

# HOURLY TALENTSCAN

## Low Characteristics

- Content with routine assignments
- Little interest in advancing
- Reactive regarding career growth
- Accepts and lives with weaknesses
- Disregards constructive feedback
- Maintains the status quo
- May not focus enough on output
- Leaves tasks unfinished
- Falls short of some expectations
- Absent for many days
- Runs late or misses appointments
- Can disregard commitments
- Waits for direction before acting
- Refers problems to others for resolution
- Avoids taking on new assignments
- May work too quickly
- Overlooks deficiencies
- Neglects to check work
- Prefers doing one task at a time
- Slow to change focus and adapt
- Rigid in how a job should be done
- Slow to get back to people
- Primarily focused on own work
- Lacks understanding of people's needs
- Disregards safety policies
- Takes risks with unsafe behavior
- Overlooks violations

## Motivating Factors

### AMBITION

Wanting more responsibility and seeking advancement.

### IMPROVEMENT

Developing skills and enhancing how things are done.

## Work Approach

### RESULTS

Meeting commitments and being personally productive.

### DEPENDABILITY

Being on time and maintaining a good attendance record.

### PROACTIVE

Taking independent action to move things forward.

### QUALITY

Paying attention to detail and working with accuracy

### FLEXIBILITY

Adjusting to change and adapting to different circumstances.

### RESPONSIVENESS

Attending to people's needs in a timely manner.

### SAFETY

Following procedures and making safety a top priority.

## High Characteristics

- Seeks added job challenge
- Eager to be promoted
- Driven to have career growth
- Looks for learning opportunities
- Asks for performance feedback
- Initiates improvement efforts
- Works hard to be productive
- Prioritizes task completion
- Delivers more than is expected
- Misses few, if any, days of work
- Always punctual and prepared
- Meets work commitments
- Takes steps to move projects forward
- Finds answers and overcomes obstacles
- Volunteers for extra responsibilities
- Produces work of the highest quality
- Immediately addresses any errors
- Consistently checks work for accuracy
- Juggles multiple priorities
- Handles new assignments easily
- Makes use of new methods
- Provides quick, quality service
- Anticipates people's needs
- Responds immediately to people's requests
- Continually monitors for safety
- Looks out for other people
- Quickly reports problems/accidents

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## Low Characteristics

- Can be critical of people
- Complains and shows negativity
- Holds negative opinions of people
- Has difficulty being heard
- Rarely makes suggestions
- Hesitates to share ideas
- Likely to show feelings openly
- Experiences frequent changes in mood
- Has difficulty controlling emotions
- Avoids working in groups
- Focuses on own needs and agenda
- Struggles to compromise on a team
- Shares information only when asked
- May not get points across
- People may feel uninformed
- Uncomfortable with unfamiliar people
- Seldom adapts to others' styles
- Consistent with most people

- Evasive when asked questions
- Covers up mistakes or problems
- May not be transparent
- Gives up in difficult situations
- Defers problems to others
- Relies on others for solutions

## Interpersonal

### ATTITUDE

Having a positive disposition toward people.

### ASSERTIVE

Speaking up and sharing opinions with others.

### EVEN TEMPERED

Maintaining emotions and composure in all situations.

### TEAMWORK

Being cooperative and working closely with others.

### COMMUNICATIVE

Sharing information regularly and in a clear manner.

### VERSATILITY

Understanding and adapting to different people's styles.

## Decision Making

### INTEGRITY

Being forthright, honest and demonstrating ethical standards.

### RESOURCEFUL

Finding solutions and new ways to handle problems.

## High Characteristics

- Looks for the best in people
- Generally supportive of others
- Views people and situations positively
- Gets people's attention
- Forthright with opinions and ideas
- Presents ideas with conviction
- Thick-skinned and resilient
- Remains calm under pressure
- Behaves consistently day to day
- Enjoys collaborating with others
- Contributes to the team's efforts
- Viewed as a good team player
- Keeps people informed and current
- Consistently conveys a clear message
- Explains reasoning to people
- Fits in with most people
- Adjusts personal style easily
- Behaves differently with different people

- Provides direct answers to others
- Admits and corrects mistakes
- Forthright about difficult issues

- Reasons through problems logically
- Serves as a resource to others
- Comes up with novel solutions