

SAMPLE REPORT

On

A PSYCHOLOGICAL ASSESSMENT OF AN “IDEAL CANDIDATE”

The following report was constructed to illustrate how an ideal candidate would be described. Because the hypothetical individual is ideal, some areas in the report are missing, such as an account of limitations for the position and developmental considerations for the future. Also, the structure of the report differs from that of the foregoing outline. For example, the personal impact and communication skills information is blended into the human relation skills section of the following report. The man who was assessed is a candidate for a sales representative position with a large consumer products company. The company was looking for a person with high intelligence, due to the technical nature of the products and contracts to be sold. Also, they wanted a person with a high degree of emotional maturity and interpersonal skill in order to successfully relate to the firm’s clientele of top-level managers in fortune 200 companies.

Intellectual Capabilities

Mr. Ideal’s overall intellectual abilities are measured to be above average for individuals in management and professional sales positions. He is a bright man who is well-rounded in his education. He is alert and comfortable in dealing with numerous details, but maintains a primary focus on the practical goal of moving a project forward. He is able to visualize what needs to be done to successfully handle sales opportunities or problems.

He quickly and incisively probes regarding the needs and problems of a client in order to generate innovative solutions. He enjoys complex problems and tries to avoid routine and less effective solutions. He is a quick study. He is hungry for information and is constantly picking up new ideas. He is able to apply ideas in a practical manner. He is decisive, yet has the flexibility to modify his thinking to meet a client’s needs.

Emotional Organization

Mr. Ideal has a very high degree of self-confidence. However, he knows the limits of his knowledge and is not afraid to ask for assistance when necessary. He profits from the constructive criticism of others, and he gives feedback in a helpful manner.

He has a very high energy level and amount of stamina. He is an early riser who is able to sustain long days and evenings of constant client involvement and decision making. He is a self-starter who eagerly moves to the next responsibility.

Mr. Ideal is strongly driven by one of several forces. He is driven to master tasks and reach goals. He has an insatiable hunger to earn money and be recognized for his productivity. He is constantly running towards the next hurdle. He is competitive and likes to win. He thrives upon taking on challenges and succeeding. As such, he takes advantage of opportunities and does not give up. When he does fail at a task, he views it as a stimulus to try harder in the next situation. He is self motivated and does not need the support or positive feedback of others. His awareness of his accomplishments and the symbols of his goal achievements are sufficient to motivate him from day-to-day.

He sets high, “stretch” goals that border what can and cannot be realistically accomplished. His personal goals are usually higher than those set by the company for him. He seeks to do better than his previous best. He needs to be the top sales person.

Mr. Ideal prioritizes his time and organizes his day to maximize opportunities for sales. He is comfortable with himself and relaxes easily when the time is appropriate. He knows the limits of his energy, but is always able to call upon reserve energy. He recovers from fatigue and setbacks quickly. He maintains solid relationships with his family, co-workers, and clients. While he is intensely goal- oriented, he has a good sense of humour and is able to laugh at himself. He is energized by learning and being able to participate in life. He keeps himself in good health. He is open and honest with his emotions, but is tactful and controlled in how he expresses them. His emotions serve him well in helping to accomplish his goals.

Human Relation Skills

Mr. Ideal’s dress and personal habits are professional and convey a sense of self-pride. His speech is clear and to the point. He is able to vary his language and style of presentation according to the needs of his clients. He listens well and asks probing questions that help elicit information without being intrusive. People feel comfortable with him and enjoy his enthusiasm and “can-do” attitude.

He enjoys people and is assertive and outgoing with them. He socializes easily. He has a quick and insightful understanding of the needs of the people. He is able to provide support and help people explore their concerns. He comes across as straight forward and open. However, he is able to confront others and set clear limits in a nonthreatening manner when necessary. He leads

and guides rather than directs. He invites participation while remaining in command of himself and the situation. He enjoys public visibility and seeks leadership roles in community and professional groups.

Sales Approach and Skills

He has an entrepreneurial spirit and relies on himself to make things happen. He is risk-oriented and opportunistic. He has a keen sense of timing and, while he is patient and persistent, has an urgency to move things forward. He thinks bottom-line. He is experienced in the industry and knowledgeable about the products. He is highly service oriented and encourages diversity. He sells the decision-maker through the force of his personality and attractiveness of his service orientation. He is the opposite of an "order taker."

Summary

Mr. ideal is an experienced and proven salesman of the highest caliber. He is confident, independent, outgoing, intelligent, dynamic and persuasive. He presents himself very well and is highly articulate. His approach to selling is customer-centered, problem solving and service oriented. In comparison to the requirements of this sales position, he is an excellent fit. He is predicted that he will do an outstanding job if hired.

Conclusion

As is evident from reading the foregoing report and the excerpts from a variety of reports, the psychological assessment report is not a literary work of art. Sentences usually begin with a pronoun and make a terse statement about an aspect of the person. The purpose of the report is to convey specific information about the assessee as clearly and concisely as possible. Excess words only create possible misunderstandings.

A good psychological assessment report describes a person in decisive terms. In other words, equivocal phrases, such as, "He is often confident but is sometimes unsure of himself," are avoided. A psychologist who "sits on the fence" in his reports is trying to be in the position of never being wrong. Like a horoscope, the equivocal statements seem to fit the candidate well. Unfortunately, they also fit just about everyone else.

A psychologist risks being wrong by making definitive statements in the report. Even the best psychologist will sometimes be wrong. Confounding the facts is that people can sometimes just be plain unpredictable in their behaviours. Also, their work environments and the nature of their jobs might change dramatically, which makes the psychologist's predictions less applicable. A manager should view the statements in a psychological assessment report as descriptions and predictions of how the assessee will behave most of the time and in most situations.

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