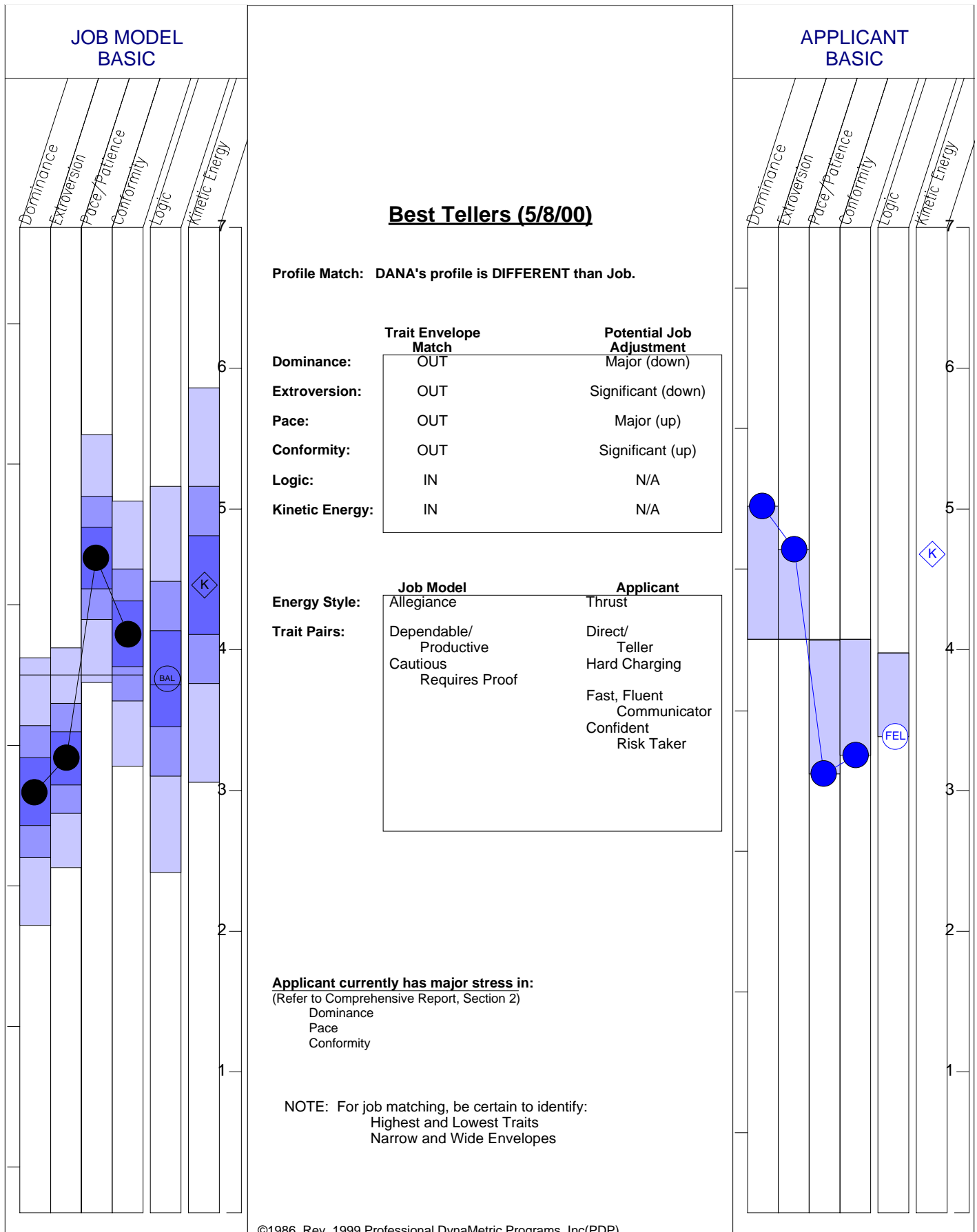
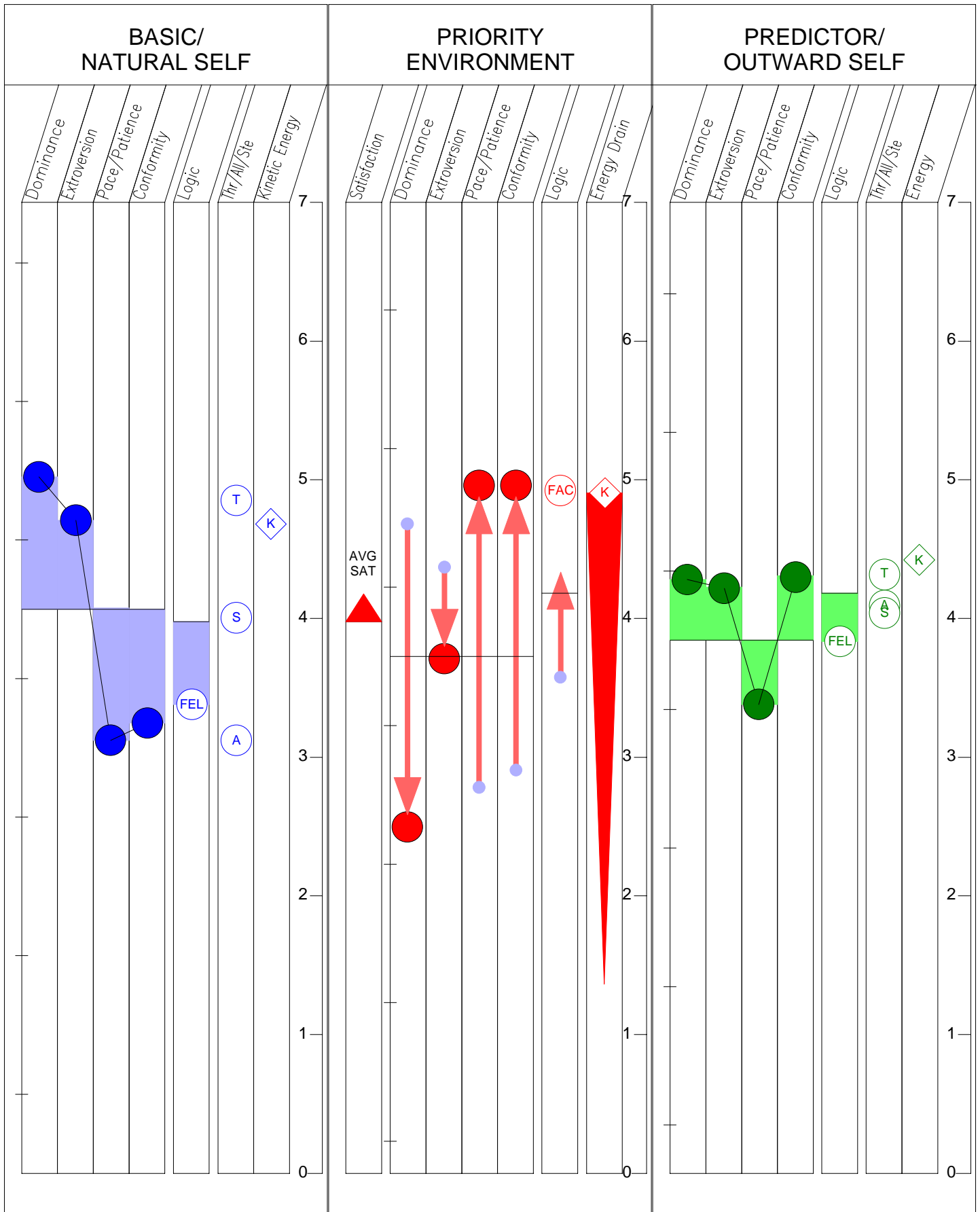


Type	Survey Date	Name	Title
IND	01/24/1991	BROWN, GERRY	TELLER
IND	01/24/1991	CHILDRES, PEGGY	TELLER
IND	01/24/1991	CONLEY, KRISTIN	TELLER
IND	01/24/1991	FLOSHER, JONIE	TELLER
IND	01/24/1991	JOHNSON, JANE	TELLER
IND	01/24/1991	MARTIN, CANDY	TELLER
IND	01/24/1991	PAUL, MAY	TELLER
IND	01/24/1991	SANDERS, TAMMY	TELLER
IND	01/24/1991	SMITH, STACI	TELLER

9 SURVEYS were used to create MODEL PROFILE.







# *JobScan*®

by Professional DynaMetric Programs (PDP)

**This: Interviewing Guide**

(Printed on 5/8/00)

Is Specially Prepared for:

**DANA PRICE**

(Survey date: 1/24/91)

By the Offices of:

JCM Consulting, Inc.  
175 West 200 South  
3006  
Salt Lake City UT 84101

Your PDP Representative is:

Clyde Johnson  
801-322-3700  
801-322-3708  
consultingjcm@msn.com

**DANA PRICE**



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**INTERVIEWING GUIDE:**

**PDP  
STRUCTURED INTERVIEWING GUIDELINE  
Job Model Matching**

**— Questions for Behavioral and Performance Skills —**

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**Job Position:** \_\_\_\_\_

**Interviewer:** \_\_\_\_\_

**Date/Time:** \_\_\_\_\_

In order to conduct an informative PDP Structured Interview, be sure to complete a full study of the job description prior to the interview. This study should outline the job skills required for the job (i.e., word processing, heavy equipment operation, computer programming, etc...) as well as the performance skills of the job (i.e., talking with customers, solving problems, organization, etc...).

Define the Model Profile for this job using the PDP JobScan process. Carefully review the Model Profile and Narrative description of job.

Use the questions below by wording each as it relates specifically to this job position. Allow time for the interviewee to think about their answers and insist on specific past examples. Inform the interviewee that you will be taking notes in order to evaluate all applicants/candidates for this position based on their specific job-related experiences. Interviewer's notes should include: 1) Situation, 2) Action and 3) Results.

The following questions are based on the match of the applicant's traits to the Job Model and are designed to:

- 1) Confirm applicant's experience in making behavioral adjustments when the applicant's trait is either higher or lower than that same trait in the Job Model.
- 2) Confirm the applicant's experience and understanding of the best use of Basic/Natural traits that are shown to be a close match to the Job Model.

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**Applicant's DOMINANCE is higher than the Job Model:**

**Questions: \_\_\_\_\_ Applicant's Responses: (Situation, Action, Results)**

Would you give an example of a time when you were required to take directions and were supervised by others?

What were your reactions?

What adjustments did you make?



Rating: (low) 1 2 3 4 5 (high)

Applicant's **EXTROVERSION** is higher than the Job Model:

Questions: \_\_\_\_\_ Applicant's Responses: (Situation, Action, Results)

Has there been a time when you had to work by yourself for a long period of time?

Describe how you accomplished a task when there was limited interaction with other people.

Describe an experience you have had when your ideas were rejected. What did you do?

Rating: (low) 1 2 3 4 5 (high)

Applicant's **PACE** is lower than the Job Model:

Questions: \_\_\_\_\_ Applicant's Responses: (Situation, Action, Results)

Describe your responses to a previous situation in which you had to repeat an activity over and over again in a routine manner.

How difficult was this to do effectively?

Rating: (low) 1 2 3 4 5 (high)

Applicant's **CONFORMITY** is lower than the Job Model:

Questions: \_\_\_\_\_ Applicant's Responses: (Situation, Action, Results)

Please describe an experience in which attention to detail was very important.

What did you do to reduce errors?

What were the results?

Rating: (low) 1 2 3 4 5 (high)

Applicant's **LOGIC** is lower than the Job Model:

Questions: \_\_\_\_\_ Applicant's Responses: (Situation, Action, Results)

Describe a specific decision you



have made at some time in the past.

Did you feel you knew what the decision should be although there weren't documented facts available?

Did you need to provide data?

How was the decision accepted by others?

Rating: (low) 1 2 3 4 5 (high)

---

Applicant's ENERGY LEVEL is a close match to what is required by the Job Model:

Questions: \_\_\_\_\_ Applicant's Responses: (Situation, Action, Results)

Think about a specific time when you had only one project on line.

Did you look for more activities or projects?

What happened in this situation?

Rating: (low) 1 2 3 4 5 (high)



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**APPLICANT'S STRESS:**

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NOTE TO INTERVIEWER: These questions are pulled due to the Applicant showing major stress for a particular trait. The purpose of these questions is to find out from the Applicant whether the current stress is work-related or non-work related. If it is work-related, chances are that the Applicant will dissolve that stress once they leave their current position.

---

**Applicant is showing major stress with: DOMINANCE.**

**Question:**

You indicate the need to be less controlling and maybe stepping back and not being as forceful or assertive as would be natural — What is going on in your current work that would contribute to that adjustment?

**Applicant's Response:**

---

**Applicant is showing major stress with: PACE.**

**Question:**

You indicate the need to be slowing down or waiting for things to happen, trying to be more casual and easygoing — What is going on in your current work that would contribute to that adjustment?

**Applicant's Response:**

---

**Applicant is showing major stress with: CONFORMITY.**

**Question:**

You indicate the need to be paying more attention to the system or details, emphasizing preciseness and accuracy, perhaps trying to get things more organized or establishing systems — What is going on in your current work that would contribute to that adjustment?

**Applicant's Response:**





# *JobScan*®

by Professional DynaMetric Programs (PDP)

**This: Job Dynamics Analysis on Model**

(Printed on 5/8/00)

Is Specially Prepared for:

**Best Tellers**

By the Offices of:

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**Best Tellers**



Based upon the job analysis input(s), the **BASIC/NATURAL PROFILE** describes a person who is:

Very patient, warm and quite friendly. Dedicated to respected and strong leadership. Rather reserved and unassuming. Very dependable and steady, making every move count unless placed under too much or unjustified pressure. Having few, if any, enemies. Comfortable using cooperation and warmth to get personal desires but cannot forget if taken advantage of. Very steady, efficient and good at making every move count. One who is probably able to do repetitive tasks and sometimes find peace and comfort in a routine. Well accepted socially and pleasant to have around. One who wears well with frequent contact. Respects quality and prefers to have things well done. Sincerely cautious and conscientious.

Further insight into "PACE," the highest trait described above, is:

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Patient	Evenly Paced
Easygoing	Non-judgmental
Steady	Expects Little From Others
Consistent	Self-effacing
Helpful	Thoughtful of Others

---

The "CONFORMITY" trait and its relationship to the above would represent a person as being careful, thorough, dependable, conservative and systems oriented. This type of person typically wants to be correct and desires guidelines to work within.

The "DOMINANCE" trait suggests a supportive, collaborative, modest and gentle disposition. Often places a good deal of importance on security and looks for strong leadership.

The "EXTROVERSION" dynamics indicate a reserved, private and quiet person especially around strangers. The more familiar with an individual or group, the higher the comfort level of self-expression.

**THE POSITION NEEDS THESE UNIQUE TRAIT PAIRS:**

**EASY GOING.**

Good-natured, easily adapts to circumstances. Less care to detail (High Pace over Low Conformity).

**CAUTIOUS/REQUIRES PROOF.**

A cautious "show me" attitude. Takes role of "devil's advocate" to avoid wrong actions (High Conformity over Low Extroversion).

**LOGIC / RATIONALE**

This person will most NATURALLY base decisions on:

**BALANCE of FACT and FEELING.**

**ENERGY STYLES**

How individuals approach tasks or accomplish goals. There are three energy styles that people use:

This person's NATURAL or primary style for accomplishing goals is through:



**ALLEGIANCE.**

A dependability or maintenance style. A carry through capability that is often from an outer directed source (i.e., Supervisor).

This person's ALTERNATIVE energy style is:

**STE-NACITY.**

A persistent style. A locomotive like force that is inner directed or self-initiated; steady, steadfast, tenacious.

**E N E R G Y   L E V E L**

The ENERGY LEVEL for the job needs to be in the:

**ACHIEVER ZONE.**

The only concern here might be whether there is enough time in the day and can the important areas of their life (job, mate, peers, etc.) really utilize the energies they have to offer.

**M A N A G E M E N T / L E A D E R S H I P   S T Y L E**

**CARETAKER/PERSISTENT.**

Take what comes, adjust as needed, then push ahead. Constant observation of everything is a strength, and most probably seek to obtain positions by earning them.

**C O M M U N I C A T I O N   S T Y L E**

**CASUAL/CAREFUL.**

Warm, friendly and willing to listen.

**B A C K - U P   S T Y L E**

The immediate supervisor should be aware of the possibility of this behavior occurring—

**AVOID CONFLICT.**

When all else fails, these individuals may avoid conflict but have a "get you later" attitude. They may not actually do this, but they at least will feel like it.

**N E G A T I V E   E N V I R O N M E N T S**

Unjustified or erratic pressure can be detrimental to this type of individual.

**HOW TO ADVERTISE:**

If you are seeking a person as described above, use the terms and phrases below to attract the largest percentage of job-matching applicants.

- 
- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Respect                     |
| <input type="checkbox"/> Stability   | <input type="checkbox"/> Time to Think               |
| <input type="checkbox"/> Harmony     | <input type="checkbox"/> Freedom to Think Creatively |
| <input type="checkbox"/> Security    | <input type="checkbox"/> Protection                  |
-



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<input type="checkbox"/> Praise	<input type="checkbox"/> Direction
<input type="checkbox"/> Structure	<input type="checkbox"/> Strong Leadership
<input type="checkbox"/> Predictable Environment	<input type="checkbox"/> Peace
<input type="checkbox"/> Time to Adjust to Change	<input type="checkbox"/> Standard Operating Systems
<input type="checkbox"/> Appropriate Benefits	<input type="checkbox"/> Justifiable Changes
<input type="checkbox"/> Forewarning of Changes	<input type="checkbox"/> Conservative/Sound Actions
<input type="checkbox"/> Happiness	<input type="checkbox"/> Accuracy/Exact Instructions
<input type="checkbox"/> Limited Emotional Exposure	<input type="checkbox"/> Privacy

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## M A N A G E M E N T I N S I G H T

The preceding descriptions have emphasized the basic characteristics, strengths, and positive qualities of this individual. It is highly recommended that these strengths be recognized and developed to the fullest potential.

It is helpful for managers to understand that there is also the possibility for:  
Extreme behaviors in stressful environments/situations. (Back-up style)  
Misuse of strengths. (Example: A dictator instead of a good leader)  
Actions based on a faulty value system. (Example: the end justifies the means)

Prepare to recognize and minimize unacceptable responses through effective communication and training.

Unless this person has learned to avoid reacting to situations in unproductive ways, the following responses might be observed at times of pressure:

- Defer to authority for direction and protection.
- Find strength and comfort in numbers and organized groups.
- Wait for external pressures to climb organizationally or socially.
- Desire a strong person to provide consistency, stability and frequent "strokes."
- Cautious starters with minimum outward emotion.
- Insist on expectations before a project is begun.
- Dislike trial and error approaches.
- Expect routine and predictable environments; therefore, exhibit reluctance to change.
- Count on being treated fairly by everyone.
- Strong need for a casual, informal environment and resist what they consider to be pretentious surroundings.
- Methodical pace may be misunderstood by others as too laid-back.
- Avoid confrontation and might "go along to get along."
- Find it difficult to assert rights.
- Remember the particulars of injustices and often bring them up later.

A separate consideration for this individual is a probable willingness to let others take the lead, letting them make the majority, if not all, of the decisions. Desires a non-confrontational, peaceful coexistence.



I N C O N C L U S I O N

If you need assistance on this, please feel free to contact your PDP Representative as shown on the cover page.