



# TTI Personal Talent Skills Inventory™

General Employment version

---

**John Doe**

2-1-2006



# INTRODUCTION

---

Research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment.

An individual's talents and personal skills are a fundamental and integral part of who they are.

In this report we are measuring three dimensions of thought. They are:

- \* Intrinsic - People
- \* Extrinsic - Tasks or things
- \* Systemic - Systems

This report analyzes talents; that is, a person's ability to do things. Is the report 100% true? Yes, no and maybe. As you review your report, please determine which items are job related. This will give you insight as to where to begin development.



# CRITICAL SUCCESS SKILLS

**ATTITUDE TOWARD OTHERS:** To what extent does John tend to maintain a positive, open and objective attitude toward others?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.9 \*  
9.6

**MEETING STANDARDS:** The ability to perform work according to precise specifications.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



6.9 \*  
8.1

**JOB ETHIC:** The capacity to fulfill the professional responsibilities with a strong sense of moral duty and obligation they have been given.

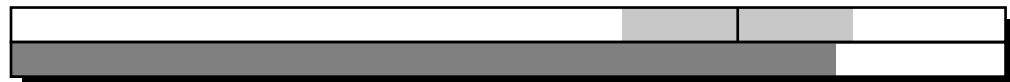
0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.3 \*  
8.0

**PROBLEM SOLVING:** The ability to identify key components of the problem, possible solutions and the action plan to obtain the desired result.

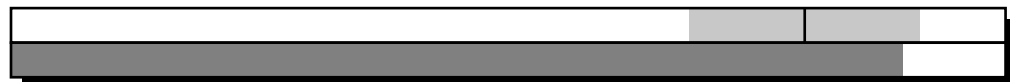
0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.5 \*  
8.5

**RESPECT FOR PROPERTY:** A measure of the level of respect and appreciation for the property that belongs to others or the company.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



8.2 \*  
9.2

**RESULTS ORIENTATION:** The capacity to clearly and objectively understand and implement all variables necessary to obtain defined or desired results.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.3 \*  
9.4

Rev: 0.98-0.88

\* 68% of the population falls within the shaded area.

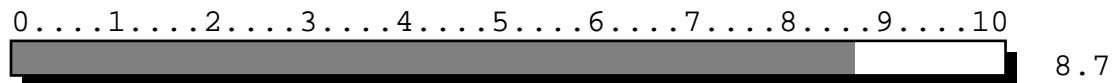


# THE GENERAL EMPLOYMENT SKILLS SUMMARY

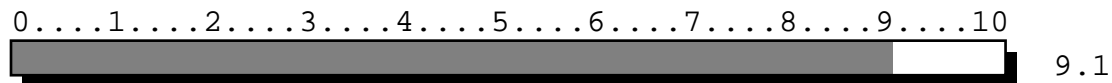
*This summary is of the information presented in the remaining pages of the report. We've placed it here, ahead of the supporting information, to give you an overall picture and provide a quick glance at the individual strengths and weaknesses of the respondent.*

---

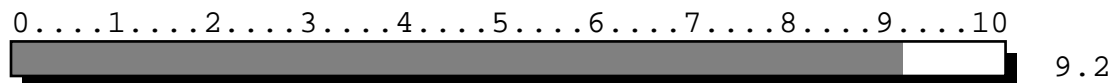
## GETTING RESULTS



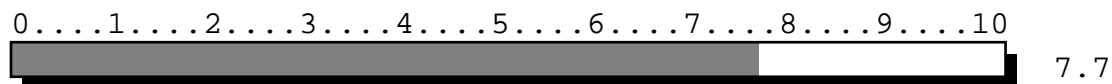
## INTERPERSONAL SKILLS



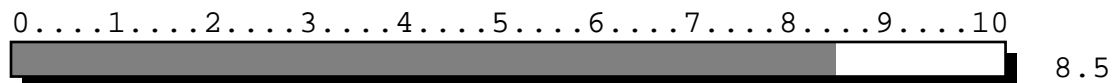
## MAKING DECISIONS



## SELF MANAGEMENT



## WORK ETHIC

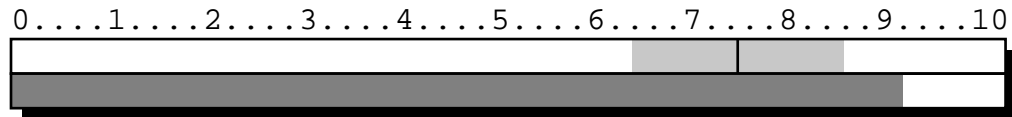




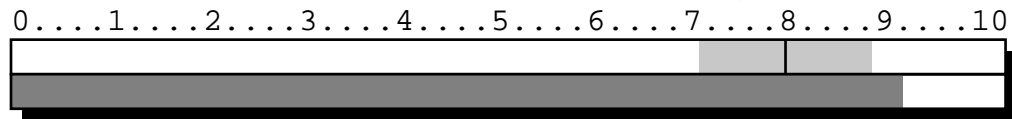
# GETTING RESULTS

"What skill does John possess that will help him get results?" This provides information about John's raw ability to get results, to apply himself to a goal and accomplish it using a variety of abilities.

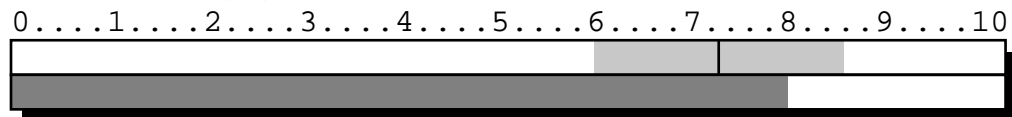
**ACCOUNTABILITY FOR OTHERS:** A willingness to take responsibility for the actions of other people.



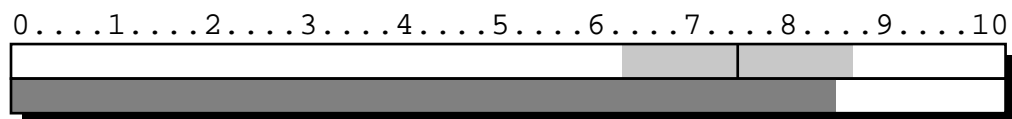
**ATTENTION TO DETAIL:** The ability to pay attention to the specific elements, facets or parts of a situation or work assignment.



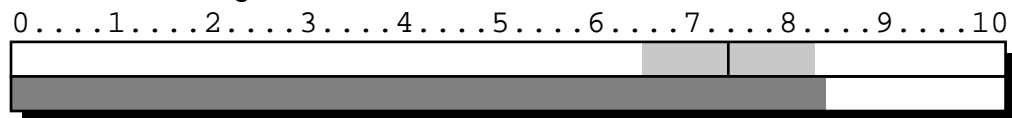
**CONSISTENCY AND RELIABILITY:** The capacity to regularly and dependably engage in and complete tasks or processes.



**PROBLEM SOLVING:** The ability to identify key components of the problem, possible solutions and the action plan to obtain the desired result.



**PROJECT AND GOAL FOCUS:** How well does John tend to stay on target regardless of circumstances, or does he easily become distracted, losing focus on the task at hand?



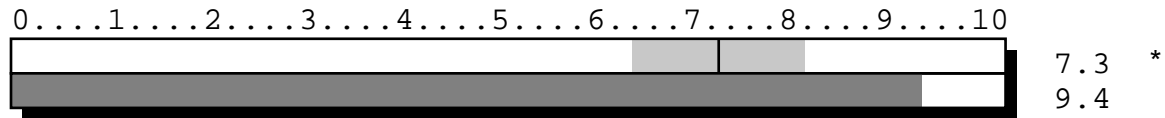
\* 68% of the population falls within the shaded area.



# GETTING RESULTS

---

RESULTS ORIENTATION: The capacity to clearly and objectively understand and implement all variables necessary to obtain defined or desired results.



\* 68% of the population falls within the shaded area.



# INTERPERSONAL SKILLS

"How does John approach getting along with others?" This measures John's ability to interact with clients, customers and co-workers on a daily basis.

ATTITUDE TOWARD OTHERS: To what extent does John tend to maintain a positive, open and objective attitude toward others?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.9 \*  
9.6

FREEDOM FROM PREJUDICES: The ability to maintain objectivity when relating to other people.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.8 \*  
9.6

REALISTIC EXPECTATIONS: The ability to set realistic timeframes and well-defined standards of quality performance and production for others to follow.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.7 \*  
9.0

SURRENDERING CONTROL: The capacity of a person to voluntarily surrender control and accept the authority of another person or group.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.3 \*  
8.2

\* 68% of the population falls within the shaded area.



# MAKING DECISIONS

"Does John tend to make sound decisions in his daily activities?" This evaluates John's ability to make accurate and appropriate decisions in order to accomplish a task or objective.

**CONCEPTUAL THINKING:** The ability to mentally envision comprehensive, long-range plans or goals and to identify, evaluate and allocate necessary resources.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



**CONCRETE ORGANIZATION:** The capacity to understand essential factors of a situation and bring together all necessary resources.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



**FOLLOWING DIRECTIONS:** The capacity to hear, understand and follow instructions.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



**INTUITIVE DECISION MAKING:** The capacity to make decisions by looking at the most essential elements and without all the facts or data.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



**THEORETICAL PROBLEM SOLVING:** What is John's ability to envision a hypothetical situation in his head and to then apply his problem solving ability?

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



\* 68% of the population falls within the shaded area.



# MAKING DECISIONS

---

USING COMMON SENSE: The capacity to be resourceful and apply good, practical, ordinary sense in whatever situations arise.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.6 \*  
8.9

\* 68% of the population falls within the shaded area.

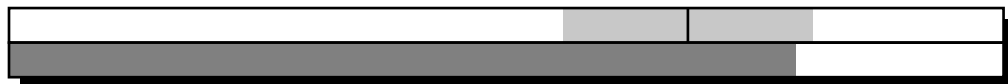


# SELF MANAGEMENT

"Is John an effective manager of John?" This category takes a look at how John manages himself and the capacity he has to develop himself.

**HANDLING STRESS:** The ability to maintain composure and internal strength when coping with external and internal pressures.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.0 \*  
8.1

**PERSONAL ACCOUNTABILITY:** The capacity to take responsibility for one's own actions, conduct, obligations and decisions without excuses.

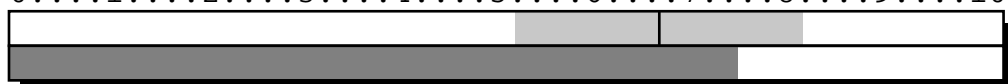
0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.2 \*  
8.1

**SELF-ASSESSMENT:** The capacity to objectively understand and evaluate one's self.

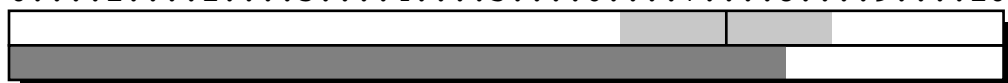
0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



6.7 \*  
7.5

**SELF CONFIDENCE:** A measure of a person's assured self-reliance in his or her abilities.

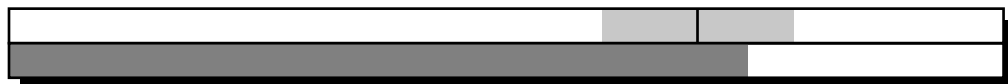
0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.4 \*  
8.0

**INTERNAL SELF CONTROL:** The ability to remain in conscious command of one's internal emotions when confronted with difficult circumstances and to respond rationally.

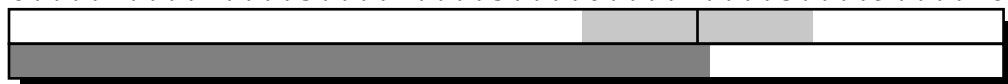
0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.1 \*  
7.6

**PERSONAL DRIVE:** A gauge of personal motivation to achieve, accomplish or complete tasks, goals or missions.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



7.1 \*  
7.2

\* 68% of the population falls within the shaded area.



# WORK ETHIC

*"Is John a hard and honest worker?" This is an overall assessment of John's work ethic. It involves his ability to meet pre-set standards, respect company policies and property, possess a strong work ethic and make decisions which take into consideration the needs of everyone involved (e.g. himself, others and the company).*

**BALANCED DECISION MAKING:** The ability to make consistently sound and timely decisions in one's personal and professional life.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



**JOB ETHIC:** The capacity to fulfill the professional responsibilities with a strong sense of moral duty and obligation they have been given.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



**MEETING STANDARDS:** The ability to perform work according to precise specifications.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



**RESPECT FOR POLICIES:** The ability to understand, appreciate and have high regard for the rules, policies and procedures of the company.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



**RESPECT FOR PROPERTY:** A measure of the level of respect and appreciation for the property that belongs to others or the company.

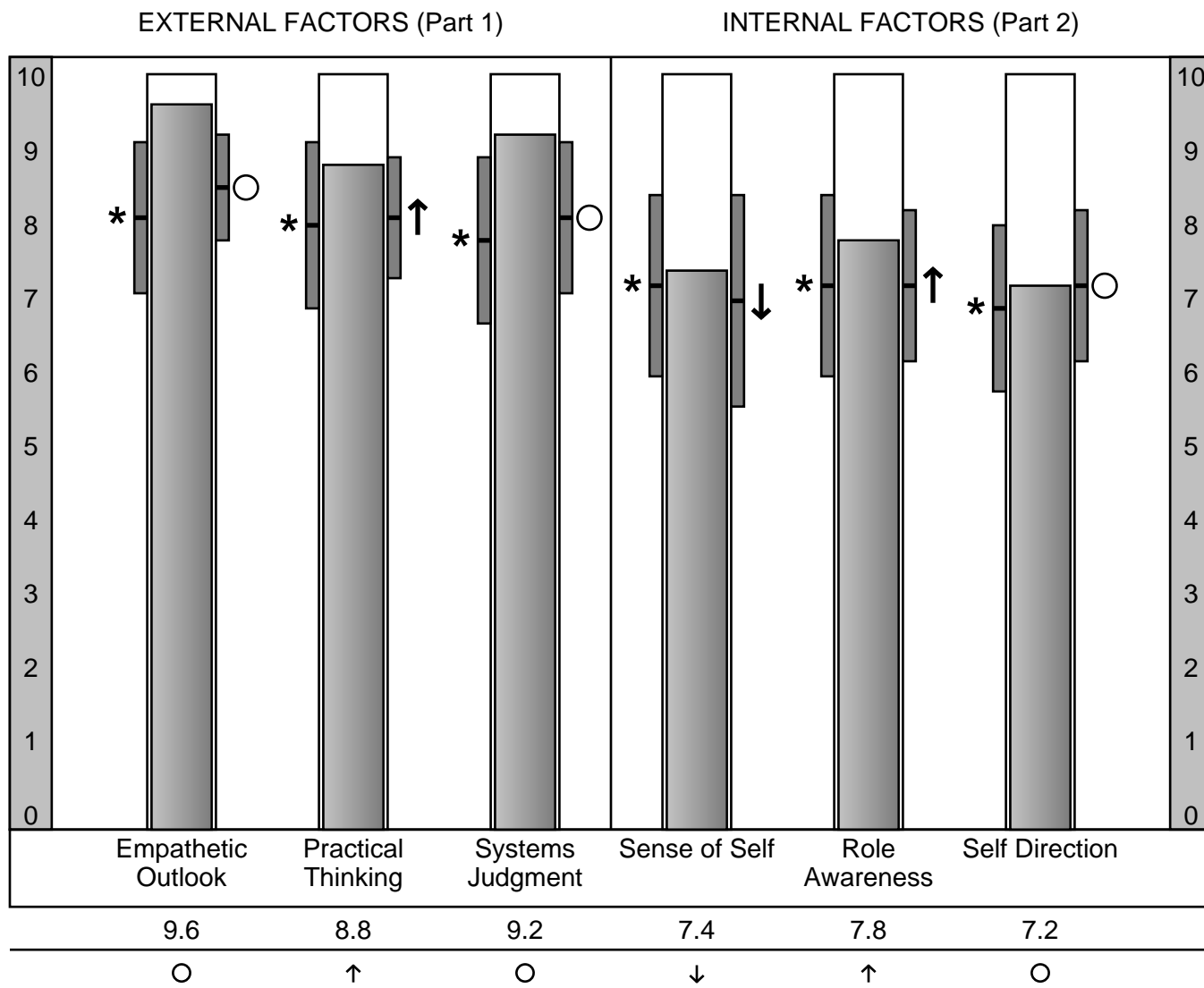
0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . . 10



\* 68% of the population falls within the shaded area.

# DIMENSIONAL BALANCE

For consulting and coaching



\* Population  
 ↑ Overvaluation  
 ○ Balanced  
 ↓ Undervaluation



# CORE SKILLS LIST

*For consulting and coaching*

Score	Mean	Description	Score	Mean	Description
10.0	7.6	Concrete Organization	8.2	7.1	Gaining Commitment
10.0	7.7	Evaluating Others	8.2	7.8	Persuading Others
10.0	7.9	Correcting Others	8.1	7.2	Personal Accountability
10.0	8.1	Personal Relationships	8.1	7.0	Balanced Decision Making
9.7	7.8	Monitoring Others	8.1	7.0	Handling Stress
9.6	7.3	Conceptual Thinking	8.1	7.6	Long Range Planning
9.6	7.9	Attitude Toward Others	8.1	6.9	Meeting Standards
9.6	7.8	Freedom From Prejudices	8.1	7.2	Taking Responsibility
9.6	7.9	Sensitivity To Others	8.0	7.3	Consistency And Reliability
9.6	8.1	Empathetic Outlook	8.0	7.4	Self Confidence
9.4	7.3	Results Orientation	8.0	7.3	Job Ethic
9.4	7.9	Leading Others	7.9	7.6	Realistic Personal Goal Setting
9.4	7.7	Evaluating What Is Said	7.9	7.3	Sense Of Mission
9.4	7.7	Accurate Listening	7.9	7.4	Self Management
9.3	7.6	Integrative Ability	7.8	7.1	Role Awareness
9.2	8.0	Following Directions	7.6	7.5	Quality Orientation
9.2	8.3	Theoretical Problem Solving	7.6	7.1	Internal Self Control
9.2	8.0	Attention To Detail	7.5	6.7	Self Assessment
9.2	7.5	Accountability For Others	7.5	6.9	Initiative
9.2	8.2	Realistic Goal Setting For Others	7.4	7.3	Sense of Self
9.2	7.9	Conveying Role Value	7.4	7.2	Persistence
9.2	8.1	Understanding Motivational Needs	7.3	7.4	Handling Rejection
9.2	8.0	Respect For Policies	7.2	7.1	Personal Drive
9.2	8.2	Respect For Property	7.2	6.9	Self Direction
9.2	7.8	Systems Judgment	6.5	7.1	Role Confidence
9.2	8.0	Material Possessions			
9.1	7.9	Emotional Control			
9.0	7.7	Realistic Expectations			
8.9	7.6	Using Common Sense			
8.8	7.5	Sense Of Timing			
8.8	8.0	Practical Thinking			
8.7	7.0	Intuitive Decision Making			
8.7	7.4	Developing Others			
8.6	7.3	Project Scheduling			
8.5	7.5	Problem Solving			
8.5	7.8	Relating To Others			
8.4	7.4	Project And Goal Focus			
8.4	7.4	Goal Directedness			
8.4	7.9	Proactive Thinking			
8.4	8.1	Self Improvement			
8.3	7.6	Status And Recognition			
8.3	7.7	Sense Of Belonging			
8.3	7.4	Enjoyment Of The Job			
8.2	7.3	Surrendering Control			



# CORE SKILLS LIST

*For consulting and coaching*

Score	Mean	Description	Score	Mean	Description
9.2	7.5	Accountability For Others	9.2	8.2	Realistic Goal Setting For Others
9.4	7.7	Accurate Listening	7.9	7.6	Realistic Personal Goal Setting
9.2	8.0	Attention To Detail	8.5	7.8	Relating To Others
9.6	7.9	Attitude Toward Others	9.2	8.0	Respect For Policies
8.1	7.0	Balanced Decision Making	9.2	8.2	Respect For Property
9.6	7.3	Conceptual Thinking	9.4	7.3	Results Orientation
10.0	7.6	Concrete Organization	7.8	7.1	Role Awareness
8.0	7.3	Consistency And Reliability	6.5	7.1	Role Confidence
9.2	7.9	Conveying Role Value	7.5	6.7	Self Assessment
10.0	7.9	Correcting Others	8.0	7.4	Self Confidence
8.7	7.4	Developing Others	7.2	6.9	Self Direction
9.1	7.9	Emotional Control	8.4	8.1	Self Improvement
9.6	8.1	Empathetic Outlook	7.9	7.4	Self Management
8.3	7.4	Enjoyment Of The Job	8.3	7.7	Sense Of Belonging
10.0	7.7	Evaluating Others	7.9	7.3	Sense Of Mission
9.4	7.7	Evaluating What Is Said	7.4	7.3	Sense of Self
9.2	8.0	Following Directions	8.8	7.5	Sense Of Timing
9.6	7.8	Freedom From Prejudices	9.6	7.9	Sensitivity To Others
8.2	7.1	Gaining Commitment	8.3	7.6	Status And Recognition
8.4	7.4	Goal Directedness	8.2	7.3	Surrendering Control
7.3	7.4	Handling Rejection	9.2	7.8	Systems Judgment
8.1	7.0	Handling Stress	8.1	7.2	Taking Responsibility
7.5	6.9	Initiative	9.2	8.3	Theoretical Problem Solving
9.3	7.6	Integrative Ability	9.2	8.1	Understanding Motivational Needs
7.6	7.1	Internal Self Control	8.9	7.6	Using Common Sense
8.7	7.0	Intuitive Decision Making			
8.0	7.3	Job Ethic			
9.4	7.9	Leading Others			
8.1	7.6	Long Range Planning			
9.2	8.0	Material Possessions			
8.1	6.9	Meeting Standards			
9.7	7.8	Monitoring Others			
7.4	7.2	Persistence			
8.1	7.2	Personal Accountability			
7.2	7.1	Personal Drive			
10.0	8.1	Personal Relationships			
8.2	7.8	Persuading Others			
8.8	8.0	Practical Thinking			
8.4	7.9	Proactive Thinking			
8.5	7.5	Problem Solving			
8.4	7.4	Project And Goal Focus			
8.6	7.3	Project Scheduling			
7.6	7.5	Quality Orientation			
9.0	7.7	Realistic Expectations			