

**Profiles Assessments Quick Reference Guide**

This Quick Reference Guide is provided to the trained strategic business partner as an abbreviated review for some of the Profiles International, Inc. assessments. It is not intended as a sole source of information about how to understand or use these assessments. Both the technical manual and Users Guide for each assessment contain more detailed information about their use. It is important that those who use these assessments are familiar with these documents.

**THE PROFILE XT and CAREER COACH**

LOW	THE PROFILE XT - THINKING SCALES	HIGH
<p>Repetition and hands-on learning can be more effective in training.</p> <p>Achieves best through learning that is specific to the job.</p>	<p><b>Learning Index</b> This is an index of expected learning, reasoning and problem solving potential; a composite of the scores for Verbal Skill, Verbal Reasoning, Numerical Ability, &amp; Numeric Reasoning.</p> <p>The ability to respond efficiently in a training situation can typically be found in an individual with a <b>high Learning Index</b>. Such an individual is also likely to communicate complex ideas through data, words or both in an effective manner.</p> <p>At the <b>low end</b>, an individual may be most comfortable with responsibilities that emphasize concrete thinking and routine tasks.</p>	<p>Strong capacity to adapt quickly.</p> <p>Likely to find it easy to learn the requirements of a new job situation.</p>
<p>May be slow and deliberate in communicating ideas.</p> <p>Most communications are concrete and straightforward.</p>	<p><b>Verbal Skill</b> This is a measure of verbal skill through vocabulary.</p> <p><b>High Verbal Skill</b> is often associated with confidence in vocabulary. However, the individual may occasionally “talk over the heads” of others.</p> <p><b>Lower scores</b> do not demonstrate a strong command of vocabulary and may tend to utilize vague or inaccurate expressions when they communicate. Such an individual might not ask for clarity when information is not understood.</p>	<p>Capable of precise communication even under strict time constraints.</p> <p>Competent in making analyses involving written and verbal data.</p>
<p>May require more time to assimilate new information of a verbal or written nature.</p> <p>Less proficient in effective information gathering techniques.</p>	<p><b>Verbal Reasoning</b> Relates to using words as a basis in reasoning and problem solving.</p> <p><b>High Verbal Reasoning</b> signifies an improved potential for manipulating information in order to come up with novel conclusions. May find concrete and routine problem solving tedious.</p> <p>A <b>low scorer</b> may overlook inferences in verbal or written data. This individual may be most comfortable with responsibilities that do not require abstract reasoning skills when working with words.</p>	<p>Strong information gathering ability.</p> <p>Assimilates verbal information fairly rapidly.</p> <p>Can abstract conclusions from verbal information more proficiently than others.</p>

**Profiles Assessments Quick Reference Guide**

PROFILE XT	- THINKING SCALES	HIGH
<p>Using mathematics can be challenging.</p> <p>Figuring numerical problems may require the use of a calculator.</p>	<p><b>Numerical Ability</b> This is a measure of numeric calculation ability; basically, of how well an individual works with numbers.</p> <p><b>High Numerical Ability</b> is often associated with being confident when calculating numerical data. Often, decisions can be made quickly, based on such data without having to refer to calculation tools since the work is often done mentally.</p> <p><b>Lower scores</b> will often rely on calculators or other aids to solve numerical problems. They may be most comfortable with positions that do not utilize numerical calculations regularly.</p>	<p>Quick in mentally determining correct mathematical solutions to problems.</p> <p>Demonstrates a sound understanding of basic mathematical processes.</p>
<p>May overlook the implications derived from a set of numerical data.</p> <p>Comfortable using simple calculations for problem solving.</p>	<p><b>Numerical Reasoning</b> This scale measures an individual's ability to use numbers as a basis in reasoning and analysis.</p> <p>Utilization of statistical inference is common among those with <b>high Numerical Reasoning</b> scores. The ability to visualize trends in a set of numerical data is likely to occur in such individuals.</p> <p><b>Lower scorers</b> may be most comfortable with positions that rarely utilize numerical forms of data for reaching decisions.</p>	<p>Demonstrate little difficulty in assimilating new information of a numerical nature.</p> <p>Can process numerical data to reach conclusions or understand inferences.</p>

**Profiles Assessments Quick Reference Guide**

LOW	THE PROFILE XT - INTEREST SCALES	HIGH
<p>Generally disinterested with some areas of entrepreneurship and sales.</p> <p>May not always enjoy the give and take of deal making and negotiating.</p>	<p><b>Enterprising</b>                      Enterprising indicates an interest in occupations where one uses persuasiveness and enjoys presenting plans. The entrepreneurial aspects of sales and business are often desirable for such individuals.</p> <p>Being motivated by some aspects of the <b>Enterprising</b> occupations listed in the interest inventory is characteristic of an individual with a <b>high score on this scale</b>.</p>	<p>Characterized by interest in:</p> <ul style="list-style-type: none"> <li>Persuading others</li> <li>Entrepreneurship</li> <li>Sales activities</li> <li>Profit-oriented activities</li> </ul>
<p>Generally disinterested with some areas of administration.</p> <p>May not always enjoy work that requires attention to details or other organized routines.</p>	<p><b>Financial/Administrative</b>                      Financial Administrative indicates interest in occupations that work with financial data, business systems, administrative procedures, etc.</p> <p>Being motivated by some aspects of the <b>Financial/Administrative</b> occupations listed in the interest inventory is characteristic of an individual who scores highly on this scale.</p>	<p>Characterized by interest in:</p> <ul style="list-style-type: none"> <li>Financial Tasks</li> <li>Administrative Organization</li> <li>Office Work</li> <li>Business Procedures</li> </ul>
<p>Generally disinterested in some areas of social service.</p> <p>May not always enjoy work that requires social service or human resources.</p>	<p><b>People Service</b>                      The <b>People Service</b> scale indicates interest in occupations that help people and are concerned with the welfare of others.</p> <p>Being motivated by some aspects of the <b>People Service</b> occupations listed in the interest inventory is characteristic of an individual who scores highly on this scale.</p>	<p>Characterized by interest in:</p> <ul style="list-style-type: none"> <li>Facilitating those in need</li> <li>Helping others</li> <li>Social issues</li> <li>Community service</li> <li>Working with people</li> </ul>
<p>Generally disinterested in some areas of the technical fields.</p> <p>May not always enjoy work that requires analytical tasks or working with data.</p>	<p><b>Technical</b>                      The <b>Technical</b> scale indicates interest in occupations that center on scientific and technical activities, research and intellectual skills.</p> <p>Being motivated by some aspects of the <b>Technical</b> occupations listed in the interest inventory is characteristic of an individual who scores highly on this scale.</p>	<p>Characterized by interest in:</p> <ul style="list-style-type: none"> <li>Intellectual approaches</li> <li>Scientific study</li> <li>Research methods</li> <li>Working with data</li> </ul>
<p>Generally disinterested in some areas of the mechanical/industrial fields.</p> <p>May not always enjoy work that requires hands-on tasks or working with equipment.</p>	<p><b>Mechanical</b>                      The <b>Mechanical</b> scale indicates interest in occupations that involve hands-on work with tools, equipment and machinery.</p> <p>Being motivated by some aspects of the <b>Mechanical</b> occupations listed in the interest inventory is characteristic of an individual who scores highly on this scale.</p>	<p>Characterized by interest in:</p> <ul style="list-style-type: none"> <li>The outdoors</li> <li>Being physical</li> <li>Hands-on tasks</li> <li>Working with things</li> <li>Enjoys working with machines, tools, equipment</li> </ul>
<p>Generally disinterested in some areas of the creative fields.</p> <p>May not always enjoy work that requires creative tasks or working with artistic/expressive media.</p>	<p><b>Creative</b>                      The <b>Creative</b> scale indicates interest in occupations where one may be imaginative, original and aesthetic.</p> <p>Being motivated by some aspects of the <b>Creative</b> occupations listed in the interest inventory is characteristic of an individual who scores highly on this scale.</p>	<p>Characterized by interest in:</p> <ul style="list-style-type: none"> <li>Aesthetics</li> <li>Creative expression</li> <li>Imagination</li> <li>Innovation</li> </ul>

**Profiles Assessments Quick Reference Guide**

LOW	THE PROFILE XT - BEHAVIORAL SCALES	HIGH
<p>Patient</p> <p>Willing to move at another's pace</p>	<p><b>Energy Level</b>                      Energy Level demonstrates a tendency toward restlessness, activity and drive. This scale, more than other similar traits, is influenced by utilizing traditional methods to accomplish goals, while confronting issues like efficiency and time utilization.</p> <p>The potential for risk-taking, restlessness and seeking excitement and challenge can be found in an individual with a <b>high Energy Level</b>.                      At the <b>low end</b>, an individual provides the patience and calmness fundamental to particular kinds of work.</p>	<p>Self starter</p> <p>Results oriented</p> <p>Self-motivated</p>
<p>Willing to accept a leader</p> <p>Non-assertive</p> <p>Low need to control others</p>	<p><b>Assertiveness</b>                      Assertiveness is identifiable as a measure of generalized self-acceptance and confidence. It is often associated with expressed influence.</p> <p><b>High assertiveness</b> is often associated with a focus on achievement and seeking leadership and control of situations.  <b>Lower scores</b> suggest a minimal need to control the actions of others and such an individual may provide co-workers with an example of a compliant follower.</p>	<p>Take and maintain control</p> <p>Competitive</p> <p>Achievement oriented</p> <p>Leadership</p>
<p>Avoids small talk</p> <p>Keeps to one's self</p> <p>Sticks to business</p>	<p><b>Sociability</b>                      Sociability is a strong measure of social presence and self-confidence. It directly relates to self-control and flexibility. This trait can be seen as more reliant upon interpersonal contacts than other confidence-based traits.</p> <p><b>High Sociability</b> signifies a desire to work closely with others and accomplish goals in a group setting.                      A <b>low scorer</b> tends to focus on achieving goals through individual efforts and can work over longer periods without considerable interpersonal contact. This individual tends to "stick to business" and usually will not demonstrate a need to collaborate on projects or socialize.</p>	<p>Conversational</p> <p>People oriented</p> <p>Approachable</p>
<p>Can be cautious with authority figures</p> <p>Tends to defend point of view</p> <p>Willing to question when not in agreement</p>	<p><b>Manageability</b>                      Manageability suggests a strong relationship to social responsibility and stability. It is a measure of how one reacts to the limits placed by authority.</p> <p><b>High Manageability</b> is often associated with being comfortable with authority and rules, taking duties seriously, conformity, and taking pride in being self-disciplined.  <b>Lower scores</b> reflect a working style that emphasizes individualized thinking and a willingness to question inefficient practices. This kind of person is not usually willing to do the accepted thing blindly.</p>	<p>Cooperative and agreeable</p> <p>Works within the rules</p> <p>Comfortable with authority</p>

**Profiles Assessments Quick Reference Guide**

LOW	THE PROFILE XT - BEHAVIORAL SCALES	HIGH
<p>Sometimes suspicious</p> <p>Can be critical of others</p>	<p><b>Attitude</b>                      Attitude is related to stability and poise. This can create an image of social confidence, with a measure of restraint and social ease.</p> <p>A positive and accepting outlook regarding people is common among those with <b>high Attitude</b> scores.  <b>Lower scorers</b> may be good at expressing dissatisfaction with situations that do not appear acceptable to them.</p>	<p>Optimistic</p> <p>Trusting</p> <p>Tolerant</p>
<p>Makes conservative decisions</p> <p>Prefers low risk</p> <p>Analyzes before making a decision</p>	<p><b>Decisiveness</b>                      Decisiveness has been found to associate with having confidence and taking control of a situation. It reflects how confident one is in accepting the risk of making a decision in a timely fashion.</p> <p>A <b>high decisiveness</b> will tend to make a decision with the information currently available so that processes do not become too mired in deliberation.                      A <b>low decisiveness</b> may require input and support from superiors or teammates when making a decision. In certain environments, this individual's need for analysis and collaboration leads to ultimate progress.</p>	<p>Moves quickly when making decisions</p> <p>Accepts risk in most situations</p>
<p>May seem too firm</p> <p>Disagreeable on occasion</p> <p>Will not typically follow the group just to get along with others</p>	<p><b>Accommodating</b>                      Accommodating is often associated with a concern for group accountability. A willingness to consider the needs of all group members is typical.</p> <p>The <b>high Accommodating</b> person holds societal norms and self-control as important guides for behavior.                      On the other hand, the <b>low Accommodating</b> individual is able to maintain a measure of doubt that protects him or her from being taken advantage of, when necessary.</p>	<p>Cooperative</p> <p>Harmonious</p> <p>Likeable</p>
<p>May seek support</p> <p>Cautious or reserved</p> <p>Often predictable</p>	<p><b>Independence</b>                      Independence defines the manner in which an individual prefers to be directed by others, and one's potential to accomplish tasks with minimal supervision.</p> <p>A <b>highly independent</b> person is usually willing to accomplish goals in his or her own way.                      One with <b>low Independence</b> will prefer to turn to others to guide his or her performance. This leads to an expression of predictability and prudence, which can be a potential asset.</p>	<p>Adventurous</p> <p>Slow to follow</p> <p>Slow to conform</p>
<p>Subjective</p> <p>Emotional thinking</p> <p>Will follow a hunch</p>	<p><b>Objective Judgment</b>                      Objective Judgment is associated with a sense of rational competence and objectivity. This emphasizes the utilization of sound and reliable thinking.</p> <p><b>High scores</b> describe an individual who will use observable facts in his or her thinking process, whereas,  <b>Low Objective Judgment</b> describes a person who is willing to follow a hunch or listen to his or her intuition before acting.</p>	<p>Sensible</p> <p>Unemotional</p> <p>Mental toughness</p>