

Date: Jul 13, 2008



Name: Tom Tester  
ID: 295689



## Assistant Property Manager Summary

### General Reasoning (Cognitive)

Slower Processing  
Accepts Simple & Repetitive Work



Faster Processing  
Needs Intellectual Challenge

- Tom typically learns new information very quickly and is able to solve complex problems
- Generally able to think strategically
- Tom may not take the time to fully explain ideas to others assuming that they too can easily see the solution or bigger picture
- Better suited for assistant property management positions that require strategic thinking rather than those that require working with the same routine issues every day
- Can easily become bored in many assistant property management positions if Tom does have opportunities for continual learning and complex problem solving

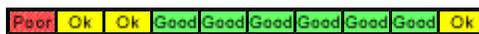
**Question:** Tell me about a time when you had a tough time getting along with someone at work because they seemed to be incompetent and it was frustrating for you. How did you deal with it?

### Conscientious (Organization)

Carefree  
Impulsive



Detail Oriented  
Dependable



- Unorganized nature may cause Tom to overlook important details that are critical in many assistant property management positions
- Typically prefers to be in more reactionary situations rather than having to do extensive planning ahead
- Faster learning speed and carefree nature can allow Tom to be very creative

**Question:** Tell about a time when you missed some important details involving an accounting task and it created a problem. What happened?

### Tough Minded

Cooperative  
Agreeable



Direct  
Determined



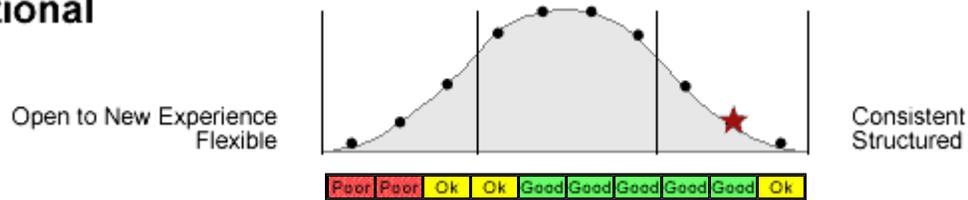
- Shrewd nature helps Tom in their determination to find problems or issues with paperwork

and procedures

- Tends to be tough minded, out-spoken and capable of dealing with difficult situations
- Can be seen as uncompromising and difficult

**Question:** Describe a time when your shrewd investigation helped solve a problem and ultimately helped save the company money.

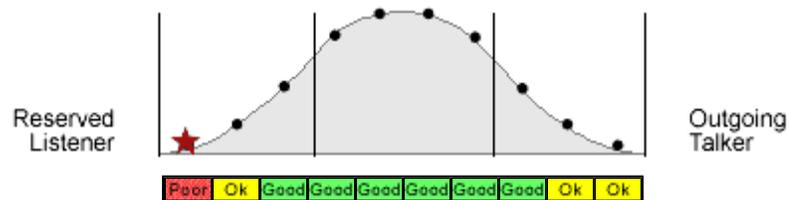
## Conventional (Rules)



- Tends to be consistent, following accounting and property management procedures closely
- Faster learning speed may allow Tom to create process improvements for the property
- Difficulty working in an environment where flexibility and dealing with continual change is the norm

**Question:** Describe a time when it seemed like the policies and procedures were changing too quickly and it was difficult to keep up. What was it like?

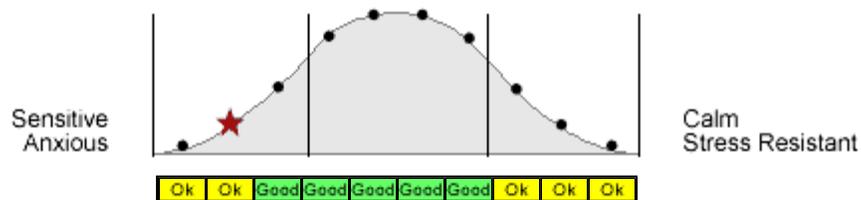
## Extroversion



- Tends to be reserved and quiet preferring minimal interaction with people
- Typically a good listener
- When you need information from Tom, it is important to ask directly rather than assuming that Tom will initiate conversation

**Question:** Tell me about a time when you had to present some information to several people at once in a meeting. What was it like?

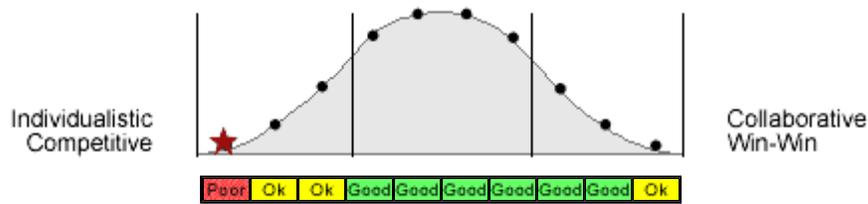
## Stable



- Tom is typically sensitive to the needs of others
- May be tense and anxious when dealing with tight deadlines

**Question:** Tell me about a time when you had so much pressure to complete a project that you worked too quickly and missed something that ultimately created a problem. What was the situation and what happened when you found out?

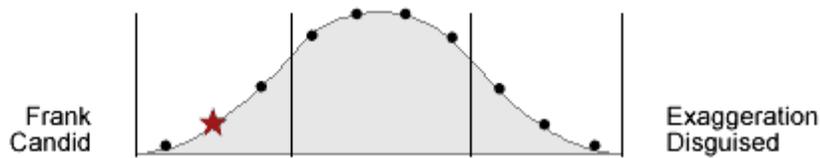
## Team



- Tom is typically self-motivated and very competitive
- Most assistant property management positions will not provide the competitive environment necessary for Tom to feel motivated
- At times, Tom may not be collaborative with internal team or co-workers
- May have difficulty working within a team environment

**Question:** Describe a time when you felt that you were not appreciated for your hard work. What could the company have done better to keep you motivated?

## Good Impression (Social Desirability)



- Tom's responses have been frank and open

\*The participant has scored in the "red zone" in 2 areas.

Overall  
**61% \***

**Note:** This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.

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## Assistant Property Manager Interview Questions

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### General Reasoning (Cognitive)

**Question:** Describe a time when you thought you were going to be able to work on some exciting projects but were stuck doing mundane financial tasks every day. What did you do?

**Question:** Tell me about a time when you had a tough time getting along with someone at work because they seemed to be incompetent and it was frustrating for you. How did you deal with it?

**Question:** Give me an example of a time when you really enjoyed your work. Describe that position.

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### Conscientious (Organization)

**Question:** Tell about a time when you missed some important details involving a financial task and it created a problem. What happened?

**Question:** Give me an example of a financial project or task you completed that was not as organized and complete as it should have been. What happened?

**Question:** Show me the time management system that you use. How well does it work for you?

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### Tough Minded

**Question:** Tell me about a situation where you disagreed with a co-worker on how a financial transaction should be handled. What happened?

**Question:** Describe a time when your shrewd investigation helped solve a problem and ultimately helped save the company money.

**Question:** Give me an example of a situation where management questioned your judgment. How did that work out?

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### Conventional (Rules)

**Question:** Tell me about a time when you had to complete a project that a co-worker had started but you were not given any direction or training. How did that work out?

**Question:** Give me an example of a time when someone asked you to do something that you knew was against company policy. What happened?

**Question:** Describe a time when it seemed like the policies and procedures were changing too quickly and it was difficult to keep up. What was it like?

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### **Extroversion**

**Question:** Tell me about a time when you had to present some information to several people at once in a meeting. What was it like?

**Question:** Give me an example of a project you completed with a team of coworkers where you had to work side by side with them for a long period of time.

**Question:** Tell me about a time when you had to deal with lots of interruptions during the day. How did it effect your productivity?

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### **Stable**

**Question:** Tell me about a time when you had so much pressure to complete a project that you worked too quickly and missed something that ultimately created a problem. What was the situation and what happened when you found out?

**Question:** Describe a time when you thought a project was really urgent and you worked hard to finish it only to find out that there were other things that were more important to be working on. What happened?

**Question:** Give me an example of a time when you really felt stressed out, but you still had to stay and complete a task before you could take a break. How did you deal with it?

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### **Team**

**Question:** Give me an example of a time when you had to pick up the slack for someone and you did not receive credit for it. What was that like?

**Question:** Give me an example of a time when your competitive spirit has helped you be more productive and successful in your work. What was the situation and what were you doing?

**Question:** Describe a time when you felt that you were not appreciated for your hard work. What could the company have done better to keep you motivated?

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