

Private And Confidential

Thomas International Management Systems

Personal Profile Analysis

For

Ms Cindy Morton-Ferreira

Prepared by Thomas International

Personal Profile Analysis

For

Ms Cindy Morton-Ferreira

Self Image- Graph III

A cordial, poised person who is a positive perfectionist who will investigate every avenue or angle to a problem.

Ms Morton-Ferreira may seem tense, and always seeks the best solution to a problem.

Ms Morton-Ferreira wants to achieve, but only through the correct channels.

She is mobile and alert, and often verbally creative.

Ms Morton-Ferreira does not like routine and can create as well as work from data. She is quite intellectual and likes to investigate facts. Not necessarily a "reason why" person, more a "how does it work" person. She needs supportive evidence and is critical, particularly of self, worrying over details at times.

Ms Morton-Ferreira will adapt to others requirements if sure about them, and will follow instructions.

She may often appear unbending when following a system. Though there is a tendency to slower decision making, Ms Morton-Ferreira is not weak.

She is a logical presenter of the facts. She likes to re-check answers.

Ms Morton-Ferreira is self-conscious, has a strong people interest and likes a variety of assignments.

Self Motivation

Ms Morton-Ferreira wants to cover every option. Wants time to check and present the best solution. Wants to be sure. "People" rather than "things" oriented.

Job Emphasis

Selling Specialised And Technical Ideas To People

The main function of Ms Morton-Ferreira's job should include selling specialist/technical ideas, things and projects to people.

There should be a requirement to negotiate. It could also include managing people in a specialist environment. There should be a variety of tasks but these should require attention to detail/accuracy, though the job should not be routine in nature. Job parameters should be well defined. Decision making should be orientated toward accuracy rather than speed. There should be authority and autonomy to act.

Describing Words

Driving, factual, precise, anxious, friendly, cordial, tense, investigative, indecisive, mobile, alert, asks "what", 'who' and "how."

How Others See You (mask) - Graph I

In the work situation Ms Morton-Ferreira is likely to modify her self image characteristics slightly in order to be successful.

She will most likely emphasise her systematic and logical approach and therefore appear even more compliant than the self image suggests.

Behaviour Under Pressure – Graph II

This friendly, communicative and influential individual modifies her behaviour slightly when the pressure is really on. This would manifest itself in Ms Morton-Ferreira coming over as quieter than normal.

General Comments

There are no current frustrations/problems/pressure showing in Ms Morton-Ferreira's profile.

This would suggest that she feels able to cope with the behavioural requirements of the job, organisation and boss.

Motivators

Ms Morton-Ferreira is motivated by freedom of speech, coupled with public recognition and popularity. Challenging situations and the opportunity for advancement are also important factors. She needs to work in a logical and systematic manner, so standard operating procedures are essential.

Should Ms Morton-Ferreira have a boss, then ideally that person will be a participative but direct leader, who has the ability to both motivate and direct an operation. Work parameters and objectives should be communicated in a

logical and systematic manner, timescales clearly negotiated, Ms Morton-Ferreira should then be allowed the responsibility to *complete* the task. There may be times when reassurance and advice should be given, if decisions have to be made outside Ms Morton-Ferreira's area of expertise.

A Job Profile has not been requested. Therefore, it has not been possible to make an assessment of Ms Morton-Ferreira's strengths and weaknesses against the specific job requirement.

Please Note

The above report is a guide. The Personal Profile Analysis is a work orientated inventory. This report is designed to assist in the selection, appraisal, development or coaching and mentoring process.

The report should never be used in isolation but always in conjunction with both an interview and a process whereby a person's experience, education, qualifications, competence and train ability can be assessed.

Other reports are available on the Thomas program which will provide additional useful information about Ms Morton-Ferreira. Thomas recommend that consideration be given to using these further reports when appropriate.

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Strengths and Limitations Summary

For

Ms Cindy Morton-Ferreira

This report summarises Ms Morton-Ferreira's positive behavioural traits which can be interpreted as her "Working Strengths". These are the values that she contributes to the organisation. It also includes "Possible Limitations" which describe those driving forces which may be seen by some as personal shortcomings.

Ms Morton-Ferreira's strengths are a clear indication of those areas of accountability or operational involvement where she would likely be most comfortable and therefore most productive and successful. Conversely, the indicated limitations highlight those areas where Ms Morton-Ferreira may, in all probability, benefit most from training, development and/or support.

Working Strengths Of Ms Morton-Ferreira

- .. Willing to compete
- .. Accomplished verbal communicator
- .. Exhibits poise
- .. Motivates people to act
- .. Goal-orientated
- .. Wants responsibility and authority
- .. Seeks challenging assignments
- .. Needs a variety of projects
- .. Diplomatic and sensitive to other's points of view
- .. Quick to detect errors
- .. Persuades other to her point of view

- * Controls quality

Possible Limitations Of Ms Morton-Ferreira

- * Sets too high standards
- * May be too critical and fault finding
- * Acts restlessly
- * Energy often wasted by too much personal involvement and insufficient delegation
- * May avoid harsh or unpopular decision making particularly when this affects other people
- * May take too detailed an approach in certain tasks

In order to assess the above report it should be considered in the context of the job requirements. Therefore it is recommended that the Strengths & Limitations be compared with the Job Profile. The Job Profile defines those job requirements and the behavioural dimensions needed for satisfactory completion of the task, assignment or project.

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Technical / Admin Audit

On

Ms Cindy Morton-Ferreira

Organising Work Flow

Ms Morton-Ferreira is strongly motivated to produce accurate, high quality work and creates logical systems with built-in checks and balances to ensure this. Although detailed and precise, she dislikes routine, repetitive tasks and prefers to delegate any mundane work to others who have proved their competence. In general, however, she may be reluctant to delegate for fear of risking quality. However, once she has done so, she retains close control on all work generated by others. Her controlling nature and uncompromising demand for perfection can be frustrating.

She has good communication skills and likes to work closely with others, where she can use her extensive and expert knowledge in a technical or specialist field, to persuade and influence.

She likes intellectual challenges, but as a result of her innate need to get things right, she hesitates to assume authority and will only take responsibility in areas where the parameters are clearly defined and she is competent.

Meeting Deadlines And Time Management

Ms Morton-Ferreira's strong desire to meet the requirements of an assignment, including the deadline, generally result in her working in a systematic and disciplined way to ensure it. She normally meets deadlines if given sufficient time to satisfy her need to achieve a perfect result. This individual likes to consider all the facts, test them and check the final result before releasing work. When hurried or encouraged to cut corners, she will feel her credibility is threatened and may resist taking responsibility for the outcome. Her superior may, therefore, need to assist in prioritising where perfection is unnecessary and then clarify exactly what level of accuracy is required.

Being strongly drawn to a variety of people and areas of interest, her superior may also need to provide some guidance in how to remain disciplined in concentrating on tasks without offending others or feeling that she is missing the opportunity to explore new areas.

Ms Morton-Ferreira is capable of addressing more than one task at a time and can work quickly, but will modify this to accommodate her attention to detail. Similarly, she is flexible in regard to last minute changes, although she is likely to become frustrated if they result in her having to risk the standard of work.

Meeting Information/Service Needs

Though not inherently service-oriented, Ms Morton-Ferreira is concerned with pleasing others and will take the opportunity to create a favourable impression by meeting requests with a degree of enthusiasm.

What she inherently lacks in follow-through, she compensates by focusing on attention to detail and a consistently high level of accuracy. Hence, whilst she may not personally become involved in the mundane tasks which mark the end of an assignment, she will ensure that the content of the work and its presentation is excellent.

Her poised, cordial manner results in her easily eliciting the respect of others and her good communication skills create friendly, non-aggressive interactions.

She communicates well both in writing and verbally, although she may have a tendency to become too detailed and technical.

Ensuring Quality And Accuracy

Ms Morton-Ferreira's overall concern is with producing work of a high standard, where all information is correct and logically presented. She is attentive to the fine detail and can, at times, appear pedantic.

Though Ms Morton-Ferreira can do routine, mundane work if an important result depends on it and it is not on a daily basis, she will become bored if there is no variety or intellectual challenge. However, even when bored it is highly unlikely that she will compromise quality and, will more probably, find someone to whom she can delegate this work.

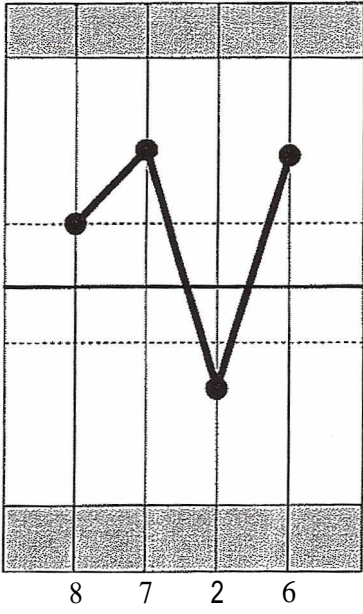
Problem Solving

Ms Morton-Ferreira is cautious in problem solving a strong desire to return situations quickly to friendly, productive ones. She is more concerned with finding the correct solution and is seldom guilty of a 'quick-fix'.

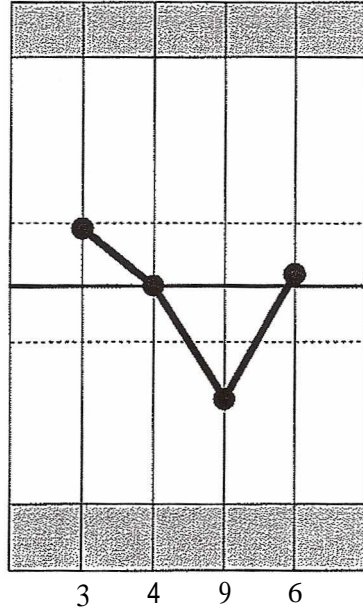
Even in her own area of expertise, she will try to avoid confrontations. She invites the opinions of others and takes them into account.

Because of her sensitivity to the feelings of others, she often appears to have a strong intuition, which she uses to good effect when dealing with people. She has the ability to use charm, persuasion and a positive attitude to influence others, thereby dealing with immediate, surface problems of an emotional nature, with ease.

Graph I
Work Mask
O I S C



Graph 11
Behaviour under pressure
D I S C



Graph III
Self Image
D I S

