



opq32

> **Universal Competency Report**

Name: **Mr Peter Sample**

Date: 29 April 2009

INTRODUCTION

This report is intended for use by managers and HR professionals. It summarises how Mr Sample's preferred style or typical way of behaving is likely to influence his potential performance on twenty universal competencies. This potential is based on Mr Sample's responses to the Occupational Personality Questionnaire (OPQ). His responses have been compared against those of a large relevant comparison group to give a description of Mr Sample's preferred approach to work.

The responses Mr Sample gave show the way he sees his own behaviour, rather than how another person might describe him. This report describes preferred ways of behaving, rather than actual skills levels. The accuracy of this report depends on the frankness with which he answered the questions as well as his self-awareness. Nevertheless, this report provides important indicators of Mr Sample's style at work. This report links the information from the personality questionnaire to the twenty universal competencies.

This report has a shelf-life of 18-24 months and should be treated confidentially. If there are major changes in his life or work he should complete the OPQ again.

If you require support in interpreting this report, please contact a person in your organisation who has received full training in the use of the OPQ.

When using this report it is important to consider which of the twenty universal competencies measured are most relevant to successful performance in the job that is being considered.






For a range of interview questions associated with each of the twenty competencies in this report and definitions of these competencies, please refer to the SHL Universal Competency Framework™ Interview Guide.

REPORT KEY

The ticks, crosses and discs indicate which aspects of Mr Sample's style are likely to contribute positively or more negatively to each competency.

Symbol	Short Description	Definition
✓✓	Key Strength	Very likely to have a positive impact
✓	Likely Strength	Likely to have a positive impact
●	Moderate	Likely to have neither a positive nor a negative impact
*	Likely Limitation	Likely to have a negative impact
**	Key Limitation	Very likely to have a negative impact

The overall likelihood of Mr Sample displaying strength in each competency is shown in the bar graphs on the right hand side of the report.

1	2	3	4	5
				
Unlikely to be a strength	Less likely to be a strength	Moderately likely to be a strength	Quite likely to be a strength	Very likely to be a strength

SUMMARY OF COMPETENCY POTENTIAL

The table below provides a summary of Mr Sample's potential performance on the twenty competencies. By selecting those competencies that are most important for the role, and probing those areas for evidence of how Mr Sample has demonstrated effectiveness, you are more likely to recruit the best person for the job.

Definitions of the twenty competencies can be found on page 8 and 9 of this report. Recommended interview questions for each of the competencies are provided in the Universal Competency Framework™ Interview Guide. Competency profiling cards are also available to help in identifying essential or desirable competencies. For more information contact your SHL representative.

Competency	1	2	3	4	5	Important for Success? (tick)
Leading and Deciding						
1.1 Deciding and Initiating Action						
1.2 Leading and Supervising						
Supporting and Co-operating						
2.1 Working with People						
2.2 Adhering to Principles and Values ¹						
Interacting and Presenting						
3.1 Relating and Networking						
3.2 Persuading and Influencing						
3.3 Presenting and Communicating Information ²						
Analysing and Interpreting						
4.1 Writing and Reporting ²						
4.2 Applying Expertise and Technology ²						
4.3 Analysing ²						
Creating and Conceptualising						
5.1 Learning and Researching ²						
5.2 Creating and Innovating ²						
5.3 Formulating Strategies and Concepts ²						
Organising and Executing						
6.1 Planning and Organising						
6.2 Delivering Results and Meeting Customer Expectations ²						
6.3 Following Instructions and Procedures ²						
Adapting and Coping						
7.1 Adapting and Responding to Change						
7.2 Coping with Pressures and Setbacks						
Enterprising and Performing						
8.1 Achieving Personal Work Goals and Objectives						
8.2 Entrepreneurial and Commercial Thinking ²						

The index numbers refer to the 20 competency dimensions from the SHL Universal Competency Framework™.

¹ OPQ32 only assesses some aspects of this competency, specifically related to the areas of rule-following and utilising diversity.




² Assessment of this competency could be enhanced by adding a measure of aptitude or ability.




COMPETENCY POTENTIAL PROFILE

1. Leading and Deciding		1	2	3	4	5
1.1 Deciding and Initiating Action						
✓✓	Places a very high emphasis on achieving difficult targets.					
●	Is prepared and as comfortable as most to take charge of situations when required.					
✗	Is likely to be rather cautious and a little slow when making decisions.					
✗	Has a slight tendency to go along with the group consensus.					
1.2 Leading and Supervising						
●	Is as prepared and as comfortable as most to lead a group when required.					
●	Is as comfortable as most to use a moderate degree of persuasion when motivating others.					
●	As likely as most to understand what motivates others.					
✗	Is unlikely to trust, and thus empower, others.					
2. Supporting and Co-operating		1	2	3	4	5
2.1 Working with People						
✓	Frequently seeks contributions from others in order to make a decision.					
●	Occasionally seeks to understand the reasons for others' behaviour.					
✗	Occasional desire to spend time alone may affect team working.					
✗✗	Is likely to be very selective with support and sympathy.					
✗✗	Competitive drive is highly likely to prevent co-operation with colleagues.					
2.2 Adhering to Principles and Values ¹						
✓	Frequently seeks a diverse range of views.					
●	Is as likely as most to adhere to rules and regulations.					
3. Interacting and Presenting		1	2	3	4	5
3.1 Relating and Networking						
✓	Is likely to feel fairly confident in formal business situations.					
✓	May be lively and animated in groups.					
●	Is as likely as most to seek to understand what motivates others.					
✗	Is unlikely to adapt personal style to fit in with others.					
3.2 Persuading and Influencing						
✓✓	Is extremely likely to be comfortable with promoting own credentials.					
✓	Is likely to feel fairly confident when influencing others.					
✓	Tends to adopt a fairly outgoing approach when in group situations.					
●	Is reasonably interested in selling and negotiating.					
●	May occasionally seek to understand other peoples' needs and motives.					
3.3 Presenting and Communicating Information ²						
✓	Is likely to feel fairly confident when formally presenting.					
✓	May usually feel calm before important occasions.					
●	May sometimes use persuasion when putting forward an argument.					
✗	Is unlikely to adapt his own style and approach to the audience.					

¹ OPQ32 only assesses some aspects of this competency, specifically related to the areas of rule-following and utilising diversity.

² Assessment of this competency could be enhanced by adding a measure of aptitude or ability.

4. Analysing and Interpreting		1	2	3	4	5
4.1 Writing and Reporting ²						
<ul style="list-style-type: none"> ✓ May evaluate the content of written information critically. ● Is as likely as most others to see the relevance of abstract concepts in written work. ● Is as likely as most others to produce reasonably structured documents. ● Is as inclined as most others to understand the needs of an audience. 						
4.2 Applying Expertise and Technology ²						
<ul style="list-style-type: none"> ✓ May look critically at technical information. ✓ Is likely to be comfortable working with numerical data. ● Will be as comfortable as most with theory and abstract concepts. 						
4.3 Analysing ²						
<ul style="list-style-type: none"> ✓ May look critically at information for potential errors in analysis. ✓ Is likely to be comfortable analysing numerical information. ● Is as likely as most to enjoy dealing with abstract concepts. 						

5. Creating and Conceptualising		1	2	3	4	5
5.1 Learning and Researching ²						
<ul style="list-style-type: none"> ✓✓ Is very likely to question conventional approaches when learning new tasks or when new information is presented ✓ May look critically for potential limitations when reviewing new information. ✓ May be comfortable working with numerical data. ● Is moderately interested in learning about abstract concepts. 						
5.2 Creating and Innovating ²						
<ul style="list-style-type: none"> ✓✓ Very likely to question conventional methods. ✓ Describes himself as a creative individual. ● Likes a small amount of change in work routine and appreciates stability. ● Sees some relevance in applying theories to problem solving. 						
5.3 Formulating Strategies and Concepts ²						
<ul style="list-style-type: none"> ✓✓ Is very likely to question conventional approaches when establishing a vision. ✓ May take a long term perspective when developing strategy. ● Is as likely as most to see the relevance of thinking conceptually when developing strategy. ● Tends to balance details with the broader picture. 						

² Assessment of this competency could be enhanced by adding a measure of aptitude or ability.

6. Organising and Executing		1	2	3	4	5
6.1 Planning and Organising		██████████				
✓	Takes a strategic perspective when planning.					
●	Is as comfortable as most managing others when required.					
●	Pays as much attention to detail when planning as others.					
●	Recognises the need to complete plans to deadline.					
6.2 Delivering Results and Meeting Customer Expectations ²		██████████				
✓✓	Is very likely to set stretching goals for himself or others.					
●	Recognises the need to complete tasks in line with expectations.					
●	Is as likely as most to adopt a methodical and organised approach.					
●	As likely as most to adhere to rules, regulations and set procedures.					
6.3 Following Instructions and Procedures ²		██████████				
✓	Has a slight tendency to follow instructions from others.					
●	Is as likely to follow rules and procedures as most.					
●	Tends to recognise the need to keep to agreed schedules.					

7. Adapting and Coping		1	2	3	4	5
7.1 Adapting and Responding to Change		██████████				
✓✓	Is likely to be very comfortable with new approaches and work methods.					
●	Likes some variety and new experiences balanced with an appreciation of routine.					
●	Is as likely as most to seek to understand differences in motives and behaviours of others.					
*	Is less likely to adapt an interpersonal style across situations.					
7.2 Coping with Pressures and Setbacks		██████████				
✓	Is likely to maintain a fairly positive outlook.					
●	Is as likely as most to be upset by criticism and negative feedback.					
●	Is as likely as most to retain a moderate degree of control over emotions.					
*	May experience a little difficulty in switching off from work pressures.					

8. Enterprising and Performing		1	2	3	4	5
8.1 Achieving Personal Work Goals and Objectives		██████████				
✓✓	Is very likely to be driven to progress his career.					
✓✓	Is likely to be extremely comfortable in competitive situations.					
✓	Likely to take a strategic approach to his own development.					
●	Is as comfortable with a demanding schedule as most others.					
8.2 Entrepreneurial and Commercial Thinking ²		██████████				
✓✓	Is very likely to excel in the competitive environment of commercial situations.					
✓✓	Is very likely to be motivated by stretching financial targets.					
✓	Tends to be comfortable working with financial information.					

² Assessment of this competency could be enhanced by adding a measure of aptitude or ability.

COMPETENCY DEFINITIONS

1. Leading and Deciding	
1.1 Deciding and Initiating Action	Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.
1.2 Leading and Supervising	Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.

2. Supporting and Co-operating	
2.1 Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
2.2 Adhering to Principles and Values	Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.

3. Interacting and Presenting	
3.1 Relating and Networking	Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
3.2 Persuading and Influencing	Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.
3.3 Presenting and Communicating Information	Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.

4. Analysing and Interpreting	
4.1 Writing and Reporting	Writes convincingly; writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.
4.2 Applying Expertise and Technology	Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.
4.3 Analysing	Analyses numerical data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system.

5. Creating and Conceptualising	
5.1 Learning and Researching	Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
5.2 Creating and Innovating	Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.
5.3 Formulating Strategies and Concepts	Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.

6. Organising and Executing	
6.1 Planning and Organising	Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
6.2 Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.
6.3 Following Instructions and Procedures	Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role.

7. Adapting and Coping	
7.1 Adapting and Responding to Change	Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.
7.2 Coping with Pressures and Setbacks	Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.

8. Enterprising and Performing	
8.1 Achieving Personal Work Goals and Objectives	Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.
8.2 Entrepreneurial and Commercial Thinking	Keeps up to date with competitor information and market trends; identifies business opportunities for the organisation; maintains awareness of developments in the organisational structure and politics; demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.

ASSESSMENT METHODOLOGY

This Profile is based upon the following sources of information for Mr Peter Sample:

Questionnaire / Ability Test	Comparison Group	Used
OPQ32i UK English v1 (Std Inst)	OPQ32i UKE UK Managerial & Professional 2005	Yes

PERSON DETAIL SECTION

Name	Mr Peter Sample
Date	29 April 2009
Candidate Data	RP1=6, RP2=6, RP3=5, RP4=4, RP5=7, RP6=4, RP7=7, RP8=1, RP9=8, RP10=2, TS1=7, TS2=8, TS3=5, TS4=2, TS5=5, TS6=8, TS7=6, TS8=3, TS9=8, TS10=5, TS11=6, TS12=5, FE1=4, FE2=4, FE3=5, FE4=7, FE5=3, FE6=6, FE7=5, FE8=10, FE9=9, FE10=4, CNS=9
	UCRRB1=1.00 11235 / 11 / 1562

ABOUT THIS REPORT

This report was generated using SHL's Online Assessment System. It includes information from the Occupational Personality Questionnaire TM (OPQ32). The use of this questionnaire is limited to those people who have received specialist training in its use and interpretation.

The report herein is generated from the results of a questionnaire answered by the respondent(s) and substantially reflects the answers made by them. Due consideration must be given to the subjective nature of questionnaire-based ratings in the interpretation of this data.

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