



Onboarding Report Sarah Sample



Professional
Styles

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About this Report

This report is based upon the Styles assessment, which explores an individual's motives, preferences, needs and talents in critical work areas.

The results are based on a comparison with a group of 2,600 international professionals and managers and are presented on a 1 to 10 Sten scale.

Since the questionnaire is a self-report measure, the results reflect the individual's self-perception. Our extensive research has shown this to be a good indicator of how people are likely to operate in the workplace. Nevertheless, due consideration must be given to the subjective nature of using an individual's self-perception in the interpretation of these data.

It should be remembered that the information contained in this report is potentially sensitive and every effort should be made to ensure that it is stored in a secure place.

The information contained within this report is likely to remain a good reflection of the individual's self-perception for 12-24 months, depending upon circumstances.

The report was produced using Saville Assessment software systems. It has been derived from the results of an assessment completed by the respondent, and reflects the responses they made.

This report has been generated electronically. Saville Assessment do not guarantee that it has not been changed or edited. We can accept no liability for the consequences of the use of this report, howsoever arising.

The application of this assessment is limited to Saville Assessment employees, agents of Saville Assessment and clients authorised by Saville Assessment.

Introduction to Assessment Report

This report is based on your completion of the Styles questionnaire, which explores an individual's strengths in critical work areas.

Your Core Strengths

This section of the report presents your top four strengths. Successful people tend to know what they are good at and play to these strengths. 'Building your Strengths' provides you with tips on how to build and capitalise on your strength to match the requirements of your new role. 'Working with your New Organisation/Manager' provides tips to help alert the organisation and/or your hiring manager to understand your strengths and find ways to work with you to promote your development. Clear areas of strength are most likely to contribute to effectiveness and enjoyment at work. They may, however, lead to unwanted or undesirable consequences. 'Using your Strengths Well' provides tips to build on the special contribution your strengths can bring to your work place. In 'Your Actions' you are encouraged to reflect on actions that you could consider within your new role.

Your Challenge Areas

This section of the report presents two areas of challenge for you. Challenge areas are unlikely to be areas where there is a strong desire or capability for you to change. As well as seeking to develop these areas, it is often likely to be beneficial to manage these areas given that they are likely to be less open to development. 'Developing your Challenge Areas' provides you with tips on how to develop and manage your limitations. 'Working with your New Organisation/Manager' provides tips on how the organisation and/or your hiring manager can help find ways to support your development. In 'Your Actions' you are encouraged to reflect on actions that you could consider within your new role.

Setting your Development Priorities

This section encourages you to reflect on the key activities you are planning for your future development across the coming months. Space is provided for three development areas.

Your Core Strengths

Building Relationships

You are likely to be active in developing relationships, interacting with others and getting yourself noticed. This is useful as it is likely to provide you with many opportunities through a wide circle of contacts.



Building your Strengths

- Ensure conversations you have with key stakeholders are focused on topics which are relevant to both of you and your work.
- Reflect on different individuals' reactions to you when you first meet them and consider what you could do differently to engage them more quickly next time.
- Identify which colleagues and stakeholders you would like to impress with the work that you are doing. Be clear on what specifically you could do to raise your profile with them.



Working with your New Organisation/Manager

- Find opportunities to attend events where you will have the chance to meaningfully network and develop potentially important relationships.
- Identify a list of colleagues you will benefit from engaging with; discuss the best way to approach each contact.
- Look for opportunities to highlight early achievements and successes to colleagues in a manner that is appropriate for the organisation.



Using your Strengths Well

- Are you ever taking up too much of other people's time when they are busy? ACTION: Be careful to check that when people are busy they have time to talk to you.
- Do the majority of your work conversations have a clear purpose? ACTION: Be careful not to spend too much time engaging with others when it is not relevant to your work area/goals.
- Could promoting your own achievements ever be seen as something you do for yourself rather than for others? ACTION: Be sure to highlight colleagues' achievements as well as your own.

Your Core Strengths

Your Actions

What actions might you consider to make the most of this area in your new role?

Your Core Strengths

Adjusting to Change

You quickly see the benefits of change and generally welcome variety and novelty in your work. You go out of your way to find new activities, new ways of doing things and are capable of adjusting to changing circumstances.



Building your Strengths

- Consider work issues which you are less positive or happy about. Take some time to think about how these can be improved.
- During a period of change, help others see the likely benefits and be clear whenever possible on what you expect to happen and when.
- Think about feedback that you have been most resistant to in the past and challenge yourself to find a way to respond positively. This should help you to become even more receptive to feedback in the future.



Working with your New Organisation/Manager

- Get involved with projects where a positive can-do attitude will make a real difference.
- Find opportunities to work on different types of tasks which will maintain your interest and challenge you.
- Make clear to others that you are open and receptive to feedback.



Using your Strengths Well

- Could a high level of optimism ever result in you placing too much emphasis on the positives and largely ignoring important problems? ACTION: Be attentive to the likely problems that could arise.
- Are you so keen to embrace the next challenge that you move on without fully completing your existing commitments? ACTION: Stop before you accept a new challenge and consider whether now is the right time to embrace it.
- Does your desire for feedback mean that that you sometimes ask for it when it is not appropriate? ACTION: Consider whether people will welcome giving you feedback now or whether you should ask on another occasion.

Your Core Strengths

Your Actions

What actions might you consider to make the most of this area in your new role?

Your Core Strengths

Communicating Information

You are prepared to put your views across confidently, persuasively and with conviction. This may be an advantage in that your opinions are more likely to be taken into account and you are likely to be able to bring other people round to your point of view.



Building your Strengths

- Before attempting to persuade others on an important issue, take time to rehearse the likely objections and best counter arguments.
- Check others' understanding of the key points you are communicating. Where you identify there is a lack of understanding, consider alternative ways of explaining the point.
- Ensure that you are being positive about the points you agree with while challenging the points you disagree with.



Working with your New Organisation/Manager

- Look for opportunities where you can make a difference through persuasion and negotiation.
- Take early opportunities to present information directly to colleagues and/or clients.
- Understand and discuss when and where it is likely to be appropriate for you to be more challenging and what the expectations are in terms of expressing concerns or alternative view-points.



Using your Strengths Well

- Could you ever find yourself continuing to persuade others when the case has already been won? ACTION: Observe people and listen for signs of agreement. Remember to stop persuading when these signs are clear.
- Do you often find yourself as the person who is asked to do the talking? ACTION: Consider when a colleague knows more about a subject and give them the opportunity to present.
- Have you ever prolonged discussion or debate by revisiting points which are agreed upon and are not going to change? ACTION: Know when to move on to challenge points that you have the potential to influence.

Your Core Strengths

Your Actions

What actions might you consider to make the most of this area in your new role?

Your Core Strengths

Creating Innovation

You have a special contribution to make in providing creativity and originality in terms of thinking differently about what can be done and how to do it. Your innovative style suggests that you are prepared to challenge how things are typically done and like to think about how things can be improved for the future.



Building your Strengths

- Try to be even more creative by shifting your perspective or changing your goal. For example, what ideas could improve customer satisfaction rather than just profit?
- Try to find simple and easily understood ways to explain more complex opportunities to less theoretical colleagues.
- Look for tactics and strategies which are used in jobs/industries/organisations similar to your own. Ensure any new thinking you suggest is accompanied by a clear rationale.



Working with your New Organisation/Manager

- Utilise your capability to come up with new ideas and solutions in projects where creativity is needed.
- Get involved in work where the understanding of new concepts and the development of theoretical ideas or models is valued.
- Look for opportunities for you to be involved in strategic discussions with colleagues about your shared future direction.



Using your Strengths Well

- Do you ever suggest an idea during the final delivery phase of a project when it is too late to be considered? ACTION: Be careful not to distract with new ideas when the focus is on final completion.
- Are any of your ideas and suggestions seen as complex or difficult to understand? ACTION: Research who you are presenting your suggestions to and find ways to simplify your message, e.g. talk through an example of exactly how your idea would work.
- Could your focus on the long term be at the expense of dealing with the present? ACTION: Switch between an operational and strategic focus as time permits; do not let one dominate the other.

Your Core Strengths

Your Actions

What actions might you consider to make the most of this area in your new role?

Your Challenge Areas

Providing Leadership

You are not inclined towards taking charge or towards assuming a leadership role. It is more likely that you will take the role of an active contributor in a group situation rather than try to assert yourself strongly over others.



Developing your Challenge Areas

- Where possible, work to get the support of others before making key decisions.
- Take on some small extra responsibility for co-ordinating or directing others' work when it is appropriate.
- Spend time talking to colleagues about what makes them want to work harder or what they can find demotivating. Consider if you can use this insight to contribute to their motivation.



Working with your New Organisation/Manager

- Understand what decisions you are likely to have to take and who else is likely to be involved in making a particular decision.
- Be clear to what extent, if any, you will be expected to take on any responsibility for co-ordinating or directing others' work
- Ensure that others around you have a source of inspiration to motivate them beyond any encouragement you may provide.

Your Actions

What actions might you consider to develop this area in your new role?

Your Challenge Areas

Driving Success

You are unlikely to have strong ambition to compete at the highest level and are more likely to switch to a different work goal than persevere with one that is particularly difficult or challenging.



Developing your Challenge Areas

- Consider what important things you are avoiding doing and look to do these tasks straight away.
- Identifying a problem is the start of developing a solution and creating an opportunity for your organisation. Look for the problems that you are in a position to address and therefore create new opportunities.
- Break goals down into short steps that lead to longer-term objectives. All goals should be specific, manageable, attractive, realistic and time-bound.



Working with your New Organisation/Manager

- Make sure that you are getting key tasks and initiatives moving and that there are no barriers to making things happen.
- Minimise the possibility of new opportunities being missed by working with colleagues to identify and seize new opportunities.
- Set realistic and achievable goals, and review progress regularly. Where progress is falling short, take action early to ensure goals are still met.

Your Actions

What actions might you consider to develop this area in your new role?

Setting your Development Priorities

Based on the content of this report, what are the key activities you are planning for your future development (consider the next one, three, and six months)?

Development Area One (Strength or Challenge Area):

Why have you chosen this area?

What are your key development activities?

Who can help with your development and how?

How and when are you going to measure how successful you have been at developing this area?

Setting your Development Priorities

Development Area Two (Strength or Challenge Area):

Why have you chosen this area?

What are your key development activities?

Who can help with your development and how?

How and when are you going to measure how successful you have been at developing this area?

Development Area Three (Strength or Challenge Area):

Why have you chosen this area?

What are your key development activities?

Who can help with your development and how?

How and when are you going to measure how successful you have been at developing this area?

Notes