



Work Profile Survey

Preparation Guide



Work Profile Survey

This guide is designed to help you understand what the Work Profile Survey (WPS) measures and how to complete it.

The WPS assesses a person's personality and work style within a work context.

The WPS will help you:

- compare your personality and work style against a very large international comparison group of executives and managers;
- increase your awareness of how your personality and work style impact on your performance;
- understand the impact of your work style on colleagues and bosses, and identify areas you need to work on to improve your performance and reach your potential.

The WPS will help your organization:

- benchmark the style and skills of employees;
- shortlist and select internal and external candidates for vacant positions;
- design education programs to increase workforce skills and thereby improve business performance.

What the WPS Measures

The Work Profile Survey measures twenty personality dimensions covering the Big Five Factors of personality shown in the diagram below.





Completing the Questionnaire

The questionnaire is presented on-screen in blocks of 40 statements which you are asked to rate on a 5-point scale ranging from *Strongly Disagree* to *Strongly Agree*.

Please consider the following points when you are completing the assessment:

- do the questionnaire when you are alert and free from interruptions;
- enter your responses by clicking on the appropriate rating for each statement. You must respond to every statement before you can go on to the next screen;
- complete the assessment from a work perspective as the assessment is designed to throw light on your style and personal competencies at work;
- try to be as discriminating as possible by using the full range of options on the 5-point response scale;
- avoid trying to select responses that you think will present you in the most favorable light--there are checks built into the assessment to assess the candor and consistency of your responses.

Feedback

The WPS feedback report provides a concise summary of your work style and the competency implications. The report also provides a link to a development guide with practical tips and recommendations for performance improvement.