

Sales Force Manager Report

Personal & Confidential

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The Receiver
Your Company
P.O. Box 1234
Anycity, USA 40000-1234

Candidate: John Smith
Position: Sales Force Management
Bottom-Line: Recommended

The validity scales from the Self-Descriptive Index indicate that Mr. Smith was candid in answering the questionnaires and went out of his way to be honest. Therefore, the profile results are an accurate description of his work approach and motivational needs.

Summary of Candidate's Critical Management Skills Potential

Agreed-Upon Skills	Candidate Score
TEACHING IN A STRUCTURED SETTING	46%
MAKES JOINT CALLS	74%
DIRECTS AND CONTROLS OTHERS IN A BUSINESS UNIT	98%
PROFIT CONSCIOUS IN A MANAGEMENT ROLE	53%
TAKES INITIATIVE IN A BUSINESS UNIT	82%
MAKES FORMAL PRESENTATIONS	37%
FOCUSED ON QUANTITATIVE RESULTS	80%
PRACTICAL INTELLIGENCE	81%
ANALYTIC ABILITY	50%

In-Depth Evaluation of Critical Sales Force Management Skills Potential

TEACHING IN A STRUCTURED SETTING

SCORE
46%



0 10 20 30 40 50 60 70 80 90 100

Definition: Demonstrates a commitment to the continuous education and training of others as a means of increasing their overall competency and productivity; prepares more structured sessions to cover the most critical areas of learning for the audience; stays on top of information needed by colleagues and customers in an effort to serve as a resource; takes responsibility for motivating others to learn and retain key information; reinforces what is being taught through periodic repetition.

Skill/Capability Level: Mr. Smith may not understand the need to prepare a training program to convey fundamental principles and current ideas to his audience. He may believe that planning presentations is a waste of resources and, as a result, may not be able to achieve all that he strives to do because he runs out of time. He might expect the people he is training to be self-motivated to learn and become impatient when required to repeat or reinforce information he has already covered.

Coaching Suggestions: Help Mr. Smith to keep abreast of new developments that might be helpful to his audience by requiring him to submit a revised copy of his training presentation each month. Ensure that it properly integrates the most current information along with key concepts and that all the data it imparts is accurate. By making the collection of up-to-date information part of his regular work routine, he will begin to view it as part of his job description and take pride when others view him as a valuable resource. His goal should be to alter his audience's actual skills, methods, or techniques.