



Gain an accurate insight into how your people behave at work in just 8 minutes



Mrs. Thomas Sample

## Onboarding

27/12/2017

Private & Confidential

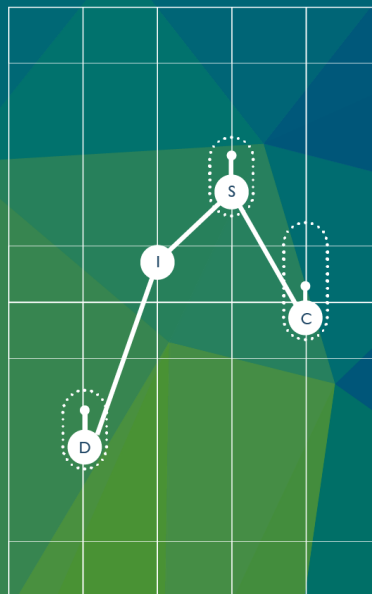
## PPA Guide

**D**

Dominance indicates an individual's response to Power. Dominance produces drive to accomplishment in the face of opposition or antagonism.

**I**

Influence shows an individual's response to People. Influence factor leads to influencing others to react positively or favourably.



**S**

Steadiness demonstrates an individual's response to Pace. Steadiness in completing tasks in defined areas to maintain the status quo.

**C**

Compliance reveals an individual's response to Policy. Compliance produces high work standard to avoid trouble or error.

### What is PPA used for?

In just 8 minutes, the Personal Profile Analysis provides an accurate psychometric insight into how people prefer to behave at work. This can help to give you a greater sense of certainty when recruiting as you can explore job and culture fit.

### What should I use this report for?

This report is designed to assist in the Onboarding process by providing information on how to maximise the potential of the individual. By focussing on areas of strength and providing support in possible development areas and allocating work accordingly you will help the new-starter settle into the role quicker and maximise retention. .

## WHAT TO EXPECT FROM YOUR NEW STARTER

### Personal style and characteristics

- Sets both herself and others extremely high standards.
- A perfectionist with an innate need to get things right.
- Can tie up the loose ends and see an assignment through to conclusion.
- Likes to be part of a specialist/technical/administrative team.
- Prefers the security of a structured working environment where the work parameters are clearly defined.
- Non-aggressive, dislikes conflict, trouble, hassle or having to make harsh or unpopular decisions.
- Works in an organised and systematic manner in order to reach the 'perfect' solution to problems and assignments.
- Prepared to follow systems, rules and procedures.
- Needs time to adjust to change; prefers the status quo.
- Can appear reserved and serious; builds relationships slowly on trust.
- Can become defensive if threatened or criticised.
- May confuse and frustrate less technical people with too much detailed information.
- Could have difficulty with time management.
- May be reluctant to share information or delegate work.
- Can be seen as inflexible by people who want to change direction or try out new ideas.

### Areas of responsibility Mrs. Thomas Sample would suit

- Developing skills in a specialist/technical/administrative area of competence and expertise.
- Providing a service to others.
- Working persistently in order to complete assignments.
- Absorbing detail and gathering facts and information before taking action.
- Following direction and operating under controlled circumstances.
- Assessing situations logically.
- Analysing and researching specialist/technical information.

## HOW TO APPROACH

### Managing Mrs. Thomas Sample

Mrs. Thomas Sample responds well to a procedurally formal management style that is supported by clear ground rules. Managerial focus should emphasise clarity of responsibilities and encourage referral. Mrs. Thomas Sample will normally seek to belong to a team or group. However, it is likely that she will prefer roles that allow her to work as an individual, providing some form of specialist service to the input to the group.

It is extremely important that Mrs. Thomas Sample knows exactly who she has to report to. Unclear reporting arrangements can result in her trying to meet all demands made upon her, leading her to lose sight of priorities. Authority should relate to expertise and be supported by hierarchical rank and rules.

She will normally expect to be monitored and to receive frequent feedback about the acceptability of her work. Be aware that Mrs. Thomas Sample often measures managerial interest by the frequency and standard of the feedback she receives. Logical explanation, clear ground rules and responsibility are central to the effective management of Mrs. Thomas Sample.

### Communicating with Mrs. Thomas Sample

To communicate effectively with Mrs. Thomas Sample her manager will need to adopt a logical and precise explanatory approach. The foregoing applies to both written and verbal mediums. Verbal communication should be detailed, of an even to slow pace, with emphasis being placed on the purpose of the message. Care should be taken to avoid platitudes, gimmicks and peripherals.

Written communications should proceed logically, be precise with salient points highlighted. Where possible, her manager should differentiate between informal and formal communication. Very often Mrs. Thomas Sample uses frequency of communication as a measure of her manager's personal interest.

### Motivating Mrs. Thomas Sample

Mrs. Thomas Sample's basic motivation stems from a need to avoid trouble and error in order to maintain a sense of security. To motivate her effectively, her manager will need to take this in to account. Motivation can be achieved providing a clear job specification, a contract of employment, responsibilities linked to and commensurate with expertise, the opportunity to develop special skills, the knowledge she can refer without fear of rebuff, standard operating procedures, no abrupt or sudden changes, rules for rebuttal argument, personal attention and the opportunity to gain the appreciation and respect of colleagues/contemporaries.

Incentives should recognise loyalty and service/specialist input to the team. Incentive rewards should be of a practical and classical nature. Remuneration should relate to quality of work, reliability, and specialist/professional skills.

### Supporting Mrs. Thomas Sample

Mrs. Thomas Sample is not by nature gregarious or outgoing and may encounter difficulty settling in. Her manager can provide support by formally introducing her to new groups and associates. In such situations it is often useful to emphasise her particular expertise or skills.

Being non-aggressive, she can allow others to impose. Her manager can assist by instituting rules that allow her to say "no" without fear of controversy.

Mrs. Thomas Sample is not naturally decisive. Her manager can provide support by restricting the need for decision making to nominated specifics, related to her area of expertise. Moreover, the need to make quick or crisis decisions should be excluded from her remit.

## CONSIDERATIONS FOR MRS. THOMAS SAMPLE'S FUTURE IN YOUR ORGANISATION

### How to maximise Mrs. Thomas Sample's potential

- Clearly define the work objectives.
- Always check for understanding and confirm things in writing.
- Agree realistic timescales and monitor her progress.
- At times of pressure, help her to prioritise her tasks.
- If unsure, help her with the decision-making-process.
- Give her support when starting new projects.
- Point out the benefits of change and help her through the process.

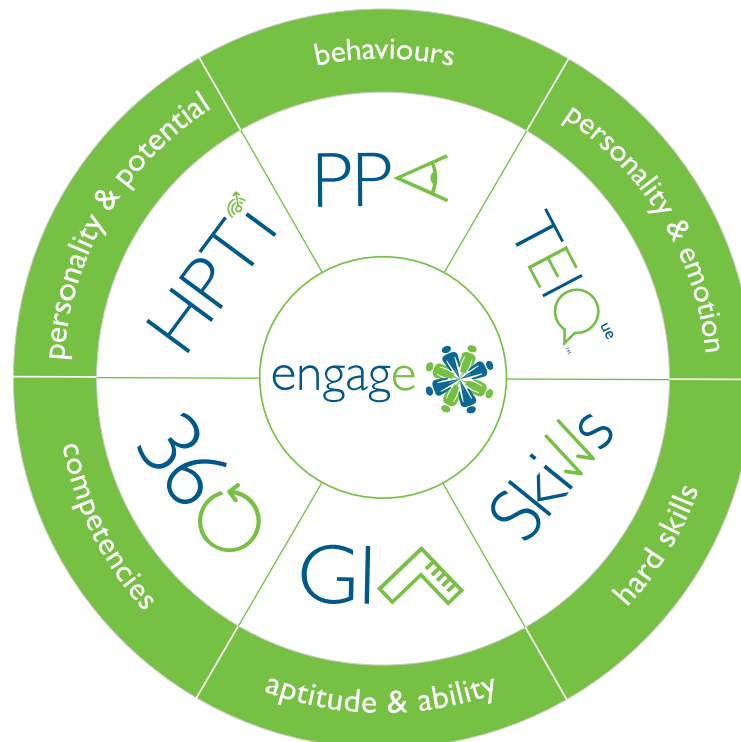
### Initial development ideas

Use this report to support you in onboarding your new starter. You may like to share this with key members of the company that the new-starter is likely to spend significant time with in the first weeks of their new role with you. We advise that a new joiner receives full PPA feedback, following which you can use this report with them to explore how they would like to be managed, motivated, communicated with and supported by their manager or team.



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