TTI Success Insights®

Work Environment™ Version

Administrative Assistant
ABC Company
Jane Doe's perception
3-21-2007

Getting You to the Next Level

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INTRODUCTION

Every job that requires human effort has a work environment. That work environment can be best described in terms of behavior. Simply put, "If the job could talk, what behavioral characteristics would it ask for?" When you match the behavioral style of the person to the job, the person will be better able to perform the job requirements. If the behavior of the person does not match the job, there will be tension between the job and the person's natural behavior, which may affect longevity and work performance.

This report identifies how a person perceives a job. Most people tend to perform a job based on their perception of how the job should be done. By reading this report, you can identify and correct any erroneous perceptions of the job.

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WORK ENVIRONMENT

Our changing work environments require the need to clearly focus on the behavioral job roles. Conflict, misunderstanding, and poor performance can be the price paid for lack of job clarity. Use the report to clarify the behavioral demands of the job.

Jane's perception overview:

- Being steady, patient, and consistent approach to work tasks.
- Team approach to task completion.
- Systematic guidelines and a deliberate approach to problem-solving.
- Accuracy and adherence to standards and procedures.
- Being loyal to the job, people and company.
- Being obliging and accommodating.
- Awareness of errors and mistakes.
- Limited change or change that is planned in advance and organized.
- Weighing pros and cons before making decisions.
- Leadership by example.
- Power and authority based on expertise.
- Limited confrontation.
- Logical approach to decision making.
- Concerned with how other people feel.
- Advancement based on knowledge and skills.
- Adherence to safety rules.
- Little or no people conflict.
- Detailed job description in writing.

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WORK ENVIRONMENT

- Tangible results although some tasks may be repetitive.
- Responsibility with limited authority.

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DOMINANCE - CHALLENGE

This page of the report lists how the job requires a person to respond to problems and challenges. Scope of authority, power and decisiveness may be key areas. Analyze carefully.

Jane's perception:

1. Some rules and procedures to follow.
2. More emphasis on quality than on efficiency.
3. Adaptability.
4. Leadership by example.
5. Limited scope of activities.
6. Analysis of data before making a decision.
7. Patience.

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INFLUENCE - CONTACTS

This page of the report lists how the job requires a person to influence others to a way of thinking or doing. Trust, openness, facts and data (oral or written), discussion, and communication are key areas. Analyze carefully.

Jane's perception:

1. Ability to work alone.
2. Earned trust based on experience.
3. Critical analysis of new ideas.
4. Planned use of time.
5. Logical approach to decision making.
6. Limited contact with people.
7. Conservative approach to new activities.
8. Limited projects with time to complete.
9. Analysis of facts and data.
10. Thinking before acting.
11. Analysis of outcome before delegating responsibility.

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STEADINESS - CONSISTENCY

This page of the report lists how the job requires a person to deal with activity levels. Change, persistence, consistency, and listening skills are key areas. Analyze carefully.

Jane's perception:

1. Patience and persistence.
2. Good listening skills.
3. Showing loyalty.
4. Ability to concentrate on task.
5. Follow-through on assigned task.
6. Following established procedures.
7. Identification with team.
8. Security of work situation.
9. Job description in writing.
10. Steady work pace-limited change.
11. Ranking of work tasks.
12. Friendly work atmosphere.
13. Shared information when requested.
14. Organizational chart for clarification of authority.
15. Complete demonstration of task to be completed.
16. Freedom from conflict and confrontation.

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COMPLIANCE - CONSTRAINTS

This page of the report lists how the job requires a person to respond to rules and regulations set by other people. Key areas to consider are rules required to maintain quality, accuracy, and precision. Analyze carefully.

Jane's perception:

1. Rules and procedures.
2. Quality control.
3. Systematic approach to work.
4. Thinking before acting.
5. Analysis of facts and data.
6. Clarification of responsibility and authority.
7. Clean work station.
8. Disciplined use of time.
9. Balanced judgment.
10. Clarification of data.

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WORK ENVIRONMENT™

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ABC Company

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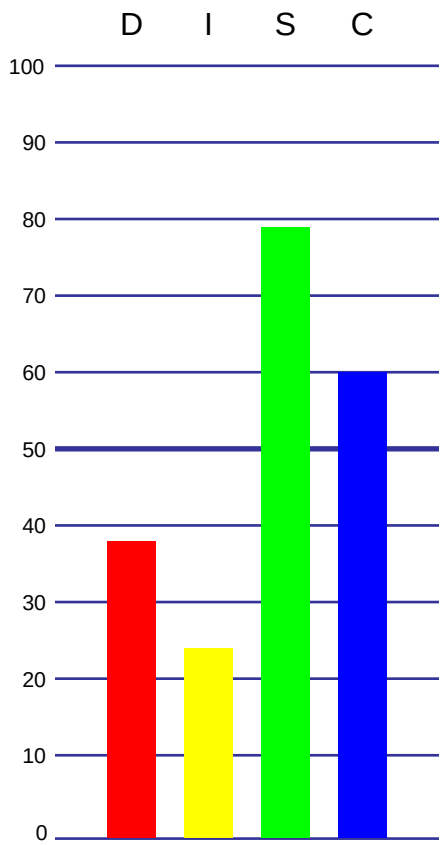

	D	I	S	C
Score	40	46	23	31
%	38	24	79	60

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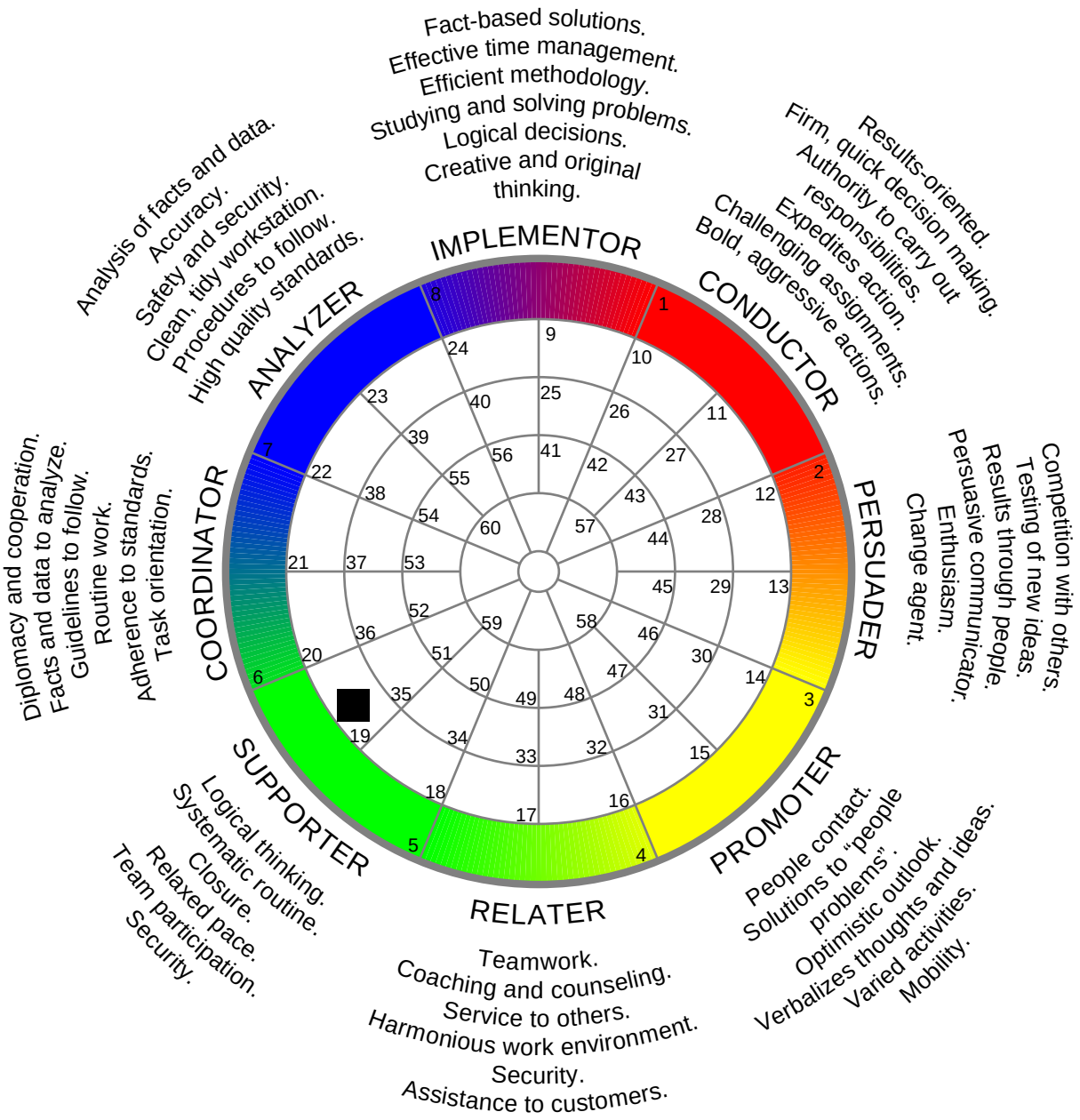
THE SUCCESS INSIGHTS® WHEEL

Jane Doe
ABC Company
3-21-2007



Work Environment: ■ (19) COORDINATING SUPPORTER

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