

Job Match Report

for

SAMPLE Profile

in the position of

Office Manager

March 08, 2006



People Business Solutions

Create it. Fix it. Improve it.

PREP Profile Systems, Inc.

842 NW Wall Street, Ste 3, Bend, OR 97701

Phone: 541/382-1401 Fax: 541/382-6725 www.prep-profiles.com

Table of Contents

JOB MATCH REPORT	2
EXECUTIVE SUMMARY	3
COMPARISON OF JOB PROFILE WITH INDIVIDUAL	4
AREAS OF STRONG MATCH	5
PERSONALITY	5
AREAS OF POTENTIAL FRICTION	6
PERSONALITY	6
CAREER MOTIVATION CHART	7
KEY INTERVIEW AND REFERENCE QUESTIONS	8
INDIVIDUAL'S REPORT	10
TRAIT SUMMARY CHART	11

JOB MATCH REPORT

The following report is an analysis of how SAMPLE matches this position, based on one or more benchmarks or "target profiles" from PREP and 's knowledge base.

The report includes:

1. Executive Summary
2. Comparison of the Target and Individual profiles

Strengths and Potential Challenges
Match and Mismatch areas

3. Characteristics of the Individual
4. Key Interview Questions
5. Supervisor - Individual Match

No instrument can predict success with 100% accuracy. In any hiring decision, please also consider:

*The individual's career objectives, and how those objectives align with the position and future potential positions within your organization.

*How the individual's values match with your organization.

*The individual's career pattern: job history, what they have learned from it, as well as their formal education.

*The individual's related education/experience, including direct experience, experience in the same industry, experience in related areas, and overall life experience.

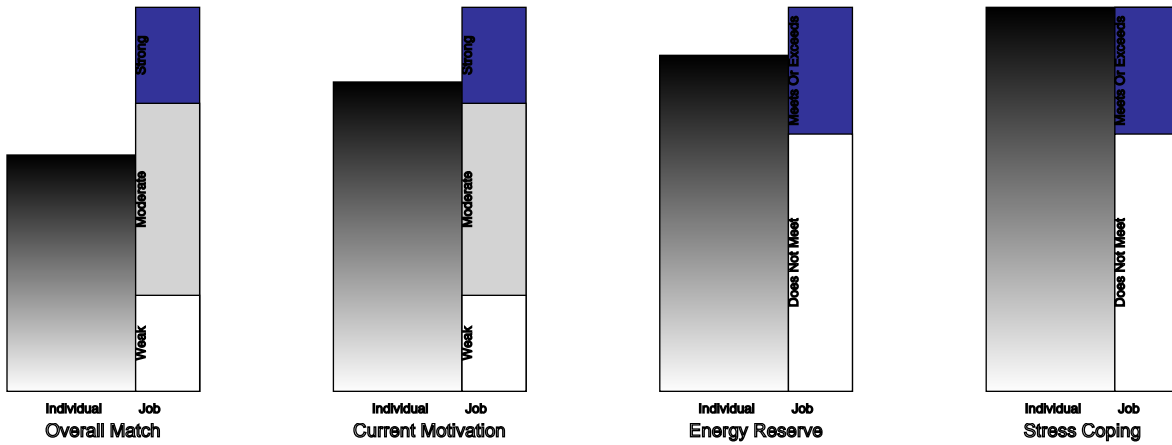
*The individual's skill competency level and other preparation as minimum expectations for the position, including any prerequisite for trainings you offer.

THE JOB MATCH SUGGESTIONS CONTAINED IN THIS REPORT ARE GENERATED BY COMPARING STATISTICAL NORMS FOR A PARTICULAR JOB TYPE WITH THE SPECIFIC EXPERIENCE AND SKILL COMPETENCY NEEDS IDENTIFIED BY THE EMPLOYER. DUE TO VARIANCE INHERENT IN THE NORMING PROCESS AND UNCONTROLLABLE EMPLOYEE VARIABLES INCLUDING BEHAVIORAL MOTIVATION AND CHANGE RESISTANCE, PREP PROFILE SYSTEMS, INC. CANNOT AND DOES NOT GUARANTEE OR WARRANT THAT SUCH SUGGESTIONS ARE AN ACCURATE FORECAST OF JOB COMPATIBILITY OR FUTURE JOB PERFORMANCE.

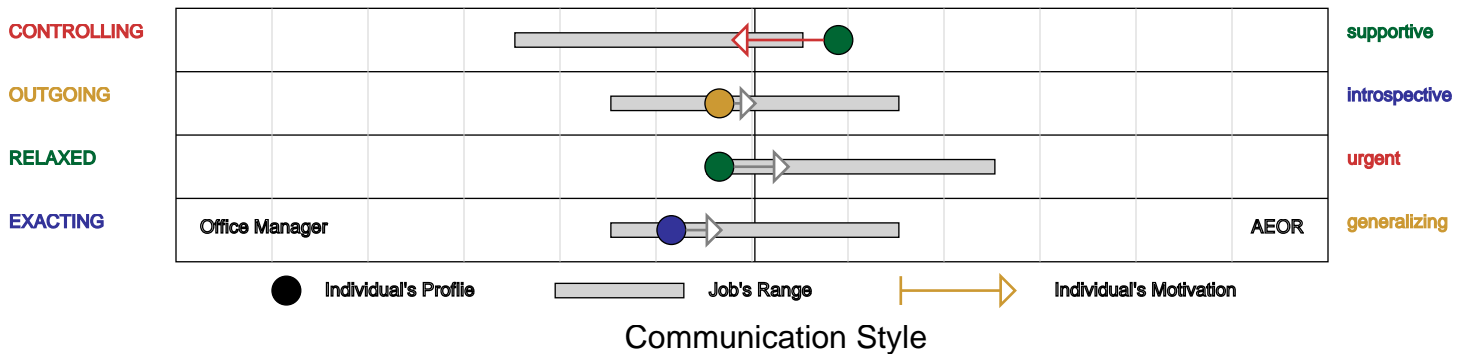
Code #:3100S-MA

EXECUTIVE SUMMARY

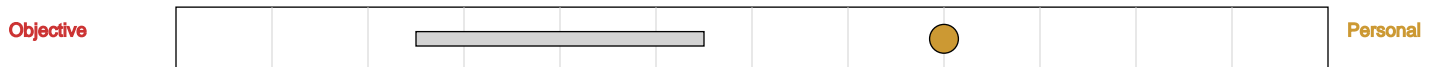
Office Manager



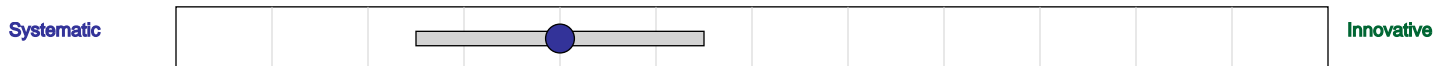
Individual's Match With Job Profile



Communication Style



Problem Solving Style



Approach to the Environment



Activity Focus

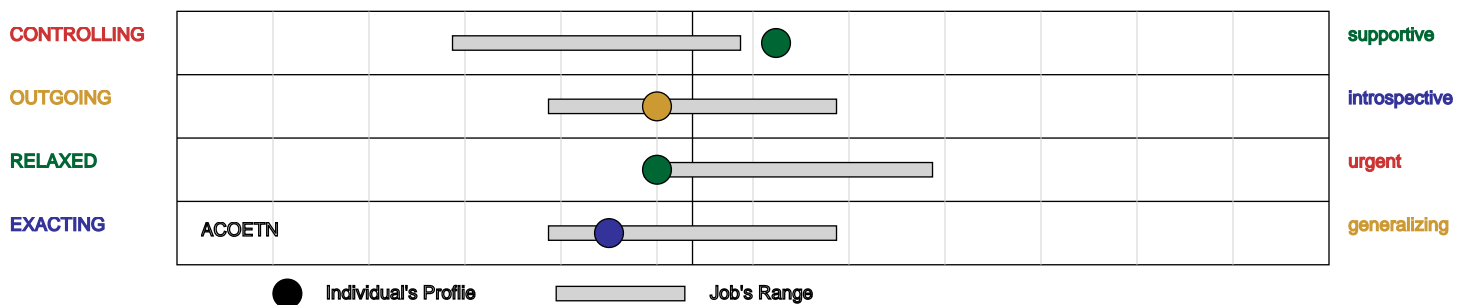


Code #:3100S-MA

COMPARISON OF JOB PROFILE WITH INDIVIDUAL

The Target Profile ranges are based on an "Ideal individual's" behavioral style preferences or personality: how they make decisions, react under pressure, respond to different environments, and are handling current life events. Comparing the Job Profile ranges with the Individual can help better understand where the individual will most naturally excel, which situations would most likely be challenging, and provide clarity about how best to motivate the individual, if hired.

Individual's Match With Job Profile



For the most accurate insight, pay particular attention to the individual's most extreme left and extreme right markings. These represent the individual's most consistent personality traits. Traits closer to the center line are more flexible and adaptive, therefore, not as predictive.

Some individuals will have a profile in which all traits cluster closely to the center line. This is referred to as an adaptive profile. This style tends to tone down the typical profile behavior for the traits noted in this report. The wider the profile, the more predictable and consistent the behavior usually is, regardless of the environment. Being more or less adaptive is neither good nor bad. This only indicates more versatile ways of interacting with others and less testing predictability.

AREAS OF STRONG MATCH

PERSONALITY

SAMPLE will adjust her approach and her manner of communicating to match others styles. There may be times SAMPLE is more talkative and social and other times will want more privacy and one-on-one communications.

SAMPLE moves at the same fast, action-oriented pace as the target profile.

SAMPLE may be more or less personally involved in details depending on circumstances. She will probably be an appropriate delegator of detail.

SAMPLE probably matches the versatile nature of this position. She is likely to be able to coordinate between different levels of management, staff and external groups.

SAMPLE will probably be a practical problem solver, using both intuition and logical analysis.

AREAS OF POTENTIAL FRICTION

PERSONALITY

SAMPLE may have a difficult time making the decisions as confidently as the position would call for.

SAMPLE may be overly concerned in sensitively communicating information or feedback and not get the attention she needs to make her point with her employees and fellow managers.

SAMPLE may not be as attentive to achieving end results as she is to making sure projects' processes are handled properly.

SAMPLE does not appear to be as much of a self-starter and initiator as the position requires.

Career Motivation Chart

GOAL ACHIEVEMENT ORIENTATION

CONTROLLING ← ————— → supportive

	STRONG TRAIT	TRAIT	Adaptive	COUNTER TRAIT	STRONG COUNTER TRAIT
Career Advancement	Jump-shift job advancement	Upward mobility	<i>Career ladder options</i>	Standardized career ladder with calm working atmosphere	Established and contractual career path, no surprises, predictable environment
Performance Feedback	Autonomous, self-evaluation for achievement of personal goals and work outcomes	Tangible results and performance feedback	<i>Regular performance reviews</i>	Written expectations with guidelines for improvement and praises for work well done, respect for self and job done	Being discovered and merit or loyalty promotions
Work Environment	Power position	Chance to prove competence	<i>Established job expectations and job description</i>	Support and training for unfamiliar areas	Assurance of competence and good work, being defended by superiors when challenged or confronted on work done with good intentions
Decision-Making	Control over organization goals	Influence and decision-making authority	<i>Having input during initial decision-making phases, kept in the informed-loop</i>	Being backed up by superiors in decision-making	Others being accountable or responsible for high-impact final decisions
Compensation	Leveraged bonus or risk/reward pay, stock options/ownership	Incentive pay	<i>Fair, comparative wage and benefits</i>	Established wages, good benefits	Merit pay increases with no surprises, good benefits, retirement, job security

INTERPERSONAL COMMUNICATION

OUTGOING ← ————— → introspective

	STRONG TRAIT	TRAIT	Adaptive	COUNTER TRAIT	STRONG COUNTER TRAIT
Career Advancement	High visibility and upward mobility advancement	Opportunity of people-interactive position/s	<i>Variety of work situations: from autonomous to group and public interactive</i>	Focused work with minimal interruptions	Established and contractual career path, no surprises, predictable environment
Performance Feedback	Association and direct representation to top management	In the loop communications	<i>Regular updates for work areas</i>	Written progress reports or summaries	Written organizational charts, following the logical flow and hierarchical chain of command
Work Environment	Broad people interaction and affiliation	Wide team or group socializing activities	<i>Team work opportunities</i>	Small, closely knit group of co-workers	One-on-one interactions with others
Decision-Making	Input into and recognition with key action plans	Exciting assignments	<i>Change of scenery or multi-tasking for ongoing stimulation</i>	Involvement in final stages of decision-making, after brain-storming and broad-brush idea generation	Technical or highly specialized assignment areas
Compensation	Lifestyle gains and benefits as perks	Public recognition or approval from superiors bonus pay for extra effort	<i>Recognition and bonus as part of whole team efforts</i>	Straightforward feedback and tangible, practical recognition	Personal time honored, with no intrusions on family life and commitments

PREFERRED PACE

RELAXED ← ————— → urgent

	STRONG TRAIT	TRAIT	Adaptive	COUNTER TRAIT	STRONG COUNTER TRAIT
Career Advancement	Predictable, commensurate job promotions	Planned change with preparation time	<i>Close communication and input on assignments that are working or not working</i>	Immediate rewards for good performance	Tangible, near-term outcome based promotions and planning
Performance Feedback	Established protocol for performance evaluation	Cooperation and even pace	<i>Regular staff meetings with an agenda and discussion timeframes</i>	Fast pace and action on decision items	Ability to change decisions midstream to take advantage of changing conditions in environment/markets, etc.
Work Environment	Calm, routine working environment, no outbursts or unjustified pressure, inclusion without asking or having to beg for it	Simple, non-pressured directions, respect	<i>Variety in assignments, acknowledgment for contributions</i>	Spontaneity and unplanned activity to relieve monotony or sameness of task	Hot reactor or crisis level responsiveness
Decision-Making	Logical and methodical decision-making, with input and notice of impact and effective dates	Stability, no surprises, especially not adverse or embarrassing	<i>Facilitating role in decisions, being able to adjust timing for self or group</i>	Instinctively being able to move on opportunities that arise, especially from timing	Change the environment, if it hasn't moved by itself, sometimes for the sake of change
Compensation	Planned promotion path, solid benefits, retirement	Predictability in pay, benefits	<i>Open to bonuses for early completion, consequences for late delivery</i>	Short term gains preferred over lower risk rewards for longer term	Commission and bonus on performance, control over own financial matters

DETAIL ORIENTATION

EXACTING ← ————— → generalizing

	STRONG TRAIT	TRAIT	Adaptive	COUNTER TRAIT	STRONG COUNTER TRAIT
Career Advancement	Seniority ladder system of rewards	Standardization and systems	<i>General guidelines for organizational expectations</i>	Limited written documentation	No routine, assignments, inventing, trying new paths
Performance Feedback	Standard operating procedures for all work activities	Quality controls Strong training prior to commencing work activities	<i>Informal, team-oriented, frequent feedback on performance and improvement areas</i>	Unencumbered ability to explore and try new methods	Independent work
Work Environment	Statistical feedback to measure performance effectiveness	Predictable and fair leadership	<i>Individual development plan for progressing optimally in organization</i>	Brainstorming, unusual and curiosity-oriented assignments	Adventure, never-been-done, high risk activities
Decision-Making	Employee handbook specifying expectations and new employee orientation	Written protocol and lists to work from to know when an activity or task is complete	<i>HR Staff and handbooks to understand benefits, expectations</i>	Minimal supervision and maximum autonomy	Big picture perspective, with someone else handling the details and implementation
Compensation	Established benefits focused on job and personal security	Guaranteed wages, hours, benefits	<i>Fair wages, in line with comparables in field and geographic area</i>	Commission with high reward opportunities	Speculative rewards for risks taken

©PREP Profile Systems, Inc. 2005. All rights reserved.



Individual's Profile



Job's Range

KEY INTERVIEW AND REFERENCE QUESTIONS

The following key interview questions should be asked of the candidate, their references, former employers, educators and other personal references. They target the mismatches between the candidate's personality and the target profile for this position. The capitalized responses are the approximate "target performer" behavioral response.

1. What activities have you organized, set up, and directed?

Should have "in-charge" and self-starter experience.

2. How do you feel about giving directions to and evaluating others?

Should have experience in giving corrections, especially in giving immediate feedback so things don't get blown out of proportion or become untimely.

3. What was the most unpopular decision you have ever made as a manager? How did you go about communicating it?

Should have experience in "bearing bad news" objectively, timely and effectively.

4. How do you respond to frequent adjustments in daily procedures?

Should welcome change as chance to improve situation and responds to it spontaneously in positive manner.

5. What is the highest deadline-pressure management position you have had?

Should have successful experience in high-pressure situations and thrive with unexpected changes.

6. How do you establish priorities in a project or activity? When do you know it is appropriate to change (or not to change) those priorities?

Should have experience in rearranging priorities or workloads. When an opportunity that is dependent on timing and is aligned with overall goals presents itself.

7. What are some of your outside activities?

Should have outlets for extra energy that is not necessarily required at work -- family, community involvement, hobbies, etc.

8. How do you view someone who puts in "regular" hours?

Should be tolerant and understand that people can have good dedication, loyalty and

commitment with limited energy reserves.

9. How do you prefer to work on projects?

Should prefer to focus or to concentrate and direct attention, completing what is started.

INDIVIDUAL'S REPORT

The PREP Profile measures a person's strengths and preferred communication and problem-solving styles. The PREP Profile does not determine whether a person is hired, but rather offers insight as to the match between the individual, the position and, as applicable, the supervisor. Based on your survey responses, the following report describes your strengths and overall basic nature. While the PREP Profile is fully validated, it is important for you to verify the results. Please review this and if it does not appear to accurately represent you, please contact your survey administrator as soon as possible. Thank you for your cooperation and interest.

SAMPLE is probably participative in her management style and is most effective in a strong team situation. SAMPLE communicates in a strongly persuasive, deliberate manner. Good active listening skills and calm yet enthusiastic expressions would characterize her. SAMPLE solves problems systematically and is a good people planner. She can manage others most easily when she has a system that includes clear guidelines, performance standards, and expectations to rely upon. SAMPLE may be cautious of new situations and may take criticism personally. SAMPLE probably develops systems and procedures for others easily and well.

In dealing with others, she is concerned with fairness for her employees and could be outspoken about individuals who do not treat others fairly. As a manager, SAMPLE is usually loyal to the organization, steady, dependable, cooperative and helpful. She probably views her role as a manager as being an empathetic, patient listener and a good teacher. Contributing to the welfare of others is probably important to her. SAMPLE tends to be conscientious and likes to develop her people-management skills. She would have a pleasant influence on her environment, especially where her social and people skills would be involved. SAMPLE is probably good at translating technical data into common terminology.

TRAIT SUMMARY CHART

