



Candidate Portfolio

ABC Company

Sales Representative



Candidate Portfolio

Table of Contents

Key Accountabilities

Ideal Candidate Form

TTI TriMetrix® Job/Talent Comparison Report

Steve Sinclair - TTI TriMetrix® Gap Report

Kevin Miller - TTI TriMetrix® Gap Report

Sally Johnson - TTI TriMetrix® Gap Report

Jamie Clark - TTI TriMetrix® Gap Report

Sarah Jones - TTI TriMetrix® Gap Report



Key Accountabilities



Key Accountabilities Worksheet

Company Name: ABC Company

Position: Sales Representative

Stakeholders: Roger Wilson, Kathy Ramero, Jennifer Rodriguez, John Lee and Sam Rivers

Date: June 12, 2008

Key Accountabilities:

A. Effectively prospect, qualify, demonstrate & close according to company guidelines **Rank:** 1 **Weight:** 45 %
to ensure sales goals are met while maintaining company's integrity & brand image.

B. Keep abreast of industry related knowledge and competition in order to adapt sales **Rank:** 2 **Weight:** 10 %
presentations and marketing efforts.

C. Work closely with other sales representatives in adapting and improving the sales **Rank:** 4 **Weight:** 10 %
strategy for specific products.

D. Follow up with customers to ensure their needs are met and up-sell additional **Rank:** 3 **Weight:** 15 %
products.

E. _____ **Rank:** _____ **Weight:** _____ %

Please go to www.TTIsurvey.com and enter the following Response Link ID:



Ideal Candidate Form



selection • retention • performance management • development

Job Advertising & Ideal Candidate Information Form

Thank you for choosing Solutions 4 Hiring, Inc. for your professional search and fulfillment needs.

The following questions are designed to help us effectively market to, recruit for and screen applicants for your organization.

The purpose of this information is to allow us to deliver pre-assessed, pre-qualified individuals you can hire.

Please feel free to contact your Recruiting Specialist with any questions.

We look forward to finding your ideal candidate.

Sincerely,
Solutions 4 Hiring, Inc.

Screening Details

1. Which solution option have you chosen? (circle one)

Simple

Selective

Superior

2. Which assessment would you like applicants to use? (circle one)

TriMetrix

DNA

Talent Insights

Company Information

Company Name: _____

Company Description: Already on file with Solutions 4 Hiring, Inc.

Position Details

Position Title: _____

Position Location: _____

Primary Contact for this Position: _____

Contact Email Address: _____

Contact Phone Number: _____

How long has the position been open?: _____

What recruiting methods have been used for this position in the past? _____

Position Description:

Already on file with Solutions 4 Hiring, Inc.

Working Environment:

Already on file with Solutions 4 Hiring, Inc.

Travel Required: Yes

No

Explain if yes:

Pre-Employment Assessment Requirements

Personal Skills:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Motivators:

1. _____
2. _____
3. _____

Behaviors:

1. _____
2. _____
3. _____

Educational Requirements

Education Level Required: _____

Degree Type: _____

Requirement Type: Hard Soft

Certifications Required: _____

Requirement Type: Hard Soft

Experience Requirements

Specific Job Experience: _____

Number of Years Preferred: _____

Requirement Type: Hard Soft

Specific Industry Experience: _____

Number of Years Preferred: _____

Requirement Type: Hard Soft

Additional Experience Required: _____

Custom Phone Screen or Interview Questions

Do you have any specific questions you would like to be asked during the phone screening or interviewing processes?

1. _____

2. _____

3. _____

Resume Screen Preferences

Historically people have different views as they relate to job hopping, employment gaps and over qualifications. Please describe how you view each of the following:

Job Hopping: _____

Employment Gaps: _____

Over Qualifications: _____

Recommended Background Check Package

- Executive Level/Financial Check
- Sales Professionals
- Mid-Management/General

Compensation Package

First Year's Base Salary Range: _____

Bonus Potential: Yes No

If Yes: Amount: _____ Explain: _____

Commission Potential: Yes No

If Yes: Amount: _____ Explain: _____

Benefits for this Position: Yes No

If Yes, which ones?

- | | | | |
|---|---------------|---------------|--------------------|
| <input type="checkbox"/> Health Insurance (circle): | Employer Paid | Employee Paid | Joint Contribution |
| <input type="checkbox"/> Dental Insurance (circle): | Employer Paid | Employee Paid | Joint Contribution |
| <input type="checkbox"/> Life Insurance (circle): | Employer Paid | Employee Paid | Joint Contribution |
| <input type="checkbox"/> Profit Sharing | | | |
| <input type="checkbox"/> Stock Options | | | |
| <input type="checkbox"/> 401K | | | |
| <input type="checkbox"/> Paid Vacation | | | |
| <input type="checkbox"/> Paid Time Off | | | |
| <input type="checkbox"/> Other: | _____ | | |

Relocation Options:

- Not Accepting Relocation Candidates
- Accepting Relocation Candidates but without Corporate Assistance
- Relocation Package Available

Please Describe: _____

- Promote this information
- Only give out when prompted

Marketing of the Position

Solutions 4 Hiring, Inc determines the best methods for marketing your current opening. We use a variety of sources from email recruiting, networking, advertising and more.

Preferred geographical locations to market for candidates: _____

Industry Keywords you Prefer: _____

Competitors to Look at: _____

Competitors to Stay Away From: _____

Solutions 4 Hiring, Inc markets the salary of the positions and does not market the name of the client company.

Screening Rank

Below is a list of the measurements we will be using to determine the best candidates for your organization. Please rank them in order of importance to you.

- _____ Pre-employment Assessment Match to Benchmark
- _____ Educational Requirements
- _____ Industry Experience
- _____ Job Experience

I, _____ understand that all candidates will be screened based on the above information.

Client Signature

Date

Recruiting Specialist

Date



TTI TriMetrix® Job/Talent Comparison Report



TTI TriMetrix[®]
Job/Talent Comparison Report

Job/Talent Comparison
Sales Representative
7-29-2008



INTRODUCTION

Where Opportunity Meets Talent®

This report compares a specific job benchmark to the results of one to five personal reports. Use the following guidelines to effectively interpret the results.

INTERPRETATION GUIDELINES

When you compare a person to a specific job benchmark, you must ask yourself some very important questions with regard to the top seven attributes in Section 1, the top three areas in Section 2, and the top three areas in Section 3. The answers to these questions will maximize the use of this report:

ATTRIBUTES

- How difficult will it be for someone to master and maintain the specific attribute for which the job is calling?
- If a gap exists between the job and the person, can the gap be addressed with training, or not?
- Are courses, seminars, training, books, tapes, or CDs available for personal development in the weak area(s)?
- How cost effective will it be to train a person rather than hire someone who has already mastered the necessary attributes?
- Has the person mastered certain attributes that could be detrimental to the job benchmark?

REWARDS/CULTURE

- How will a person feel if they have to spend eight hours a day in a culture that does not reward their passion?
- How will a person feel if he/she has negative feelings about the built-in rewards and culture of the job?

BEHAVIORAL TRAITS

- How will a person feel about being required to make a major behavioral change, and how will that affect productivity?

ADDITIONAL CONSIDERATION

- How are other people in the same job performing based on the results of their TTI TriMetrix Talent Report?



INTRODUCTION

This comparison report is based on the hierarchy of the job benchmark. The report uses raw numbers generated from the job and talent scoring. The job may call for something to be very important; however, people rarely bring perfection and complete mastery to any job. The job could call for the person to be a perfect 10; however, do not exclude people from consideration based solely on the gap(s) between the job benchmark and their talent score.

If a person is poor in an area that the job benchmark has identified as "very important," you must ask the difficult questions to determine if that would keep a person from achieving and maintaining superior performance.

Note: THE ORDER IN WHICH A PERSON'S NAME APPEARS IS NOT BASED ON THE PERSON'S MATCH TO THE JOB. THE ORDER IS BASED SOLELY ON THE ORDER IN WHICH PERSONAL REPORTS WERE SELECTED BY THE ORIGINATOR OF THIS REPORT.



INTRODUCTION

SECTION 1: JOB ATTRIBUTES HIERARCHY (23 AREAS)

This section presents the key job attributes, quantifies their importance to this specific job benchmark, and compares the personal results for each attribute. The job has a unique ranking of attributes, reflecting different levels of capacities required for superior performance.

SECTION 2: REWARDS/CULTURE HIERARCHY (6 AREAS)

This section clearly identifies the rewards/culture of the job, which defines its sources of motivation, and compares the personal results in each of these areas. It clarifies "why" and "in what kind of environment" this job will produce success.

SECTION 3: BEHAVIORAL HIERARCHY (8 AREAS)

This section provides the behavioral traits demanded by the job and compares the talent for each trait. The higher the ranking, the more important the behavioral trait will be to the job for stress reduction and superior performance.

Note: Sections 1 through 3 (above) are presented on a 0-10 point scale to clearly illustrate the job benchmark and corresponding results of the individual personal report(s).

SECTION 4: JOB ATTRIBUTES FEEDBACK

This section will assist you in understanding the type and kinds of attributes (people skills) that are needed for superior job performance.

SECTION 5: REWARDS/CULTURE FEEDBACK

This section expands on the fact that every job in every organization has its own culture. The culture of any job is clearly defined by how it rewards superior performance.

SECTION 6: BEHAVIORAL FEEDBACK

This section clarifies the nature of the behavioral traits demanded by the job.

Note: The information provided in Sections 4-6 (above) offers you a better understanding of the job requirements for superior performance based on the top seven attributes, the top three rewards/culture and the top three behavioral traits. Read each one to gain insights about the job. This information is designed to apply to coaching and other developmental activities for the person(s) selected to perform this job.

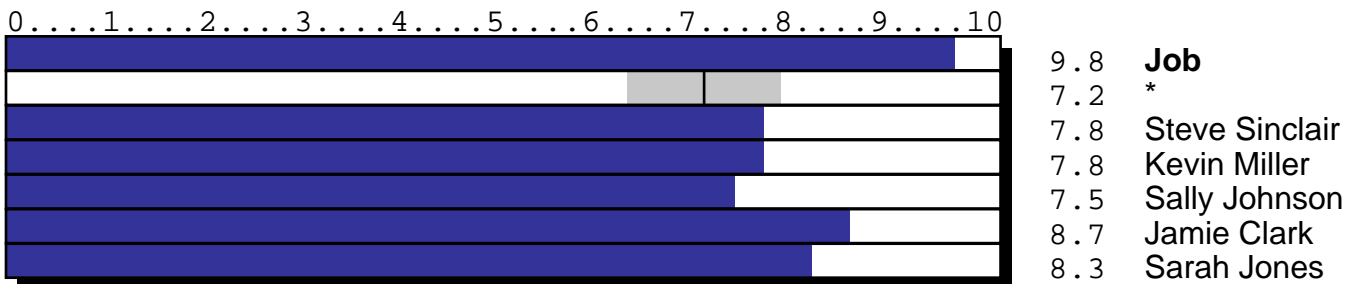


Section 1

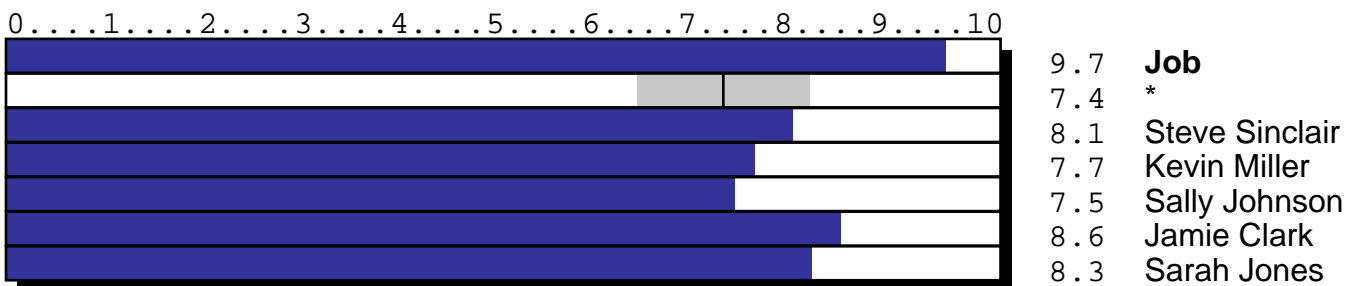
JOB ATTRIBUTES HIERARCHY

This section identifies which people attributes are important to the job benchmark from its highest to lowest rankings. In comparing talent, it is important to note that gaps may point to a job attribute that is of significant importance to the job, but has a low ranking for the person. In turn, a job attribute may be of low importance to the job, but has a high ranking for the person.

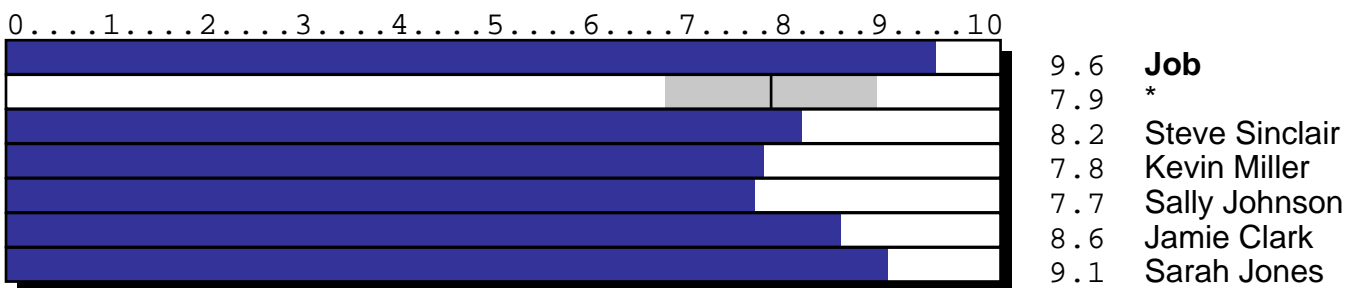
1. PERSONAL ACCOUNTABILITY: A measure of the capacity to be answerable for personal actions.



2. SELF MANAGEMENT: The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.



3. CUSTOMER FOCUS: A commitment to customer satisfaction.



* 68% of the population falls within the shaded area.

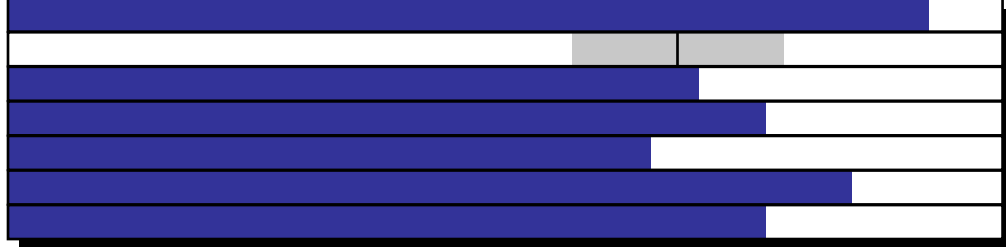


Section 1

JOB ATTRIBUTES HIERARCHY

4. SELF STARTING: The ability to initiate and sustain momentum without external stimulation.

0 1 2 3 4 5 6 7 8 9 10



9.5 **Job**
 6.9 *
 7.1 Steve Sinclair
 7.8 Kevin Miller
 6.6 Sally Johnson
 8.7 Jamie Clark
 7.8 Sarah Jones

5. GOAL ACHIEVEMENT: The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.

0 1 2 3 4 5 6 7 8 9 10



9.3 **Job**
 7.4 *
 7.9 Steve Sinclair
 7.8 Kevin Miller
 7.8 Sally Johnson
 8.5 Jamie Clark
 8.4 Sarah Jones

6. INTERPERSONAL SKILLS: The ability to interact with others in a positive manner.

0 1 2 3 4 5 6 7 8 9 10



9.1 **Job**
 7.9 *
 8.2 Steve Sinclair
 7.8 Kevin Miller
 7.7 Sally Johnson
 8.8 Jamie Clark
 9.2 Sarah Jones

* 68% of the population falls within the shaded area.



Section 1

JOB ATTRIBUTES HIERARCHY

7. INFLUENCING OTHERS: The ability to personally affect others' actions, decisions, opinions or thinking.

0 1 2 3 4 5 6 7 8 9 10



8.8 Job
7.7 *
8.1 Steve Sinclair
7.5 Kevin Miller
7.6 Sally Johnson
8.7 Jamie Clark
8.3 Sarah Jones

8. DIPLOMACY AND TACT: The ability to treat others fairly, regardless of personal biases or beliefs.

0 1 2 3 4 5 6 7 8 9 10



8.4 Job
7.6 *
8.2 Steve Sinclair
7.6 Kevin Miller
7.5 Sally Johnson
8.8 Jamie Clark
8.7 Sarah Jones

9. RESULTS ORIENTATION: The ability to identify actions necessary to complete tasks and obtain results.

0 1 2 3 4 5 6 7 8 9 10



8.3 Job
7.3 *
8.0 Steve Sinclair
7.0 Kevin Miller
7.5 Sally Johnson
8.5 Jamie Clark
7.8 Sarah Jones

10. RESILIENCY: The ability to quickly recover from adversity.

0 1 2 3 4 5 6 7 8 9 10



8.1 Job
7.2 *
7.8 Steve Sinclair
7.9 Kevin Miller
7.6 Sally Johnson
8.6 Jamie Clark
8.4 Sarah Jones

* 68% of the population falls within the shaded area.



Section 1

JOB ATTRIBUTES HIERARCHY

11. FLEXIBILITY: The ability to readily modify, respond to and integrate change with minimal personal resistance.

0 1 2 3 4 5 6 7 8 9 10



8.1 Job
7.6 *
8.3 Steve Sinclair
8.2 Kevin Miller
8.7 Sally Johnson
9.1 Jamie Clark
8.5 Sarah Jones

12. EMPATHETIC OUTLOOK: The capacity to perceive and understand the feelings and attitudes of others.

0 1 2 3 4 5 6 7 8 9 10



6.1 Job
8.1 *
8.6 Steve Sinclair
7.8 Kevin Miller
8.0 Sally Johnson
8.6 Jamie Clark
9.2 Sarah Jones

13. TEAMWORK: The ability to cooperate with others to meet objectives.

0 1 2 3 4 5 6 7 8 9 10



6.0 Job
7.7 *
8.2 Steve Sinclair
7.6 Kevin Miller
7.7 Sally Johnson
8.6 Jamie Clark
8.6 Sarah Jones

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Section 1

JOB ATTRIBUTES HIERARCHY

14. LEADING OTHERS: The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.

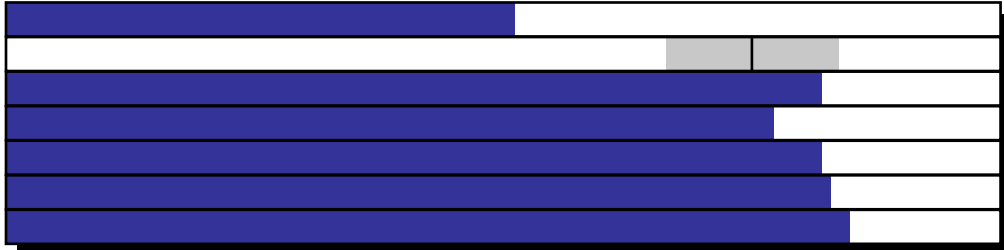
0 1 2 3 4 5 6 7 8 9 10



5.7 **Job**
 7.9 *
 7.0 Steve Sinclair
 8.5 Kevin Miller
 7.6 Sally Johnson
 8.7 Jamie Clark
 9.2 Sarah Jones

15. PLANNING AND ORGANIZATION: The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.

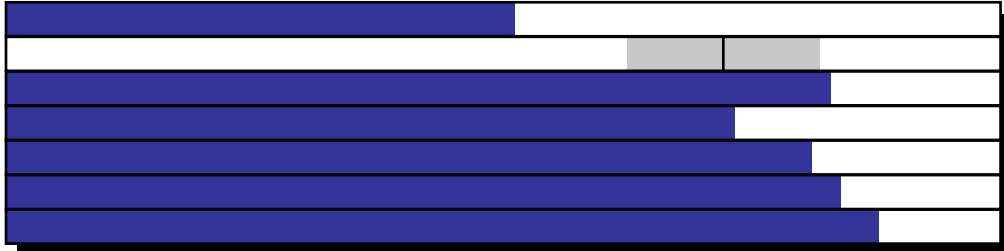
0 1 2 3 4 5 6 7 8 9 10



5.2 **Job**
 7.7 *
 8.4 Steve Sinclair
 7.9 Kevin Miller
 8.4 Sally Johnson
 8.5 Jamie Clark
 8.7 Sarah Jones

16. CONTINUOUS LEARNING: The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.

0 1 2 3 4 5 6 7 8 9 10



5.2 **Job**
 7.4 *
 8.5 Steve Sinclair
 7.5 Kevin Miller
 8.3 Sally Johnson
 8.6 Jamie Clark
 9.0 Sarah Jones

* 68% of the population falls within the shaded area.

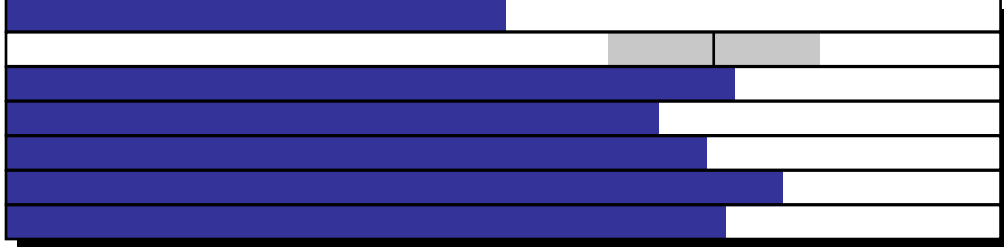


Section 1

JOB ATTRIBUTES HIERARCHY

17. **CONCEPTUAL THINKING:** The ability to analyze hypothetical situations or abstract concepts to compile insight.

0 1 2 3 4 5 6 7 8 9 10



5.1 **Job**
 7.3 *
 7.5 Steve Sinclair
 6.7 Kevin Miller
 7.2 Sally Johnson
 8.0 Jamie Clark
 7.4 Sarah Jones

18. **OBJECTIVE LISTENING:** The ability to listen to many points of view without bias.

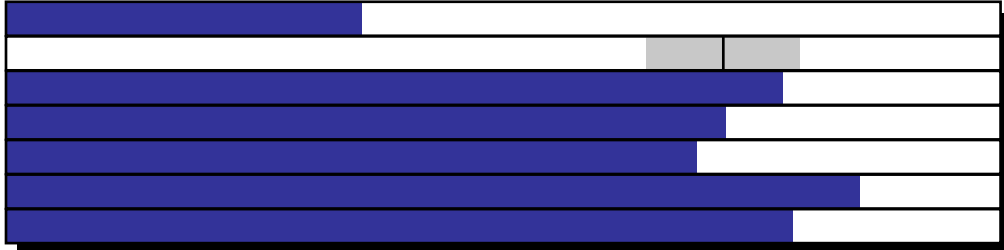
0 1 2 3 4 5 6 7 8 9 10



5.1 **Job**
 7.7 *
 7.9 Steve Sinclair
 7.8 Kevin Miller
 7.6 Sally Johnson
 8.6 Jamie Clark
 8.8 Sarah Jones

19. **DECISION MAKING:** The ability to analyze all aspects of a situation to gain thorough insight to make decisions.

0 1 2 3 4 5 6 7 8 9 10



3.6 **Job**
 7.4 *
 8.0 Steve Sinclair
 7.4 Kevin Miller
 7.1 Sally Johnson
 8.8 Jamie Clark
 8.1 Sarah Jones

* 68% of the population falls within the shaded area.

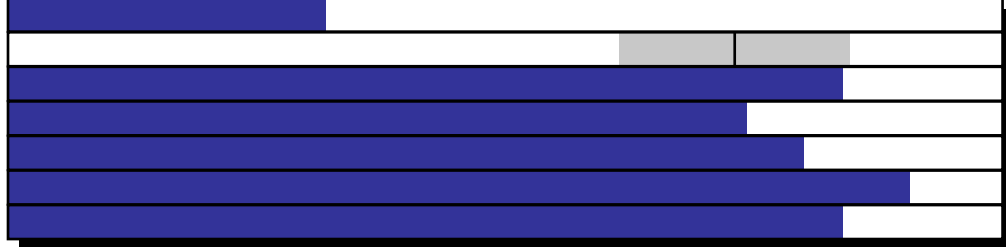


Section 1

JOB ATTRIBUTES HIERARCHY

20. **PROBLEM SOLVING:** The ability to identify key components of a problem to formulate a solution or solutions.

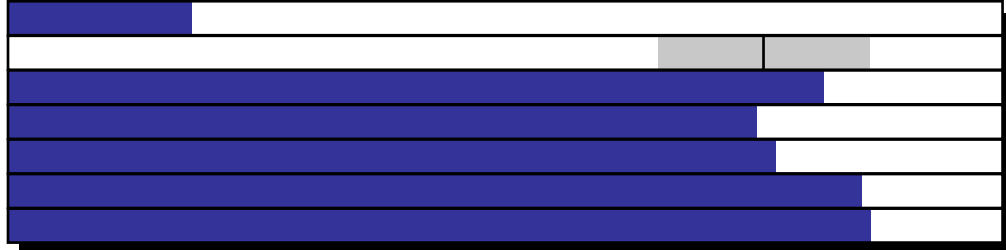
0 1 2 3 4 5 6 7 8 9 10



3.2 **Job**
 7.5 *
 8.6 Steve Sinclair
 7.6 Kevin Miller
 8.2 Sally Johnson
 9.3 Jamie Clark
 8.6 Sarah Jones

21. **CONFLICT MANAGEMENT:** The ability to resolve different points of view constructively.

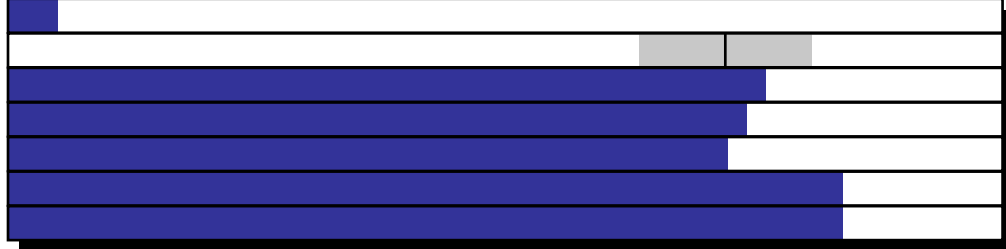
0 1 2 3 4 5 6 7 8 9 10



1.8 **Job**
 7.8 *
 8.4 Steve Sinclair
 7.7 Kevin Miller
 7.9 Sally Johnson
 8.8 Jamie Clark
 8.9 Sarah Jones

22. **DEVELOPING OTHERS:** The ability to contribute to the growth and development of others.

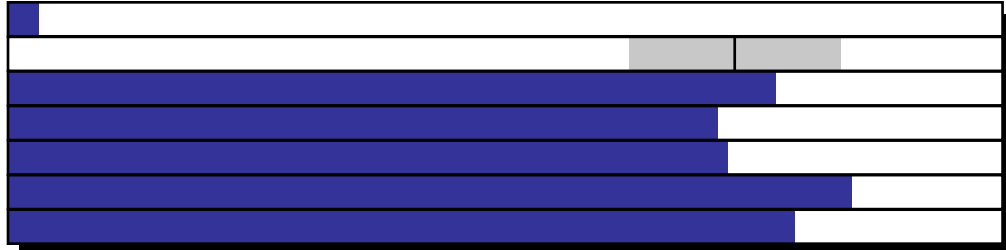
0 1 2 3 4 5 6 7 8 9 10



0.4 **Job**
 7.4 *
 7.8 Steve Sinclair
 7.6 Kevin Miller
 7.4 Sally Johnson
 8.6 Jamie Clark
 8.6 Sarah Jones

23. **ACCOUNTABILITY FOR OTHERS:** The ability to take responsibility for others' actions.

0 1 2 3 4 5 6 7 8 9 10



0.2 **Job**
 7.5 *
 7.9 Steve Sinclair
 7.3 Kevin Miller
 7.4 Sally Johnson
 8.7 Jamie Clark
 8.1 Sarah Jones

* 68% of the population falls within the shaded area.

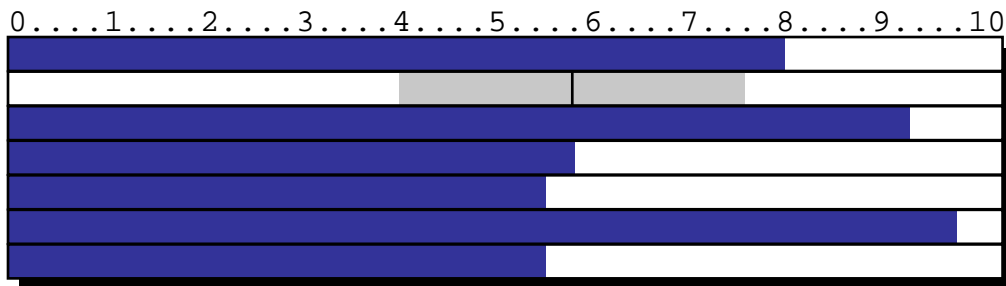


Section 2

JOB REWARDS/CULTURE HIERARCHY

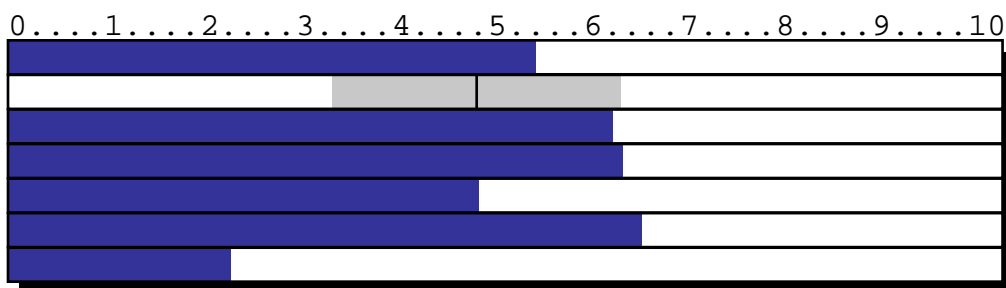
These graphs are based on the hierarchy of the job benchmark's rewards/culture in descending order from highest required by the job to the lowest. Gaps may point to a job culture that does not match the person's passion and may produce negative feelings about the job.

1. UTILITARIAN/ECONOMIC



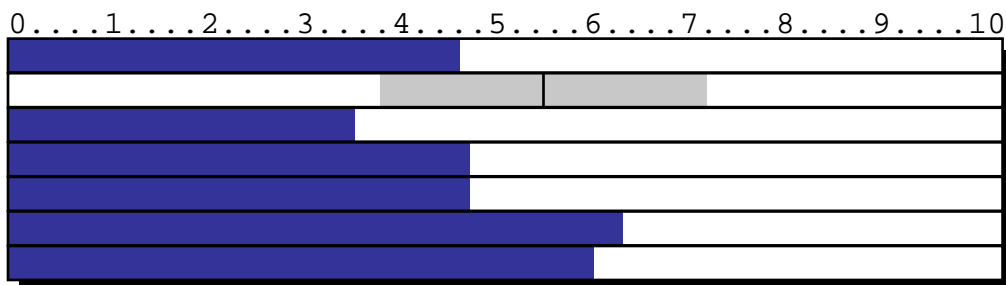
8.0 **Job**
 5.8 *
 9.3 Steve Sinclair
 5.8 Kevin Miller
 5.5 Sally Johnson
 9.8 Jamie Clark
 5.5 Sarah Jones

2. INDIVIDUALISTIC/POLITICAL



5.4 **Job**
 4.8 *
 6.2 Steve Sinclair
 6.3 Kevin Miller
 4.8 Sally Johnson
 6.5 Jamie Clark
 2.2 Sarah Jones

3. THEORETICAL



4.6 **Job**
 5.5 *
 3.5 Steve Sinclair
 4.7 Kevin Miller
 4.7 Sally Johnson
 6.3 Jamie Clark
 6.0 Sarah Jones

* 68% of the population falls within the shaded area.

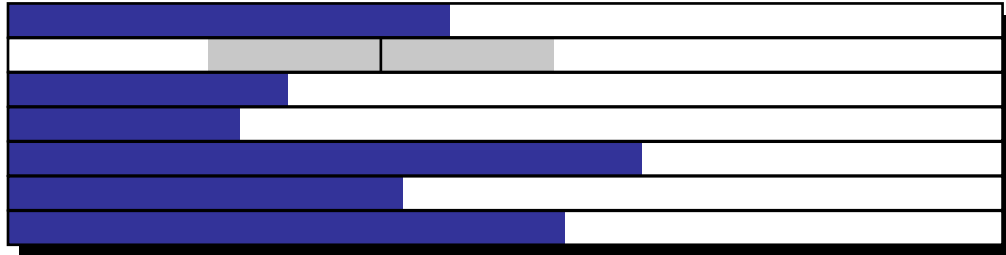


Section 2

JOB REWARDS/CULTURE HIERARCHY

4. AESTHETIC

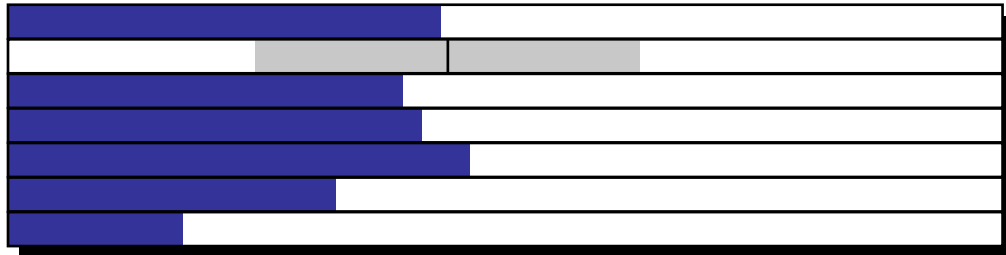
0 1 2 3 4 5 6 7 8 9 10



- 4.5 Job
- 3.8 *
- 2.8 Steve Sinclair
- 2.3 Kevin Miller
- 6.5 Sally Johnson
- 4.0 Jamie Clark
- 5.7 Sarah Jones

5. TRADITIONAL/REGULATORY

0 1 2 3 4 5 6 7 8 9 10



- 4.4 Job
- 4.5 *
- 4.0 Steve Sinclair
- 4.2 Kevin Miller
- 4.7 Sally Johnson
- 3.3 Jamie Clark
- 1.7 Sarah Jones

6. SOCIAL

0 1 2 3 4 5 6 7 8 9 10



- 4.2 Job
- 5.7 *
- 4.2 Steve Sinclair
- 6.7 Kevin Miller
- 3.8 Sally Johnson
- 0.0 Jamie Clark
- 9.0 Sarah Jones

* 68% of the population falls within the shaded area.

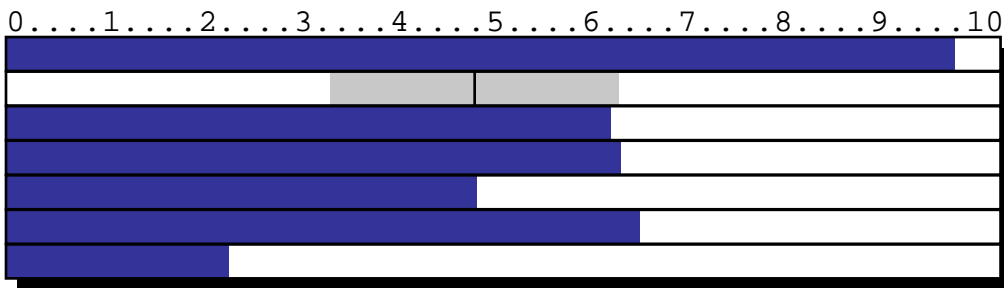


Section 2

ORGANIZATIONAL REWARDS/CULTURE HIERARCHY

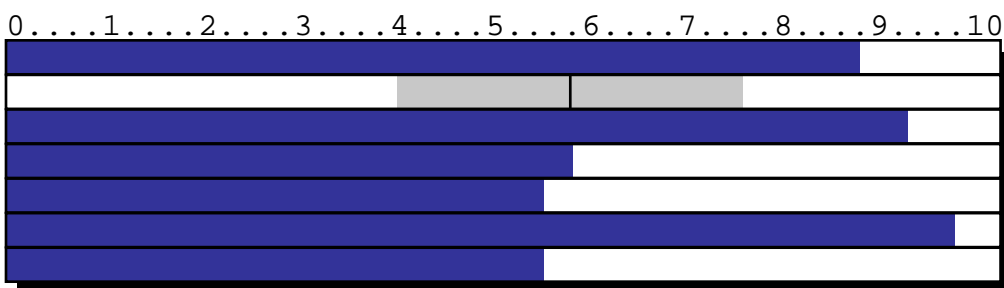
This section identifies the rewards/culture system of a specific organization. Matching a person's passion to an organization that rewards that passion always enhances performance. The graphs below are in descending order from the highest rewards/culture required by the organization to the lowest.

1. INDIVIDUALISTIC/POLITICAL



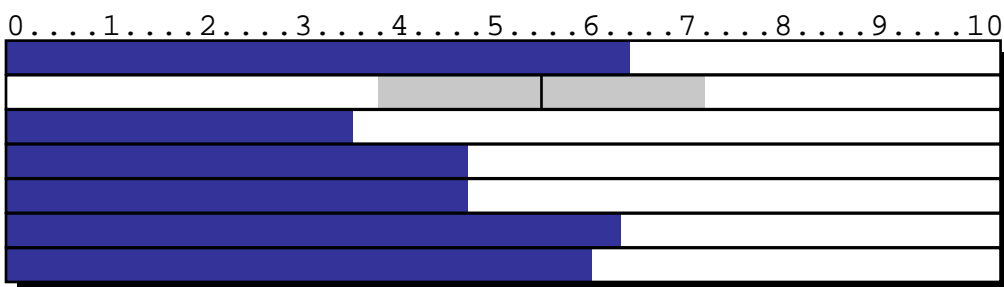
9.8 Job
 4.8 *
 6.2 Steve Sinclair
 6.3 Kevin Miller
 4.8 Sally Johnson
 6.5 Jamie Clark
 2.2 Sarah Jones

2. UTILITARIAN/ECONOMIC



8.8 Job
 5.8 *
 9.3 Steve Sinclair
 5.8 Kevin Miller
 5.5 Sally Johnson
 9.8 Jamie Clark
 5.5 Sarah Jones

3. THEORETICAL



6.4 Job
 5.5 *
 3.5 Steve Sinclair
 4.7 Kevin Miller
 4.7 Sally Johnson
 6.3 Jamie Clark
 6.0 Sarah Jones

* 68% of the population falls within the shaded area.

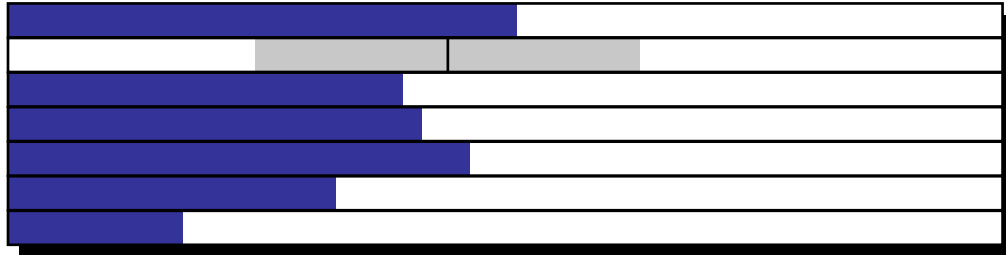


Section 2

ORGANIZATIONAL REWARDS/CULTURE HIERARCHY

4. TRADITIONAL/REGULATORY

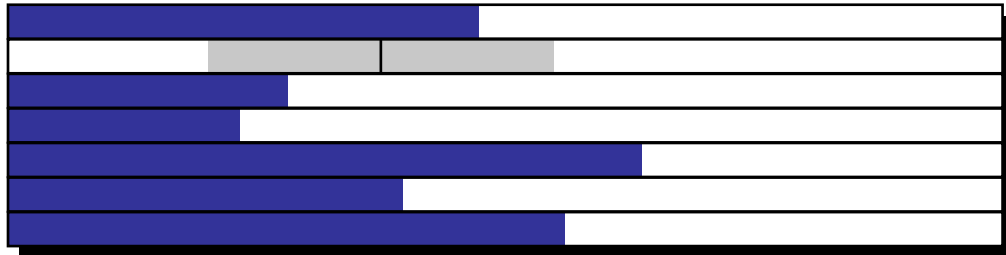
0 1 2 3 4 5 6 7 8 9 10



- 5.2 **Job**
- 4.5 *
- 4.0 Steve Sinclair
- 4.2 Kevin Miller
- 4.7 Sally Johnson
- 3.3 Jamie Clark
- 1.7 Sarah Jones

5. AESTHETIC

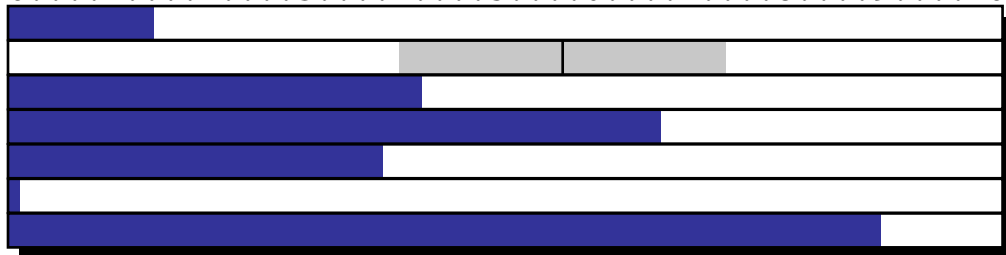
0 1 2 3 4 5 6 7 8 9 10



- 4.8 **Job**
- 3.8 *
- 2.8 Steve Sinclair
- 2.3 Kevin Miller
- 6.5 Sally Johnson
- 4.0 Jamie Clark
- 5.7 Sarah Jones

6. SOCIAL

0 1 2 3 4 5 6 7 8 9 10



- 1.4 **Job**
- 5.7 *
- 4.2 Steve Sinclair
- 6.7 Kevin Miller
- 3.8 Sally Johnson
- 0.0 Jamie Clark
- 9.0 Sarah Jones

* 68% of the population falls within the shaded area.

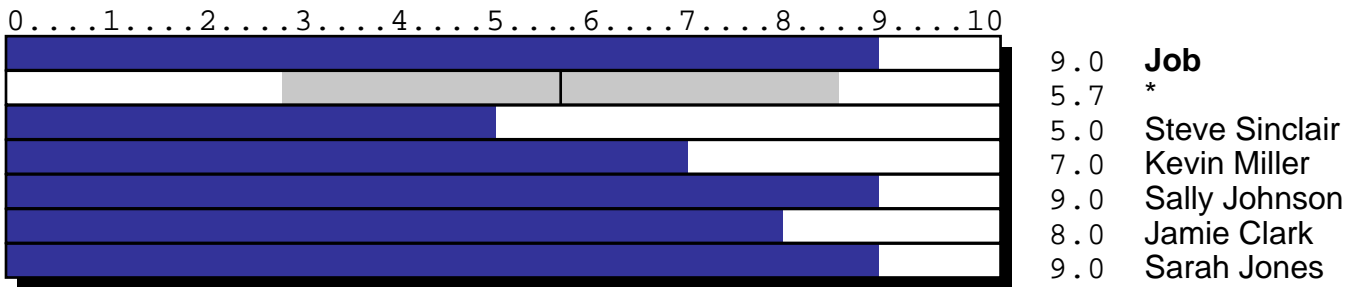


Section 3

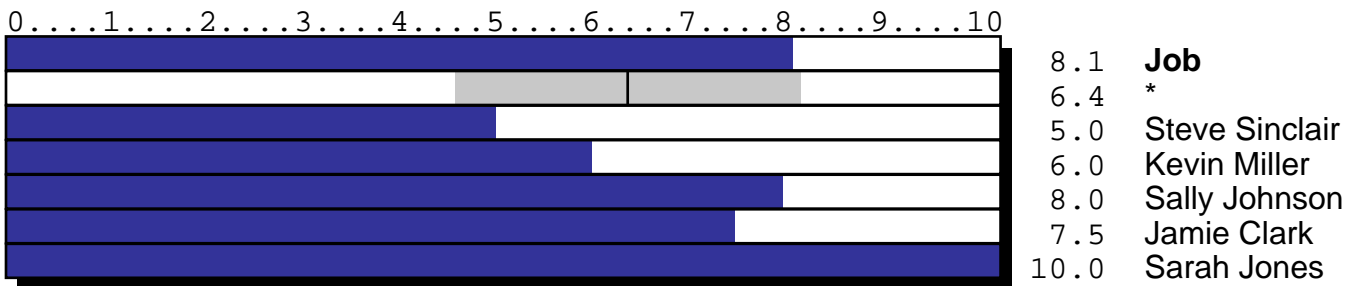
BEHAVIORAL HIERARCHY

This section is designed to give a visual understanding of the behavioral traits demanded of the job and the natural behavioral style(s) of the individual(s). The graphs are in descending order from the highest rated behavioral traits required by the job to the lowest. In comparing the results in this section, it is important to note how gaps may indicate a level of stress that could be created when a person is forced to adapt behavior that is not his/her natural style.

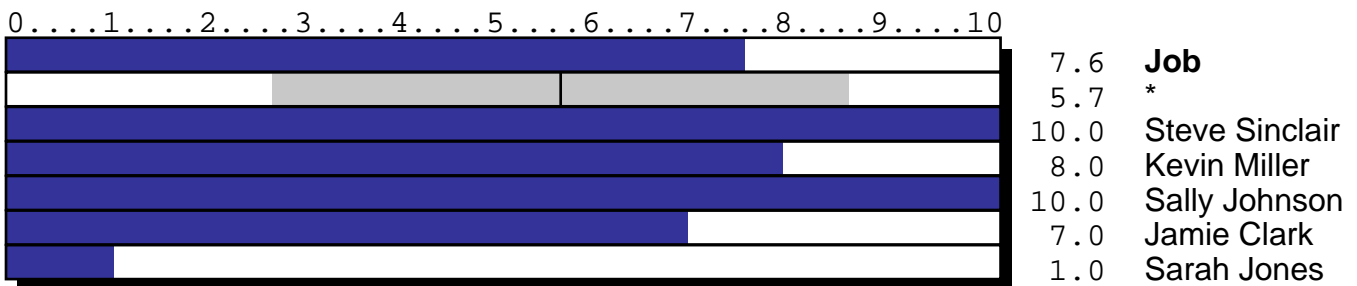
1. FREQUENT INTERACTION WITH OTHERS



2. CUSTOMER ORIENTED



3. COMPETITIVENESS



* 68% of the population falls within the shaded area.

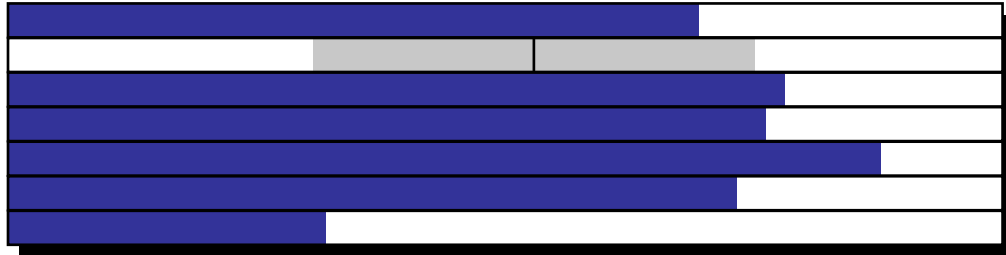


Section 3

BEHAVIORAL HIERARCHY

4. FREQUENT CHANGE

0 1 2 3 4 5 6 7 8 9 10



7.1 **Job**
5.4 *
8.0 Steve Sinclair
7.8 Kevin Miller
9.0 Sally Johnson
7.5 Jamie Clark
3.2 Sarah Jones

5. VERSATILITY

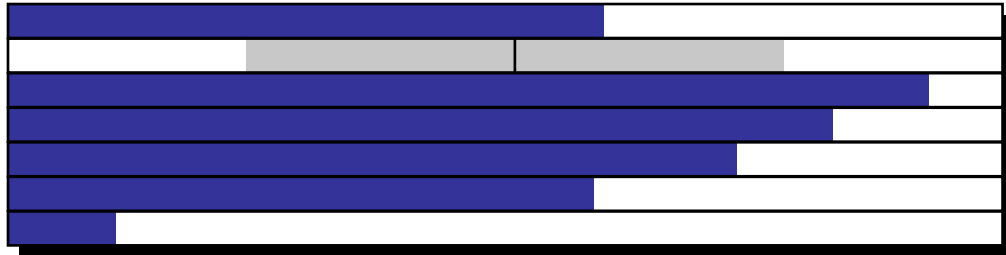
0 1 2 3 4 5 6 7 8 9 10



6.9 **Job**
5.4 *
7.0 Steve Sinclair
8.0 Kevin Miller
7.5 Sally Johnson
6.5 Jamie Clark
5.0 Sarah Jones

6. URGENCY

0 1 2 3 4 5 6 7 8 9 10



6.1 **Job**
5.2 *
9.5 Steve Sinclair
8.5 Kevin Miller
7.5 Sally Johnson
6.0 Jamie Clark
1.0 Sarah Jones

7. ORGANIZED WORKPLACE

0 1 2 3 4 5 6 7 8 9 10



2.9 **Job**
5.6 *
4.0 Steve Sinclair
4.0 Kevin Miller
1.0 Sally Johnson
2.5 Jamie Clark
5.5 Sarah Jones

* 68% of the population falls within the shaded area.

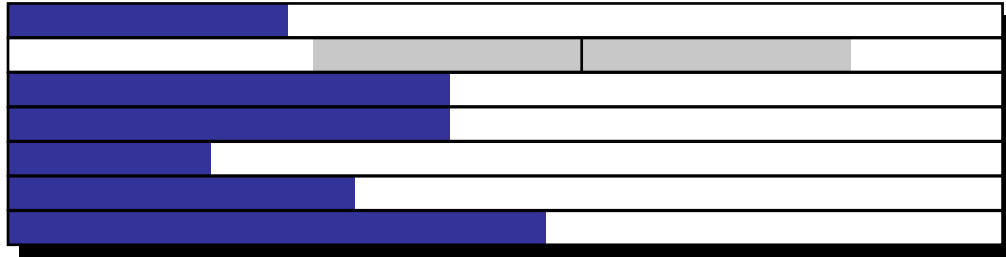


Section 3

BEHAVIORAL HIERARCHY

8. ANALYSIS OF DATA

0 1 2 3 4 5 6 7 8 9 10



2.8 **Job**
 5.9 *
 4.5 Steve Sinclair
 4.5 Kevin Miller
 2.0 Sally Johnson
 3.5 Jamie Clark
 5.5 Sarah Jones

* 68% of the population falls within the shaded area.



Section 4

JOB ATTRIBUTES FEEDBACK

This section provides you with a better understanding of the job attributes required for superior performance. Feedback is provided on the seven most highly ranked attributes. Read each one to gain insights about the job. This information is designed to apply to coaching and other developmental activities for anyone selected to perform this job.

1. **PERSONAL ACCOUNTABILITY:** A measure of the capacity to be answerable for personal actions.
 - Accepts personal responsibility for the consequences of personal actions
 - Avoids placing unnecessary blame on others
 - Maintains personal commitment to objectives regardless of the success or failure of personal decisions
 - Applies personal lessons learned from past failures to moving forward in achieving future successes

2. **SELF MANAGEMENT:** The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.
 - Independently pursues business objectives in an organized and efficient manner
 - Prioritizes activities as necessary to meet job responsibilities
 - Maintains required level of activity toward achieving goals without direct supervision
 - Minimizes work flow disruptions and time wasters to complete high quality work within a specified time frame

3. **CUSTOMER FOCUS:** A commitment to customer satisfaction.
 - Consistently places a high value on customers and all issues related to customers
 - Objectively listens to, understands and represents customer feedback
 - Anticipates customer needs and develops appropriate solutions
 - Meets all promises and commitments made to customers

4. **SELF STARTING:** The ability to initiate and sustain momentum without external stimulation.
 - Initiates relevant activities toward achieving business goals
 - Independently completes projects and produces desired results
 - Requires little or no supervision to stay focused on necessary activities
 - Readily identifies and pursues business opportunities without outside direction



Section 4

JOB ATTRIBUTES FEEDBACK

5. **GOAL ACHIEVEMENT:** The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.
 - Establishes goals that are relevant, realistic and attainable
 - Identifies and implements required plans and milestones to achieve specific business goals
 - Initiates activity toward goals without unnecessary delay
 - Stays on target to complete goals regardless of obstacles or adverse circumstances

6. **INTERPERSONAL SKILLS:** The ability to interact with others in a positive manner.
 - Initiates and develops business relationships in positive ways
 - Successfully works with a wide range of people at varying levels of organizations
 - Communicates with others in ways that are clear, considerate and understandable
 - Demonstrates ease in relating with a diverse range of people of varying backgrounds, ages, experience and education levels

7. **INFLUENCING OTHERS:** The ability to personally affect others' actions, decisions, opinions or thinking.
 - Effectively impacts others' actions
 - Gains commitment from others to achieve desired results
 - Analyzes others' opinions and leads them to understand and willingly accept desired alternatives
 - Persuades others in a positive manner



Section 5

JOB REWARDS/CULTURE FEEDBACK

This section provides you with a better understanding of the culture of this job. The culture of any job is clearly defined by how it rewards superior performance. Feedback is provided on the three most highly ranked attributes. Read each one to gain insights about the job. This information is designed to apply to coaching and other developmental activities for anyone selected to perform this job.

1. UTILITARIAN/ECONOMIC

- Rewards those who value practical accomplishments, results and rewards for their investments of time, resources and energy.

2. INDIVIDUALISTIC/POLITICAL

- Rewards those who value personal recognition, freedom and control over their own destiny and others.

3. THEORETICAL

- Rewards those who value knowledge for knowledge's sake, continuing education and intellectual growth.



Section 6

BEHAVIORAL FEEDBACK

This section clarifies the nature of the behavioral traits demanded by the job. Feedback is provided on the three most highly ranked traits. Read each one to gain insights about the job. This information is designed to apply to coaching and other developmental activities for anyone selected to perform this job.

1. FREQUENT INTERACTION WITH OTHERS

- The job requires a strong "people orientation," versus a task orientation. The job will comfortably deal with multiple interruptions on a continual basis, always maintaining a friendly interface with others.

2. CUSTOMER ORIENTED

- The job demands a positive and constructive view of working with others. There will be a high percentage of time spent in listening to, understanding and successfully working with a wide range of people from diverse backgrounds to achieve "win-win" outcomes.

3. COMPETITIVENESS

- The job exists within a demanding environment where consistently winning is critical. The job demands tenacity, boldness, assertiveness and a "will to win" in dealing with highly competitive situations.



Steve Sinclair - TTI TriMetrix® Gap Report



TTI TriMetrix[®]

Gap Report

Steve Sinclair

7-29-2008



INTRODUCTION

Long-term superior performance is directly related to job fit. Job fit, in simple terms, is having the talent that the job requires.

Most people match some, but not necessarily all, job requirements. When this happens, we have a gap. The gap is nothing more than an area for development.

This report makes it easy for both manager and subordinate to discuss and develop a plan for personalized development.

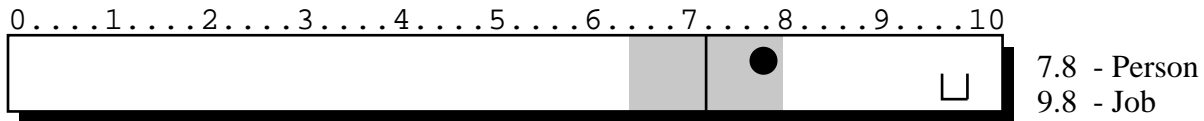


Section 1

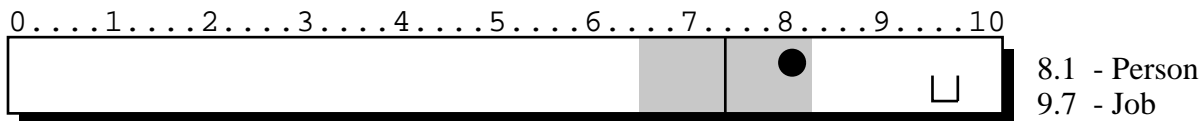
PERSONAL SKILLS HIERARCHY

Your unique hierarchy of personal skills is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your personal skills from top to bottom.

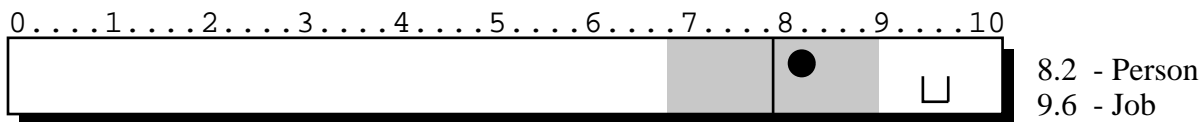
1. PERSONAL ACCOUNTABILITY: A measure of the capacity to be answerable for personal actions.



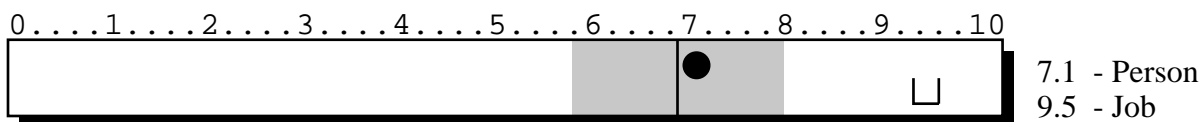
2. SELF MANAGEMENT: The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.



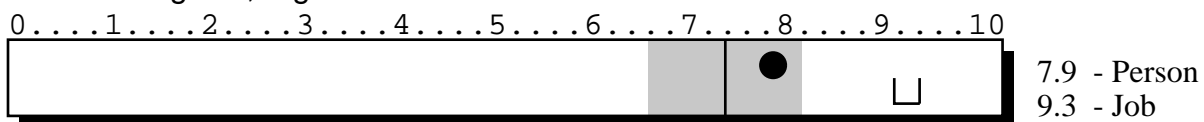
3. CUSTOMER FOCUS: A commitment to customer satisfaction.



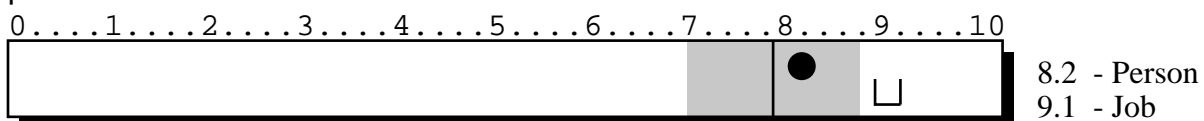
4. SELF STARTING: The ability to initiate and sustain momentum without external stimulation.



5. GOAL ACHIEVEMENT: The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.



6. INTERPERSONAL SKILLS: The ability to interact with others in a positive manner.



□ - Job ● - Person

Rev: 0.95-0.93

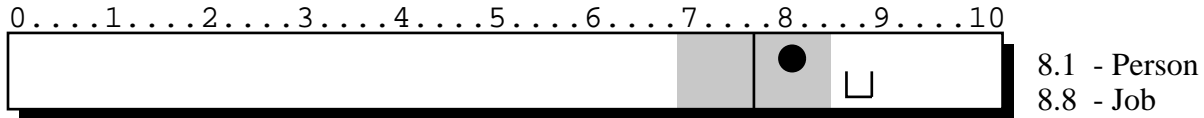
* 68% of the population falls within the shaded area.



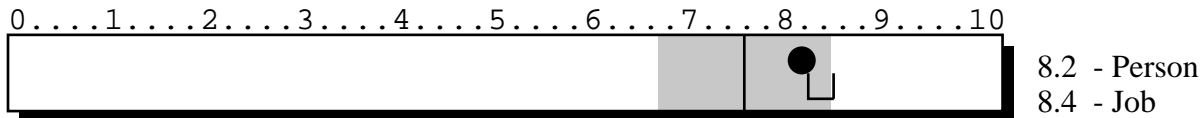
Section 1

PERSONAL SKILLS HIERARCHY

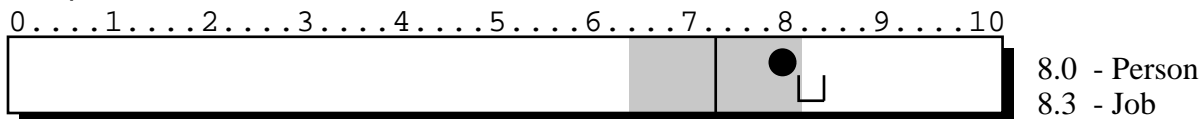
7. INFLUENCING OTHERS: The ability to personally affect others' actions, decisions, opinions or thinking.



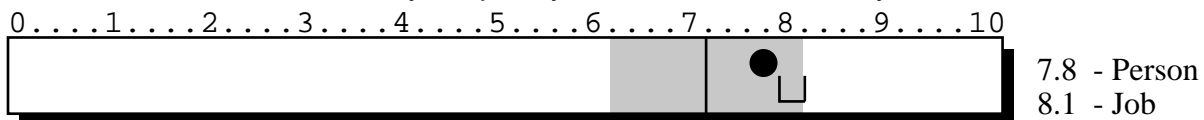
8. DIPLOMACY AND TACT: The ability to treat others fairly, regardless of personal biases or beliefs.



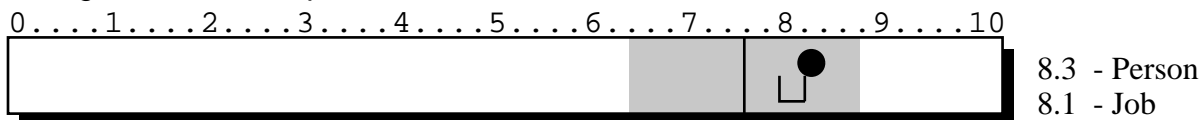
9. RESULTS ORIENTATION: The ability to identify actions necessary to complete tasks and obtain results.



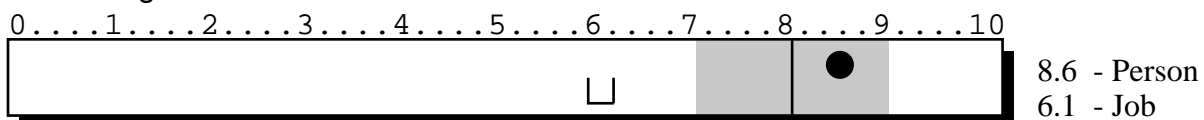
10. RESILIENCY: The ability to quickly recover from adversity.



11. FLEXIBILITY: The ability to readily modify, respond to and integrate change with minimal personal resistance.



12. EMPATHETIC OUTLOOK: The capacity to perceive and understand the feelings and attitudes of others.



□ - Job ● - Person

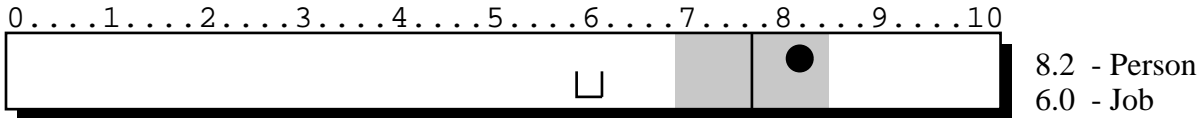
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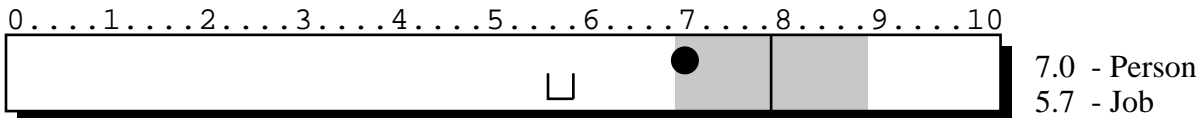
Section 1

PERSONAL SKILLS HIERARCHY

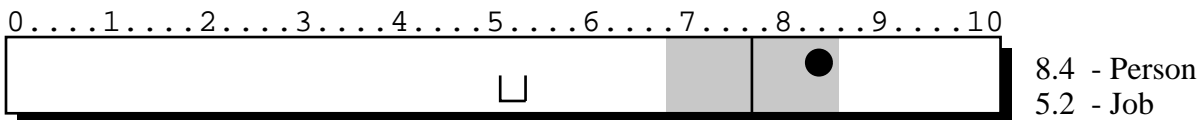
13. TEAMWORK: The ability to cooperate with others to meet objectives.



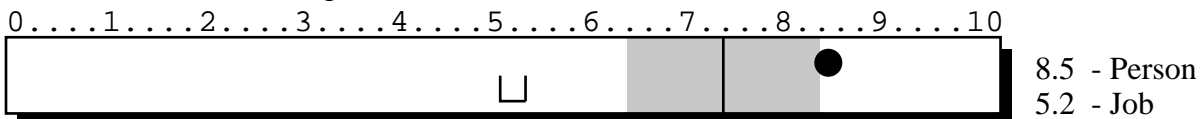
14. LEADING OTHERS: The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.



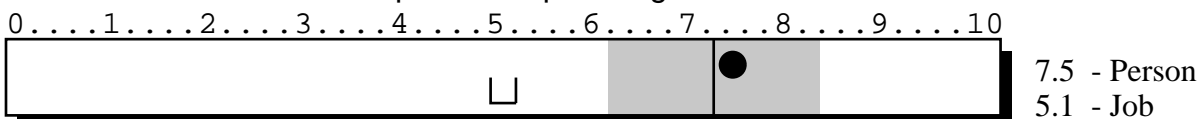
15. PLANNING AND ORGANIZATION: The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.



16. CONTINUOUS LEARNING: The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.



17. CONCEPTUAL THINKING: The ability to analyze hypothetical situations or abstract concepts to compile insight.



□ - Job ● - Person

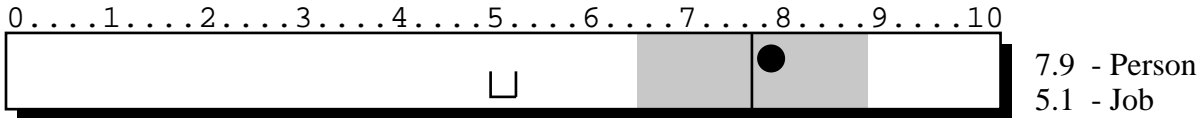
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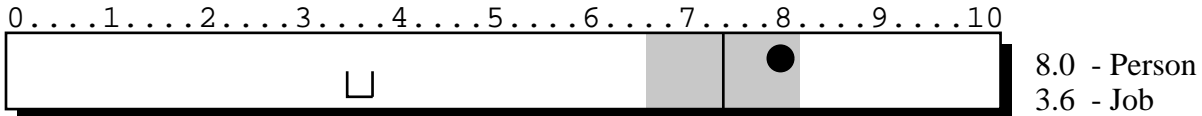
Section 1

PERSONAL SKILLS HIERARCHY

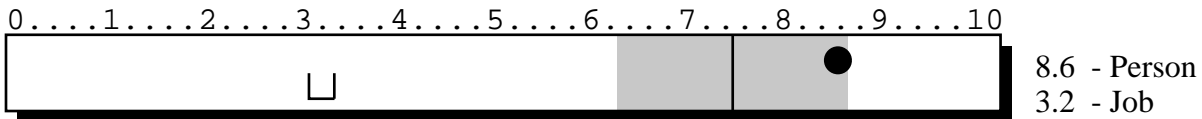
18. OBJECTIVE LISTENING: The ability to listen to many points of view without bias.



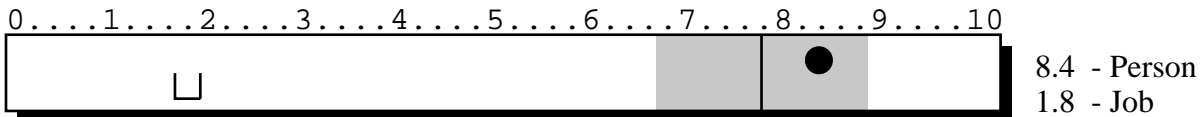
19. DECISION MAKING: The ability to analyze all aspects of a situation to gain thorough insight to make decisions.



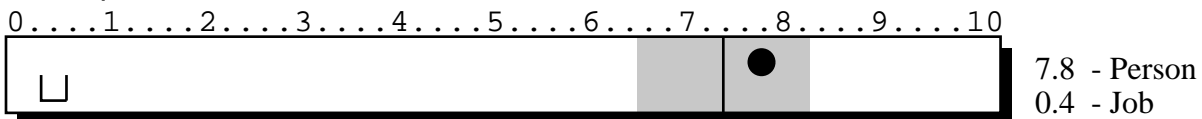
20. PROBLEM SOLVING: The ability to identify key components of a problem to formulate a solution or solutions.



21. CONFLICT MANAGEMENT: The ability to resolve different points of view constructively.



22. DEVELOPING OTHERS: The ability to contribute to the growth and development of others.



□ - Job ● - Person

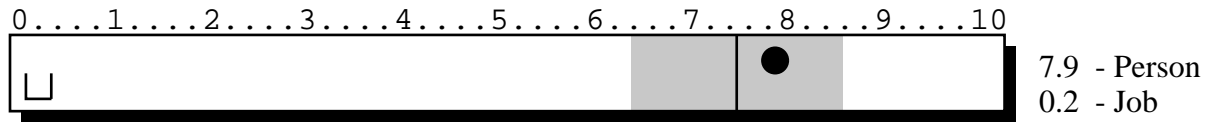
* 68% of the population falls within the shaded area.



Section 1

PERSONAL SKILLS HIERARCHY

23. ACCOUNTABILITY FOR OTHERS: The ability to take responsibility for others' actions.



□ - Job ● - Person

* 68% of the population falls within the shaded area.

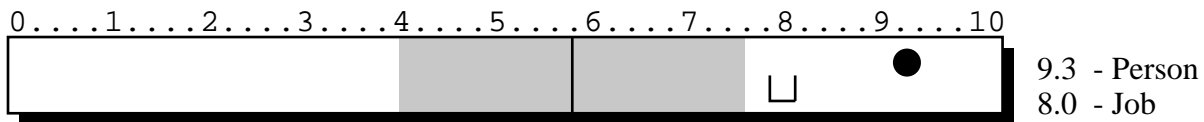


Section 2

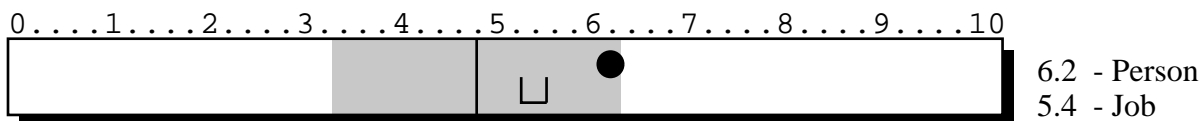
JOB REWARDS/CULTURE HIERARCHY

These graphs are based on the hierarchy of the job benchmark's rewards/culture in descending order from highest required by the job to the lowest. Gaps may point to a job culture that does not match the person's passion and may produce negative feelings about the job.

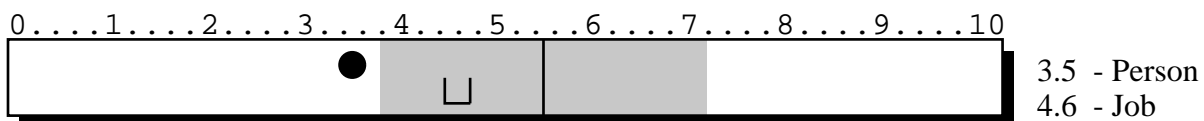
1. UTILITARIAN/ECONOMIC



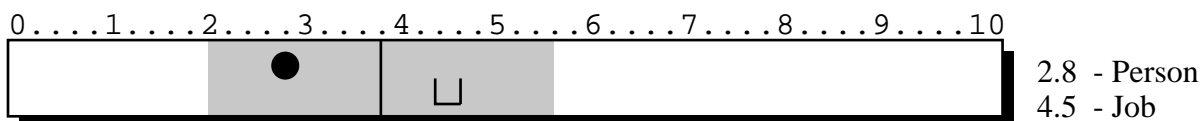
2. INDIVIDUALISTIC/POLITICAL



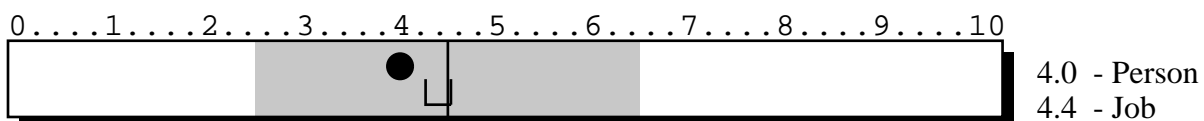
3. THEORETICAL



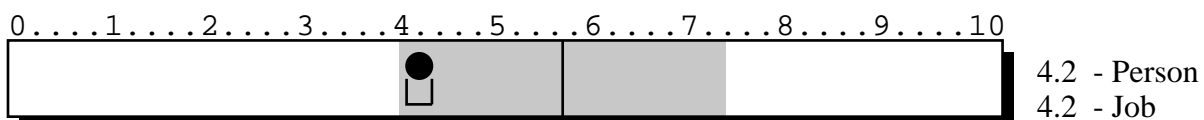
4. AESTHETIC



5. TRADITIONAL/REGULATORY



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

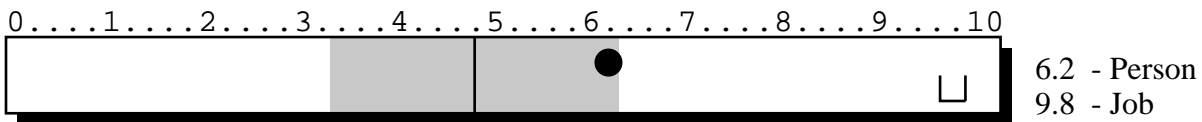


Section 2

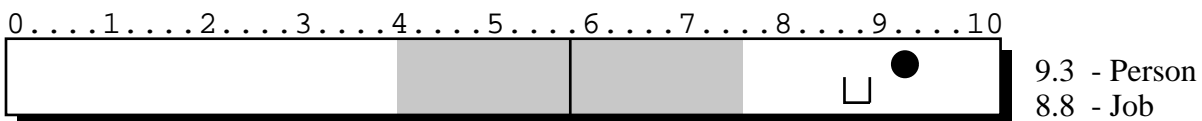
ORGANIZATIONAL REWARDS/CULTURE HIERARCHY

This section identifies the rewards/culture system of a specific organization. Matching a person's passion to an organization that rewards that passion always enhances performance. The graphs below are in descending order from the highest rewards/culture required by the organization to the lowest.

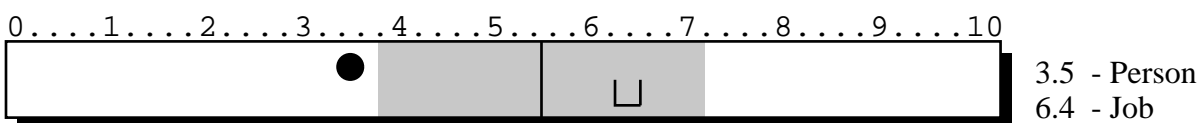
1. INDIVIDUALISTIC/POLITICAL



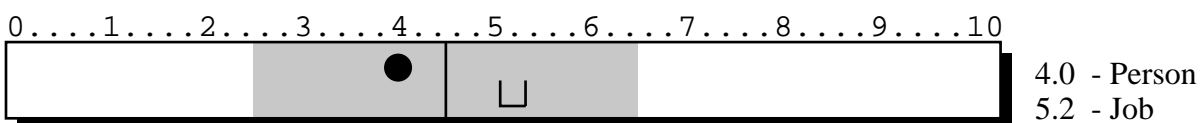
2. UTILITARIAN/ECONOMIC



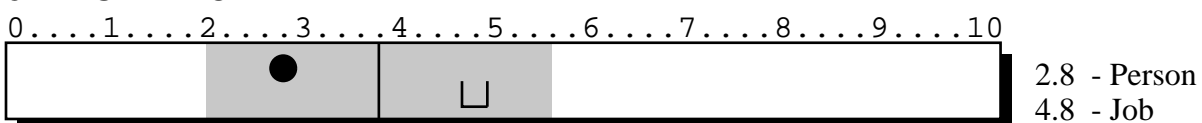
3. THEORETICAL



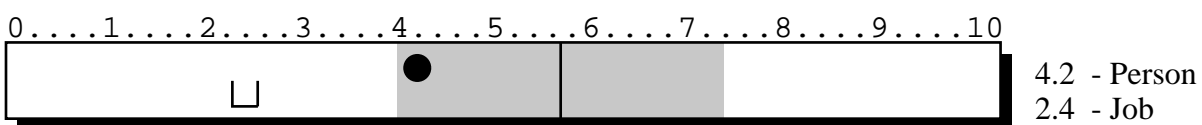
4. TRADITIONAL/REGULATORY



5. AESTHETIC



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

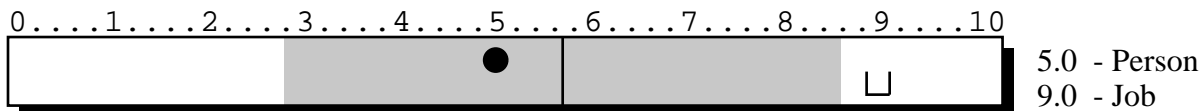


Section 3

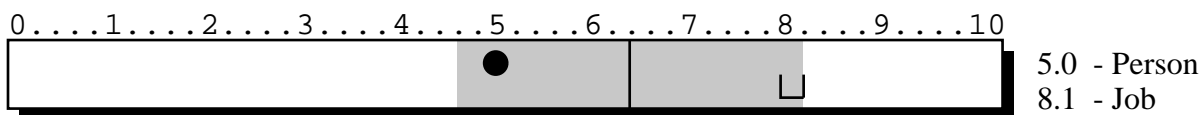
BEHAVIORAL HIERARCHY

Your observable behavior and related emotions contribute to your success on the job. When matched to the job, they play a large role in enhancing your performance. The list below ranks your behavioral traits from the strongest to the weakest.

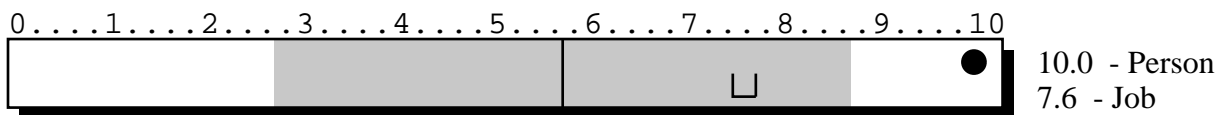
1. FREQUENT INTERACTION WITH OTHERS



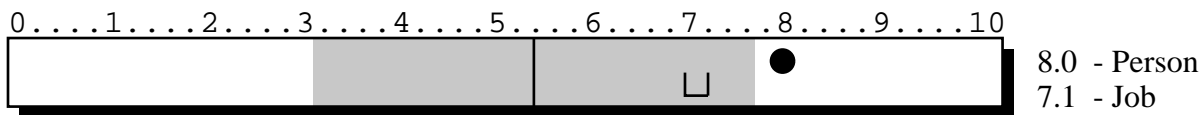
2. CUSTOMER ORIENTED



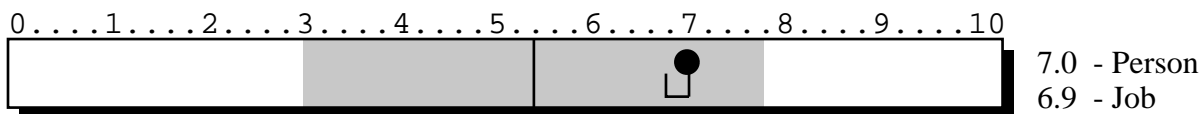
3. COMPETITIVENESS



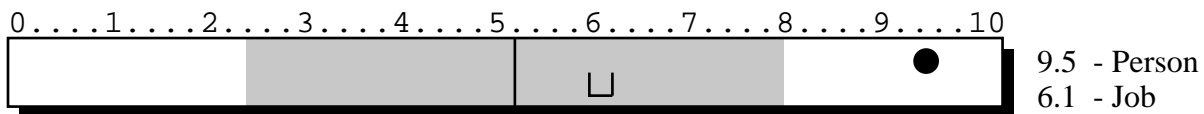
4. FREQUENT CHANGE



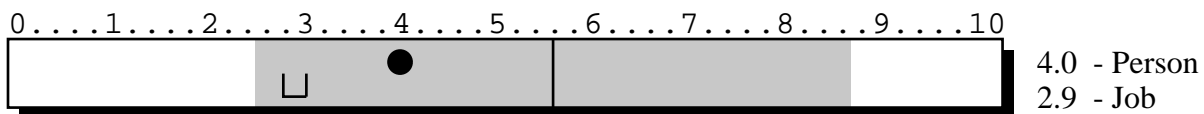
5. VERSATILITY



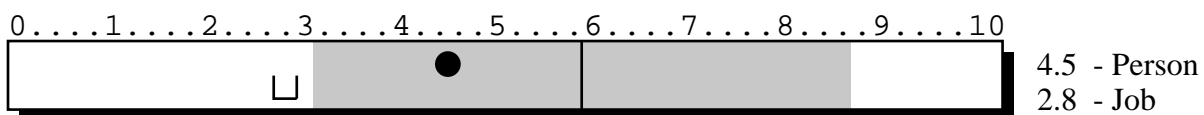
6. URGENCY



7. ORGANIZED WORKPLACE



8. ANALYSIS OF DATA



□ - Job ● - Person

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* 68% of the population falls within the shaded area.

DIMENSIONAL BALANCE

For consulting and coaching

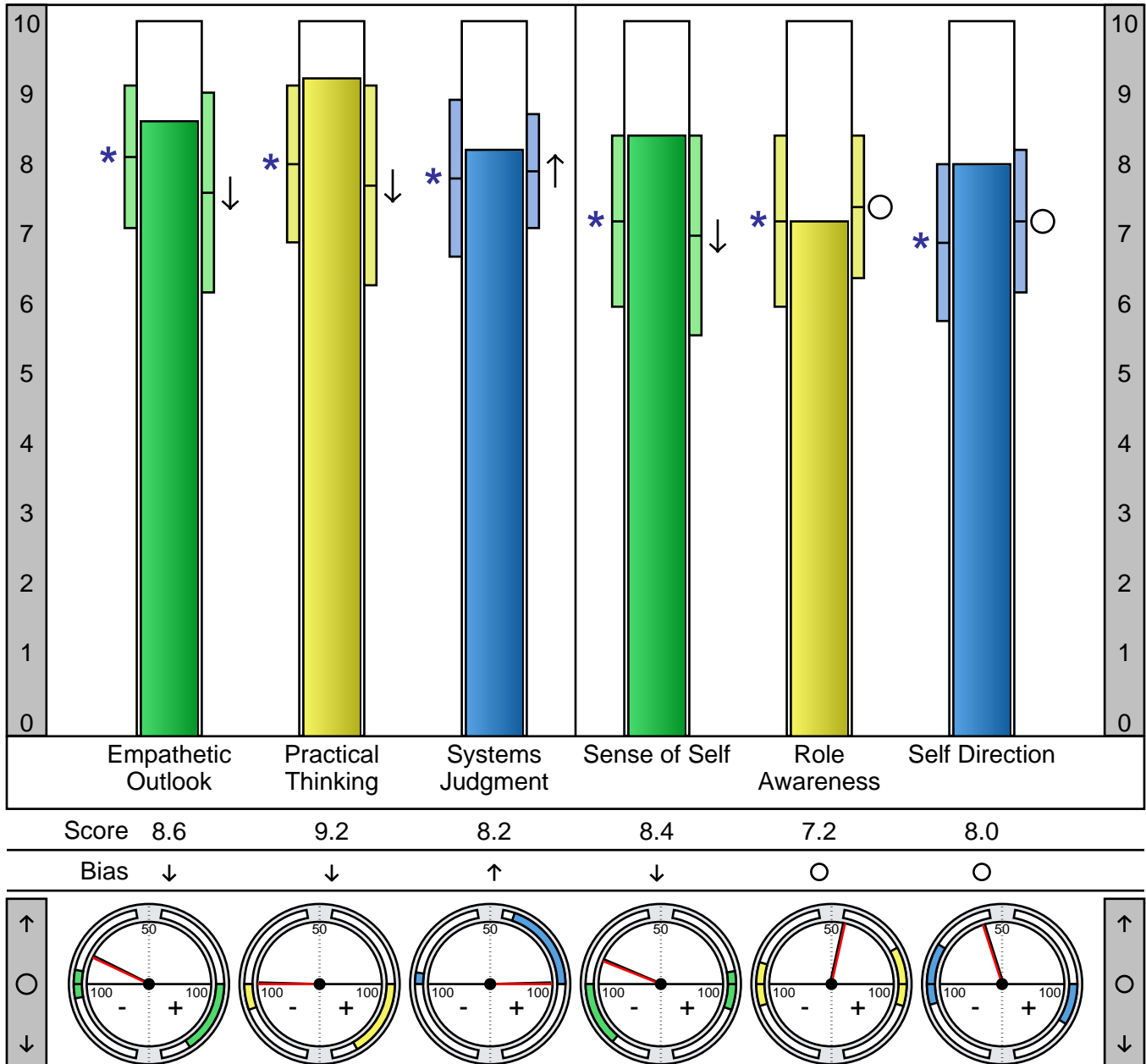
Steve Sinclair

7-29-2008

- * Population mean
- ↑ Overvaluation
- Neutral valuation
- ↓ Undervaluation

EXTERNAL FACTORS (Part 1)

INTERNAL FACTORS (Part 2)





CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
9.4	8.1	Self Improvement	8.0	7.1	Personal Drive
9.2	8.3	Theoretical Problem Solving	8.0	6.9	Self Direction
9.2	7.0	Intuitive Decision Making	7.9	7.5	Accountability for Others
9.2	8.0	Practical Thinking	7.9	7.4	Self Confidence
8.8	8.0	Attention to Detail	7.9	7.7	Evaluating What is Said
8.8	7.0	Handling Stress	7.8	7.2	Personal Accountability
8.8	7.6	Using Common Sense	7.8	7.0	Balanced Decision Making
8.7	8.0	Following Directions	7.8	7.4	Developing Others
8.7	8.1	Understanding Motivational Needs	7.8	7.2	Taking Responsibility
8.7	7.4	Handling Rejection	7.7	7.3	Project Scheduling
8.7	8.0	Respect for Policies	7.7	7.5	Sense of Timing
8.6	7.5	Problem Solving	7.7	7.3	Sense of Mission
8.6	8.1	Empathetic Outlook	7.6	7.3	Job Ethic
8.5	7.9	Proactive Thinking	7.6	7.2	Persistence
8.5	7.8	Relating to Others	7.5	7.3	Conceptual Thinking
8.4	6.7	Self Assessment	7.5	7.1	Role Confidence
8.4	7.9	Correcting Others	7.4	7.1	Gaining Commitment
8.4	8.2	Realistic Goal Setting for Others	7.4	7.4	Enjoyment of the Job
8.4	7.6	Long Range Planning	7.3	6.9	Meeting Standards
8.4	7.8	Persuading Others	7.2	7.1	Role Awareness
8.4	7.3	Sense of Self	7.1	7.3	Consistency and Reliability
8.4	8.2	Respect for Property	7.1	6.9	Initiative
8.4	7.8	Monitoring Others	7.0	7.9	Leading Others
8.4	8.0	Material Possessions			
8.3	7.9	Conveying Role Value			
8.3	7.9	Emotional Control			
8.2	7.6	Concrete Organization			
8.2	7.7	Realistic Expectations			
8.2	7.5	Quality Orientation			
8.2	7.6	Integrative Ability			
8.2	7.8	Systems Judgment			
8.2	7.6	Status and Recognition			
8.2	7.7	Sense of Belonging			
8.1	7.3	Surrendering Control			
8.1	7.9	Attitude Toward Others			
8.1	7.8	Freedom from Prejudices			
8.1	7.6	Realistic Personal Goal Setting			
8.1	7.7	Evaluating Others			
8.1	7.1	Internal Self Control			
8.1	7.9	Sensitivity to Others			
8.1	8.1	Personal Relationships			
8.1	7.4	Self Management			
8.0	7.4	Project and Goal Focus			
8.0	7.3	Results Orientation			



CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
7.9	7.5	Accountability for Others	8.5	7.8	Relating to Others
8.8	8.0	Attention to Detail	8.7	8.0	Respect for Policies
8.1	7.9	Attitude Toward Others	8.4	8.2	Respect for Property
7.8	7.0	Balanced Decision Making	8.0	7.3	Results Orientation
7.5	7.3	Conceptual Thinking	7.2	7.1	Role Awareness
8.2	7.6	Concrete Organization	7.5	7.1	Role Confidence
7.1	7.3	Consistency and Reliability	8.4	6.7	Self Assessment
8.3	7.9	Conveying Role Value	7.9	7.4	Self Confidence
8.4	7.9	Correcting Others	8.0	6.9	Self Direction
7.8	7.4	Developing Others	9.4	8.1	Self Improvement
8.3	7.9	Emotional Control	8.1	7.4	Self Management
8.6	8.1	Empathetic Outlook	8.2	7.7	Sense of Belonging
7.4	7.4	Enjoyment of the Job	7.7	7.3	Sense of Mission
8.1	7.7	Evaluating Others	8.4	7.3	Sense of Self
7.9	7.7	Evaluating What is Said	7.7	7.5	Sense of Timing
8.7	8.0	Following Directions	8.1	7.9	Sensitivity to Others
8.1	7.8	Freedom from Prejudices	8.2	7.6	Status and Recognition
7.4	7.1	Gaining Commitment	8.1	7.3	Surrendering Control
8.7	7.4	Handling Rejection	8.2	7.8	Systems Judgment
8.8	7.0	Handling Stress	7.8	7.2	Taking Responsibility
7.1	6.9	Initiative	9.2	8.3	Theoretical Problem Solving
8.2	7.6	Integrative Ability	8.7	8.1	Understanding Motivational Needs
8.1	7.1	Internal Self Control	8.8	7.6	Using Common Sense
9.2	7.0	Intuitive Decision Making			
7.6	7.3	Job Ethic			
7.0	7.9	Leading Others			
8.4	7.6	Long Range Planning			
8.4	8.0	Material Possessions			
7.3	6.9	Meeting Standards			
8.4	7.8	Monitoring Others			
7.6	7.2	Persistence			
7.8	7.2	Personal Accountability			
8.0	7.1	Personal Drive			
8.1	8.1	Personal Relationships			
8.4	7.8	Persuading Others			
9.2	8.0	Practical Thinking			
8.5	7.9	Proactive Thinking			
8.6	7.5	Problem Solving			
8.0	7.4	Project and Goal Focus			
7.7	7.3	Project Scheduling			
8.2	7.5	Quality Orientation			
8.2	7.7	Realistic Expectations			
8.4	8.2	Realistic Goal Setting for Others			
8.1	7.6	Realistic Personal Goal Setting			



COMPARISON ANALYSIS

For consulting and coaching

Job Attributes Hierarchy	Zone Range	Person
1. PERSONAL ACCOUNTABILITY	8.1 — 10.0	7.8
2. SELF MANAGEMENT	8.4 — 10.0	8.1
3. CUSTOMER FOCUS	9.1 — 10.0	8.2
4. SELF STARTING	8.1 — 10.0	7.1
5. GOAL ACHIEVEMENT	8.3 — 10.0	7.9
6. INTERPERSONAL SKILLS	8.9 — 10.0	8.2
7. INFLUENCING OTHERS	8.6 — 10.0	8.1
Job Rewards/Culture Hierarchy	Zone Range	Person
1. UTILITARIAN/ECONOMIC	7.7 — 10.0	9.3
2. INDIVIDUALISTIC/POLITICAL	4.9 — 6.3	6.2
3. THEORETICAL	3.8 — 5.5	3.5
Job Behavioral Hierarchy	Zone Range	Person
1. FREQUENT INTERACTION WITH OTHERS	8.7 — 10.0	5.0
2. CUSTOMER ORIENTED	6.5 — 8.2	5.0
3. COMPETITIVENESS	5.8 — 8.7	10.0



Insert Additional Candidate Information Here

Resume

Reference Checks

Written Interview Questions

Phone Interview Notes

Letters of Recommendation

Background Check

Sample Work



Kevin Miller - TTI TriMetrix® Gap Report



TTI TriMetrix[®]

Gap Report

Kevin Miller

7-29-2008



INTRODUCTION

Long-term superior performance is directly related to job fit. Job fit, in simple terms, is having the talent that the job requires.

Most people match some, but not necessarily all, job requirements. When this happens, we have a gap. The gap is nothing more than an area for development.

This report makes it easy for both manager and subordinate to discuss and develop a plan for personalized development.

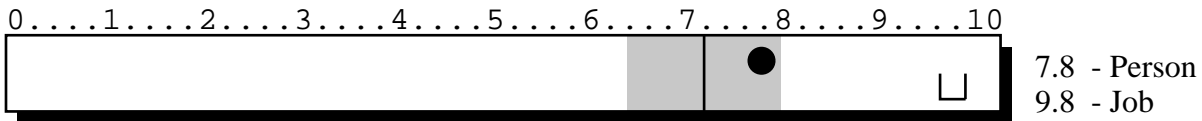


Section 1

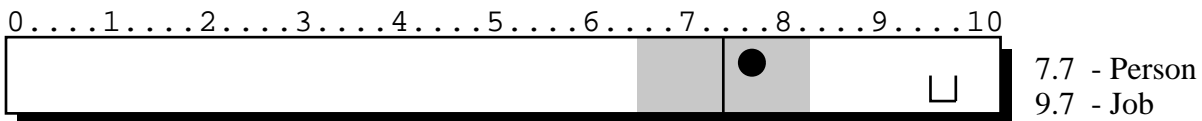
PERSONAL SKILLS HIERARCHY

Your unique hierarchy of personal skills is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your personal skills from top to bottom.

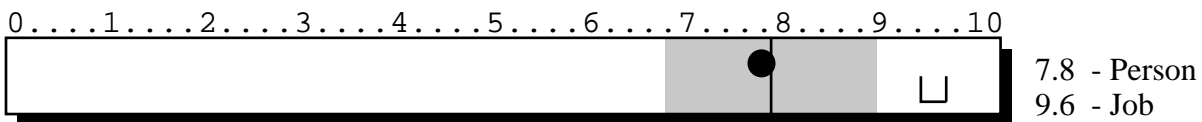
1. PERSONAL ACCOUNTABILITY: A measure of the capacity to be answerable for personal actions.



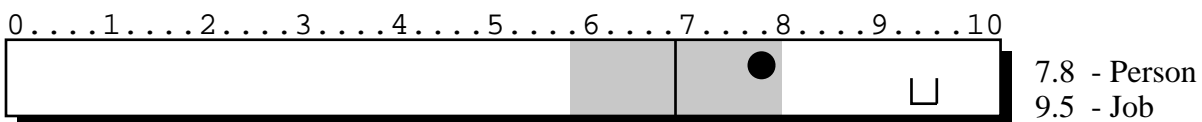
2. SELF MANAGEMENT: The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.



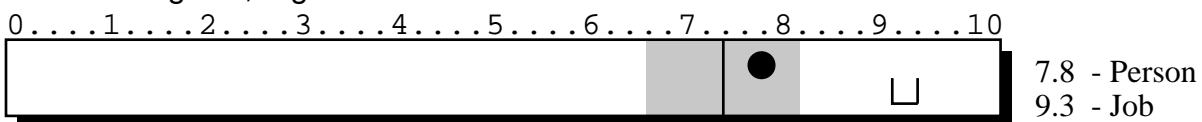
3. CUSTOMER FOCUS: A commitment to customer satisfaction.



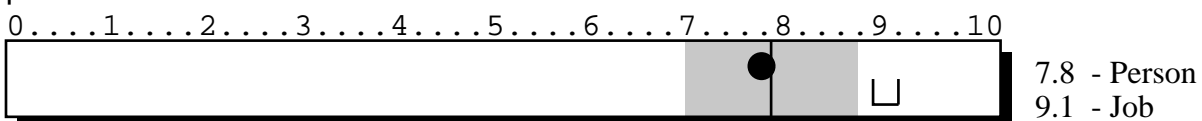
4. SELF STARTING: The ability to initiate and sustain momentum without external stimulation.



5. GOAL ACHIEVEMENT: The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.



6. INTERPERSONAL SKILLS: The ability to interact with others in a positive manner.



□ - Job ● - Person

Rev: 0.90-0.89

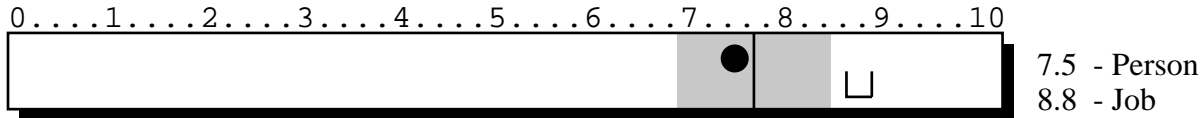
* 68% of the population falls within the shaded area.



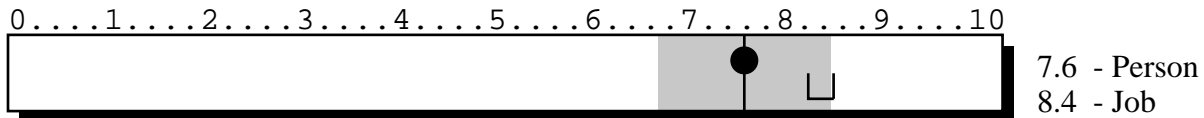
Section 1

PERSONAL SKILLS HIERARCHY

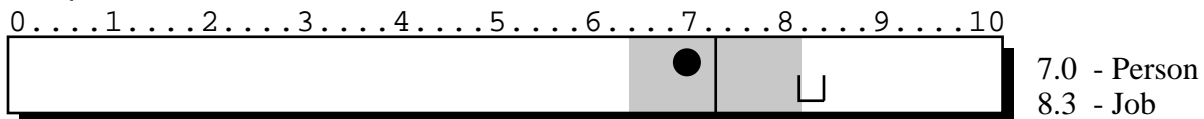
7. INFLUENCING OTHERS: The ability to personally affect others' actions, decisions, opinions or thinking.



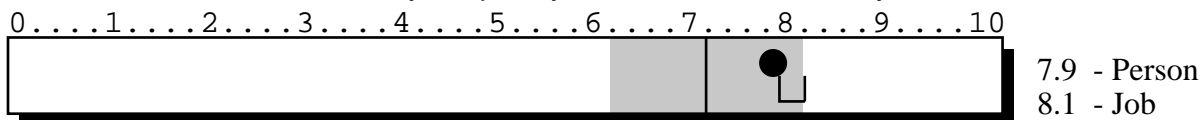
8. DIPLOMACY AND TACT: The ability to treat others fairly, regardless of personal biases or beliefs.



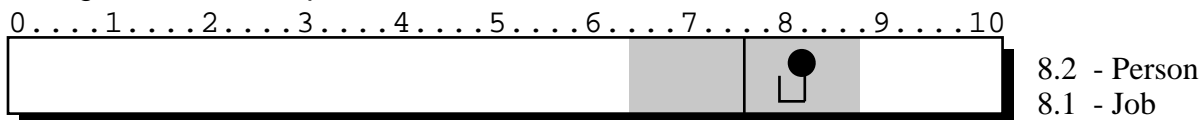
9. RESULTS ORIENTATION: The ability to identify actions necessary to complete tasks and obtain results.



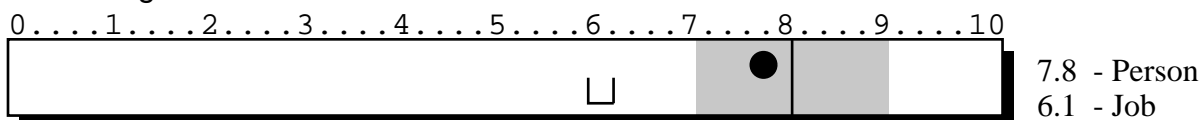
10. RESILIENCY: The ability to quickly recover from adversity.



11. FLEXIBILITY: The ability to readily modify, respond to and integrate change with minimal personal resistance.



12. EMPATHETIC OUTLOOK: The capacity to perceive and understand the feelings and attitudes of others.



□ - Job ● - Person

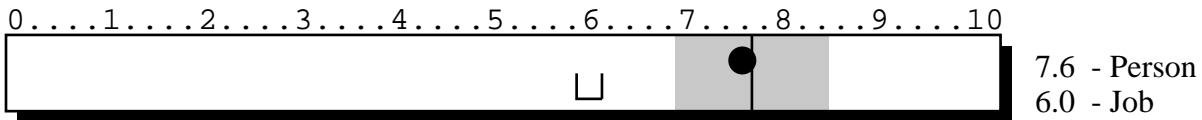
* 68% of the population falls within the shaded area.



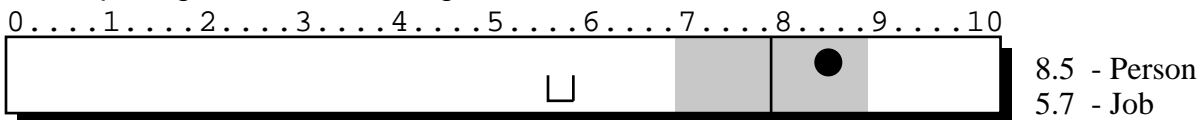
Section 1

PERSONAL SKILLS HIERARCHY

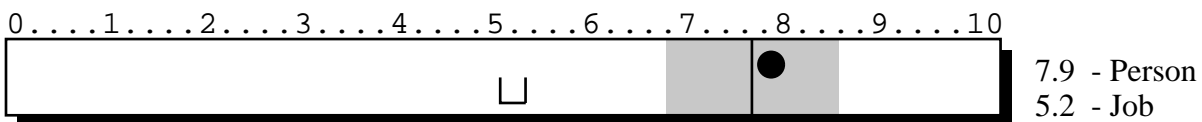
13. TEAMWORK: The ability to cooperate with others to meet objectives.



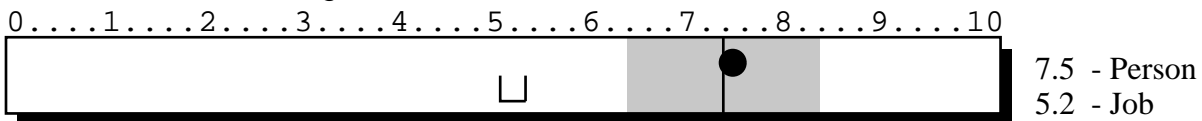
14. LEADING OTHERS: The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.



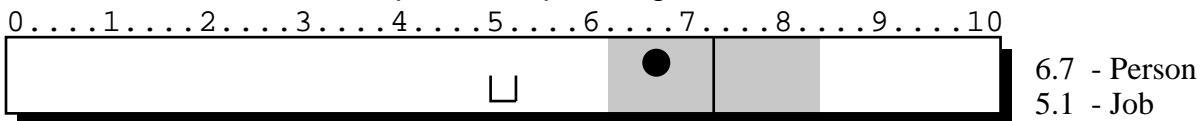
15. PLANNING AND ORGANIZATION: The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.



16. CONTINUOUS LEARNING: The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.



17. CONCEPTUAL THINKING: The ability to analyze hypothetical situations or abstract concepts to compile insight.



□ - Job ● - Person

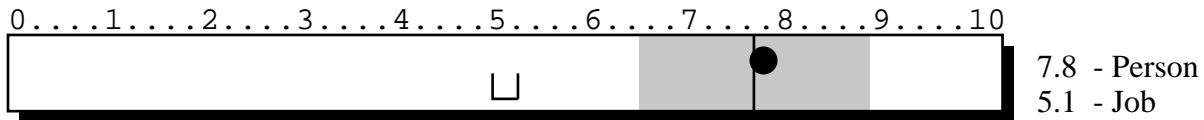
* 68% of the population falls within the shaded area.



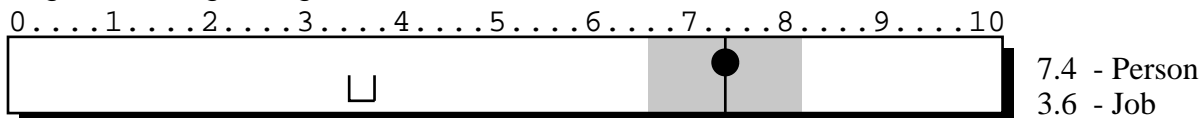
Section 1

PERSONAL SKILLS HIERARCHY

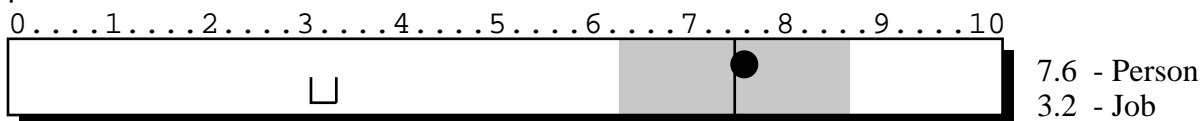
18. OBJECTIVE LISTENING: The ability to listen to many points of view without bias.



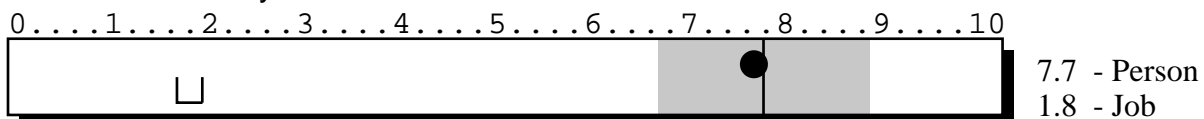
19. DECISION MAKING: The ability to analyze all aspects of a situation to gain thorough insight to make decisions.



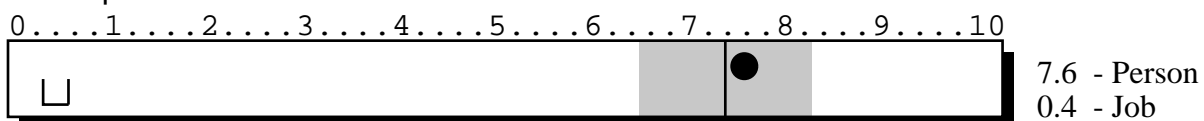
20. PROBLEM SOLVING: The ability to identify key components of a problem to formulate a solution or solutions.



21. CONFLICT MANAGEMENT: The ability to resolve different points of view constructively.



22. DEVELOPING OTHERS: The ability to contribute to the growth and development of others.



□ - Job ● - Person

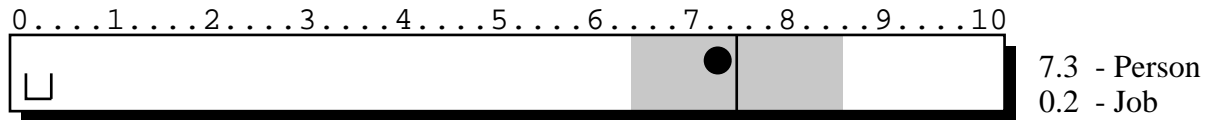
* 68% of the population falls within the shaded area.



Section 1

PERSONAL SKILLS HIERARCHY

23. ACCOUNTABILITY FOR OTHERS: The ability to take responsibility for others' actions.



□ - Job ● - Person

* 68% of the population falls within the shaded area.

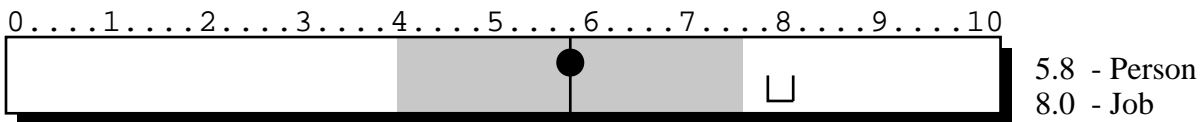


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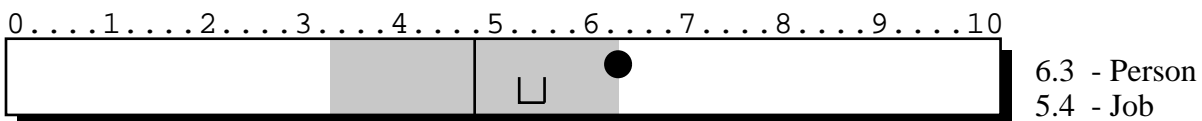
JOB REWARDS/CULTURE HIERARCHY

These graphs are based on the hierarchy of the job benchmark's rewards/culture in descending order from highest required by the job to the lowest. Gaps may point to a job culture that does not match the person's passion and may produce negative feelings about the job.

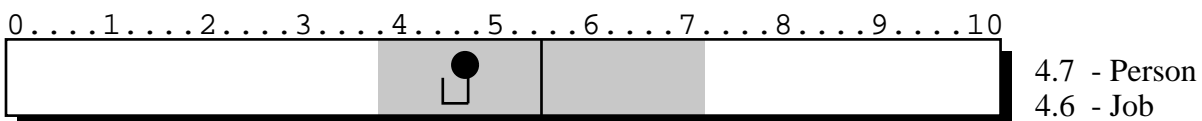
1. UTILITARIAN/ECONOMIC



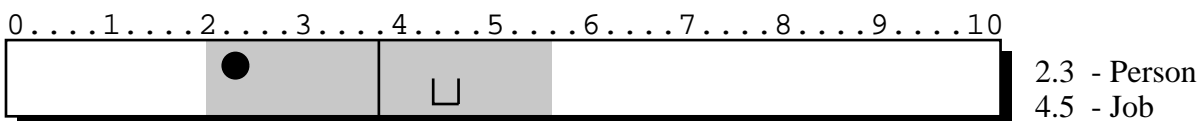
2. INDIVIDUALISTIC/POLITICAL



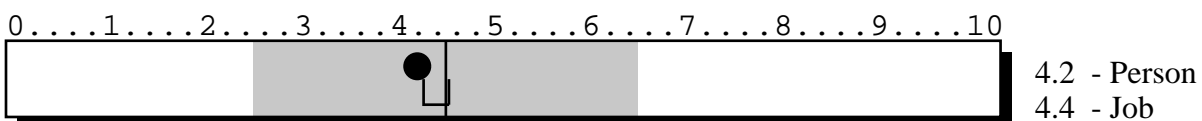
3. THEORETICAL



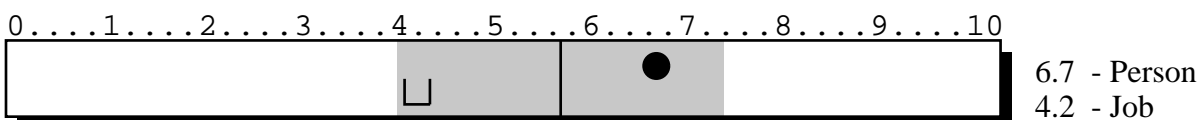
4. AESTHETIC



5. TRADITIONAL/REGULATORY



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

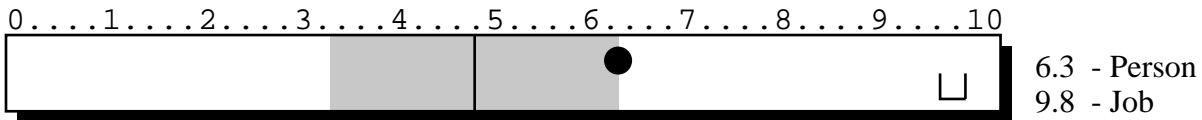


Section 2

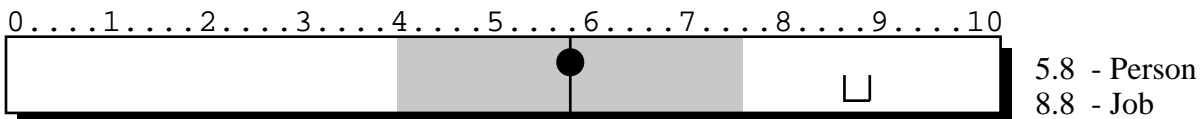
ORGANIZATIONAL REWARDS/CULTURE HIERARCHY

This section identifies the rewards/culture system of a specific organization. Matching a person's passion to an organization that rewards that passion always enhances performance. The graphs below are in descending order from the highest rewards/culture required by the organization to the lowest.

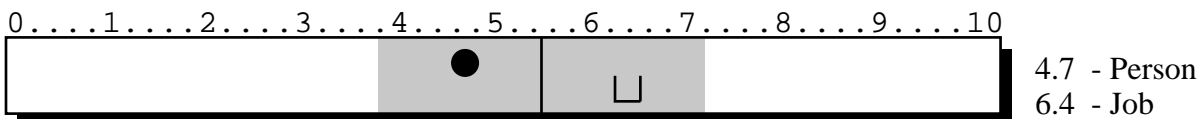
1. INDIVIDUALISTIC/POLITICAL



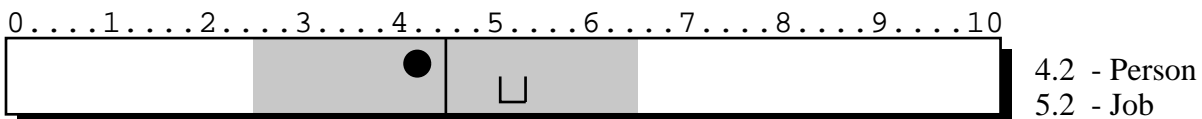
2. UTILITARIAN/ECONOMIC



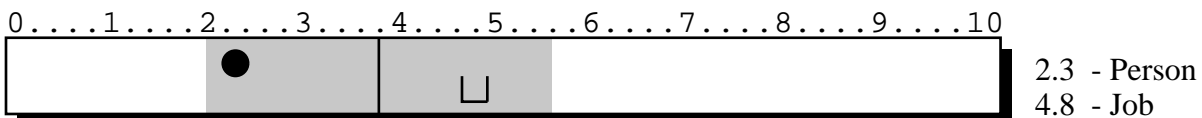
3. THEORETICAL



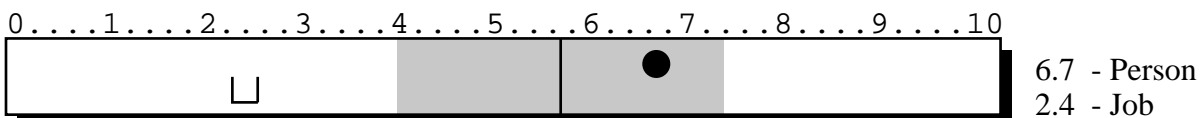
4. TRADITIONAL/REGULATORY



5. AESTHETIC



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

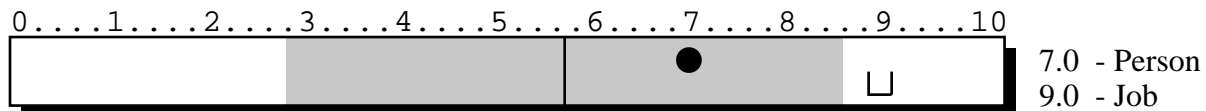


Section 3

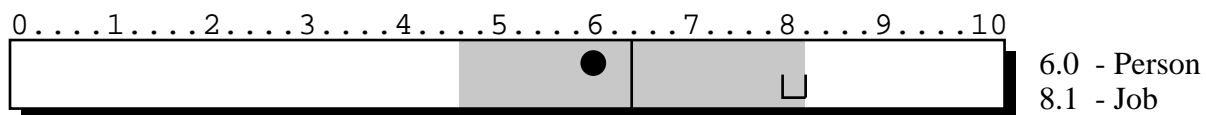
BEHAVIORAL HIERARCHY

Your observable behavior and related emotions contribute to your success on the job. When matched to the job, they play a large role in enhancing your performance. The list below ranks your behavioral traits from the strongest to the weakest.

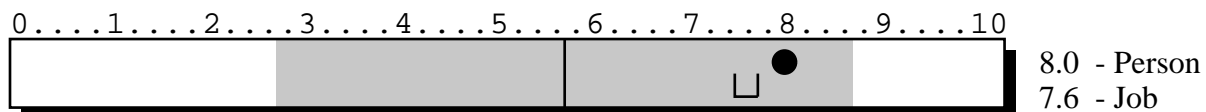
1. FREQUENT INTERACTION WITH OTHERS



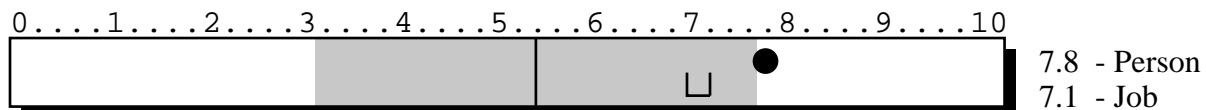
2. CUSTOMER ORIENTED



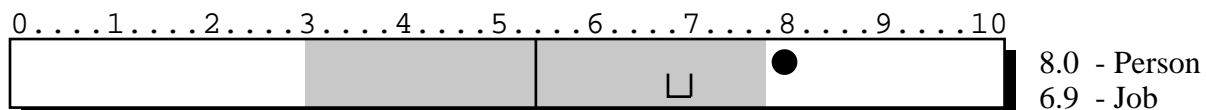
3. COMPETITIVENESS



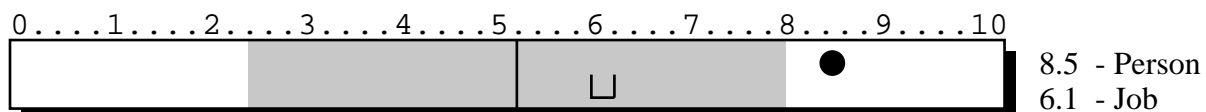
4. FREQUENT CHANGE



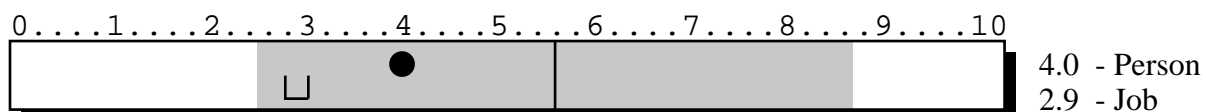
5. VERSATILITY



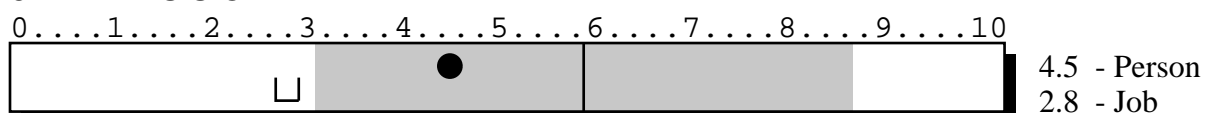
6. URGENCY



7. ORGANIZED WORKPLACE



8. ANALYSIS OF DATA



□ - Job ● - Person

SIA: 39-84-59-51 (48) SIN: 72-62-16-51 (28)

* 68% of the population falls within the shaded area.

DIMENSIONAL BALANCE

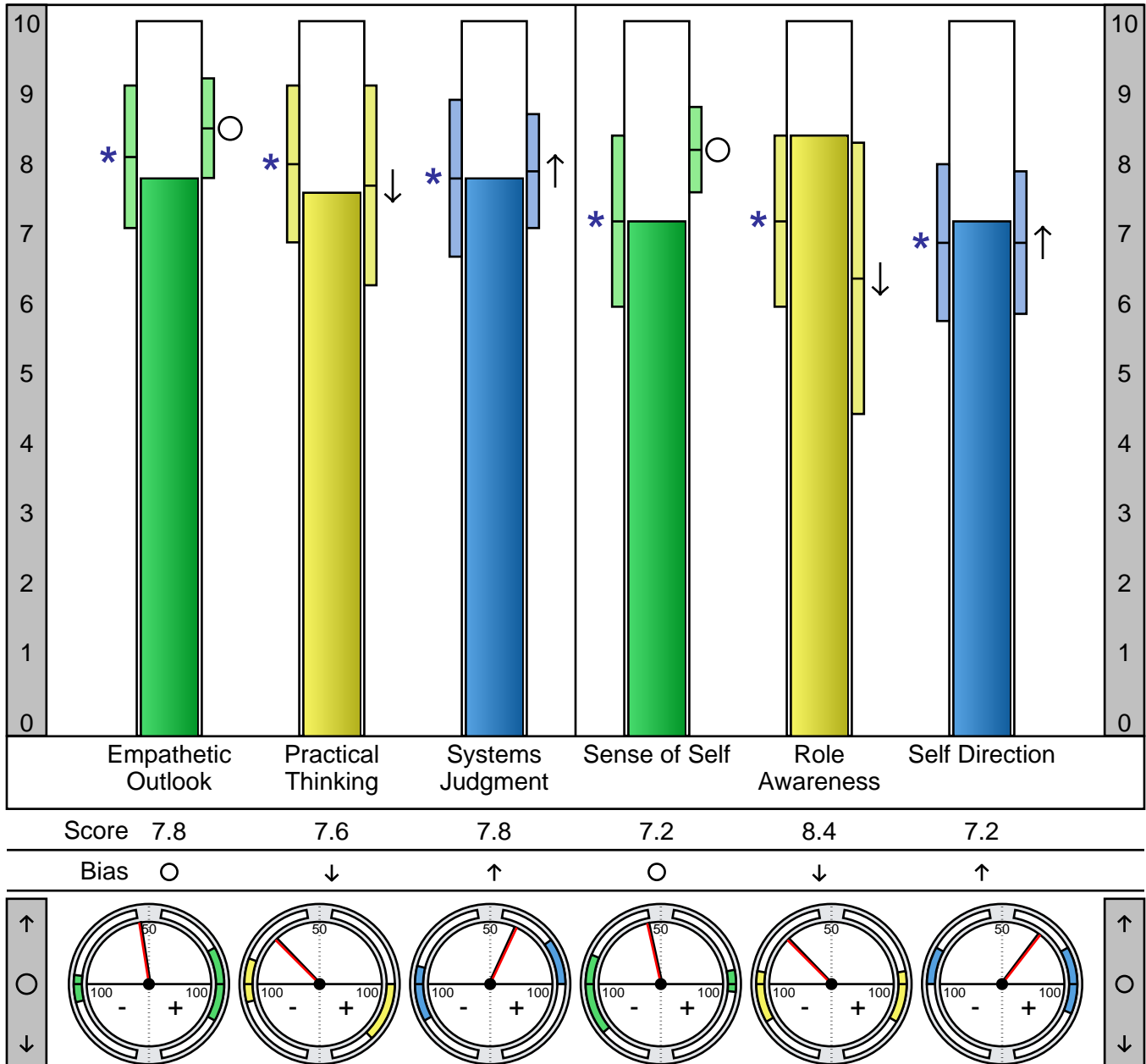
For consulting and coaching

Kevin Miller
7-29-2008

- * Population mean
- ↑ Overvaluation
- Neutral valuation
- ↓ Undervaluation

EXTERNAL FACTORS (Part 1)

INTERNAL FACTORS (Part 2)





CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
9.3	7.6	Integrative Ability	7.4	7.7	Evaluating Others
8.7	7.6	Using Common Sense	7.4	7.9	Conveying Role Value
8.5	7.9	Leading Others	7.3	7.0	Intuitive Decision Making
8.5	7.9	Proactive Thinking	7.3	7.3	Consistency and Reliability
8.4	7.1	Role Awareness	7.3	7.5	Accountability for Others
8.3	8.0	Following Directions	7.3	7.1	Gaining Commitment
8.3	8.3	Theoretical Problem Solving	7.3	6.9	Meeting Standards
8.3	8.0	Respect for Policies	7.3	7.3	Job Ethic
8.3	7.8	Persuading Others	7.2	7.6	Concrete Organization
8.3	7.2	Persistence	7.2	7.0	Balanced Decision Making
8.2	7.7	Realistic Expectations	7.2	8.2	Realistic Goal Setting for Others
8.2	7.6	Realistic Personal Goal Setting	7.2	7.3	Sense of Self
8.0	7.9	Emotional Control	7.2	7.8	Monitoring Others
8.0	7.6	Status and Recognition	7.2	6.9	Self Direction
7.9	7.0	Handling Stress	7.2	8.1	Self Improvement
7.9	7.6	Long Range Planning	7.1	7.4	Self Confidence
7.9	7.4	Enjoyment of the Job	7.1	6.7	Self Assessment
7.8	7.2	Personal Accountability	7.1	8.2	Respect for Property
7.8	7.9	Attitude Toward Others	7.1	7.3	Sense of Mission
7.8	7.8	Freedom from Prejudices	7.0	7.3	Results Orientation
7.8	7.9	Correcting Others	7.0	7.5	Sense of Timing
7.8	7.5	Quality Orientation	6.9	7.3	Project Scheduling
7.8	7.1	Internal Self Control	6.7	7.3	Conceptual Thinking
7.8	7.9	Sensitivity to Others			
7.8	6.9	Initiative			
7.8	7.7	Evaluating What is Said			
7.8	8.1	Empathetic Outlook			
7.8	7.8	Systems Judgment			
7.8	8.1	Personal Relationships			
7.8	7.2	Taking Responsibility			
7.7	8.0	Attention to Detail			
7.7	7.1	Personal Drive			
7.7	8.1	Understanding Motivational Needs			
7.7	7.4	Handling Rejection			
7.7	7.4	Self Management			
7.6	7.4	Developing Others			
7.6	7.5	Problem Solving			
7.6	8.0	Material Possessions			
7.6	8.0	Practical Thinking			
7.5	7.4	Project and Goal Focus			
7.5	7.3	Surrendering Control			
7.5	7.8	Relating to Others			
7.5	7.1	Role Confidence			
7.5	7.7	Sense of Belonging			



CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
7.3	7.5	Accountability for Others	7.5	7.8	Relating to Others
7.7	8.0	Attention to Detail	8.3	8.0	Respect for Policies
7.8	7.9	Attitude Toward Others	7.1	8.2	Respect for Property
7.2	7.0	Balanced Decision Making	7.0	7.3	Results Orientation
6.7	7.3	Conceptual Thinking	8.4	7.1	Role Awareness
7.2	7.6	Concrete Organization	7.5	7.1	Role Confidence
7.3	7.3	Consistency and Reliability	7.1	6.7	Self Assessment
7.4	7.9	Conveying Role Value	7.1	7.4	Self Confidence
7.8	7.9	Correcting Others	7.2	6.9	Self Direction
7.6	7.4	Developing Others	7.2	8.1	Self Improvement
8.0	7.9	Emotional Control	7.7	7.4	Self Management
7.8	8.1	Empathetic Outlook	7.5	7.7	Sense of Belonging
7.9	7.4	Enjoyment of the Job	7.1	7.3	Sense of Mission
7.4	7.7	Evaluating Others	7.2	7.3	Sense of Self
7.8	7.7	Evaluating What is Said	7.0	7.5	Sense of Timing
8.3	8.0	Following Directions	7.8	7.9	Sensitivity to Others
7.8	7.8	Freedom from Prejudices	8.0	7.6	Status and Recognition
7.3	7.1	Gaining Commitment	7.5	7.3	Surrendering Control
7.7	7.4	Handling Rejection	7.8	7.8	Systems Judgment
7.9	7.0	Handling Stress	7.8	7.2	Taking Responsibility
7.8	6.9	Initiative	8.3	8.3	Theoretical Problem Solving
9.3	7.6	Integrative Ability	7.7	8.1	Understanding Motivational Needs
7.8	7.1	Internal Self Control	8.7	7.6	Using Common Sense
7.3	7.0	Intuitive Decision Making			
7.3	7.3	Job Ethic			
8.5	7.9	Leading Others			
7.9	7.6	Long Range Planning			
7.6	8.0	Material Possessions			
7.3	6.9	Meeting Standards			
7.2	7.8	Monitoring Others			
8.3	7.2	Persistence			
7.8	7.2	Personal Accountability			
7.7	7.1	Personal Drive			
7.8	8.1	Personal Relationships			
8.3	7.8	Persuading Others			
7.6	8.0	Practical Thinking			
8.5	7.9	Proactive Thinking			
7.6	7.5	Problem Solving			
7.5	7.4	Project and Goal Focus			
6.9	7.3	Project Scheduling			
7.8	7.5	Quality Orientation			
8.2	7.7	Realistic Expectations			
7.2	8.2	Realistic Goal Setting for Others			
8.2	7.6	Realistic Personal Goal Setting			



COMPARISON ANALYSIS

For consulting and coaching

Job Attributes Hierarchy	Zone Range	Person
1. PERSONAL ACCOUNTABILITY	8.1 — 10.0	7.8
2. SELF MANAGEMENT	8.4 — 10.0	7.7
3. CUSTOMER FOCUS	9.1 — 10.0	7.8
4. SELF STARTING	8.1 — 10.0	7.8
5. GOAL ACHIEVEMENT	8.3 — 10.0	7.8
6. INTERPERSONAL SKILLS	8.9 — 10.0	7.8
7. INFLUENCING OTHERS	8.6 — 10.0	7.5
Job Rewards/Culture Hierarchy	Zone Range	Person
1. UTILITARIAN/ECONOMIC	7.7 — 10.0	5.8
2. INDIVIDUALISTIC/POLITICAL	4.9 — 6.3	6.3
3. THEORETICAL	3.8 — 5.5	4.7
Job Behavioral Hierarchy	Zone Range	Person
1. FREQUENT INTERACTION WITH OTHERS	8.7 — 10.0	7.0
2. CUSTOMER ORIENTED	6.5 — 8.2	6.0
3. COMPETITIVENESS	5.8 — 8.7	8.0



Insert Additional Candidate Information Here

Resume

Reference Checks

Written Interview Questions

Phone Interview Notes

Letters of Recommendation

Background Check

Sample Work



Sally Johnson - TTI TriMetrix® Gap Report



TTI TriMetrix[®]

Gap Report

Sally Johnson

7-29-2008



INTRODUCTION

Long-term superior performance is directly related to job fit. Job fit, in simple terms, is having the talent that the job requires.

Most people match some, but not necessarily all, job requirements. When this happens, we have a gap. The gap is nothing more than an area for development.

This report makes it easy for both manager and subordinate to discuss and develop a plan for personalized development.

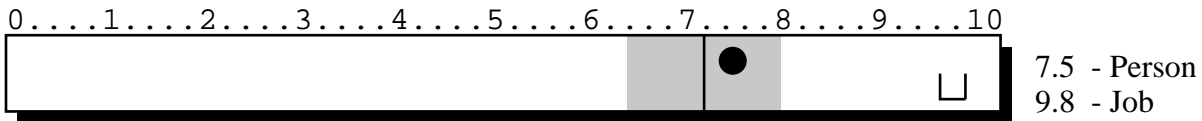


Section 1

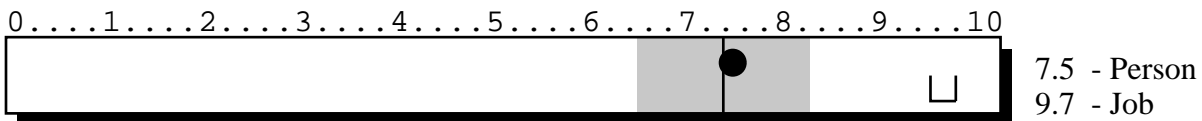
PERSONAL SKILLS HIERARCHY

Your unique hierarchy of personal skills is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your personal skills from top to bottom.

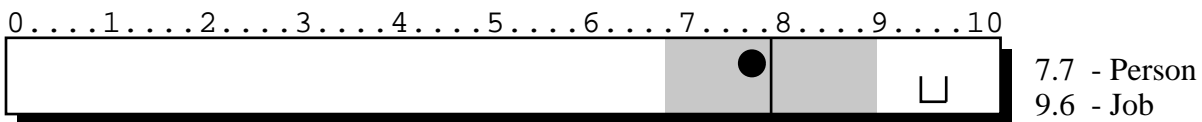
1. PERSONAL ACCOUNTABILITY: A measure of the capacity to be answerable for personal actions.



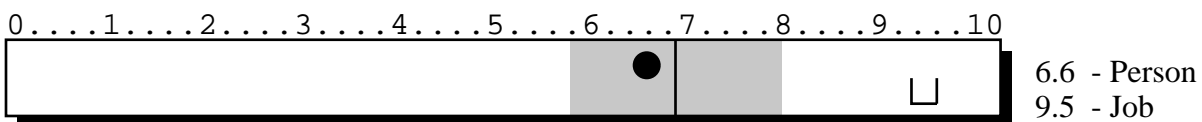
2. SELF MANAGEMENT: The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.



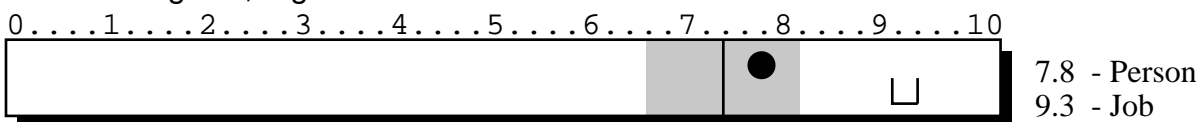
3. CUSTOMER FOCUS: A commitment to customer satisfaction.



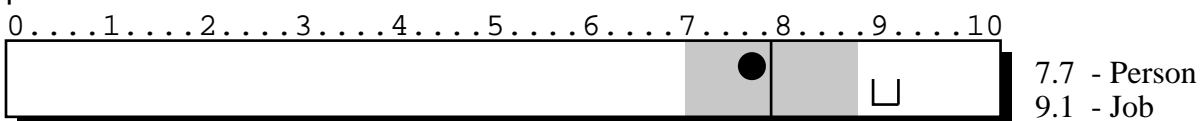
4. SELF STARTING: The ability to initiate and sustain momentum without external stimulation.



5. GOAL ACHIEVEMENT: The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.



6. INTERPERSONAL SKILLS: The ability to interact with others in a positive manner.



□ - Job ● - Person

Rev: 0.93-0.88

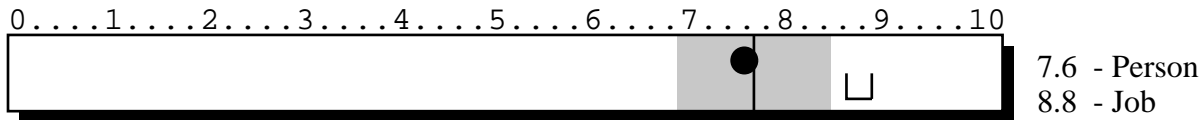
* 68% of the population falls within the shaded area.



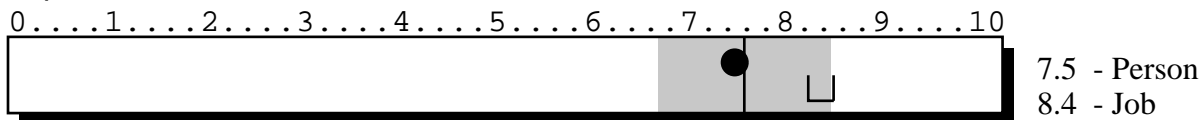
Section 1

PERSONAL SKILLS HIERARCHY

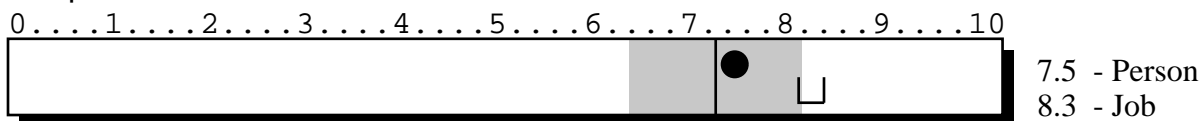
7. INFLUENCING OTHERS: The ability to personally affect others' actions, decisions, opinions or thinking.



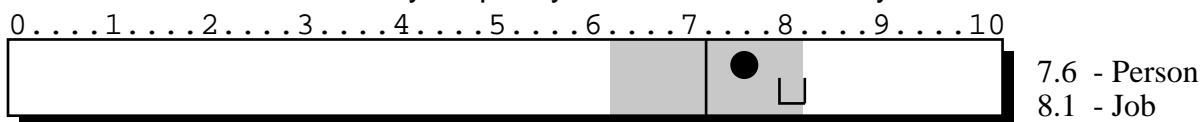
8. DIPLOMACY AND TACT: The ability to treat others fairly, regardless of personal biases or beliefs.



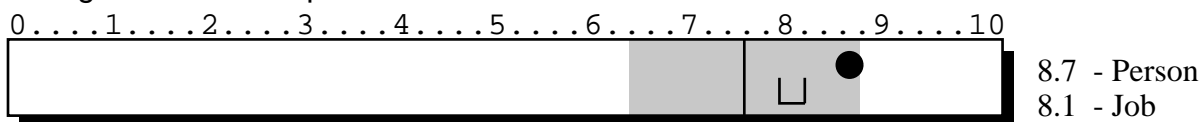
9. RESULTS ORIENTATION: The ability to identify actions necessary to complete tasks and obtain results.



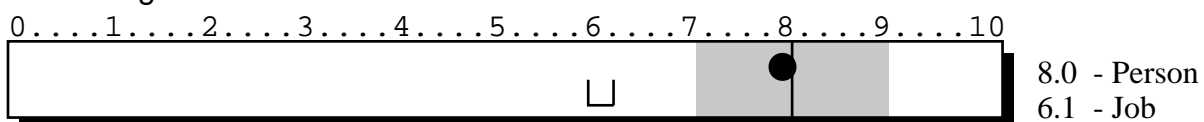
10. RESILIENCY: The ability to quickly recover from adversity.



11. FLEXIBILITY: The ability to readily modify, respond to and integrate change with minimal personal resistance.



12. EMPATHETIC OUTLOOK: The capacity to perceive and understand the feelings and attitudes of others.



□ - Job ● - Person

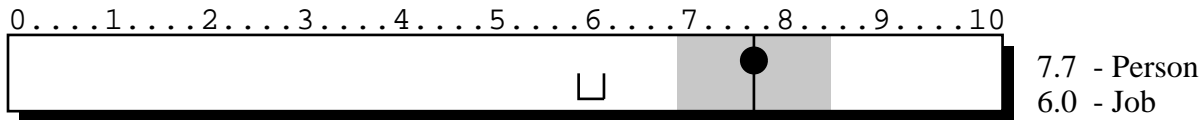
* 68% of the population falls within the shaded area.



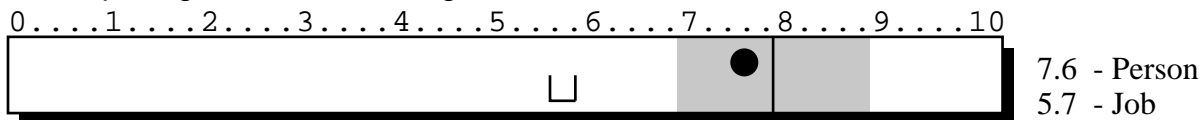
Section 1

PERSONAL SKILLS HIERARCHY

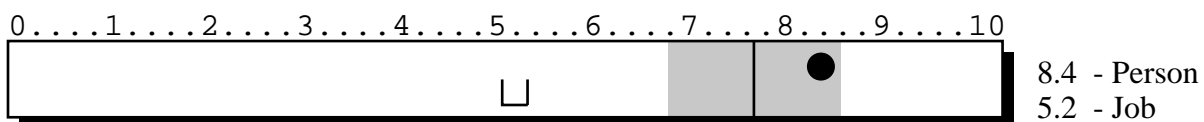
13. TEAMWORK: The ability to cooperate with others to meet objectives.



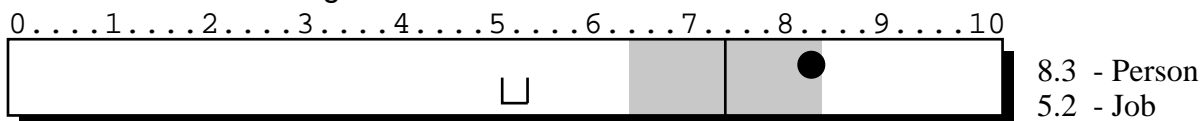
14. LEADING OTHERS: The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.



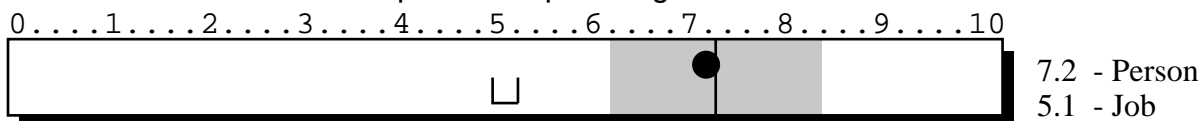
15. PLANNING AND ORGANIZATION: The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.



16. CONTINUOUS LEARNING: The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.



17. CONCEPTUAL THINKING: The ability to analyze hypothetical situations or abstract concepts to compile insight.



□ - Job ● - Person

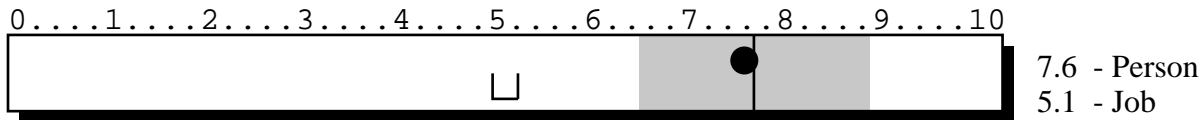
* 68% of the population falls within the shaded area.



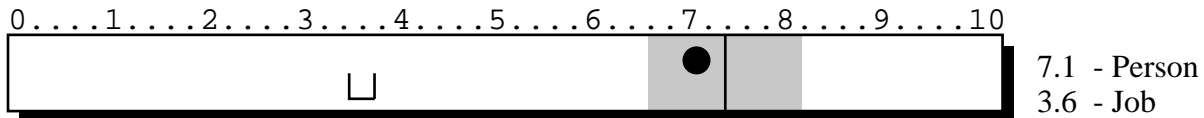
Section 1

PERSONAL SKILLS HIERARCHY

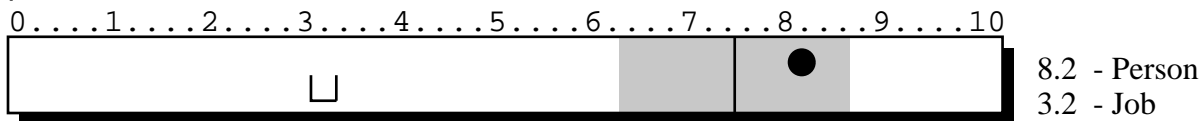
18. OBJECTIVE LISTENING: The ability to listen to many points of view without bias.



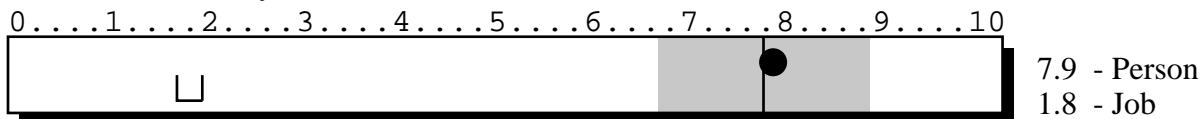
19. DECISION MAKING: The ability to analyze all aspects of a situation to gain thorough insight to make decisions.



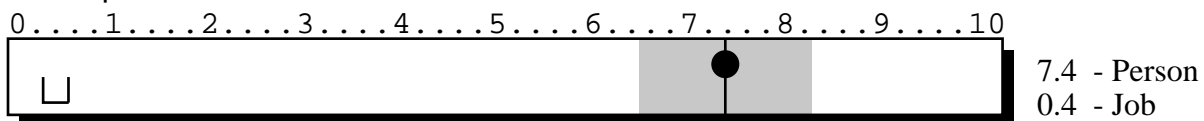
20. PROBLEM SOLVING: The ability to identify key components of a problem to formulate a solution or solutions.



21. CONFLICT MANAGEMENT: The ability to resolve different points of view constructively.



22. DEVELOPING OTHERS: The ability to contribute to the growth and development of others.



□ - Job ● - Person

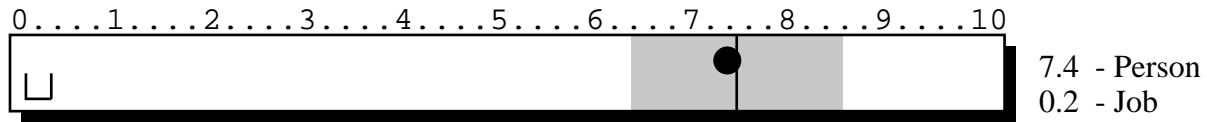
* 68% of the population falls within the shaded area.



Section 1

PERSONAL SKILLS HIERARCHY

23. ACCOUNTABILITY FOR OTHERS: The ability to take responsibility for others' actions.



□ - Job ● - Person

* 68% of the population falls within the shaded area.

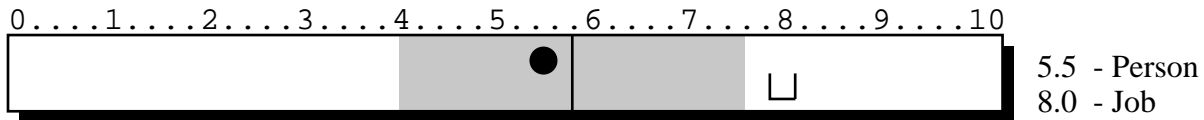


Section 2

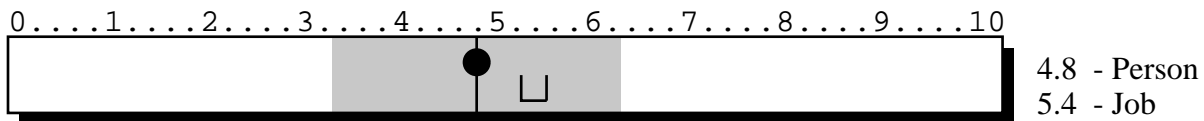
JOB REWARDS/CULTURE HIERARCHY

These graphs are based on the hierarchy of the job benchmark's rewards/culture in descending order from highest required by the job to the lowest. Gaps may point to a job culture that does not match the person's passion and may produce negative feelings about the job.

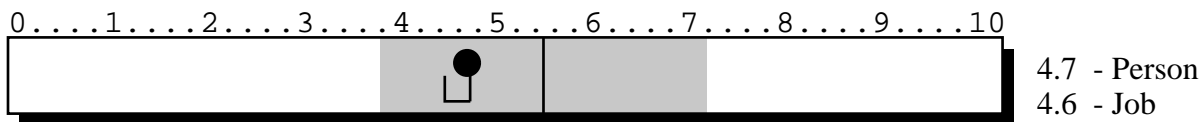
1. UTILITARIAN/ECONOMIC



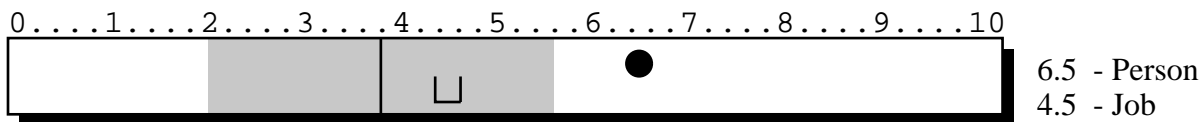
2. INDIVIDUALISTIC/POLITICAL



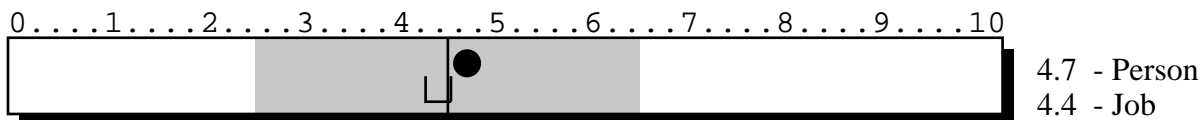
3. THEORETICAL



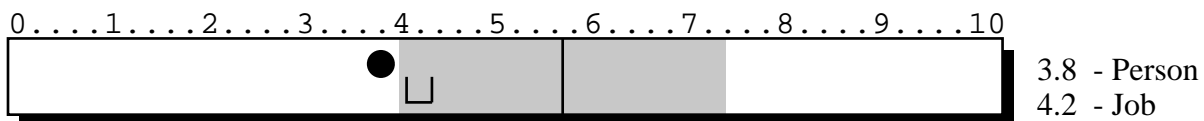
4. AESTHETIC



5. TRADITIONAL/REGULATORY



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

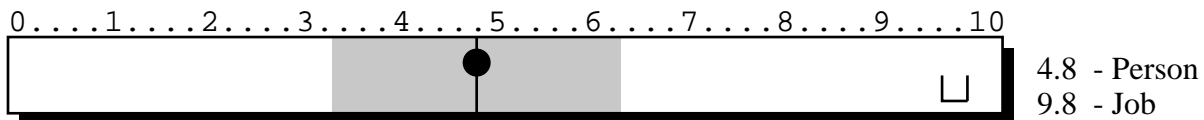


Section 2

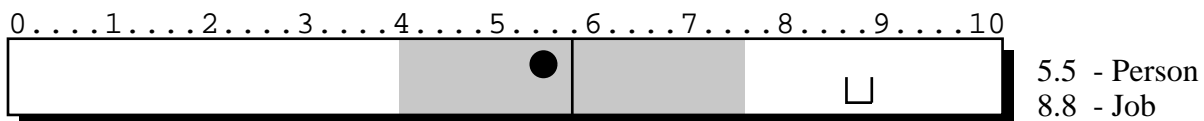
ORGANIZATIONAL REWARDS/CULTURE HIERARCHY

This section identifies the rewards/culture system of a specific organization. Matching a person's passion to an organization that rewards that passion always enhances performance. The graphs below are in descending order from the highest rewards/culture required by the organization to the lowest.

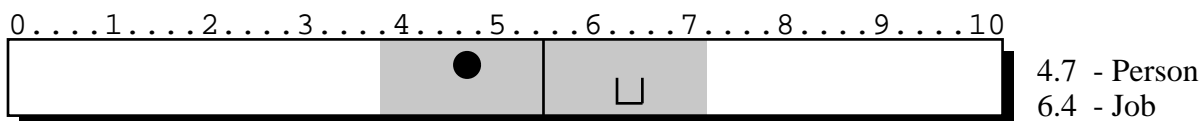
1. INDIVIDUALISTIC/POLITICAL



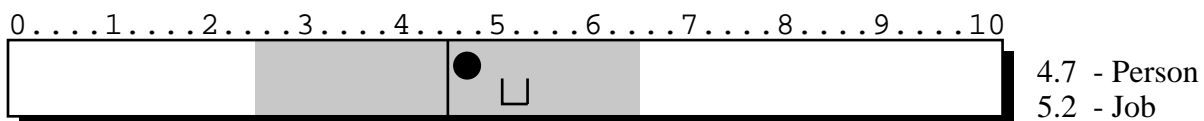
2. UTILITARIAN/ECONOMIC



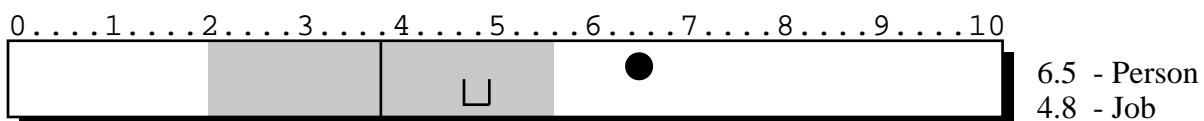
3. THEORETICAL



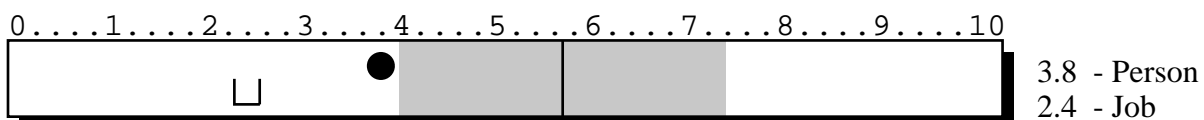
4. TRADITIONAL/REGULATORY



5. AESTHETIC



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

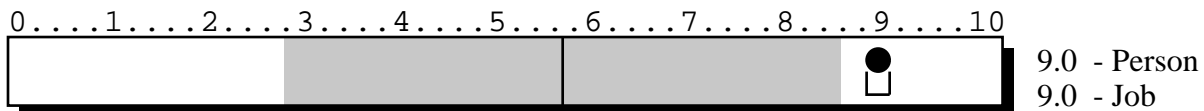


Section 3

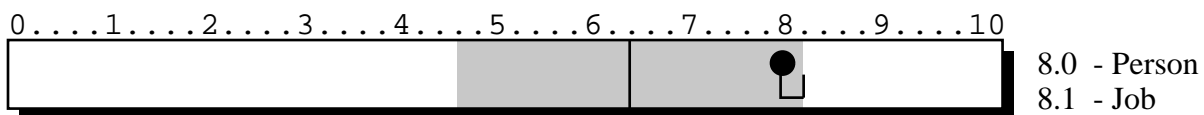
BEHAVIORAL HIERARCHY

Your observable behavior and related emotions contribute to your success on the job. When matched to the job, they play a large role in enhancing your performance. The list below ranks your behavioral traits from the strongest to the weakest.

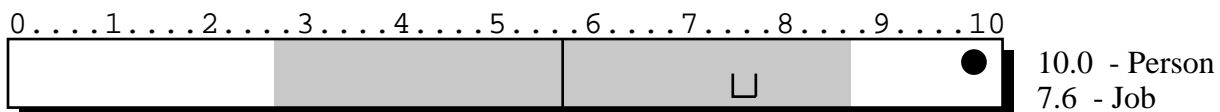
1. FREQUENT INTERACTION WITH OTHERS



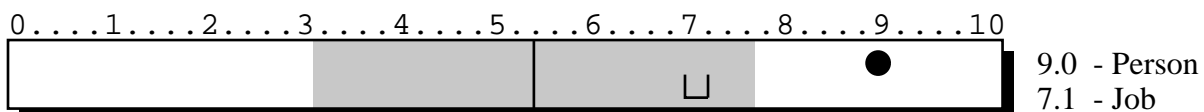
2. CUSTOMER ORIENTED



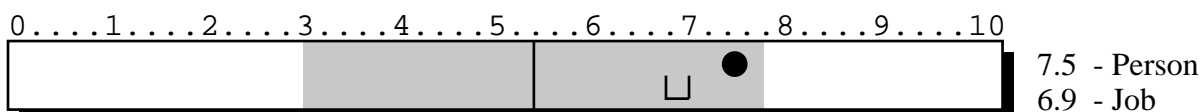
3. COMPETITIVENESS



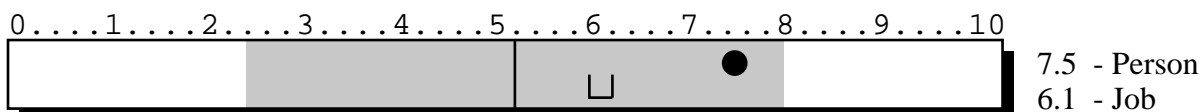
4. FREQUENT CHANGE



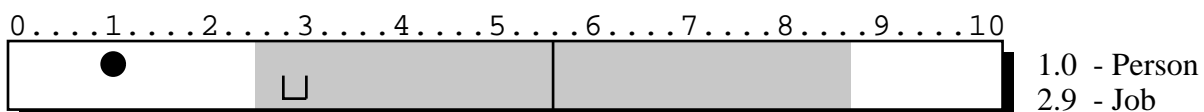
5. VERSATILITY



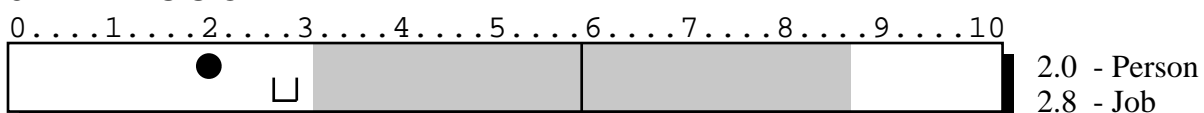
6. URGENCY



7. ORGANIZED WORKPLACE



8. ANALYSIS OF DATA



□ - Job ● - Person

SIA: 88-91-08-05 (13) SIN: 100-100-44-02 (02)

* 68% of the population falls within the shaded area.

DIMENSIONAL BALANCE

For consulting and coaching

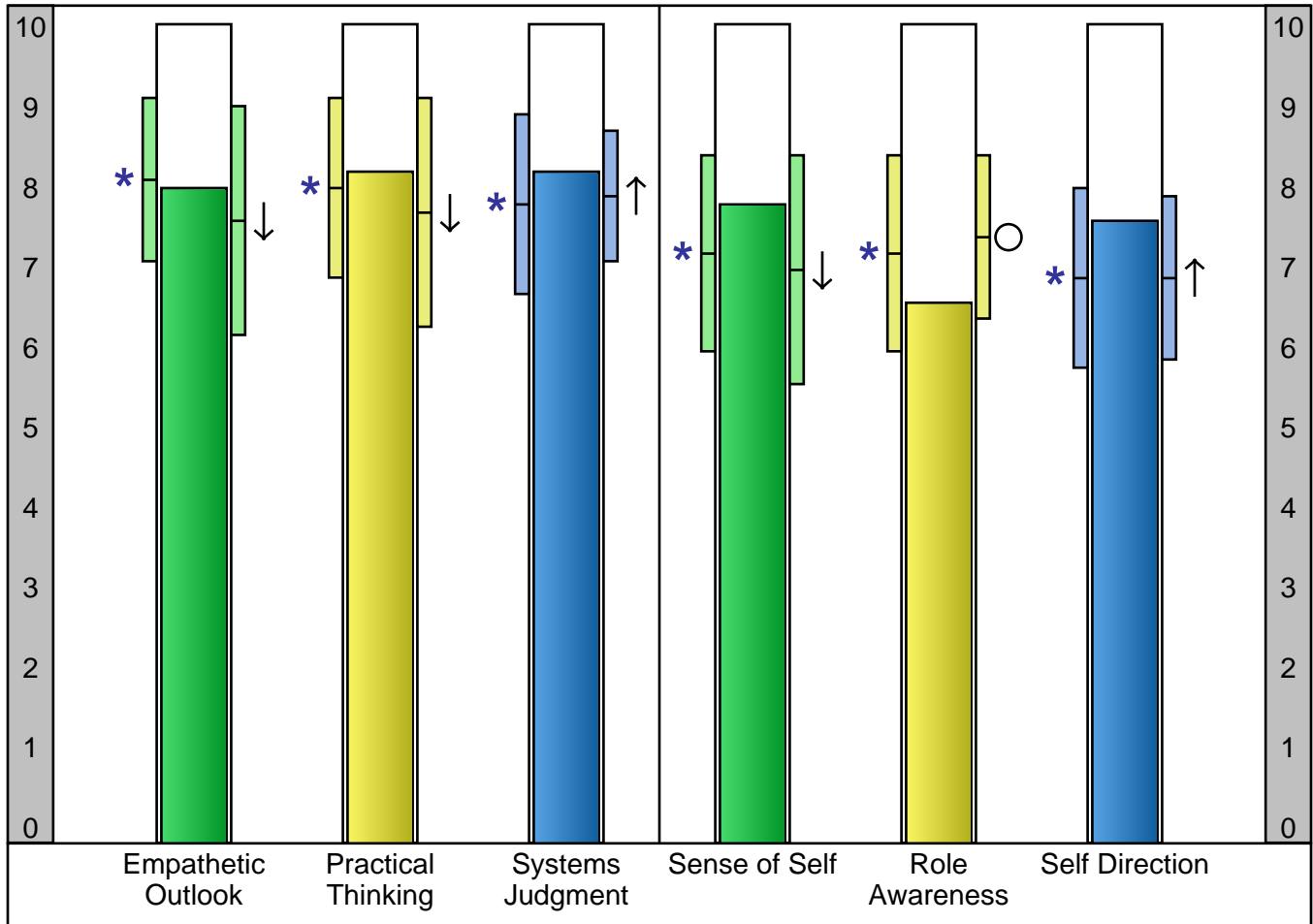
Sally Johnson

7-29-2008

- * Population mean
- ↑ Overvaluation
- Neutral valuation
- ↓ Undervaluation

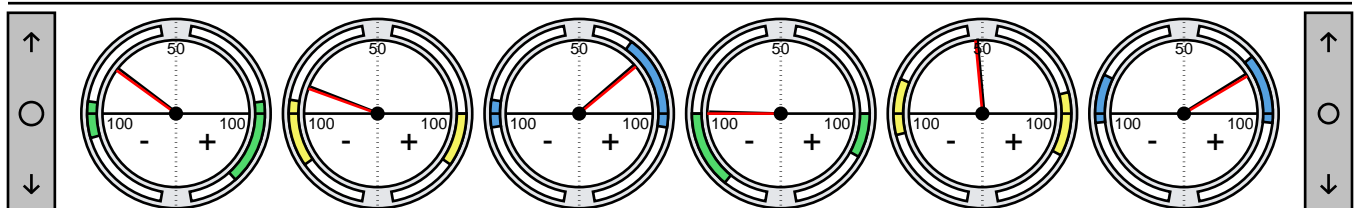
EXTERNAL FACTORS (Part 1)

INTERNAL FACTORS (Part 2)



Score 8.0 8.2 8.2 7.8 6.6 7.6

Bias ↓ ↓ ↑ ↓ ○ ↑





CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
10.0	7.6	Integrative Ability	7.5	8.1	Personal Relationships
9.2	7.6	Using Common Sense	7.5	7.4	Self Management
9.0	7.9	Proactive Thinking	7.5	7.2	Taking Responsibility
8.8	8.1	Self Improvement	7.4	7.5	Accountability for Others
8.7	8.0	Following Directions	7.4	7.4	Developing Others
8.7	7.4	Handling Rejection	7.4	7.6	Status and Recognition
8.7	8.0	Respect for Policies	7.4	7.7	Sense of Belonging
8.4	7.6	Long Range Planning	7.3	7.7	Evaluating Others
8.4	7.8	Persuading Others	7.3	7.1	Internal Self Control
8.2	8.2	Realistic Goal Setting for Others	7.2	7.3	Conceptual Thinking
8.2	7.5	Problem Solving	7.2	7.0	Intuitive Decision Making
8.2	8.1	Understanding Motivational Needs	7.2	7.3	Project Scheduling
8.2	7.8	Systems Judgment	7.1	6.7	Self Assessment
8.2	8.0	Practical Thinking	7.1	7.5	Quality Orientation
8.1	7.1	Personal Drive	7.0	7.0	Balanced Decision Making
8.1	7.9	Correcting Others	7.0	7.0	Handling Stress
8.0	8.0	Attention to Detail	7.0	6.9	Meeting Standards
8.0	7.4	Project and Goal Focus	6.9	7.1	Gaining Commitment
8.0	7.6	Realistic Personal Goal Setting	6.9	7.5	Sense of Timing
8.0	8.1	Empathetic Outlook	6.8	7.4	Enjoyment of the Job
8.0	8.0	Material Possessions	6.7	7.1	Role Confidence
7.9	7.3	Surrendering Control	6.6	6.9	Initiative
7.9	7.9	Emotional Control	6.6	7.1	Role Awareness
7.9	7.8	Relating to Others			
7.8	7.4	Self Confidence			
7.8	7.3	Sense of Self			
7.8	7.3	Sense of Mission			
7.7	7.6	Concrete Organization			
7.7	7.7	Realistic Expectations			
7.6	7.3	Consistency and Reliability			
7.6	7.9	Leading Others			
7.6	7.9	Conveying Role Value			
7.6	7.3	Job Ethic			
7.6	7.7	Evaluating What is Said			
7.6	7.2	Persistence			
7.6	7.8	Monitoring Others			
7.6	6.9	Self Direction			
7.5	8.3	Theoretical Problem Solving			
7.5	7.2	Personal Accountability			
7.5	7.3	Results Orientation			
7.5	7.9	Attitude Toward Others			
7.5	7.8	Freedom from Prejudices			
7.5	7.9	Sensitivity to Others			
7.5	8.2	Respect for Property			



CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
7.4	7.5	Accountability for Others	7.9	7.8	Relating to Others
8.0	8.0	Attention to Detail	8.7	8.0	Respect for Policies
7.5	7.9	Attitude Toward Others	7.5	8.2	Respect for Property
7.0	7.0	Balanced Decision Making	7.5	7.3	Results Orientation
7.2	7.3	Conceptual Thinking	6.6	7.1	Role Awareness
7.7	7.6	Concrete Organization	6.7	7.1	Role Confidence
7.6	7.3	Consistency and Reliability	7.1	6.7	Self Assessment
7.6	7.9	Conveying Role Value	7.8	7.4	Self Confidence
8.1	7.9	Correcting Others	7.6	6.9	Self Direction
7.4	7.4	Developing Others	8.8	8.1	Self Improvement
7.9	7.9	Emotional Control	7.5	7.4	Self Management
8.0	8.1	Empathetic Outlook	7.4	7.7	Sense of Belonging
6.8	7.4	Enjoyment of the Job	7.8	7.3	Sense of Mission
7.3	7.7	Evaluating Others	7.8	7.3	Sense of Self
7.6	7.7	Evaluating What is Said	6.9	7.5	Sense of Timing
8.7	8.0	Following Directions	7.5	7.9	Sensitivity to Others
7.5	7.8	Freedom from Prejudices	7.4	7.6	Status and Recognition
6.9	7.1	Gaining Commitment	7.9	7.3	Surrendering Control
8.7	7.4	Handling Rejection	8.2	7.8	Systems Judgment
7.0	7.0	Handling Stress	7.5	7.2	Taking Responsibility
6.6	6.9	Initiative	7.5	8.3	Theoretical Problem Solving
10.0	7.6	Integrative Ability	8.2	8.1	Understanding Motivational Needs
7.3	7.1	Internal Self Control	9.2	7.6	Using Common Sense
7.2	7.0	Intuitive Decision Making			
7.6	7.3	Job Ethic			
7.6	7.9	Leading Others			
8.4	7.6	Long Range Planning			
8.0	8.0	Material Possessions			
7.0	6.9	Meeting Standards			
7.6	7.8	Monitoring Others			
7.6	7.2	Persistence			
7.5	7.2	Personal Accountability			
8.1	7.1	Personal Drive			
7.5	8.1	Personal Relationships			
8.4	7.8	Persuading Others			
8.2	8.0	Practical Thinking			
9.0	7.9	Proactive Thinking			
8.2	7.5	Problem Solving			
8.0	7.4	Project and Goal Focus			
7.2	7.3	Project Scheduling			
7.1	7.5	Quality Orientation			
7.7	7.7	Realistic Expectations			
8.2	8.2	Realistic Goal Setting for Others			
8.0	7.6	Realistic Personal Goal Setting			



COMPARISON ANALYSIS

For consulting and coaching

Job Attributes Hierarchy	Zone Range	Person
1. PERSONAL ACCOUNTABILITY	8.1 — 10.0	7.5
2. SELF MANAGEMENT	8.4 — 10.0	7.5
3. CUSTOMER FOCUS	9.1 — 10.0	7.7
4. SELF STARTING	8.1 — 10.0	6.6
5. GOAL ACHIEVEMENT	8.3 — 10.0	7.8
6. INTERPERSONAL SKILLS	8.9 — 10.0	7.7
7. INFLUENCING OTHERS	8.6 — 10.0	7.6
Job Rewards/Culture Hierarchy	Zone Range	Person
1. UTILITARIAN/ECONOMIC	7.7 — 10.0	5.5
2. INDIVIDUALISTIC/POLITICAL	4.9 — 6.3	4.8
3. THEORETICAL	3.8 — 5.5	4.7
Job Behavioral Hierarchy	Zone Range	Person
1. FREQUENT INTERACTION WITH OTHERS	8.7 — 10.0	9.0
2. CUSTOMER ORIENTED	6.5 — 8.2	8.0
3. COMPETITIVENESS	5.8 — 8.7	10.0



Insert Additional Candidate Information Here

Resume

Reference Checks

Written Interview Questions

Phone Interview Notes

Letters of Recommendation

Background Check

Sample Work



Jamie Clark - TTI TriMetrix® Gap Report



TTI TriMetrix[®]
Gap Report

Jamie Clark
6-17-2008



INTRODUCTION

Long-term superior performance is directly related to job fit. Job fit, in simple terms, is having the talent that the job requires.

Most people match some, but not necessarily all, job requirements. When this happens, we have a gap. The gap is nothing more than an area for development.

This report makes it easy for both manager and subordinate to discuss and develop a plan for personalized development.

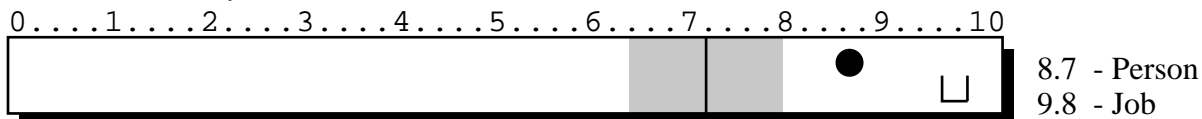


Section 1

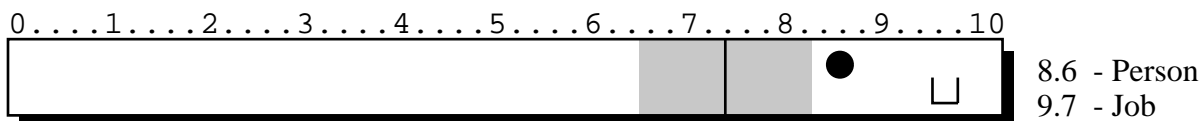
PERSONAL SKILLS HIERARCHY

Your unique hierarchy of personal skills is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your personal skills from top to bottom.

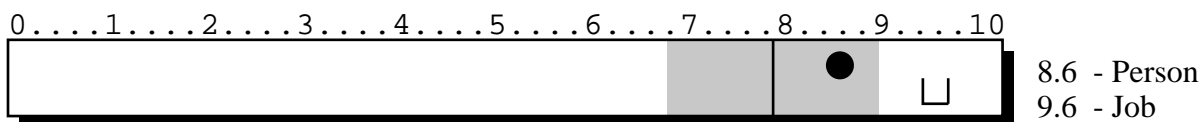
1. PERSONAL ACCOUNTABILITY: A measure of the capacity to be answerable for personal actions.



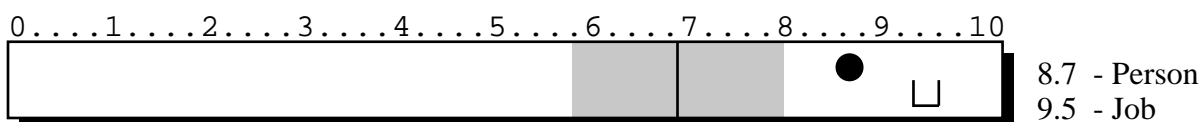
2. SELF MANAGEMENT: The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.



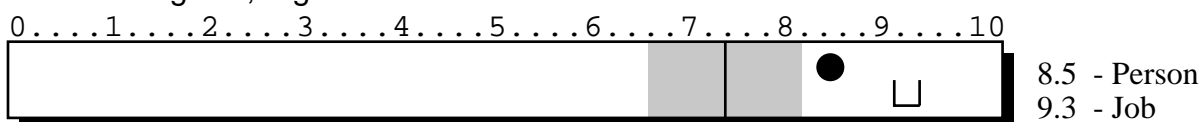
3. CUSTOMER FOCUS: A commitment to customer satisfaction.



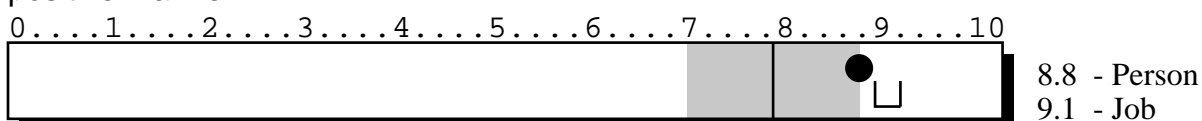
4. SELF STARTING: The ability to initiate and sustain momentum without external stimulation.



5. GOAL ACHIEVEMENT: The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.



6. INTERPERSONAL SKILLS: The ability to interact with others in a positive manner.



□ - Job ● - Person

Rev: 0.96-0.96

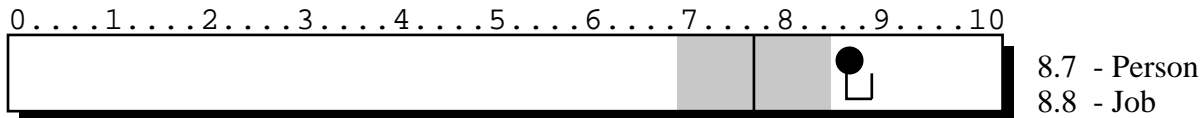
* 68% of the population falls within the shaded area.



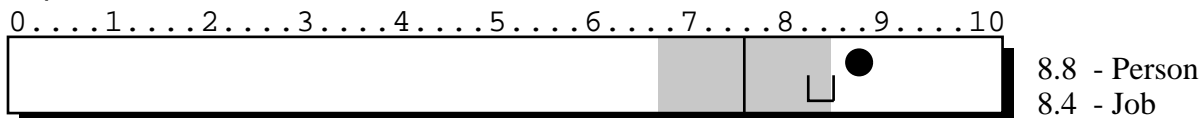
Section 1

PERSONAL SKILLS HIERARCHY

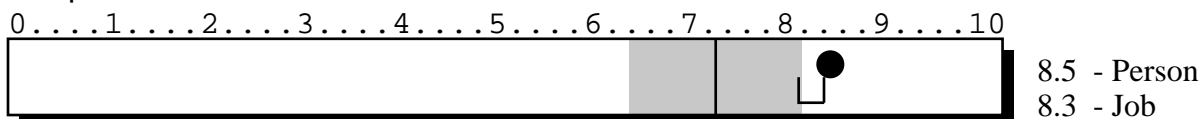
7. INFLUENCING OTHERS: The ability to personally affect others' actions, decisions, opinions or thinking.



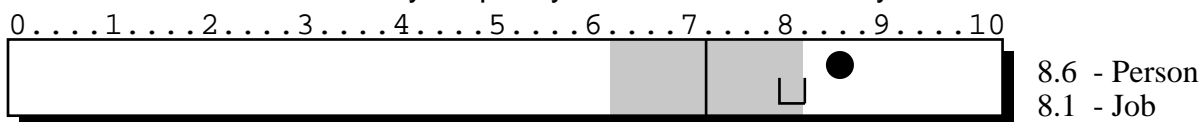
8. DIPLOMACY AND TACT: The ability to treat others fairly, regardless of personal biases or beliefs.



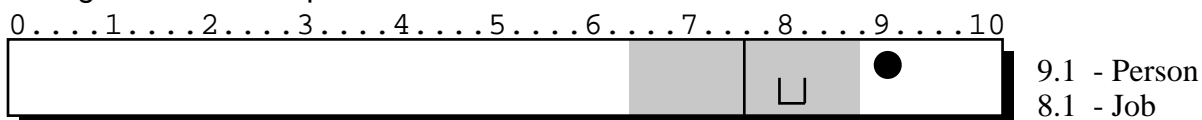
9. RESULTS ORIENTATION: The ability to identify actions necessary to complete tasks and obtain results.



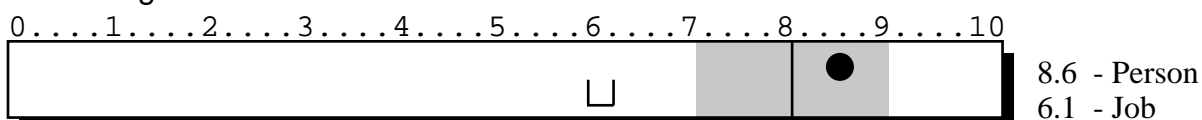
10. RESILIENCY: The ability to quickly recover from adversity.



11. FLEXIBILITY: The ability to readily modify, respond to and integrate change with minimal personal resistance.



12. EMPATHETIC OUTLOOK: The capacity to perceive and understand the feelings and attitudes of others.



□ - Job ● - Person

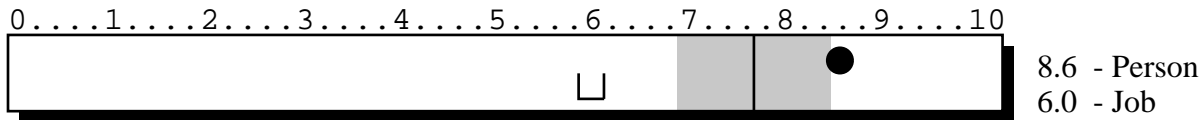
* 68% of the population falls within the shaded area.



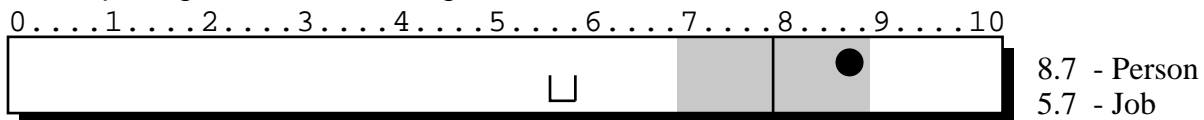
Section 1

PERSONAL SKILLS HIERARCHY

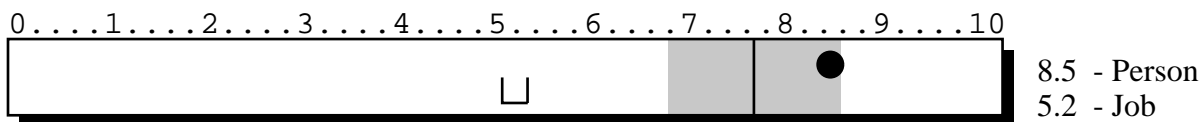
13. TEAMWORK: The ability to cooperate with others to meet objectives.



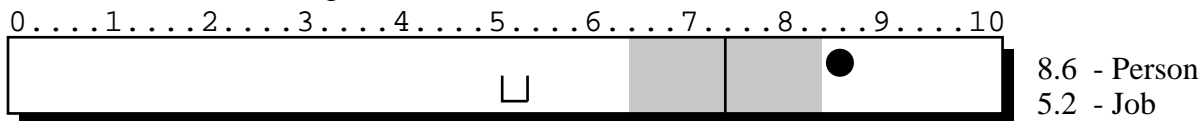
14. LEADING OTHERS: The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.



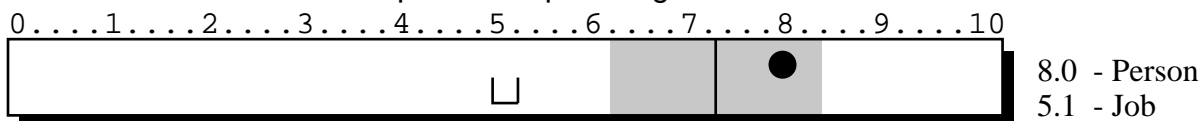
15. PLANNING AND ORGANIZATION: The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.



16. CONTINUOUS LEARNING: The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.



17. CONCEPTUAL THINKING: The ability to analyze hypothetical situations or abstract concepts to compile insight.



□ - Job ● - Person

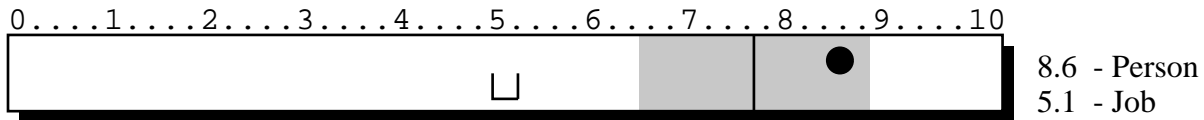
* 68% of the population falls within the shaded area.



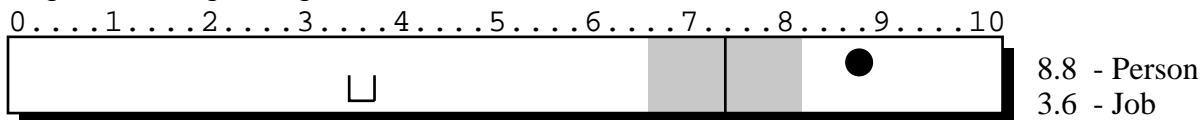
Section 1

PERSONAL SKILLS HIERARCHY

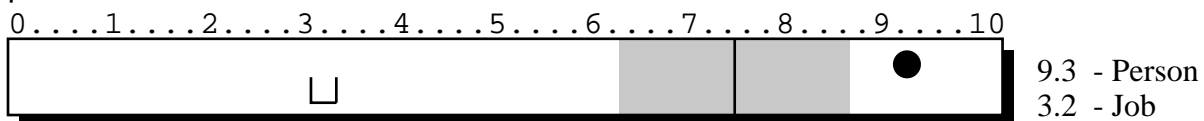
18. OBJECTIVE LISTENING: The ability to listen to many points of view without bias.



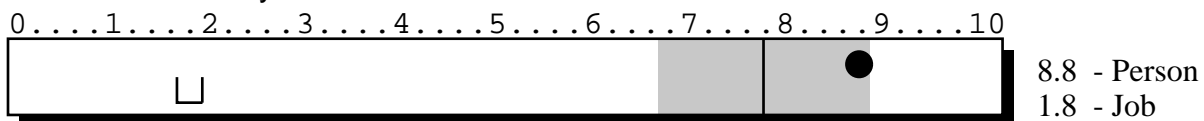
19. DECISION MAKING: The ability to analyze all aspects of a situation to gain thorough insight to make decisions.



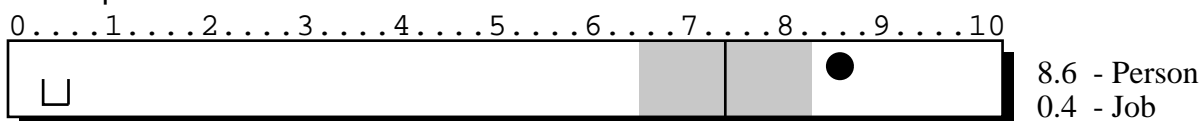
20. PROBLEM SOLVING: The ability to identify key components of a problem to formulate a solution or solutions.



21. CONFLICT MANAGEMENT: The ability to resolve different points of view constructively.



22. DEVELOPING OTHERS: The ability to contribute to the growth and development of others.



□ - Job ● - Person

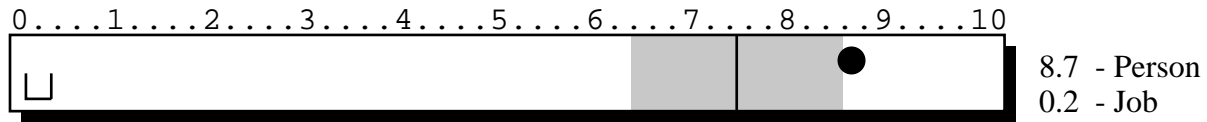
* 68% of the population falls within the shaded area.



Section 1

PERSONAL SKILLS HIERARCHY

23. ACCOUNTABILITY FOR OTHERS: The ability to take responsibility for others' actions.



□ - Job ● - Person

* 68% of the population falls within the shaded area.

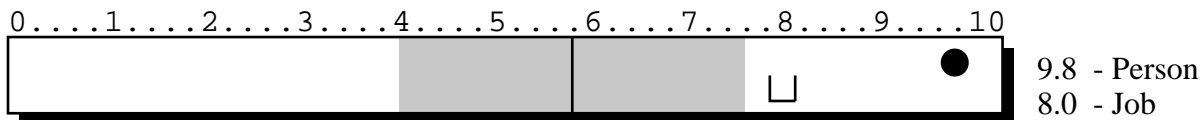


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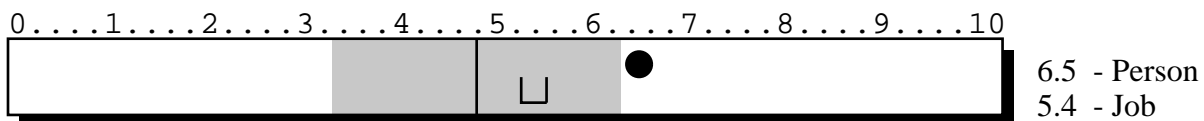
JOB REWARDS/CULTURE HIERARCHY

These graphs are based on the hierarchy of the job benchmark's rewards/culture in descending order from highest required by the job to the lowest. Gaps may point to a job culture that does not match the person's passion and may produce negative feelings about the job.

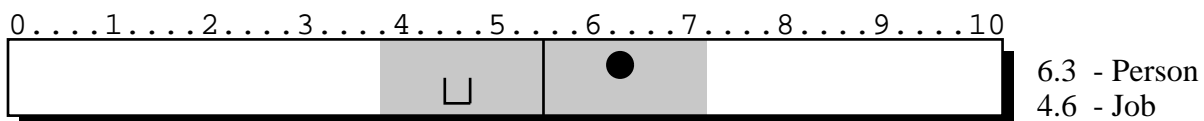
1. UTILITARIAN/ECONOMIC



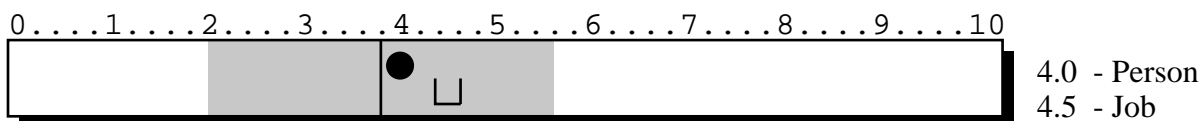
2. INDIVIDUALISTIC/POLITICAL



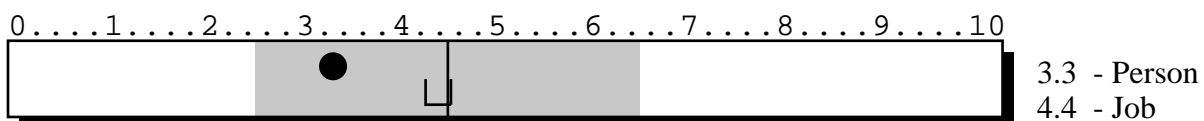
3. THEORETICAL



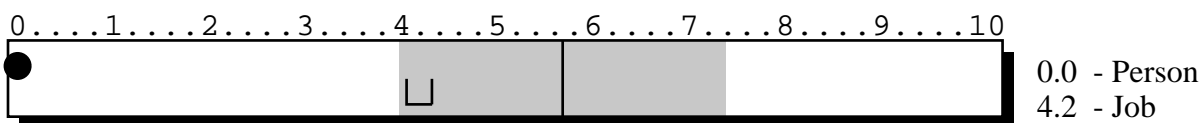
4. AESTHETIC



5. TRADITIONAL/REGULATORY



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

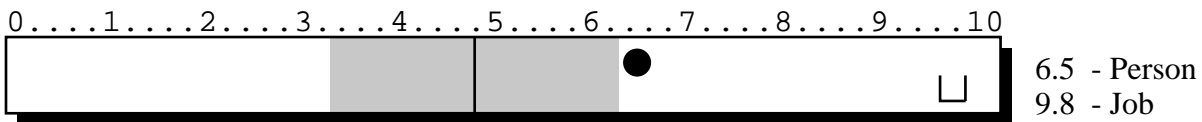


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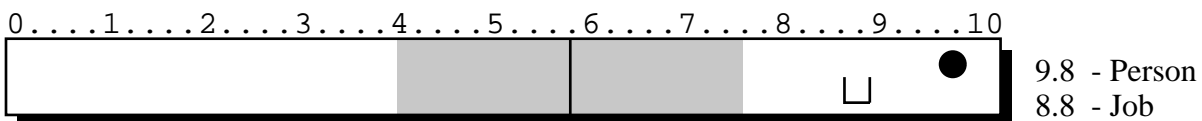
ORGANIZATIONAL REWARDS/CULTURE HIERARCHY

This section identifies the rewards/culture system of a specific organization. Matching a person's passion to an organization that rewards that passion always enhances performance. The graphs below are in descending order from the highest rewards/culture required by the organization to the lowest.

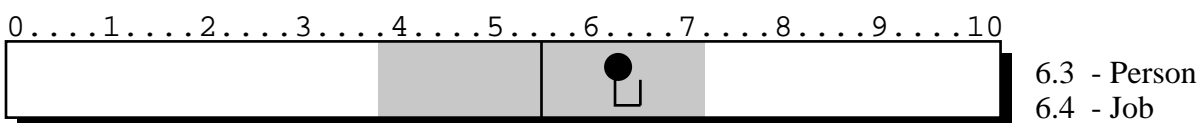
1. INDIVIDUALISTIC/POLITICAL



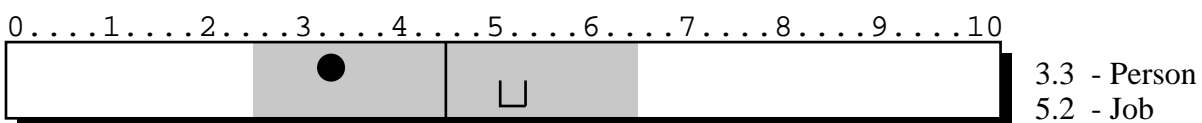
2. UTILITARIAN/ECONOMIC



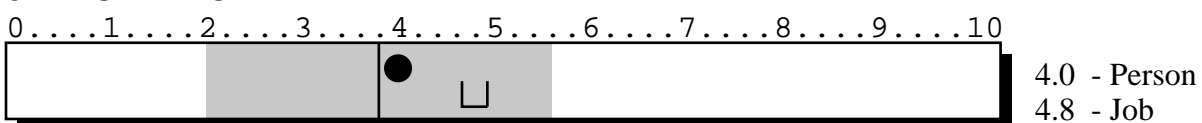
3. THEORETICAL



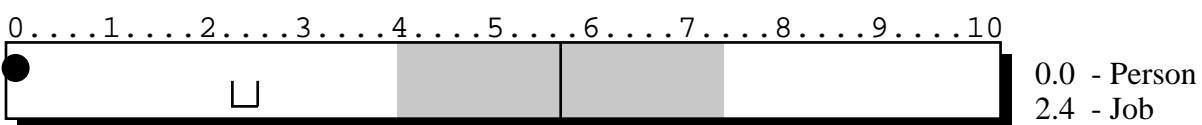
4. TRADITIONAL/REGULATORY



5. AESTHETIC



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

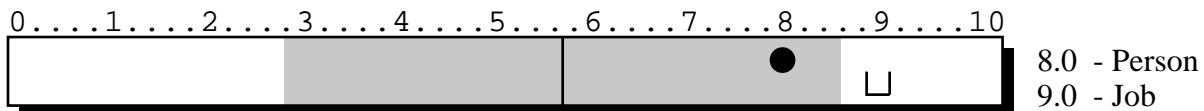


Section 3

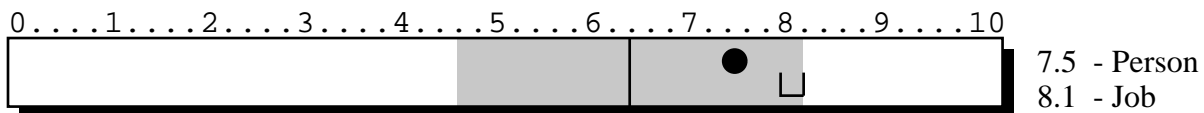
BEHAVIORAL HIERARCHY

Your observable behavior and related emotions contribute to your success on the job. When matched to the job, they play a large role in enhancing your performance. The list below ranks your behavioral traits from the strongest to the weakest.

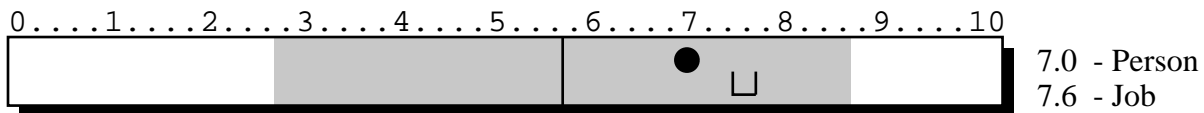
1. FREQUENT INTERACTION WITH OTHERS



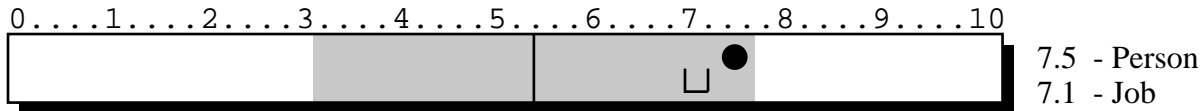
2. CUSTOMER ORIENTED



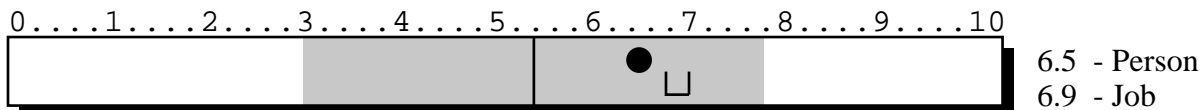
3. COMPETITIVENESS



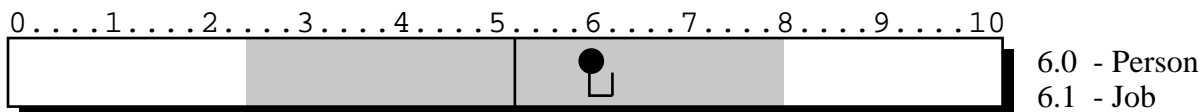
4. FREQUENT CHANGE



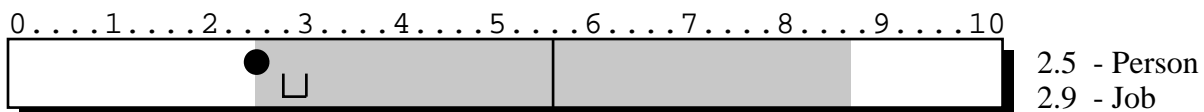
5. VERSATILITY



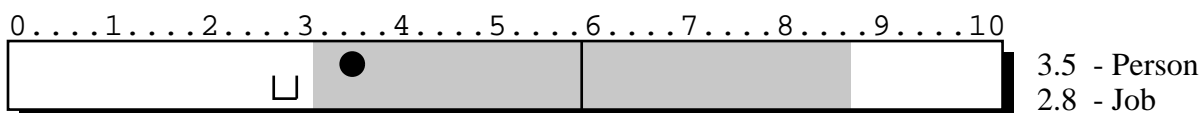
6. URGENCY



7. ORGANIZED WORKPLACE



8. ANALYSIS OF DATA



□ - Job ● - Person

SIA: 64-84-41-27 (14) SIN: 64-74-44-24 (13)

* 68% of the population falls within the shaded area.

DIMENSIONAL BALANCE

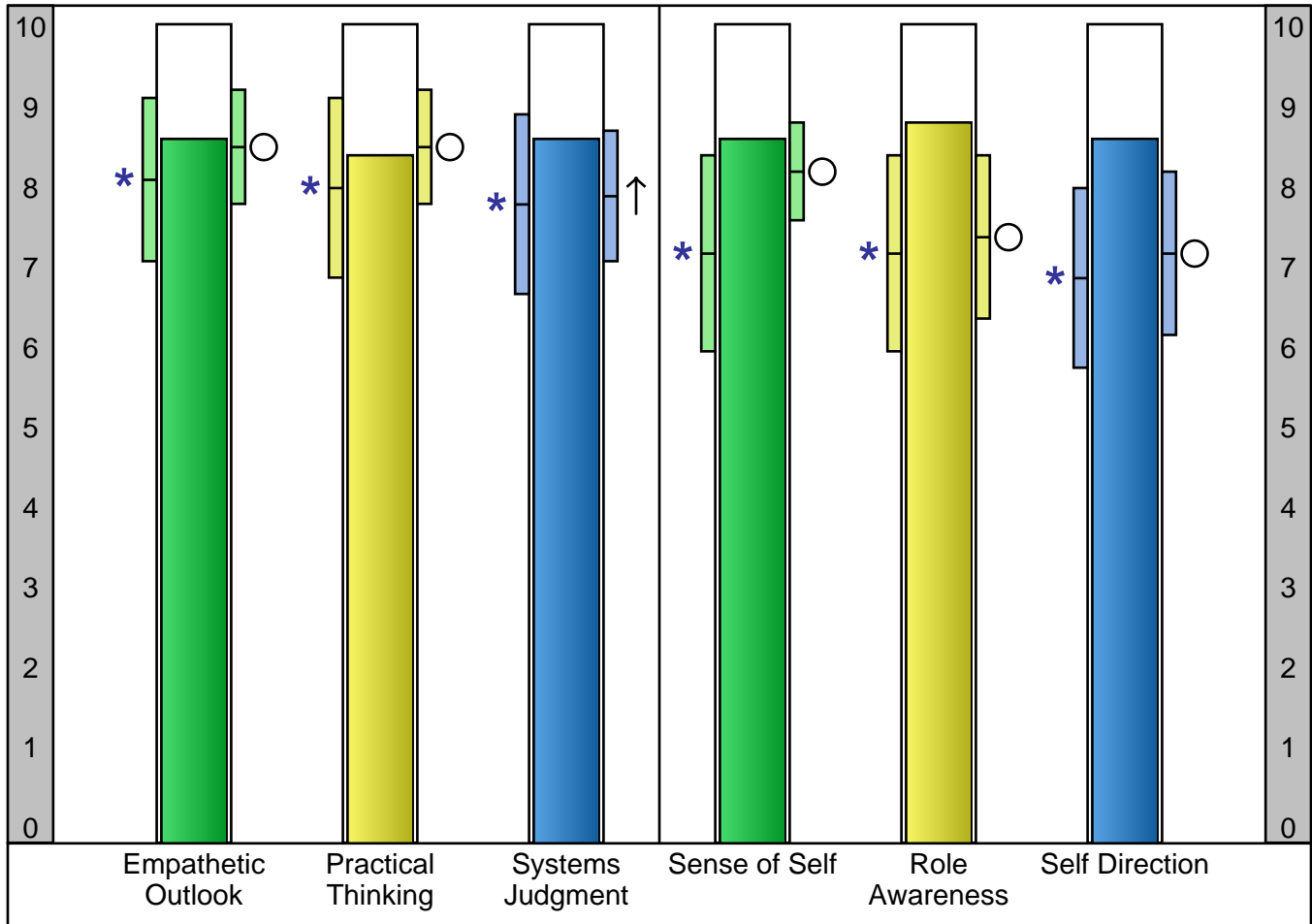
For consulting and coaching

Jamie Clark
6-17-2008

- * Population mean
- ↑ Overvaluation
- Neutral valuation
- ↓ Undervaluation

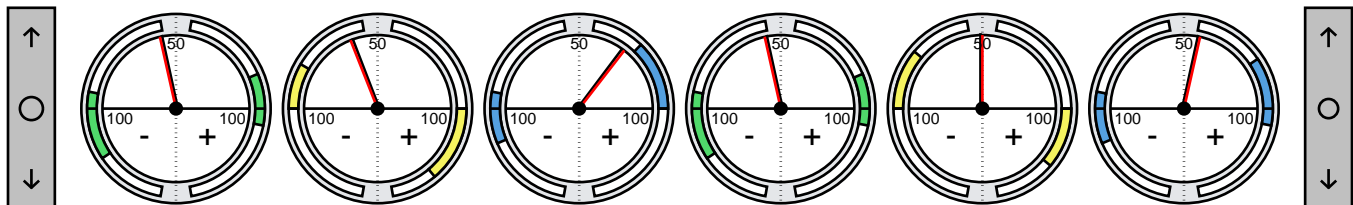
EXTERNAL FACTORS (Part 1)

INTERNAL FACTORS (Part 2)



Score 8.6 8.4 8.6 8.6 8.8 8.6

Bias ○ ○ ↑ ○ ○ ○





CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
10.0	7.6	Integrative Ability	8.6	7.5	Sense of Timing
9.9	7.0	Intuitive Decision Making	8.6	8.1	Empathetic Outlook
9.8	7.0	Handling Stress	8.6	6.9	Self Direction
9.6	7.6	Using Common Sense	8.6	7.8	Systems Judgment
9.3	6.7	Self Assessment	8.6	7.6	Status and Recognition
9.3	7.5	Problem Solving	8.6	7.7	Sense of Belonging
9.1	8.0	Following Directions	8.6	8.1	Self Improvement
9.1	8.3	Theoretical Problem Solving	8.6	8.1	Personal Relationships
9.1	7.0	Balanced Decision Making	8.6	7.4	Self Management
9.1	8.0	Respect for Policies	8.5	7.6	Concrete Organization
9.0	7.7	Realistic Expectations	8.5	7.4	Project and Goal Focus
9.0	7.7	Evaluating Others	8.5	7.3	Results Orientation
9.0	7.1	Internal Self Control	8.5	8.2	Realistic Goal Setting for Others
9.0	7.4	Enjoyment of the Job	8.5	7.9	Proactive Thinking
8.8	7.1	Role Confidence	8.5	7.8	Monitoring Others
8.8	8.2	Respect for Property	8.4	7.2	Persistence
8.8	7.1	Role Awareness	8.4	8.0	Practical Thinking
8.7	7.2	Personal Accountability	8.3	7.5	Quality Orientation
8.7	7.5	Accountability for Others	8.2	8.0	Attention to Detail
8.7	7.4	Self Confidence	8.2	7.3	Consistency and Reliability
8.7	7.9	Leading Others	8.2	6.9	Meeting Standards
8.7	7.1	Gaining Commitment	8.0	7.3	Conceptual Thinking
8.7	8.1	Understanding Motivational Needs	7.8	8.0	Material Possessions
8.7	7.3	Job Ethic			
8.7	7.9	Emotional Control			
8.7	7.8	Persuading Others			
8.7	6.9	Initiative			
8.7	7.3	Sense of Mission			
8.7	7.2	Taking Responsibility			
8.6	7.3	Surrendering Control			
8.6	7.9	Attitude Toward Others			
8.6	7.8	Freedom from Prejudices			
8.6	7.1	Personal Drive			
8.6	7.6	Realistic Personal Goal Setting			
8.6	7.9	Correcting Others			
8.6	7.4	Developing Others			
8.6	7.3	Project Scheduling			
8.6	7.9	Conveying Role Value			
8.6	7.6	Long Range Planning			
8.6	7.4	Handling Rejection			
8.6	7.8	Relating to Others			
8.6	7.3	Sense of Self			
8.6	7.9	Sensitivity to Others			
8.6	7.7	Evaluating What is Said			



CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
8.7	7.5	Accountability for Others	8.6	7.8	Relating to Others
8.2	8.0	Attention to Detail	9.1	8.0	Respect for Policies
8.6	7.9	Attitude Toward Others	8.8	8.2	Respect for Property
9.1	7.0	Balanced Decision Making	8.5	7.3	Results Orientation
8.0	7.3	Conceptual Thinking	8.8	7.1	Role Awareness
8.5	7.6	Concrete Organization	8.8	7.1	Role Confidence
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8.6	7.9	Conveying Role Value	8.7	7.4	Self Confidence
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8.6	7.4	Developing Others	8.6	8.1	Self Improvement
8.7	7.9	Emotional Control	8.6	7.4	Self Management
8.6	8.1	Empathetic Outlook	8.6	7.7	Sense of Belonging
9.0	7.4	Enjoyment of the Job	8.7	7.3	Sense of Mission
9.0	7.7	Evaluating Others	8.6	7.3	Sense of Self
8.6	7.7	Evaluating What is Said	8.6	7.5	Sense of Timing
9.1	8.0	Following Directions	8.6	7.9	Sensitivity to Others
8.6	7.8	Freedom from Prejudices	8.6	7.6	Status and Recognition
8.7	7.1	Gaining Commitment	8.6	7.3	Surrendering Control
8.6	7.4	Handling Rejection	8.6	7.8	Systems Judgment
9.8	7.0	Handling Stress	8.7	7.2	Taking Responsibility
8.7	6.9	Initiative	9.1	8.3	Theoretical Problem Solving
10.0	7.6	Integrative Ability	8.7	8.1	Understanding Motivational Needs
9.0	7.1	Internal Self Control	9.6	7.6	Using Common Sense
9.9	7.0	Intuitive Decision Making			
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8.2	6.9	Meeting Standards			
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8.6	8.1	Personal Relationships			
8.7	7.8	Persuading Others			
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8.5	8.2	Realistic Goal Setting for Others			
8.6	7.6	Realistic Personal Goal Setting			



COMPARISON ANALYSIS

For consulting and coaching

Job Attributes Hierarchy	Zone Range	Person
1. PERSONAL ACCOUNTABILITY	8.1 — 10.0	8.7
2. SELF MANAGEMENT	8.4 — 10.0	8.6
3. CUSTOMER FOCUS	9.1 — 10.0	8.6
4. SELF STARTING	8.1 — 10.0	8.7
5. GOAL ACHIEVEMENT	8.3 — 10.0	8.5
6. INTERPERSONAL SKILLS	8.9 — 10.0	8.8
7. INFLUENCING OTHERS	8.6 — 10.0	8.7
Job Rewards/Culture Hierarchy	Zone Range	Person
1. UTILITARIAN/ECONOMIC	7.7 — 10.0	9.8
2. INDIVIDUALISTIC/POLITICAL	4.9 — 6.3	6.5
3. THEORETICAL	3.8 — 5.5	6.3
Job Behavioral Hierarchy	Zone Range	Person
1. FREQUENT INTERACTION WITH OTHERS	8.7 — 10.0	8.0
2. CUSTOMER ORIENTED	6.5 — 8.2	7.5
3. COMPETITIVENESS	5.8 — 8.7	7.0



Insert Additional Candidate Information Here

Resume

Reference Checks

Written Interview Questions

Phone Interview Notes

Letters of Recommendation

Background Check

Sample Work



Sarah Jones - TTI TriMetrix® Gap Report



TTI TriMetrix[®]
Gap Report

Sarah Jones

7-29-2008



INTRODUCTION

Long-term superior performance is directly related to job fit. Job fit, in simple terms, is having the talent that the job requires.

Most people match some, but not necessarily all, job requirements. When this happens, we have a gap. The gap is nothing more than an area for development.

This report makes it easy for both manager and subordinate to discuss and develop a plan for personalized development.

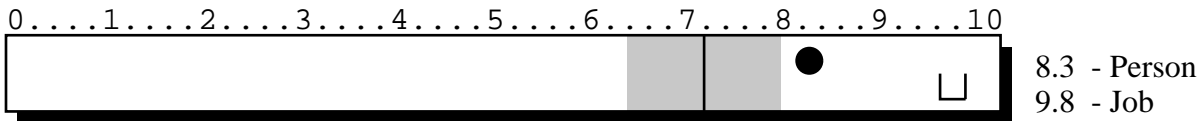


Section 1

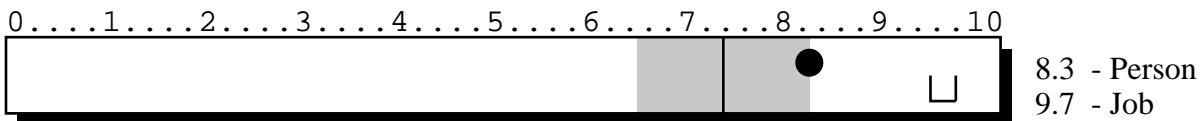
PERSONAL SKILLS HIERARCHY

Your unique hierarchy of personal skills is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your personal skills from top to bottom.

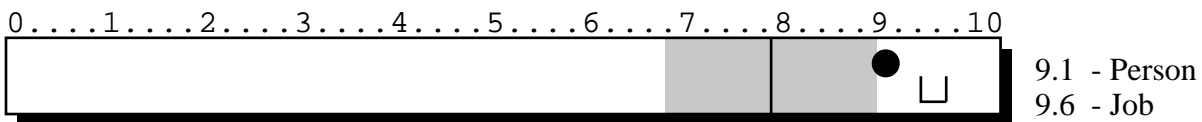
1. PERSONAL ACCOUNTABILITY: A measure of the capacity to be answerable for personal actions.



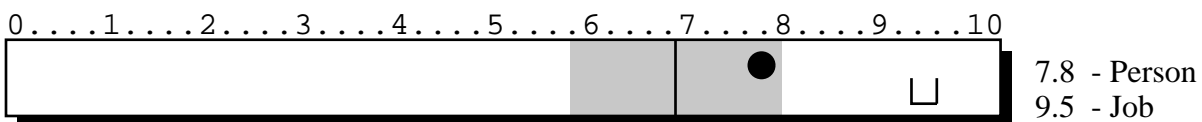
2. SELF MANAGEMENT: The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.



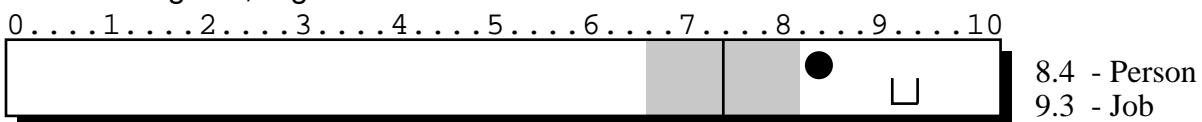
3. CUSTOMER FOCUS: A commitment to customer satisfaction.



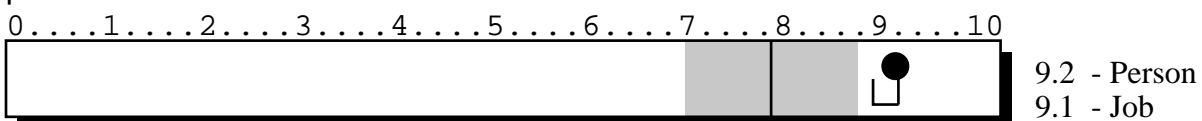
4. SELF STARTING: The ability to initiate and sustain momentum without external stimulation.



5. GOAL ACHIEVEMENT: The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.



6. INTERPERSONAL SKILLS: The ability to interact with others in a positive manner.



□ - Job ● - Person

Rev: 0.95-0.94

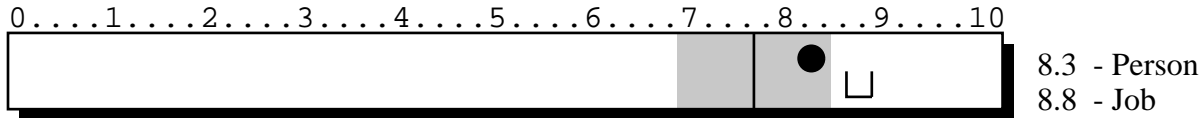
* 68% of the population falls within the shaded area.



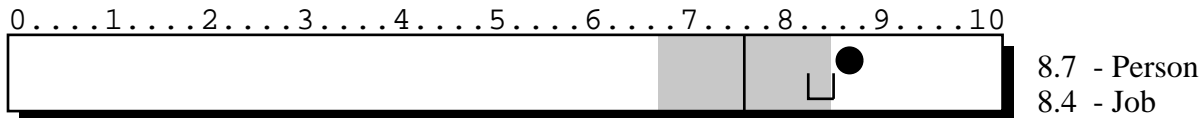
Section 1

PERSONAL SKILLS HIERARCHY

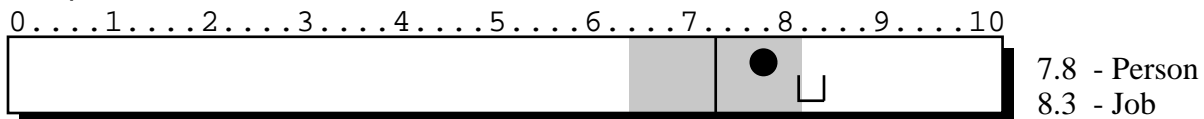
7. INFLUENCING OTHERS: The ability to personally affect others' actions, decisions, opinions or thinking.



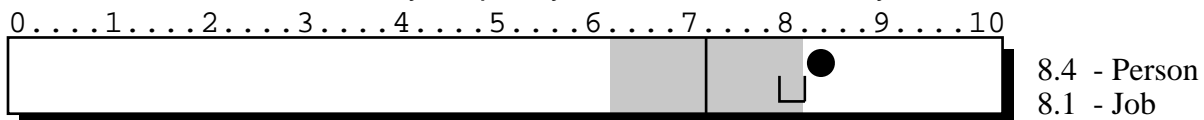
8. DIPLOMACY AND TACT: The ability to treat others fairly, regardless of personal biases or beliefs.



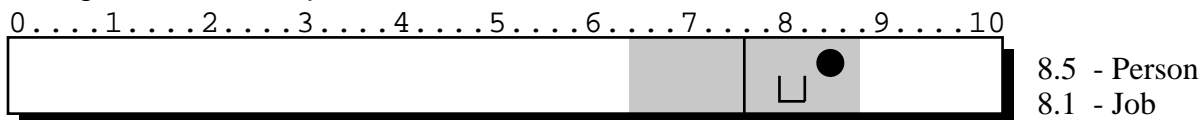
9. RESULTS ORIENTATION: The ability to identify actions necessary to complete tasks and obtain results.



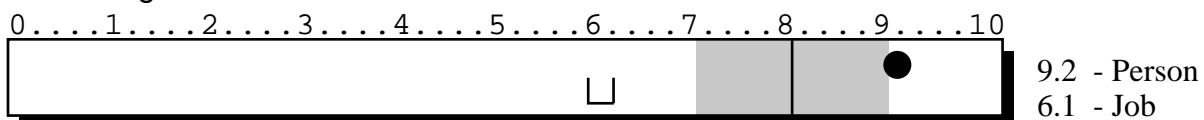
10. RESILIENCY: The ability to quickly recover from adversity.



11. FLEXIBILITY: The ability to readily modify, respond to and integrate change with minimal personal resistance.



12. EMPATHETIC OUTLOOK: The capacity to perceive and understand the feelings and attitudes of others.



□ - Job ● - Person

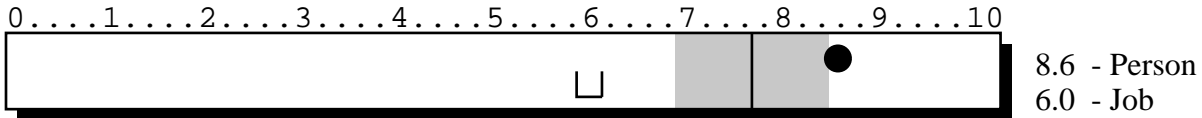
* 68% of the population falls within the shaded area.



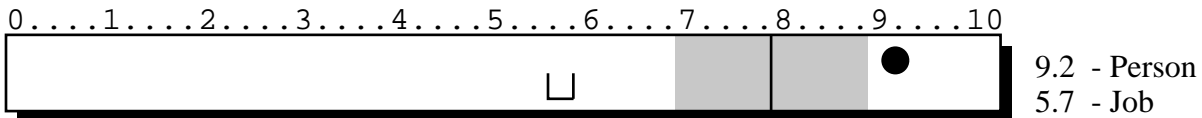
Section 1

PERSONAL SKILLS HIERARCHY

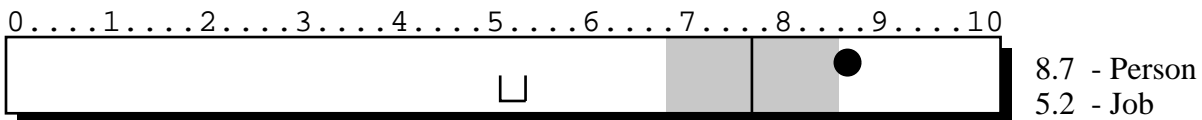
13. TEAMWORK: The ability to cooperate with others to meet objectives.



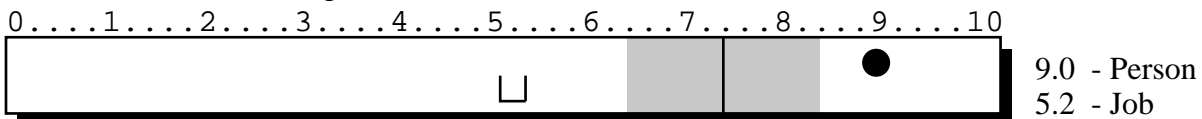
14. LEADING OTHERS: The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.



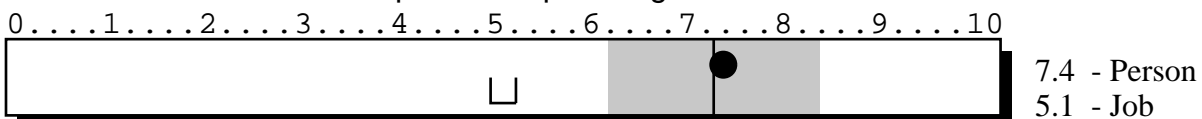
15. PLANNING AND ORGANIZATION: The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.



16. CONTINUOUS LEARNING: The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.



17. CONCEPTUAL THINKING: The ability to analyze hypothetical situations or abstract concepts to compile insight.



□ - Job ● - Person

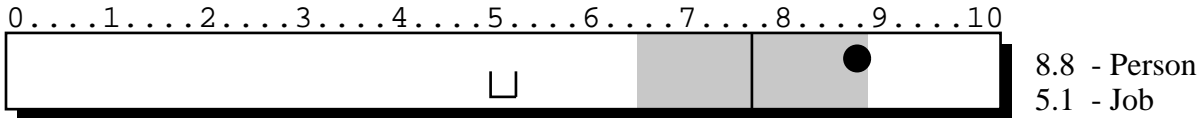
* 68% of the population falls within the shaded area.



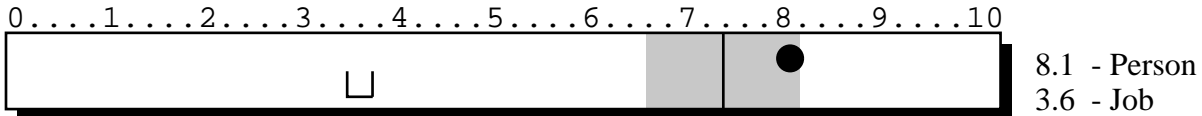
Section 1

PERSONAL SKILLS HIERARCHY

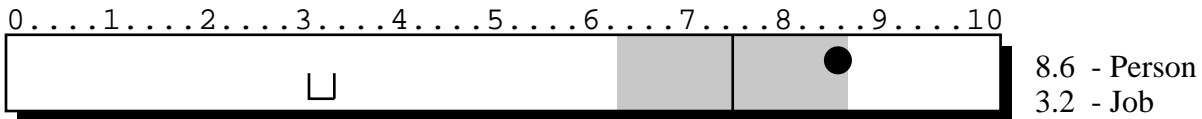
18. OBJECTIVE LISTENING: The ability to listen to many points of view without bias.



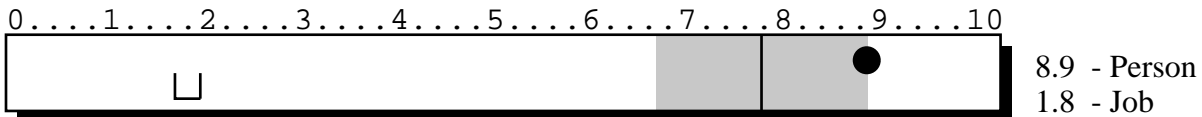
19. DECISION MAKING: The ability to analyze all aspects of a situation to gain thorough insight to make decisions.



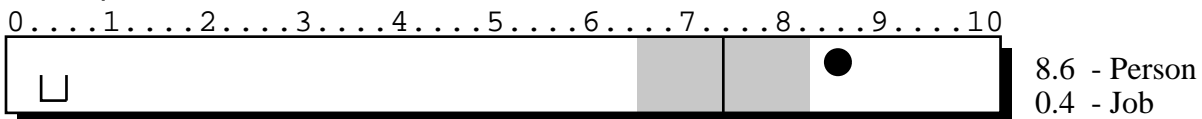
20. PROBLEM SOLVING: The ability to identify key components of a problem to formulate a solution or solutions.



21. CONFLICT MANAGEMENT: The ability to resolve different points of view constructively.



22. DEVELOPING OTHERS: The ability to contribute to the growth and development of others.



□ - Job ● - Person

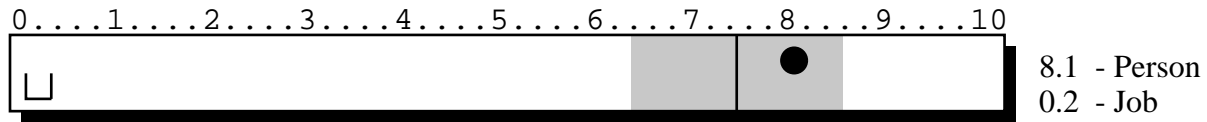
* 68% of the population falls within the shaded area.



Section 1

PERSONAL SKILLS HIERARCHY

23. ACCOUNTABILITY FOR OTHERS: The ability to take responsibility for others' actions.



□ - Job ● - Person

* 68% of the population falls within the shaded area.

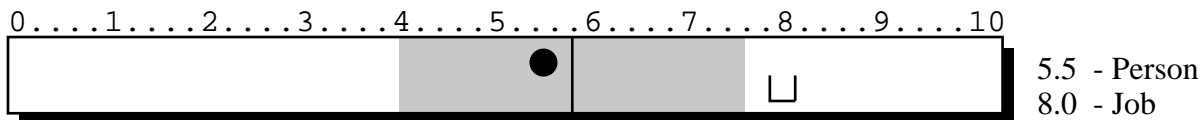


Section 2

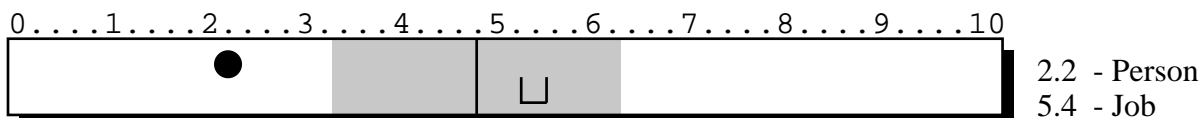
JOB REWARDS/CULTURE HIERARCHY

These graphs are based on the hierarchy of the job benchmark's rewards/culture in descending order from highest required by the job to the lowest. Gaps may point to a job culture that does not match the person's passion and may produce negative feelings about the job.

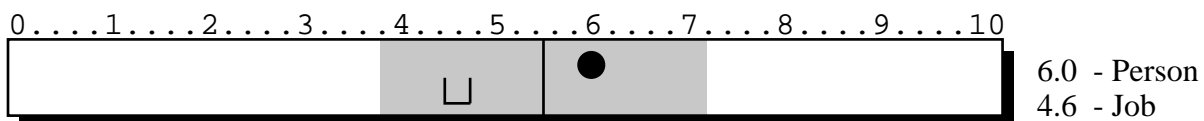
1. UTILITARIAN/ECONOMIC



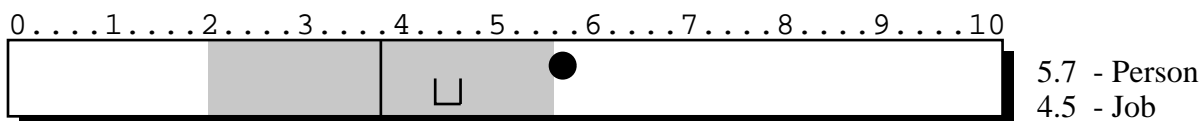
2. INDIVIDUALISTIC/POLITICAL



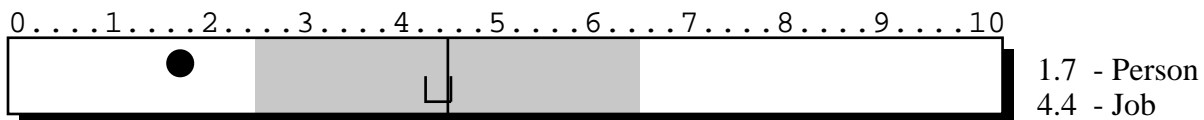
3. THEORETICAL



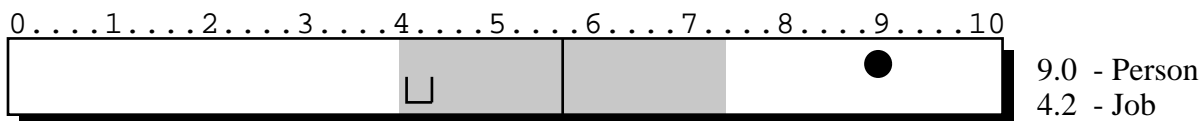
4. AESTHETIC



5. TRADITIONAL/REGULATORY



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

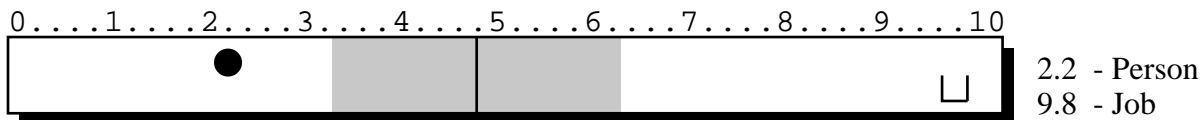


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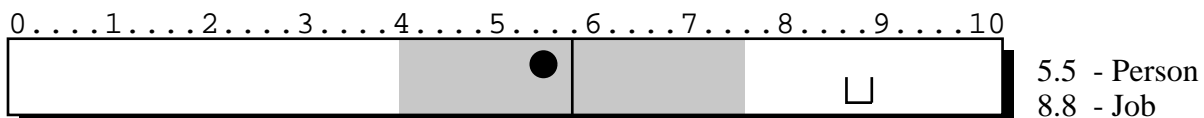
ORGANIZATIONAL REWARDS/CULTURE HIERARCHY

This section identifies the rewards/culture system of a specific organization. Matching a person's passion to an organization that rewards that passion always enhances performance. The graphs below are in descending order from the highest rewards/culture required by the organization to the lowest.

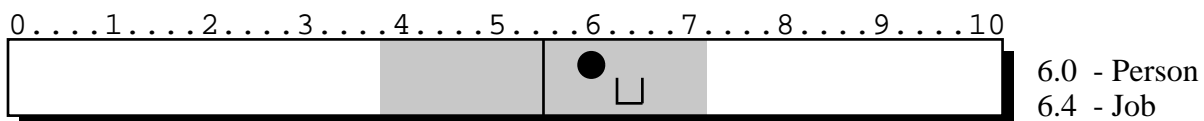
1. INDIVIDUALISTIC/POLITICAL



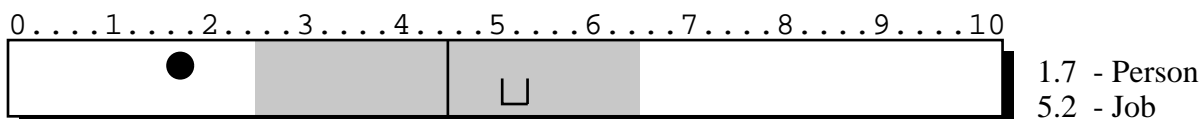
2. UTILITARIAN/ECONOMIC



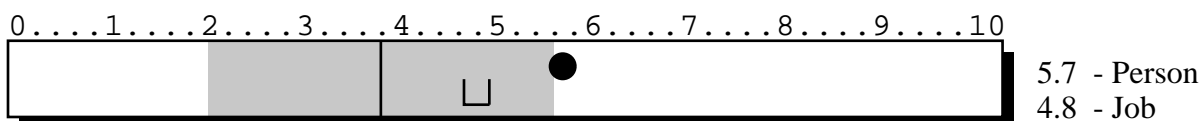
3. THEORETICAL



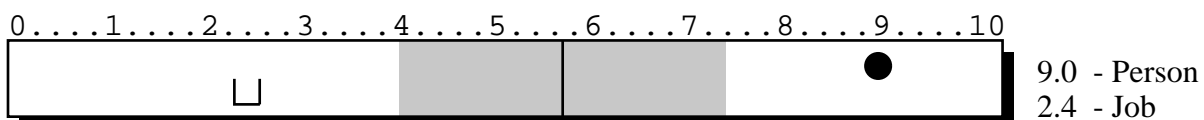
4. TRADITIONAL/REGULATORY



5. AESTHETIC



6. SOCIAL



□ - Job ● - Person

* 68% of the population falls within the shaded area.

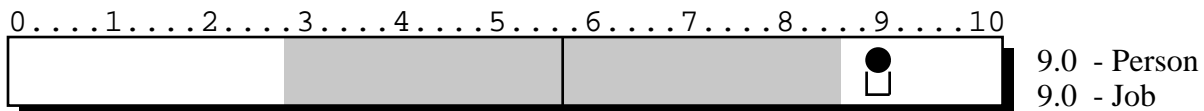


Section 3

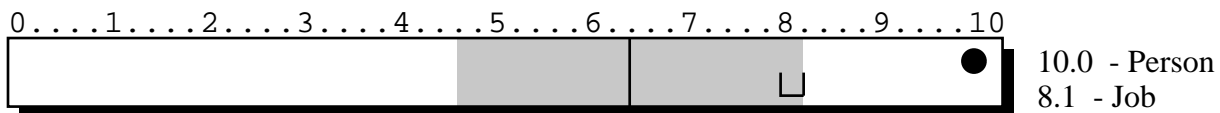
BEHAVIORAL HIERARCHY

Your observable behavior and related emotions contribute to your success on the job. When matched to the job, they play a large role in enhancing your performance. The list below ranks your behavioral traits from the strongest to the weakest.

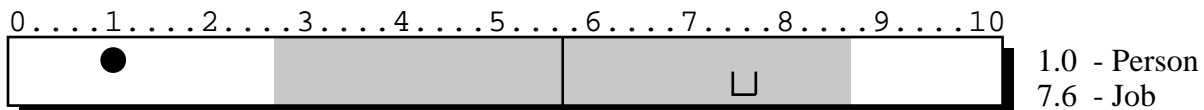
1. FREQUENT INTERACTION WITH OTHERS



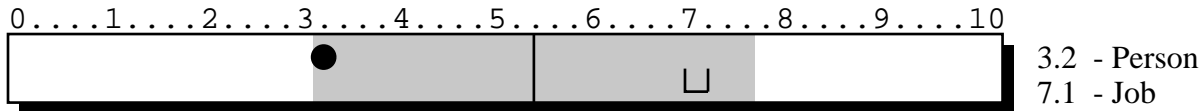
2. CUSTOMER ORIENTED



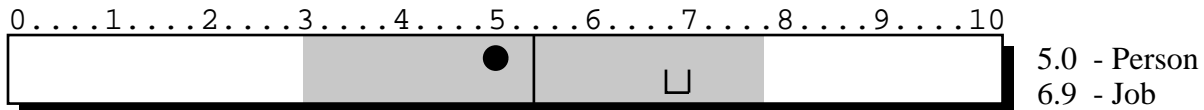
3. COMPETITIVENESS



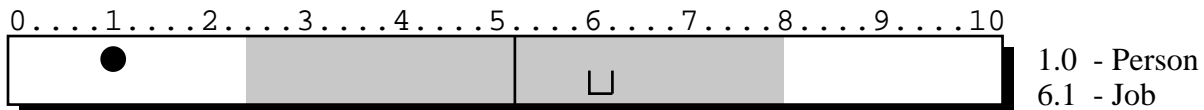
4. FREQUENT CHANGE



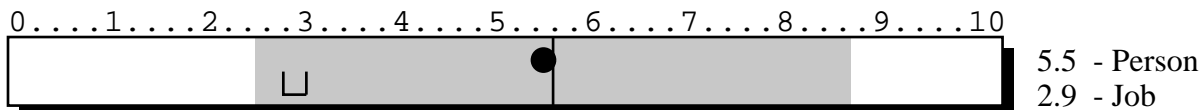
5. VERSATILITY



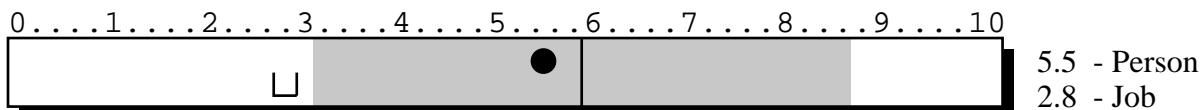
6. URGENCY



7. ORGANIZED WORKPLACE



8. ANALYSIS OF DATA



□ - Job ● - Person

SIA: 05-11-75-96 (22) SIN: 00-86-100-100 (36)

* 68% of the population falls within the shaded area.

DIMENSIONAL BALANCE

For consulting and coaching

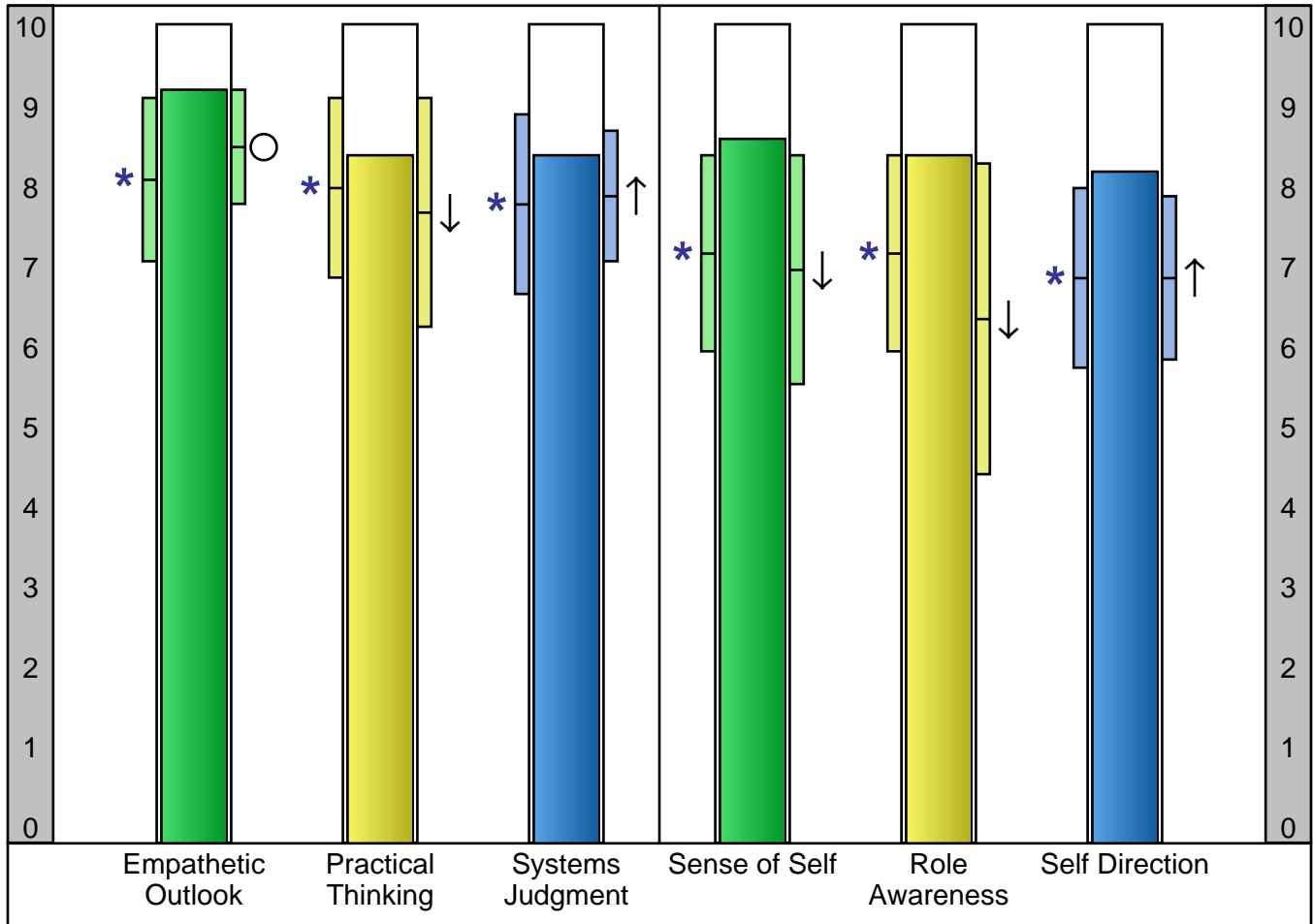
Sarah Jones

7-29-2008

- * Population mean
- ↑ Overvaluation
- Neutral valuation
- ↓ Undervaluation

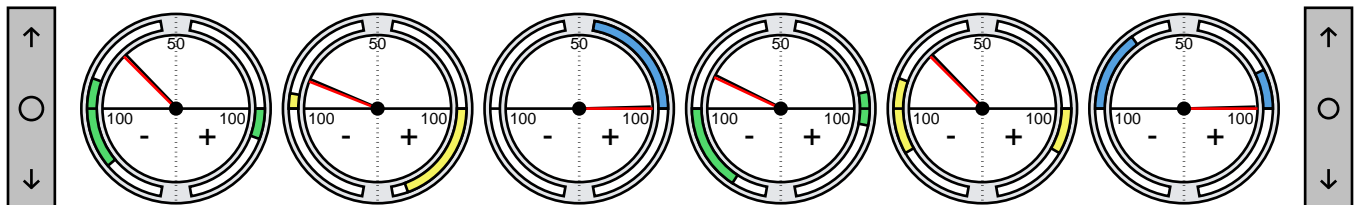
EXTERNAL FACTORS (Part 1)

INTERNAL FACTORS (Part 2)



Score 9.2 8.4 8.4 8.6 8.4 8.2

Bias ○ ↓ ↑ ↓ ↓ ↑





CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
9.9	8.3	Theoretical Problem Solving	8.3	7.4	Self Management
9.7	8.1	Personal Relationships	8.3	7.2	Taking Responsibility
9.6	8.1	Self Improvement	8.2	7.9	Conveying Role Value
9.4	8.2	Respect for Property	8.2	6.9	Self Direction
9.3	7.9	Proactive Thinking	8.1	7.5	Accountability for Others
9.3	7.6	Using Common Sense	8.1	7.1	Gaining Commitment
9.2	7.9	Attitude Toward Others	8.1	7.1	Internal Self Control
9.2	7.8	Freedom from Prejudices	7.9	7.6	Concrete Organization
9.2	7.9	Leading Others	7.9	7.4	Self Confidence
9.2	7.9	Sensitivity to Others	7.9	7.7	Sense of Belonging
9.2	8.1	Empathetic Outlook	7.9	7.4	Enjoyment of the Job
9.1	7.0	Intuitive Decision Making	7.8	7.3	Consistency and Reliability
9.1	7.8	Persuading Others	7.8	7.3	Results Orientation
8.9	8.0	Following Directions	7.8	7.0	Balanced Decision Making
8.9	8.0	Attention to Detail	7.8	6.9	Meeting Standards
8.9	7.7	Realistic Expectations	7.8	7.3	Job Ethic
8.9	7.4	Handling Rejection	7.8	6.9	Initiative
8.9	8.0	Respect for Policies	7.8	7.3	Sense of Mission
8.9	7.8	Relating to Others	7.6	7.5	Quality Orientation
8.8	7.6	Realistic Personal Goal Setting	7.4	7.3	Conceptual Thinking
8.8	7.7	Evaluating Others	7.4	7.3	Project Scheduling
8.8	7.9	Correcting Others	7.4	7.5	Sense of Timing
8.8	8.2	Realistic Goal Setting for Others	7.3	7.1	Role Confidence
8.8	7.6	Long Range Planning			
8.8	7.7	Evaluating What is Said			
8.7	7.1	Personal Drive			
8.6	6.7	Self Assessment			
8.6	7.4	Developing Others			
8.6	7.5	Problem Solving			
8.6	8.1	Understanding Motivational Needs			
8.6	7.6	Integrative Ability			
8.6	7.3	Sense of Self			
8.5	7.0	Handling Stress			
8.5	7.2	Persistence			
8.4	7.9	Emotional Control			
8.4	7.8	Systems Judgment			
8.4	7.6	Status and Recognition			
8.4	8.0	Material Possessions			
8.4	7.1	Role Awareness			
8.4	8.0	Practical Thinking			
8.3	7.2	Personal Accountability			
8.3	7.4	Project and Goal Focus			
8.3	7.3	Surrendering Control			
8.3	7.8	Monitoring Others			



CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
8.1	7.5	Accountability for Others	8.9	7.8	Relating to Others
8.9	8.0	Attention to Detail	8.9	8.0	Respect for Policies
9.2	7.9	Attitude Toward Others	9.4	8.2	Respect for Property
7.8	7.0	Balanced Decision Making	7.8	7.3	Results Orientation
7.4	7.3	Conceptual Thinking	8.4	7.1	Role Awareness
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8.6	7.4	Developing Others	9.6	8.1	Self Improvement
8.4	7.9	Emotional Control	8.3	7.4	Self Management
9.2	8.1	Empathetic Outlook	7.9	7.7	Sense of Belonging
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8.9	8.0	Following Directions	9.2	7.9	Sensitivity to Others
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8.1	7.1	Gaining Commitment	8.3	7.3	Surrendering Control
8.9	7.4	Handling Rejection	8.4	7.8	Systems Judgment
8.5	7.0	Handling Stress	8.3	7.2	Taking Responsibility
7.8	6.9	Initiative	9.9	8.3	Theoretical Problem Solving
8.6	7.6	Integrative Ability	8.6	8.1	Understanding Motivational Needs
8.1	7.1	Internal Self Control	9.3	7.6	Using Common Sense
9.1	7.0	Intuitive Decision Making			
7.8	7.3	Job Ethic			
9.2	7.9	Leading Others			
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7.4	7.3	Project Scheduling			
7.6	7.5	Quality Orientation			
8.9	7.7	Realistic Expectations			
8.8	8.2	Realistic Goal Setting for Others			
8.8	7.6	Realistic Personal Goal Setting			



COMPARISON ANALYSIS

For consulting and coaching

Job Attributes Hierarchy	Zone Range	Person
1. PERSONAL ACCOUNTABILITY	8.1 — 10.0	8.3
2. SELF MANAGEMENT	8.4 — 10.0	8.3
3. CUSTOMER FOCUS	9.1 — 10.0	9.1
4. SELF STARTING	8.1 — 10.0	7.8
5. GOAL ACHIEVEMENT	8.3 — 10.0	8.4
6. INTERPERSONAL SKILLS	8.9 — 10.0	9.2
7. INFLUENCING OTHERS	8.6 — 10.0	8.3
Job Rewards/Culture Hierarchy	Zone Range	Person
1. UTILITARIAN/ECONOMIC	7.7 — 10.0	5.5
2. INDIVIDUALISTIC/POLITICAL	4.9 — 6.3	2.2
3. THEORETICAL	3.8 — 5.5	6.0
Job Behavioral Hierarchy	Zone Range	Person
1. FREQUENT INTERACTION WITH OTHERS	8.7 — 10.0	9.0
2. CUSTOMER ORIENTED	6.5 — 8.2	10.0
3. COMPETITIVENESS	5.8 — 8.7	1.0



Insert Additional Candidate Information Here

Resume

Reference Checks

Written Interview Questions

Phone Interview Notes

Letters of Recommendation

Background Check

Sample Work