

ASSESS Selection Report

MANAGEMENT SUGGESTIONS

Suzanne Example
Leadership Model – Your Company

While the ASSESS Development Report for this competency model provided detailed suggestions for helping this person manage potential problem areas, in this section of the Selection Report we provide a few additional recommendations to help you effectively manage this person, should you choose to hire them. Each of the following management suggestions identifies a potential problem area for the candidate and recommends an approach to optimizing his/her effectiveness on the job. Reference books and other resources are listed for additional recommendations.

Low Work Pace

Her slow or methodical work pace may not be adequate in a fast-paced work environment.

Competencies this May Impact:

- Driving for Results
- Influencing and Persuading

Suggestions:

If this position demands high productivity in limited time frames, she is likely to need external pacing, time deadlines and specific work goals to be effective.

Readings:

[Motivation and Goal Setting: How to Set and Achieve Goals and Inspire Others](#), by Jim Cairo, Career Press, 1998.

[Motivation in the Workplace: Inspiring Motivation in the Workplace](#) by Lydia Banks, Amer Media Inc., 1997

Low Serious Minded Thinking

The quality of her analysis and decisions could be improved by the development of more restraint.

Competencies this May Impact:

- In-depth Problem Solving and Analysis

Suggestions:

Encourage her to record her first thoughts or “instincts,” then have her return to them later and ask “tough” questions about their usefulness. Suggest she play “devil’s advocate” for herself and critique her ideas or plans. Encourage her to ask other to help generate alternatives and to judge these against her first ideas.