenged and put on the spot, she may sometimes appear touchy.

WHAT POSITION DOES SHE HAVE WHEN SHE IS IN A TEAM?

Jane Jones has strong emotions and is assertive in her relationships with people, preferring to "lead" those around her. Quick to react, she likes taking decisions without any unnecessary delay. However, Jane Jones also has an "open" outlook and is receptive to other people's ideas and their points of view, including those that conflict with her own. As a result, she operates in a "participative" way that allows her to get a wider perspective of situations or issues she is involved with.



## HER WORKING STYLE

HOW DOES SHE APPROACH SITUATIONS THAT SHE ENCOUNTERS?

Jane Jones adopts both a creative and operational approach to any problems she may encounter. Although she tries to use her inventiveness to identify new ways of solving the problems, she nevertheless does not forget to focus on the intended outcome. Her global view also allows her to grasp situations in their entirety. However, she will not necessarily rush into committing to change. She needs to be persuaded of the need for the proposed changes before fully committing to them. If she disagrees with the options on offer, she may use her imagination to suggest alternative solutions.

HOW DOES JANE JONES MANAGE HER ACTIVITIES? WHAT TASKS DOES SHE FOCUS ON FIRST?

For Jane Jones, it is vital to meet her work priorities. She is therefore more inclined to adapt her days according to what she knows she has to do, rather than plan her work in the strictest sense of the word. Focused on her goals, she tries not to take too much on as she is committed to seeing what she does undertake through to completion. As a result, she often works sequentially, focusing her energy first on one project, then on the next. She sometimes forgets the peripheral elements or prefers to postpone them until later so that she can concentrate on what she considers to be vitally important.

HOW DOES JANE JONES SEE HERSELF IN HER ACTIVITIES? WHAT LEVEL OF ENERGY DOES SHE USE AT WORK?

Jane Jones always has new ideas on how to improve her work. She is one of those optimistic people, readily moving forward and looking for ways of doing more. This commitment is there to be seen in particular in the initiatives she is behind. Not that she is sceptical about the ways of doing things or ideas suggested to her, but rather that she usually finds her own to be more suitable. She often has her say or some advice to give.



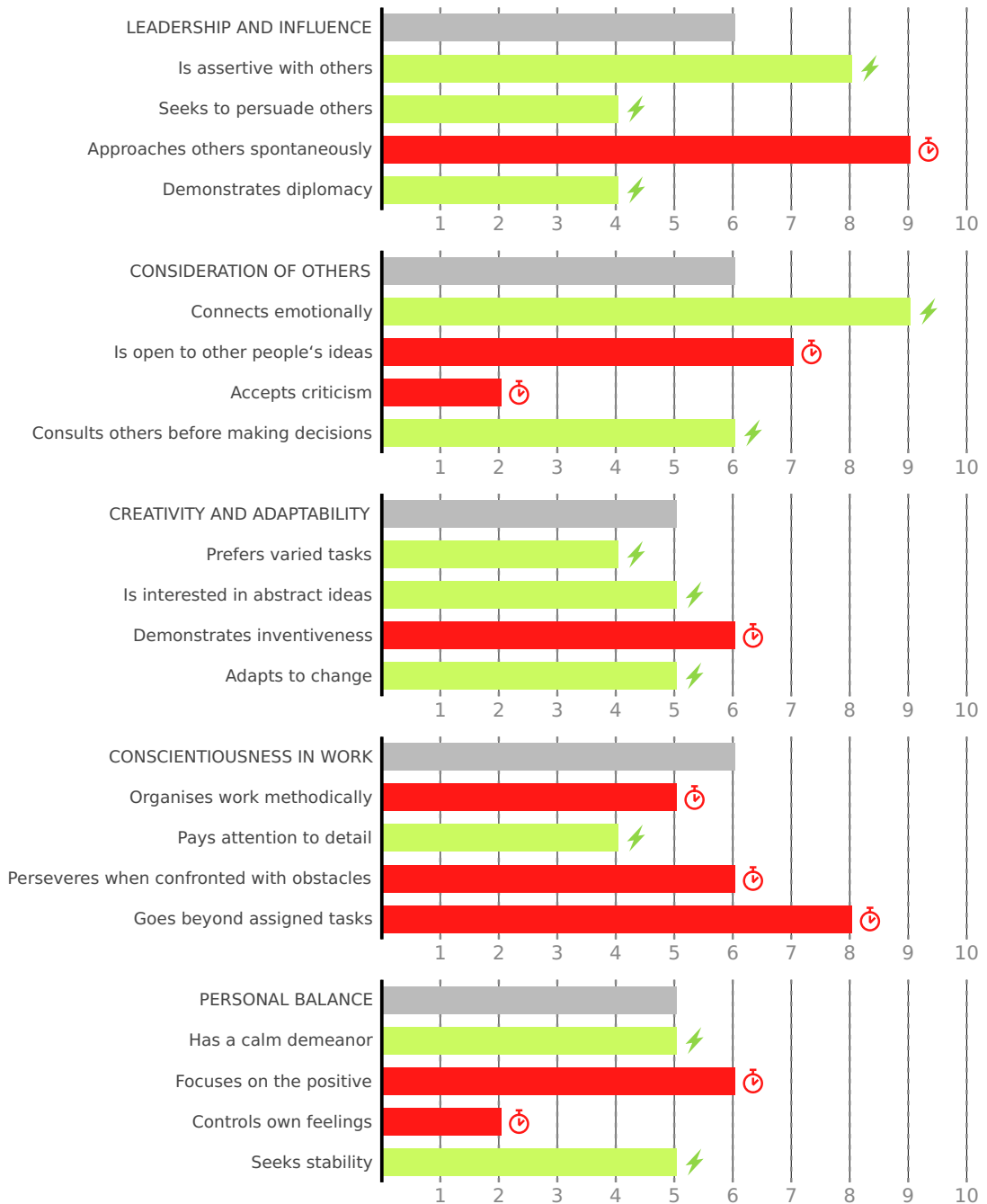
## HER EMOTIONAL MANAGEMENT





WHAT EMOTIONS DOES SHE MOSTLY FEEL? HOW DOES SHE HANDLE IT, EITHER ON A PERSONAL LEVEL OR IN HER RELATIONSHIPS WITH OTHERS?

On a day-to-day basis, Jane Jones is naturally dynamic. A fundamental vitality that is reflected in fast action and an aptitude for taking risks. And inherently, through contagious enthusiasm. This responsiveness may sometimes veer towards impulsiveness, whether in her decision-making or her reactions. Always ready to move forward, she does not need any particular guarantees before she commits herself to new projects. Stress for her, therefore, is a driving force that spurs her into action. She likes sharing her positive feelings and her optimism with those around her at work.

# TRAIT PROFILE ANALYSIS

# 5



-  Cluster (grouping of 4 personality traits)
-  Deep traits (Respondent answered reflexively. These traits will not develop much.)
-  Characteristic traits (Respondent answered normally. These traits may develop over time.)
-  Adapted traits (Respondent answered contemplatively. These traits may develop greatly.)



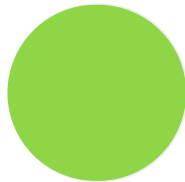
SECTION #6

# TALENT CLOUD

# 6



**INFLUENCE**



Build relationships



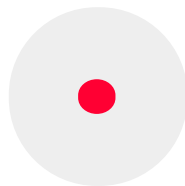
Take the lead



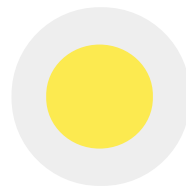
Unite and mobilise



**COOPERATE**



Communicate with diplomacy



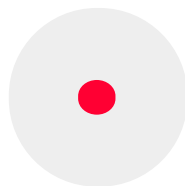
Provide support



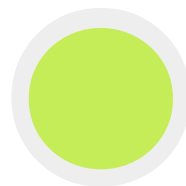
Work collaboratively



**THINK**



Anticipate challenges



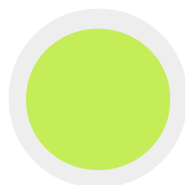
Develop a vision



Innovate



**ACT**



Take initiative



Plan and organise



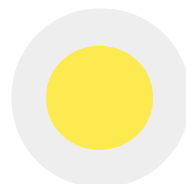
Inspect and Improve



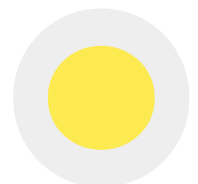
**FEEL**



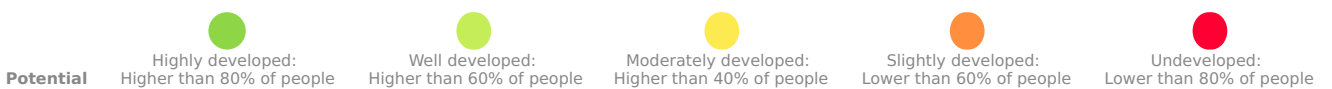
Spread enthusiasm



React swiftly



Handle stress



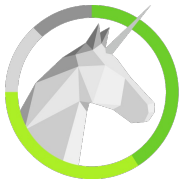
# WARNING POINTS

# 7



## RISK ANALYSIS

		Risk factors	
Lack of confidence	Low		
Intolerance of uncertainty	Low		
Tendency towards authoritarianism	Low		
Detachment	Low		
Procrastination		Medium	
Tendency to worry	Low		
Impulsiveness			High
Hypersensitivity	Low		



**ASSESSFIRST**  
WE MAKE SUCCESS PREDICTABLE



## ABOUT

This report is based on the responses provided by Jane Jones on the AssessFirst SHAPE personality questionnaire. This questionnaire evaluates 20 personality traits linked to individual and collective performance.

AssessFirst develops and commercializes HR assessment tools to help HR professionals and operational managers recruit better and develop the strengths and talents of their workforce.

To learn more visit: [www.assessfirst.com](http://www.assessfirst.com)



## DISCLAIMER

AssessFirst advises against making any personnel selection, management, or development decisions solely on the basis of these assessments, questionnaires, and/or surveys results.

AssessFirst is not responsible in any way for the direct and/or indirect consequences related to the use of the tools and assessments systems that it provides.



## CONTACT US

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