

SHAPE INTERPRETATION GUIDE

In-Depth Analysis.

INTRODUCTION.

In this guide, you'll find...

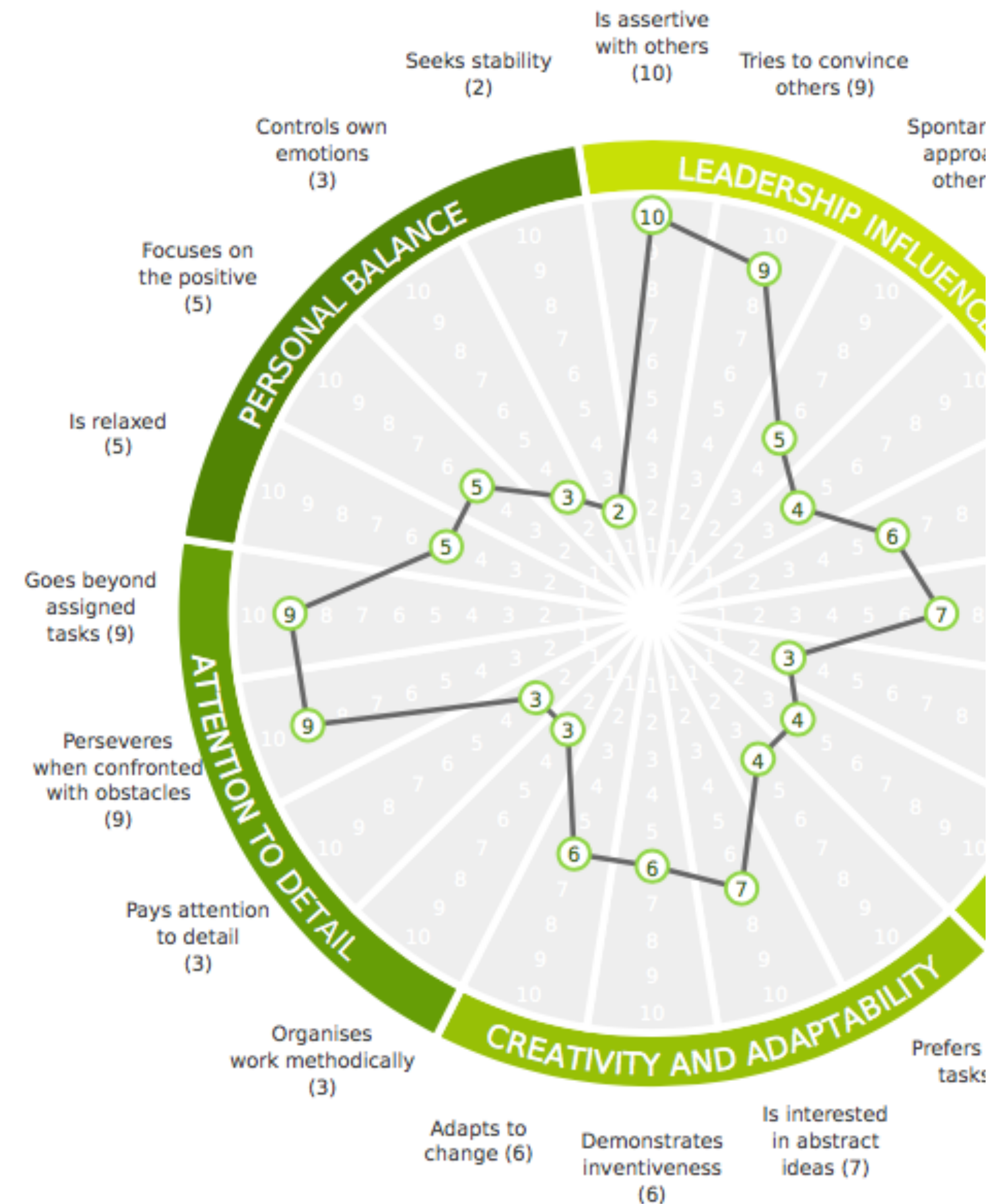
An explanation of the **7** major section of this report:

- Testing conditions
- Radar profile
- Profile summary
- In-depth profile analysis
- Trait profile analysis
- Talent Cloud
- Warning points

Each of these headings will be covered in detail to allow you to correctly interpret the results and get the most out of the information presented in the report.

The aim of this guide is to help **facilitate your analysis**, by giving you clear and relevant information.



At AssessFirst, we believe that this report, the “detailed analysis”, is your report: that of the **expert**, because it contains details of the testing conditions, raw scores and even indicators of spontaneity.



TESTING CONDITIONS.

At the end of the questionnaire, the candidate is asked whether:

- They have completed the questionnaire under good conditions.
- They have responded to the questionnaire honestly.

The candidate can answer yes or no to each of these two questions. A “Yes” is represented on the report by a  while a “No” is represented by a .

What do I do if the candidate declares they didn't have good testing conditions?

Poor testing conditions detract from the quality of the candidate's answers. More care should be taken to confirm the information in the report.

It should also be expected that the results obtained will be less accurate over time.

What do I do if the candidate declares they haven't answered honestly?

In this case, it is useless to continue any further with the report, because the results have no real value.

Perhaps the candidate didn't feel at ease with the questions, or didn't take the test seriously.



JOHN DOE CONFIRMATIONS

I completed the assessment in good conditions.



I responded to all questions honestly.



TESTING CONDITIONS.

Here, you'll find the candidate's completion time and how to interpret it. The average completion time is **11 minutes**. We believe that an appropriate completion time falls **between 8 and 15 minutes**.

What do I do if the completion time is greater than 15 minutes?

Firstly you must consider why the completion time is high: Is it because of...
...poor testing conditions?
...poor mastery of the language?
...a lack of spontaneity? ...difficulty in making choices?

In all these cases, the quality of the results should be questioned. One possible option is for the candidate to re-take the evaluation.

What do I do if the completion time is less than 8 minutes?

We can attribute this time to a number of factors including:

- Negligence on the part of the testee (rushed answers)
- A lack of confidence in the testing method (choosing answers at random)

Or simply:

- Familiarity with this type of testing
- Excellent self-awareness
- Very fast reading and decision-making skills

In these cases, you must confirm the seriousness of the candidate.



ASSESSMENT DURATION

11'06"

SLOW

FAST

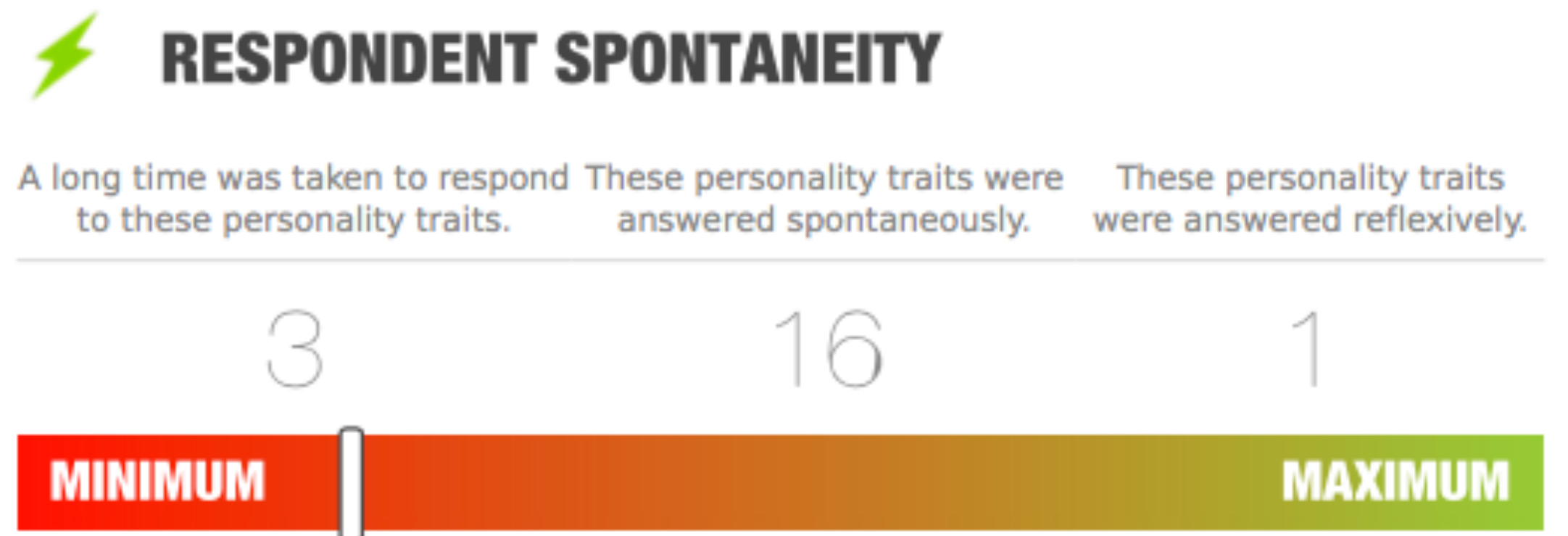
TESTING CONDITIONS.

The candidate's spontaneity allows us to be even more precise about the testing conditions, because we can examine:

- The number of "**considered**" responses, those that caused doubt or showed a lack of spontaneity in the candidate. These traits should be studied carefully.
- The number of "**spontaneous**" responses, those that the candidate answered without hesitation. They line up with the response time that we typically expect.
- The number of "**reflexive**" responses, those that the candidate answered almost instantly and automatically, without thinking. These elements show particularly characteristic features of their personality.

You'll find the spontaneity for each trait in the "Trait profile analysis" section of the report.

Finally, the gauge indicates the regularity of the testing. The more the indicator moves right towards "Maximum", the more qualitative the testing has been.



TESTING CONDITIONS.

The final part is concerned with the testing conditions.

Application logouts

The application logs out if the candidate leaves the testing page (whether by their choice or not). This includes closing the browser window.

When they reconnect, the candidate is redirected back to the same question as prior to disconnection. From here they can continue and finish the questionnaire.

Automatic pauses

If the candidate spends more than 2 minutes on a question, the questionnaire is automatically paused. To continue, all they have to do is click on the testing window.

The time taken for the question in which the automatic pause was activated is not included in the overall testing time. This allows you to assess the effective completion time for the questionnaire, even if the testee had an interruption during testing.

If both of these indicators are "0", we can deduce that the testing conditions were optimal.



ASSESSMENT ANALYSIS

Number of logout(s) from the application*

Number of automatic pause(s)**

0

0

*Activated when the respondent closed the browser during the assessment.

**Activated when the respondent is inactive for more than 30 consecutive seconds.

RADAR PROFILE.

The Radar profile is a highly visual graphical synthesis.

It allows a rapid overview of the full results of the testee. It is comprised of **20** personality traits which are scored from **1 to 10**. To know more about the meaning of each of these scores, please refer to the “In-depth profile analysis” section of this guide.

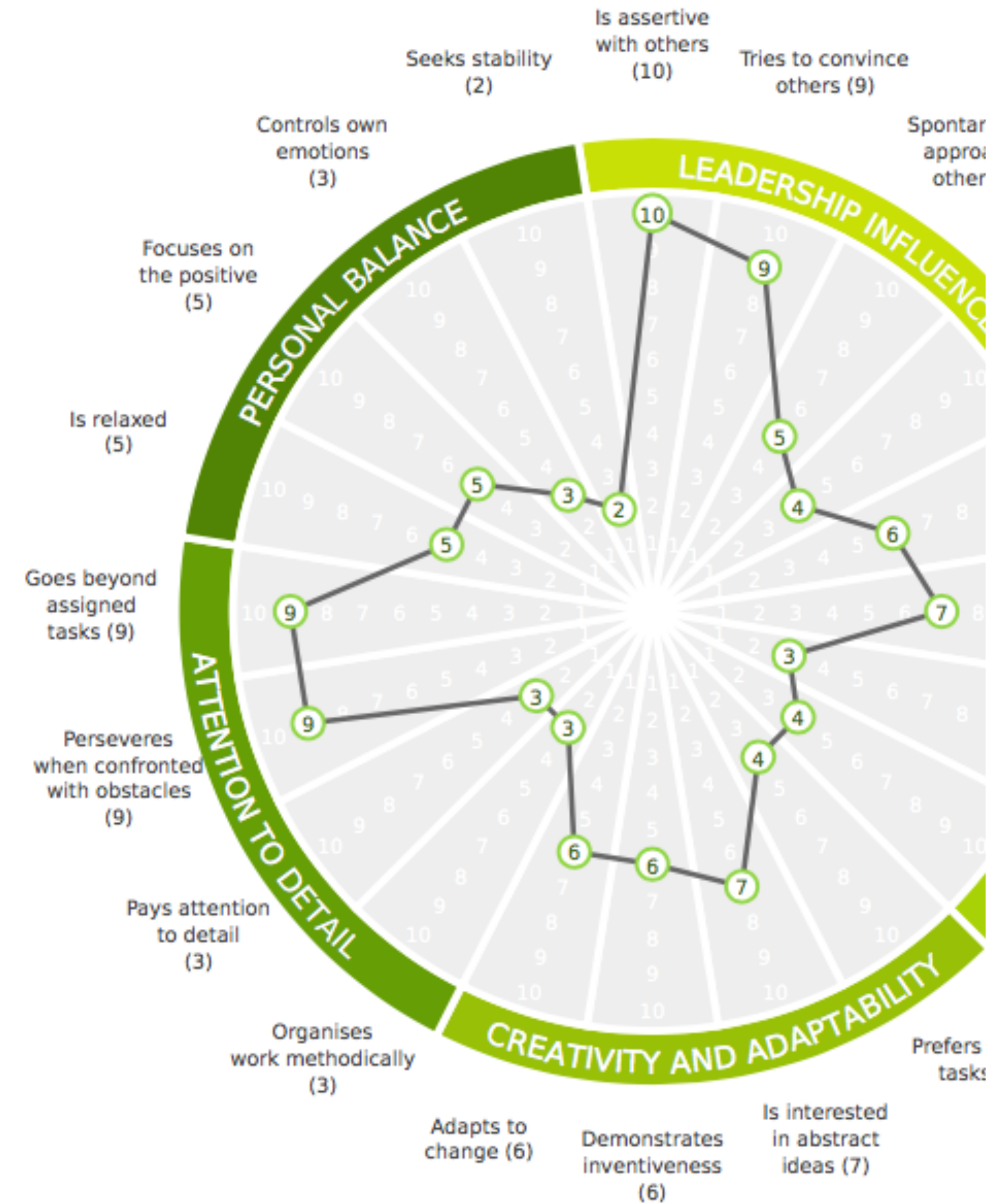
Keep in mind the following guidelines:

- Scores from 1 to 4 = weak scores
- Scores from 5 to 6 = medium scores
- Scores from 7 to 10 = strong scores

There are no “good” or “bad” scores here, everybody has their talents and their limitations.

The 20 traits are spread across 5 major domains following the **Big Five** model:

- Leadership influence
- Consideration of others
- Creativity and adaptability
- Attention to detail
- Personal balance



PROFILE SUMMARY.

The summary outlines not just the **strengths** and **talents** of the candidate, but also their **weaknesses** and **limitations**.

Please note that for every candidate, the number of strengths is equal to the number of weaknesses.

Indeed, each talent corresponds to a limitation, that **go together**.

Example:

Talent – Displays authenticity in their relationships
Limitation – Expects others to get involved with them.



STRENGTHS

BEHAVIOUR THAT JOHN DOE CAN USE TO MAKE A DAILY DIFFERENCE.

- Seems genuine in relationships.
- Takes a confident stance on collective decisions.
- Promotes his/her beliefs.
- Takes the time to analyse comments before taking them onboard.
- Delivers his best at work.
- Prefers focusing his/her work in order to do as many things as possible.
- Appears to be able to handle uncertainty.
- Makes innovative suggestions.
- Tries to promote change.
- Uses stress to take action.
- Brings people back to reality.
- Grasps opportunities in a calculated way.



WEAKNESSES

BEHAVIOUR THAT MAY POTENTIALLY HAMPER JOHN DOE'S SUCCESS IN CERTAIN CONTEXTS (UNCONFIRMED BY INTERVIEW).

- Waits for others to involve him.
- Cannot stand not being taken into account in decisions.
- Appears not to pay much attention to the form of his messages.
- Tries to be valued.
- Tries to go beyond his/her scope.
- Is quite stubbornly determined in what he undertakes.
- Does not attach much importance to thoroughness.
- Makes suggestions that are not always very realistic.
- Shows a need for regular change.
- Needs tight deadlines in order to be effective.
- Reluctant to trust before having concrete facts.
- Takes time before taking a standpoint so as to be sure of his choice.

IN-DEPTH ANALYSIS.

The in-depth profile analysis is structured as a series of questions and answers, grouped across **three major categories**: *relations with others, working style, and emotional management*.

Each paragraph seeks to answer a question that we could ask about the candidate.

The resulting response is based on a combination of between **4 and 5 personality traits**.

This analysis is neutral, in the sense that it only seeks to describe the candidate's natural behaviours across a series of professional themes, without making value judgements.



FIRST IMPRESSIONS

WHAT EFFECT DOES JOHN DOE HAVE ON PEOPLE THAT HE MEETS FOR THE FIRST TIME?

In terms of his relationships with others, John Doe tries to become fully involved and feel a genuine connection. Reluctant to break the ice, he generally waits for others to approach him first rather than go up and meet them directly. This reticence may be explained by a certain mistrust of anything or anyone outside his familiar environment. However, once the relationship has begun, he readily shares his plans and his view of things. When he does so, it is with a candour that may surprise some people he talks to.



HIS RELATION TO OTHERS

HOW DOES HE COMMUNICATE?

John Doe relies above all on his powers of persuasion for communicating with people and getting his message across. He has a straightforward way of talking to people and devotes his energy to persuading and conveying his ideas. On the other hand, he does not necessarily try to adapt what he says to the sensitivities of the person he is talking to. When faced with criticism, comments, advice and feedback, he may sometimes dig his heels in. He may therefore need time to change his behaviour. It is rather a long-term prospect.

WHAT POSITION DOES HE HAVE WHEN HE IS IN A TEAM?

In a group, John Doe clearly positions himself in the leading role. Both "responsive" and a "leader at heart", he likes to take a swift position on the various issues he considers to be vital. Deep down, he does not feel the need to consult others at length before forming his opinions. However, he is usually still "ready to listen" to other people's suggestions and the good ideas that may crop up here and there.

TALENT CLOUD.

The Talent Cloud for each profile is detailed in the "Summary" tab. It presents a combination of personality traits (SHAPE) and motivational factors (DRIVE) in the form of **15 behavioural skills**. It allows you to understand, in concrete terms, each candidate and employee's potential.

These skills are grouped into **5 categories**:

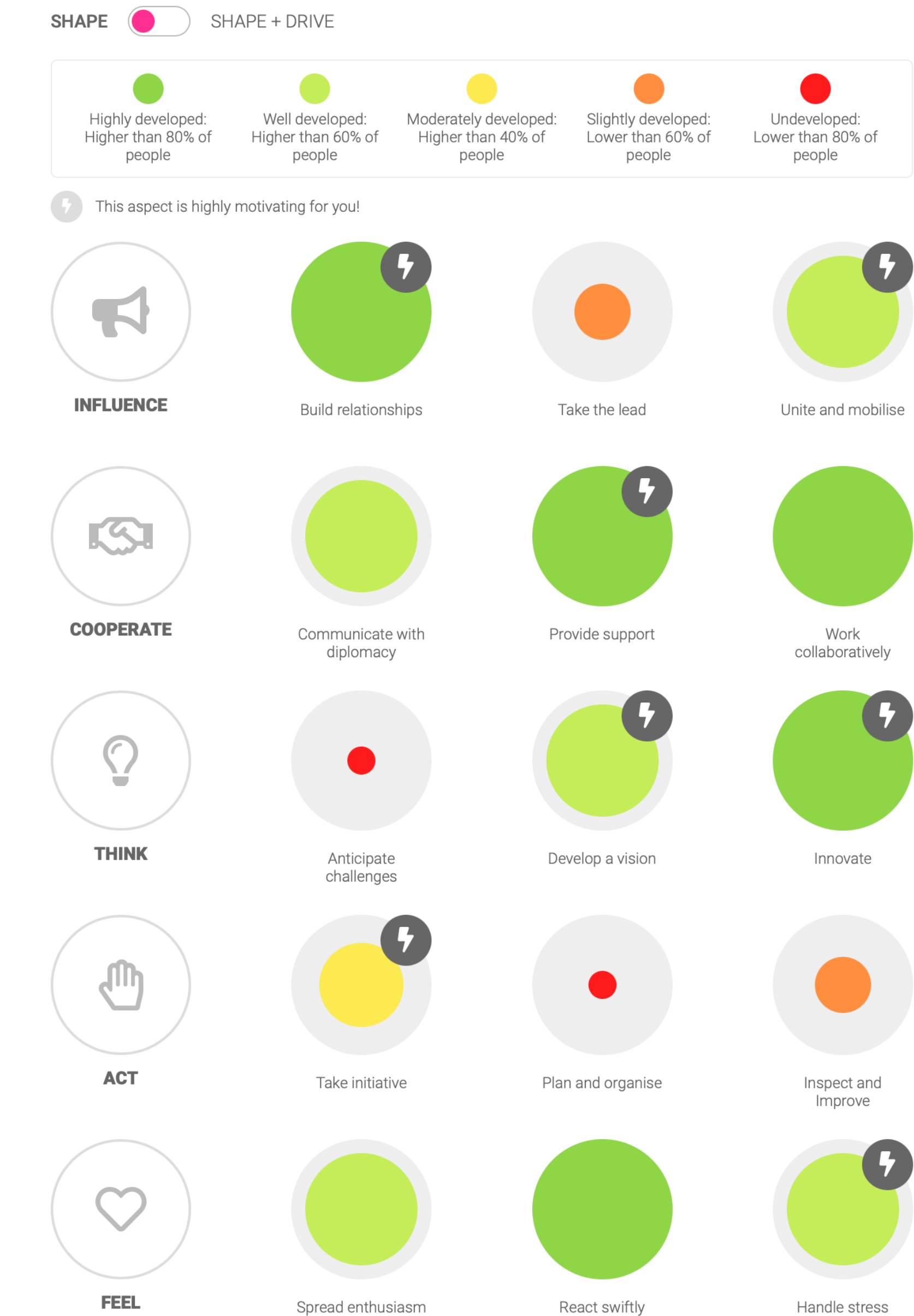
- Influence (skills linked to leadership)
- Cooperate (skills facilitating working with others)
- Think (skills in the domain of ideas)
- Act (skills that aim to make ideas into reality)
- Feel (skills linked to the emotional sphere)

How do I interpret the different levels?

In the legend, it describes "potential". These behavioural skills are effectively linked to both the individual's personality and their experiences.

The **in-depth SHAPE analysis** (presented in the full reports) analyses the (non-negligible) part that personality plays in the development of these skills. Also, the greater the potential, the more likely a person is to develop said skill.

Within the **"summary" tab, the "SHAPE + DRIVE" view** allows us to take into account personality traits and motivational factors together. On the following page, you will find the traits taken into consideration for each behavioural skill.



TALENT CLOUD (SHAPE + DRIVE).

Skill	Trait #1 Shape	Trait #2 Shape	Trait #3 Shape	Trait #1 Drive	Trait #2 Drive	Trait #3 Drive
Build relationships	Approaches others spontaneously	Expresses their emotions	-	Meeting new people	-	-
Take the lead	Leads and is assertive with others	Seeks to persuade others	Can react to criticism	Having influence	-	-
Unite and mobilise	Approaches others spontaneously	Is open to other people's ideas	Seeks to persuade others	Working as part of a team	Having a positive impact on the world	-
Communicate with diplomacy	Demonstrates diplomacy	Accepts criticism	-	Being recognised by others	-	-
Provide support	Connects emotionally	Does not desire to lead others	-	Helping others	Having a positive impact on the world	-
Work collaboratively	Is open to other people's ideas	Consults others before making decisions	-	Working as part of a team	Meeting new people	-
Anticipate challenges	Maintaining an emotional distance	Is interested in abstract ideas	Sticks strictly to facts	Analysing data	Doesn't care for others' opinions	-
Develop a vision	Is interested in abstract ideas	Demonstrates inventiveness	Focuses on the big picture	Creating new things	Having an overall goal to achieve	-
Innovate	Demonstrates inventiveness	Adapts to change	-	Creating new things	Doesn't want much oversight	-
Take initiative	Goes beyond assigned tasks	Appreciates making decisions alone	-	Excelling every day	Consistently achieve success	-
Plan and organise	Organises work methodically	Seeks stability	-	Having autonomy	Working in a disciplined environment	-
Inspect and Improve	Pays attention to details	Perseveres when confronted with obstacles	-	Focusing on aesthetics	Focusing on quality	Having clearly defined tasks
Spread enthusiasm	Focuses on the positive	Expresses their emotions	-	Working in a fun environment	-	-
React swiftly	Adapts to change	Demonstrates responsiveness	-	Excelling every day	Ready to invest without reserve	-
Handle stress	Has a calm demeanor	Focuses on the positive	Doesn't hesitate to take risks	Evolving in an uncertain environment	Having autonomy	-

TRAIT PROFILE ANALYSIS.

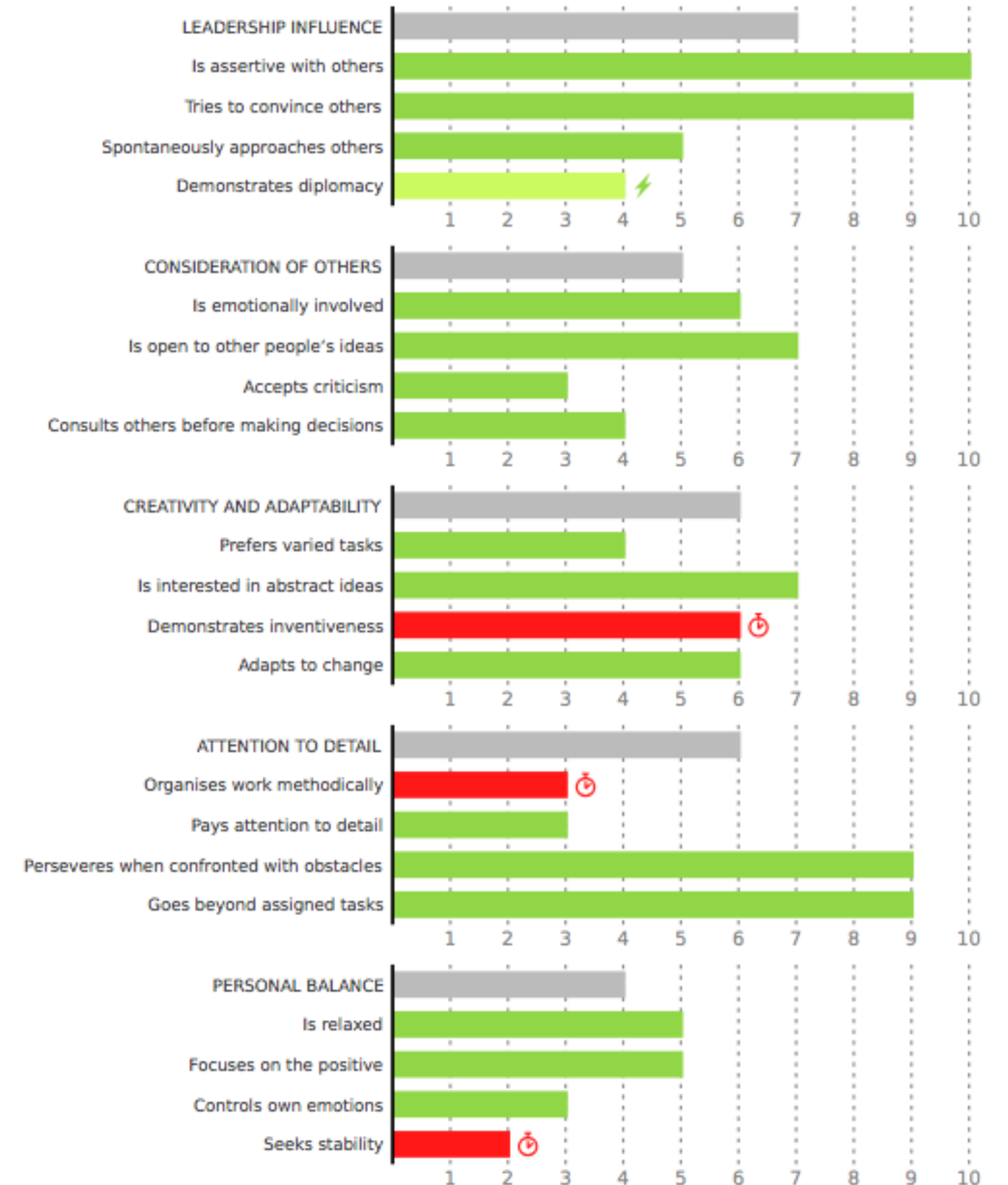
The trait profile analysis displays the scores received for the 20 personality traits. They're grouped based on the **Big Five**:

- Leadership Influence
- Consideration of others
- Creativity and adaptability
- Attention to detail
- Personal balance

When they're completing the test, if the candidate spends a longer time answering one item than the others, a small red clock will appear next to this item: this is a **spontaneity indicator**.

In the inverse, if they respond spontaneously and more quickly than for the other items, the score bar for this item will appear in a light green colour. This is another indicator of spontaneity.

In this way you can review a summary of the scores for each of the personality traits, along with spontaneity indicators to present the rapidity (or contemplation) the candidate displayed.



WARNING POINTS.

The warning points and risk factors are designed to alert you about certain behaviours that may cause problems with the way the person behaves. For this, it is important to know exactly what will be expected of the person in the role.

How are these risk factors assessed?

The risk factors are calculated based on the combination of scores across a number of personality traits (between 4 and 6).

For example, the risk of a lack of self-confidence could be assessed when a person receives a **high score** in “Is open to other people’s ideas”, “Accepts criticism”, “Consults others before making decisions”, and a **low score** in “Is assertive with others” and “Spontaneously approaches others”.

What do I do when there’s a high risk?

Risk factors usually apply to specific situations and are not universal.

Example: a tendency towards authoritarianism isn’t necessarily a problem for someone who works alone, whereas it could really be a problem for someone who works in a team.

It is therefore important to put these risk factors into the context of the future work environment. It is also essential to question the candidate about these points during an interview to confirm (or refute) the presence of this risk in their behaviour.

RISK ANALYSIS

	RISK FACTORS →		
Lack of confidence	Low		
Intolerance of uncertainty	Low		
Tendency towards authoritarianism	Low		
Detachment	Low		
Procrastination	Low		
Tendency to worry	Low		
Impulsiveness			High
Hypersensitivity	Low		

RISK FACTORS.

Risk factors	Trait #1	Trait #2	Trait #3	Trait #4	Trait #5
Lacking of confidence	Leads and is assertive with others (opposite)	Is open to other people's ideas	Accepts criticism	Consults others before making decisions	Approaches other spontaneously (opposite)
Intolerance of uncertainty	Demonstrates inventiveness (opposite)	Adapts to change (opposite)	Organises work methodically	Pays attention to detail	Seeks stability
Tendency towards authoritarianism	Seeks to persuade others (opposite)	Leads and is assertive with others	Is open to other people's ideas (opposite)	Accepts criticism (opposite)	Consults others before making decisions (opposite)
Detachment	Perseveres when confronted with obstacles (opposite)	Goes beyond assigned tasks (opposite)	Has a calm demeanor	Seeks stability	-
Procrastination	Organises work methodically (opposite)	Focuses on the positive	Perseveres when confronted with obstacles (opposite)	Seeks stability (opposite)	-
Tendency to worry	Connects emotionally	Has a calm demeanor (opposite)	Focuses on the positive (opposite)	Seeks stability	-
Impulsiveness	Demonstrates diplomacy (opposite)	Demonstrates inventiveness	Has a calm demeanor (opposite)	Controls own feelings (opposite)	Seeks stability (opposite)
Hypersensitivity	Connects emotionally	Accepts criticism	Has a calm demeanor (opposite)	Controls own feelings (opposite)	-



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