

## Talent Insights Report

**VIVEK TEST**

**2023-07-29**



## Table Of Contents

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ADMINISTRATOR CHECKLIST	3
SUMMARY	4
POTENTIAL STRENGTHS	6
DEVELOPMENT CONSIDERATIONS	7
INSIGHTS AND SUGGESTIONS	8
NEXT STEPS	14
DISCLAIMER AND COPYRIGHT	15

# ADMINISTRATOR CHECKLIST

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This report is designed to help you gain insights into the technical and behavioral skills of the candidate in the context of the job description. It assists the Administrator in probing more deeply into specific areas.

## Before The Interaction

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1

Review job requirements, the candidate's resume and The EdMyst Behavioral Assessment

2

Review the resume and screen the candidate to clarify skills and fit

3

Review the insights and understand of nature of responses you expect what to expect

## Tips For the Administrator

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- ✓ Be on time and ensure no interruptions from phones, email, or people.
- ✓ Do not read questions to the candidate—ask them in a casual, friendly tone.
- ✓ Be non-judgemental—the interview is for information gathering, not decision-making
- ✓ The candidate should be doing 80% of the talking
- ✓ Take brief notes, but maintain eye contact and smile often

## After The Interaction

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Review the insights in this Report, skills' scores, strengths and improvement opportunities, and your observations.

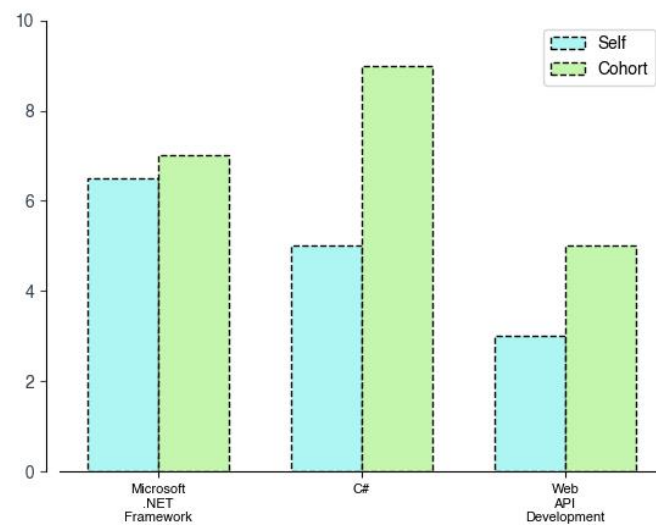


**Note:** In most countries, human rights or equal opportunity legislation makes it unlawful to ask or record anything that would indicate the candidate's age, sex, marital or family status, etc.

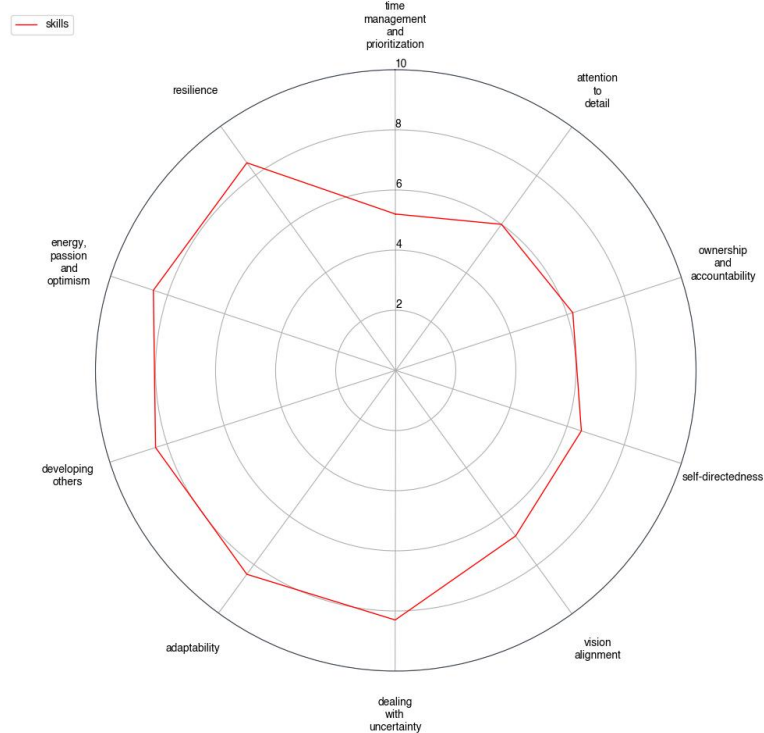
# SUMMARY

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## Technical Skills



## Behavioral Skills



# Communication Skills

positive mindset



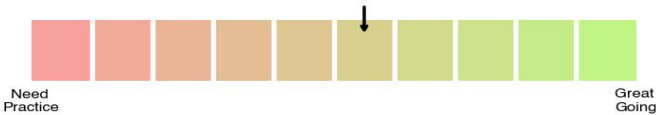
speaking with conviction



resilience



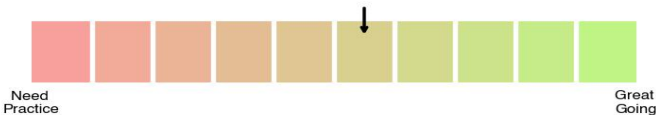
confidence



voice articulation diction



conciseness



## Requirement Match

Resume match to the requirement



S - Candidate's match score

# POTENTIAL STRENGTHS

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## RESILIENCE

Can self-regulate one's emotions, thoughts, and actions and does what needs to be done to bounce back from setbacks.

- Perseveres on one's goals and objectives to deliver results despite facing setbacks.
- Finds creative solutions to overcome obstacles as a result of being flexible in one's approach.
- Concentrates on one's locus of control to maximize one's chance of success when faced with challenges.

## ENERGY, PASSION AND OPTIMISM

Displays enthusiasm for one's work by effectively allocating one's energy across multiple tasks based on their requirements.

- Recuperates effectively and maintains productivity at work for an extended period of time.
- Maintains an unwavering focus on the desirable outcomes and channels one's energy and enthusiasm towards achieving them.
- Maintains an optimistic and cheerful attitude regardless of difficult conditions, thereby fostering fortitude and determination.

## ADAPTABILITY

Adjusts ones mindset, plans, and behaviors according to new circumstances or challenges

- Adjusts one's mindset and approach to tasks to adapt to the changing environment.
- Works well with and collaborates effectively with others from diverse backgrounds.
- Stays updated on the industry trends to be better prepared for upcoming or anticipated changes.

# DEVELOPMENTAL CONSIDERATIONS

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## TIME MANAGEMENT AND PRIORITIZATION

Tends to miss deadlines and falls behind schedule as a result of underestimating the time taken to complete the task.

- Needs to work on how to deprioritize tasks based on situational demands to meet key deadlines.
- May struggle to understand the difference between urgent and important tasks.
- Find it tough to stay focused on the task at hand and get distracted with other work activities like email.

## ATTENTION TO DETAIL

May overlook pertinent information and struggles to complete tasks accurately.

- Tends to be disorganized and deliver work of varying quality due to rushing through tasks.
- Rarely filters out distractions and focuses on the particulars of the task at hand.
- May not fully realize the need for accuracy and how it directly impacts the outcomes.

## OWNERSHIP AND ACCOUNTABILITY

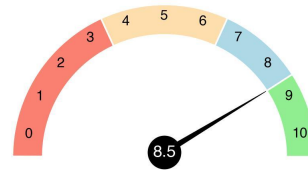
May hesitate to embrace personal responsibility for one's actions due to a lack of commitment.

- Rarely demonstrates a sense of urgency to complete tasks in a timely manner.
- Tends to be defensive and may try to place the responsibility on others instead of taking corrective action.
- Has some difficulty recovering from setbacks, resulting in lost opportunities for personal development and growth.

## Insights And Suggestions - Strength Analysis

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**RESILIENCE: HIGH**



1. Can you share a time when you faced resistance, criticism, or failure in a project or initiative you were working on?

### Probing Questions

- How did you initially react to the resistance, criticism, or failure? What emotions did you experience?
- How did you stay motivated and maintain your confidence despite the setback?
- Did you make any adjustments to your approach or strategy based on the feedback or lessons learned?

2. Tell us about a time when you encountered a major setback or failure at work.

### Probing Questions

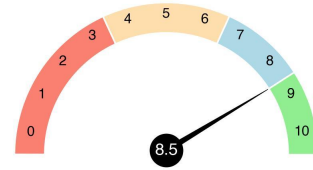
- What was the situation? What was the setback?
- How did you approach the setback? What would you do differently if you had to do it again?
- What did you learn from this experience?



## Insights And Suggestions - Strength Analysis

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**ENERGY, PASSION AND OPTIMISM: HIGH**



1. Describe a time you found yourself losing your motivation and enthusiasm regarding a task.

### **Probing Questions**

- What was the situation? What were some of the challenges you were facing?
- What measures did you take to sustain your motivation and enthusiasm?
- What lessons did you take away from this experience?

2. Can you share a time when your energy and enthusiasm made an impact on the outcome?

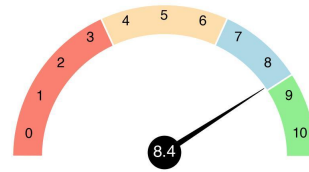
### **Probing Questions**

- What was the task? What was the outcome?
- What acts or behaviors demonstrated your excitement and contributed to the outcome?
- What did you take away from this experience?

## Insights And Suggestions - Strength Analysis

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**ADAPTABILITY: HIGH**



1. Tell us about the last time the original plan for a project you worked on had to be altered because of unforeseen events.

### Probing Questions

- What was the plan, and why did it have to be altered?
- How did you cope with the changes?
- How did you approach the modification, and what was the outcome?

2. Has it ever happened that you changed or modified your work priorities to accommodate group expectations?

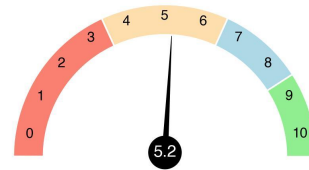
### Probing Questions

- What was the situation, and what was the group's expectation?
- What steps did you take to modify or change your priorities?
- How did it influence the outcome?

## Insights and Suggestions - Development Gap Analysis

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**TIME MANAGEMENT AND PRIORITIZATION: LOW**



1. Share the last time you were behind your work schedule and missed a deadline.

### Probing Questions

- Why were you behind schedule? What happened?
- What was the outcome of missing the deadline?
- What did you take away from the experience?

2. Can you describe a time you dealt with a time-sensitive task?

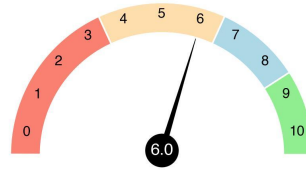
### Probing Questions

- What was the task? How did you plan for the task?
- Were you able to complete the task? if yes, what steps did you take to ensure that the task gets completed on time?
- What was the outcome?

## Insights and Suggestions - Development Gap Analysis

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**ATTENTION TO DETAIL: LOW**



1. Tell us about a time when your attention to detail helped you catch a critical error.

### Probing Questions

- What was the situation? What was the error?
- How did you first learn about the error? How did you confirm it?
- How did you rectify the error? What did you take away from this experience?

2. Describe a time you had to sift through detailed information for work.

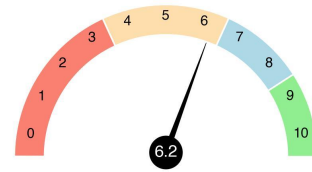
### Probing Questions

- What was the nature of the information?
- How did you approach this task? What was your biggest challenge?
- if you were to do this again, what would you change?

## Insights and Suggestions - Development Gap Analysis

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**OWNERSHIP AND ACCOUNTABILITY: LOW**



1. Can you give an example of a time when you had to take accountability for a team's failure or underperformance?

### Probing Questions

- How did you handle the situation, and what actions did you take to address the issue?
- How did you ensure that team members understood their individual roles and responsibilities in overcoming the failure or underperformance?
- What were the outcomes or results of your efforts to rectify the situation? Did the team's performance improve, and if so, how was it measured?

2. Give an example of a time when you took responsibility for a setback at work.

### Probing Questions

- What was the task? What was the mistake?
- What pushed you to accept your mistake openly? What was the outcome?
- What did you learn from this experience?

# Next Steps

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## Overall Job Match

## Action Steps

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## Comments

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