



**SAMPLE**  
***Job Analysis Report***  
***for***  
**Sally Sample**

This Sample Report provided by:

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## Job Match Pattern Description For Job Analysis Report Sample Job Pattern

The shaded boxes on each scale represent the Job Match Pattern for this position. The Employee Description for each scale describes the employee who would fall into the indicated Job Match Pattern. The Scale Description provides insight into the meaning of each scale and will help you understand this employee relative to the scores on each scale.

### Thinking Style



**Employee Description:** Employees who assimilate information within expected norms and can appreciate more complex information processing.

Low	Scale Description – Learning Index	High
<p>Repetition and hands-on learning can be effective in training</p> <p>Achieves best through learning that is specific to the job</p>	<p><b>Learning Index</b> is an index of expected learning, reasoning and problem solving potential; a composite of the scores for Verbal Skill, Verbal Reasoning, Numerical Ability, &amp; Numeric Reasoning.</p> <p>Learning Index is a tool that suggests how to provide an employee training and assign tasks. It is important to target the employee's best thinking mode to encourage better results.</p>	<p>Strong capacity to adapt quickly in a learning situation</p> <p>Typically finds it easy to learn the requirements of a new job situation</p>

## Thinking Style (con't)

### Verbal Skill



**Employee Description:** Employees who communicate within normal expectations and are also comfortable communicating the more complex aspects of their routine functions.

Low	Scale Description – Verbal Skill	High
<p>Can be slow and deliberate in communicating ideas</p> <p>Most communications are concrete and straightforward</p>	<p><b>Verbal Skill</b> is a measure of verbal skill through vocabulary. It describes how proficient one is in utilizing words.</p> <p>Verbal Skill is a reliable guide for determining communication style both to and from an employee. Your communications should vary according to the employee's strength in this area.</p>	<p>Capable of precise communication, even under strict time constraints</p> <p>Competent in Making analyses involving written and verbal data</p>

### Verbal Reasoning



**Employee Description:** Employees who can easily analyze complex verbal information and make reliable interpretations.

Low	Scale Description - Verbal Reasoning	High
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<p>May require more time to assimilate new information of a verbal or written nature</p> <p>May be less proficient in information gathering techniques</p>	<p><b>Verbal Reasoning</b> relates to using words as a basis in reasoning and problem solving. It describes one's ability to process verbal information in order to come to new conclusions.</p> <p>One may expect that the more decision-making required in a job, the greater the need for complex verbal skills.</p>	<p>Strong information gathering ability</p> <p>Assimilates verbal information rapidly</p> <p>Can abstract conclusions from verbal information more proficiently than others</p>
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## Thinking Style (con't)

### Numerical Ability



**Employee Description:** Employees who utilize routine numerical information in their work and who may occasionally be required to perform more complex calculations.

Low	Scale Description - Numerical Ability	High
<p>Using mathematics can be challenging</p> <p>Figuring numerical problems may require the use of a calculator</p>	<p><b>Numerical Ability</b> is a measure of numeric calculation ability and how well an individual works with numbers.</p> <p>How one scores on this scale should be a sign of how efficient one may be in dealing with numerical calculations in his or her work.</p>	<p>Quick in mentally determining mathematical solutions to problems</p> <p>Demonstrates a sound understanding of basic mathematical processes</p>

### Numeric Reasoning

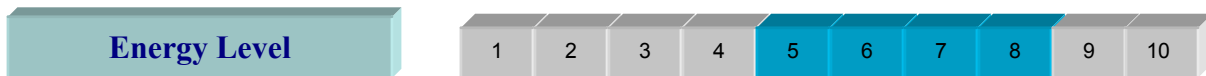


**Employee Description:** Employees who can make decisions based on basic numerical data and who understand the basic implications of charts and graphs that explain such data.

Low	Scale Description - Numerical Reasoning	High
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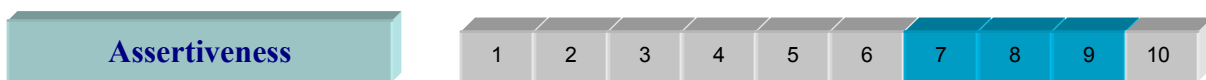
<p>May overlook the implications derived from a set of numerical data</p> <p>May be comfortable using simple calculations for problem solving</p>	<p><b>Numerical Reasoning</b> measures an individual's ability to use numbers as a basis in reasoning and analysis.</p> <p>Numerical Reasoning refers to the skills needed to analyze data and extract meaning from a diverse set of numerical information. Utilizing raw data to determine a forecast or projection is a good example of Numerical Reasoning at work.</p>	<p>Demonstrates little difficulty in assimilating new information of a numerical nature</p> <p>Can process numerical data to reach conclusions or understand inferences</p>
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### Behavioral Scales



**Employee Description:** Employees who respond well to demands on their time and generally work at a brisk pace.

Low	Scale Description – Energy Level	High
<p>Patient</p> <p>Good with methodical processes</p> <p>Good task focus</p>	<p><b>Energy Level</b> demonstrates a tendency toward restlessness, activity and drive. This scale deals with issues such as efficiency, time utilization, and a capacity for a fast pace.</p> <p>When the Energy Level of the employee matches the pace of the workplace, their performance should be more effective.</p>	<p>Self starter</p> <p>Multi-tasker</p> <p>Self-motivated</p>



**Employee Description:** Employees who are highly motivated by authoritative positions and who rarely seek out the role of follower. Highly assertive.

Low	Scale Description - Assertiveness	High
<p>Willing to accept a leader</p> <p>Diplomatic</p> <p>Low need to control others</p>	<p><b>Assertiveness</b> is identifiable as a measure of generalized confidence. It is often associated with expressed influence and the tendency to take charge of situations.</p> <p>One's desire to influence others is often expressed through Assertiveness.</p>	<p>Comfortable with self expression and leadership</p> <p>Competitive</p> <p>Achievement oriented</p>

## Behavioral Scales (con't)

### Sociability



**Employee Description:** Employees who are moderately social, motivated by the opportunity to present their ideas and suggestions and are encouraged by the opportunity to work in a team environment.

Low	Scale Description - Sociability	High
<p>Avoids small talk</p> <p>Keeps to one's self</p> <p>Is less likely to be frustrated by a lack of social contact</p>	<p><b>Sociability</b> is a measure of one's reliance upon interpersonal contacts and work that involves group-oriented endeavors.</p> <p>Sociability speaks to one's need for affiliation and cooperative activities.</p>	<p>Conversational</p> <p>People oriented</p> <p>Comfortable working in a group setting</p>

### Manageability



**Employee Description:** Employees who function best without direct supervision, and are allowed to have control over their activities.

Low	Scale Description - Manageability	High
<p>Can be cautious with authority figures</p> <p>Tends to defend point of view</p> <p>Willing to question when not in agreement</p>	<p><b>Manageability</b> is a measure of how one reacts to the limits placed by authority and one's acceptance of conventional opinion.</p> <p>Some positions may require a strong level of compliance while others expect one to question the status quo. Matching this benchmark implies that the appropriate level of Manageability is met.</p>	<p>Cooperative and agreeable</p> <p>Works within the rules</p> <p>Comfortable with authority</p>

## Behavioral Scales (con't)

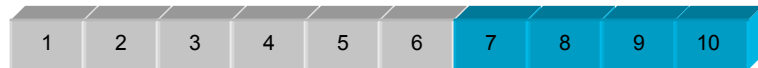
### Attitude



**Employee Description:** Employees who demonstrate a positive attitude, yet are not required to resist the expression of frustration in order to achieve success in their work.

Low	Scale Description - Attitude	High
Sometimes skeptical  Can be critical of others  Often vigilant	<p><b>Attitude</b> measures the degree one is willing to demonstrate trust toward others. It relates to the tendency to maintain a positive view about people and outcomes.</p> <p>We are speaking specifically about the tendency one has for trusting in the motives of others and the outcomes of our endeavors.</p>	Optimistic  Trusting  Relaxed social style

### Decisiveness



**Employee Description:** Employees who are consistently responsive in a timely fashion and who can make quick decisions under pressure.

Low	Scale Description - Decisiveness	High
Not typically impulsive  Prefers a methodical	<p><b>Decisiveness</b> reflects how confident one is in accepting the risk of making a decision in a timely fashion using the available information.</p> <p>It also reflects one's willingness to risk failure or misjudgment for the sake of timeliness.</p>	Moves quickly when making decisions  Accepts risk in most situations

approach		
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Analyzes before making a decision.		
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## Behavioral Scales (con't)

### Accommodating



**Employee Description:** Employees who tend to respond appropriately to the needs of others but are not required to maintain an expression of accommodation in their routine duties.

Low	Scale Description - Accommodating	High
Can seem too firm  May be disagreeable on occasion  Will not typically follow the group just to get along with others	<p><b>Accommodating</b> is often associated with a concern for group accountability. A willingness to consider the needs of all group members and be a good team player.</p> <p>While some jobs require an individual to be consistently cooperative and easygoing, other positions require a more persistent and headstrong style of work.</p>	Cooperative  Harmonious  Likeable

### Independence



**Employee Description:** Employees who are moderately independent yet can accept necessary supervision and structure.

Low	Scale Description - Independence	High
May seek support  Cautious or reserved  Accepts supervision easily	<p><b>Independence</b> defines the manner in which an individual prefers to be directed by others and one's potential to accomplish tasks with minimal supervision.</p> <p>It is the tendency to be either self-reliant or to seek out guidance before taking action.</p>	Adventurous  Slow to follow  Likes to set own direction

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## Behavioral Scales (con't)

### Objective Judgment



**Employee Description:** Employees who are most successful when provided ample information to make objective decisions, yet are capable of relying on intuition when necessary.

Low	Scale Description - Objective Judgment	High
Subjective  Will follow a hunch  Not overly bound by systematic thinking	The <b>Objective Judgment</b> scale reflects a willingness to make use of reason and logic versus intuition. This may be referred to as the balance between thinking through a situation or going with one's feelings.  The Objective Judgment scale describes the problem solving style people take in their work. One should realize that this is not a measure of intelligence, but how one approaches making solutions.	Comfortable with  a logical approach   Unemotional  thinking

## Occupational Interests

The Interest section assesses a person's relative concentration between the six interest areas for the Job Match Pattern under consideration. The top three interests in descending order are: **Enterprising**, **People Service** and **Financial/Admin**. The other three interests, Technical, Mechanical and Creative have no impact on this position.



### Enterprising

**Enterprising** – Indicated interest in activities associated with persuading others as well as presenting plans and concepts.



### People Service

**People Service** – Indicated interest in activities such as helping people and promoting the welfare of others.



### Financial/Admin

**Financial/Admin** – Indicated interest in activities such as organizing information or business procedures.

**Employee Description:** For employees in this position, the interest results are focused in the Financial, People Service and Enterprising themes. This indicates that they should be motivated to attend to the detailed aspects of a position while focusing on profit issues. Their interests help to balance the administrative side of work with the competitive. Their motivation for working with others complements leading or facilitating teams as well as encouraging them.

## Graphic Summary

### Job Analysis Report Sample Job Pattern

#### Thinking Style

Learning Index				4	5	6	7			
Verbal Skill					5	6	7			
Verbal Reasoning						6	7	8	9	
Numerical Ability				4	5	6	7			
Numeric Reasoning		2	3	4	5					

#### Behavioral Traits

Energy Level					5	6	7	8		
Assertiveness							7	8	9	
Sociability					5	6	7	8		
Manageability		2	3	4						
Attitude					5	6	7			
Decisiveness							7	8	9	10
Accommodating			3	4	5	6				
Independence						6	7	8		
Objective Judgment				4	5	6	7			

#### Occupational Interests

##### Interests Ranking

##### Top three interests for this position

Enterprising										
People Service										
Financial/Admin										

##### Lowest three interests for this position

Technical										
Mechanical										
Creative										

The Job Matching process for Interests is concerned with the top three interests of a Job Match Pattern and how closely a candidate's top three interests match. The three top interests for this Pattern are indicated and ranked from top to bottom.