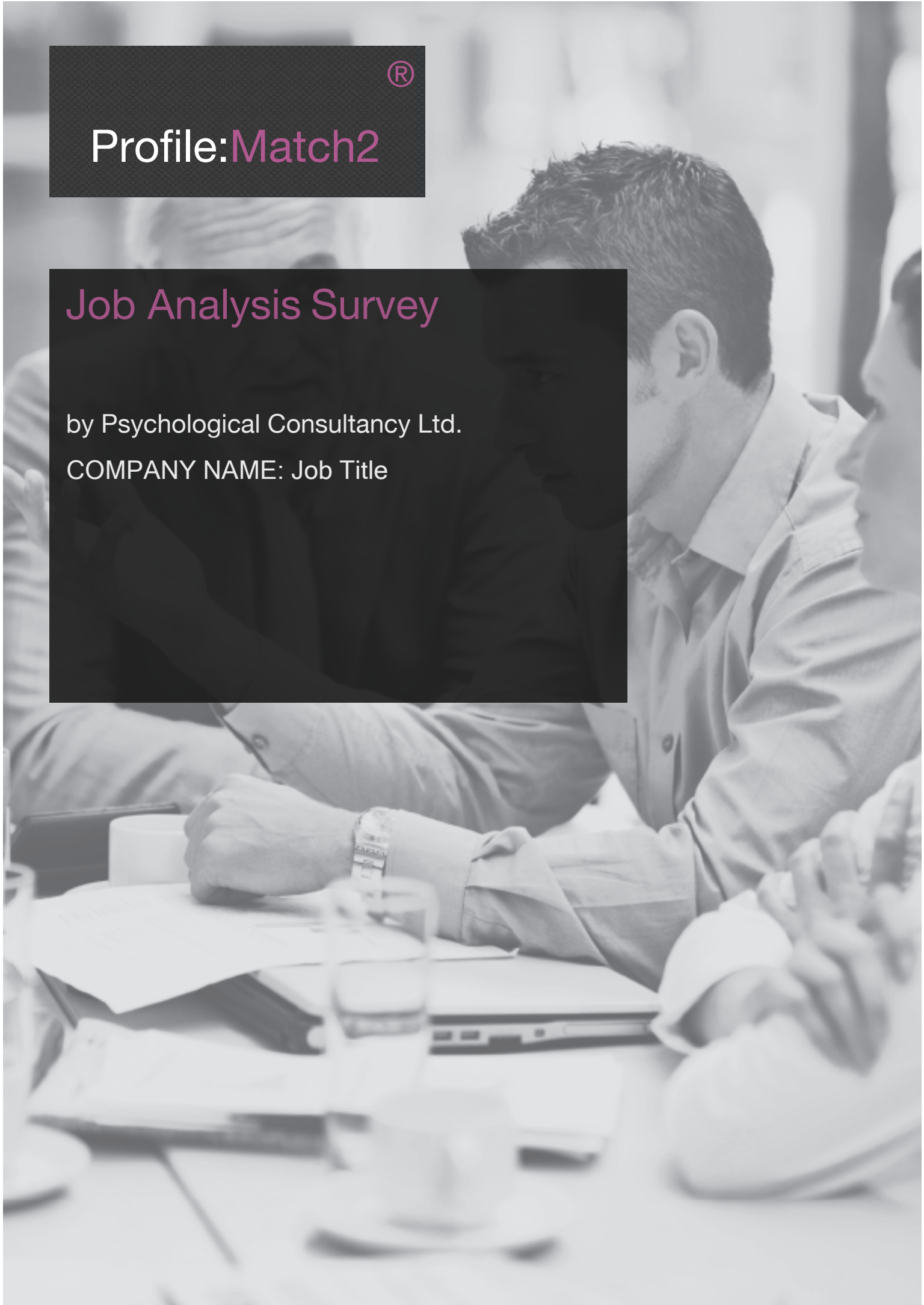# Profile:Match2 ®

Job Analysis Survey

by Psychological Consultancy Ltd.

COMPANY NAME: Job Title

Profile:Match2 ®

COMPANY NAME: Job Title

List of job raters

Sam Poole
Joe Bloggs
Sophie Sample
Average Joe

Introduction to JAS

To make good hiring decisions for any job you need to know which are the key 'must have' competencies. This Job Analysis Survey collates and analyses the views of your selected 'job experts', people who have valid opinions or insights into that role. In the main body of this report, all the Profile:Match2™ competencies are listed in order of priority. In the right hand column competencies are indexed to show the relative importance of each. You will need to decide which of the most highly rated competencies should be assessed.

HOW TO USE THIS REPORT
Every competency in the Profile:Match2™ competency library will be attractive in some way, but only a few will have a direct impact on performance in the job in question. This report will help you to make the important distinction between what is essential and what is merely desirable.

For some jobs there will be just one overriding consideration, for others there may be five or more competencies that impact on performance. Our general recommendation is that, to focus on the essentials, you should expect to isolate between three and seven critical competencies.

Selection processes are easily derailed when hiring managers are unclear as to what exactly they are looking for. The process of hoping that the most suitable candidate will somehow emerge is all too common and is fundametally flawed.

By targeting specific competencies you are unlikely to be diverted or blown off course, while those who omit this essential step will become increasingly confused and overwhelmed by largely irrelevant additional information.

WHEN USING THIS REPORT THERE ARE FOUR THINGS THAT YOU SHOULD REMEMBER:

1) You can create as many JAS reports as you like based on any combination of your survey contributors.

2) In your final competency selection make sure that you differentiate between what is really essential and what is desirable.

3) Be aware that the JAS process may give high ratings to competencies that are similar or over-lapping. In such cases, you will probably want to make a choice between them rather than include both.

4) Check your final selection by referring back to the full competency definitions (available as a pdf download from the Profile:Match2™ Competency Library).

Profile:Match2 ®

COMPANY NAME: Job Title

Competency scores

Priority	Competencies	Points
1	**Problem Solving** Being innovative, practical, and able to develop solutions to workplace problems in a logical and realistic way.	70.0
2	**Team Orientation** To get along with and be supportive of others, to share one's expertise, be receptive to other contributions and able to handle constructive criticism.	68.0
3	**Persuasive Communication** Having the ability to communicate clearly and effectively in a persuasive and influential manner.	67.0
4	**Communication Skills** Having the confidence and clarity to communicate effectively, whilst showing sensitivity to the needs of different audiences.	66.0
5	**Results Orientation** Being energetic and motivated towards achieving organisational objectives; showing persistence, initiative and an optimistic 'can do' attitude.	64.0
6	**Project Management** Being able to take responsibility for projects and to do whatever is necessary to achieve their objectives on time and within budget.	63.0
7	**Interpersonal Skills** The ability to develop and maintain relationships with colleagues, customers and clients, whilst being aware of and sensitive to the feelings of others.	63.0
8	**Self-confidence** Being socially self-assured, ready to express opinions and happy to take on responsibilities; energetic, optimistic and often inspiring.	62.0

Profile:Match2 ®

Competency scores

Priority	Competencies	Points
9	**Decision Making** Having the strategies to capture key information, the perspective to see the issues and the confidence to remain composed when risks are high.	62.0
10	**Flexibility** Being able to adapt to the unexpected and welcoming innovation, change and variety at work.	62.0
11	**Managing Change** Taking responsibility to ensure change is managed appropriately, while motivating others and encouraging a positive team climate.	62.0
12	**Customer focus** Recognising the significance of customer satisfaction to organisational success and responding to customers in a professional and courteous way.	61.0
13	**Creative** Being curious, imaginative, energetic and having lots of ideas; willing to constructively challenge the status quo in pursuit of organisational improvement.	61.0
14	**Leadership Potential** The ability to make a leadership contribution at any level within an organisation; creating a vision, inspiring others and leading them in an effective and motivating way.	60.0
15	**Motivation** Being positive, energetic and self-motivated, showing initiative, taking responsibility, and aligning their own goals with those of the organisation.	60.0
16	**Delegating** Appreciating the need to give others responsibilities and challenges at work and to allocate tasks appropriately.	59.0

Competency scores

Priority	Competencies	Points
17	**Independence** Being forthright and independently minded, while striking a balance between being people orientated and task-focused.	59.0
18	**People Management** The capacity to manage people effectively, with integrity and even-handedness; motivating others without compromising on discipline and performance issues.	59.0
19	**Strategic Awareness** Awareness of the bigger picture and the wider implications of events for elements within and beyond the organisation.	58.0
20	**Developing Others** Having a respect for knowledge and learning and an appreciation of the win/win benefits of talent development to the individual and to the organisation.	56.0
21	**Risk Taking** People who are optimistic, excitement seeking, have a high threshold for risk and who typically focus on the opportunities in any situation rather than on the potential dangers.	54.0
22	**Resilience** Remaining calm and rational under pressure, being even-tempered, confident and generally upbeat, and maintaining emotional independence.	53.0
23	**Analyitic** Being calm, systematic, rational and logical; basing decisions on a careful evaluation of all the available information.	52.0
24	**Information Management** Having a respect for knowledge and factual information and being disposed to research issues and discover the available facts prior to making a decision.	51.0

Competency scores

Priority	Competencies	Points
25	**Commitment** Showing identification with organisational values and objectives - likely to conform to rules and regulations.	49.0
26	**Planning and Organising** Being organised, thorough and conscientious; appreciating the importance of planning and co-ordination in meeting organisational objectives.	48.0
27	**Attention to Detail** Having a practical, realistic outlook; being conscientious, attentive to detail and dutiful.	45.0