

# Admin/Tech Audit

## Private & Confidential

### Mr. Thomas Sample

	I	II	III
D	7	5	2
I	4	3	1
S	8	6	2
C	4	8	-4

#### ORGANISING WORK FLOW

This extremely tenacious, hard-working person organises his work and that of others into a methodical, predictable pattern. He likes to have a fair amount of routine in his environment to enable him to more accurately plan his time. He combines personal drive with a friendly, positive manner and persuades others to adopt his work style.

He likes to have some authority and responsibility for challenging assignments, but prefers them to be well-defined and to have a degree of guidance at the outset. He also needs to be able to complete one assignment before moving on to the next, having sufficient time to plan carefully and follow through to a conclusion.

Mr. Sample needs to work closely with others, to feel part of a team or group and be able to wield some influence. He gets on easily with a wide variety of people on a superficial level, but takes time to develop trust. He will tend to delegate easily to those he knows are competent, explaining clearly and patiently and then leaving them to get on with the task.

He can work at repetitive, administrative projects but needs interesting assignments to remain motivated.

He can become opinionated and stubborn and will need a firm but fair superior.

#### MEETING DEADLINES AND TIME MANAGEMENT

Generally, he plans his time carefully in order to meet objectives and is disciplined in sticking to the plan. However, he may find that his tendency to spend time with others and his desire not to offend, can put heavy pressure on him in terms of meeting deadlines. Because of his inclination to be thorough in all areas of his work, he can also struggle to prioritise tasks. This is especially so when there has been a last minute change to a deadline. His superior may need to provide very subtle guidance in these situations, to ensure that deadlines are met.

He strongly resists frequent changes to plans and can appear quite rigid by insisting on working at his methodical, carefully planned pace. He may take offence easily and can perceive overt control or guidance as personal criticism.

## **MEETING INFORMATION/SERVICE NEEDS**

He is a fair and factual communicator. Mr. Sample is a good listener and able to organise information into a logical presentation. He is thorough in researching data and can be depended on to tie up all loose ends.

He develops strong relationships, over time, and will then show initiative in anticipating the needs of those he considers to be trustworthy friends. He is able to put people at their ease and smooths "ruffled feathers" with patience and sincerity.

Mr. Sample is likely to be a good servicer in every sense of the word.

## **ENSURING QUALITY AND ACCURACY**

Mr. Sample works hard at producing high quality results, but has to rely more on discipline and determination than natural ability, to constantly focus on quality. He is not inherently detail-oriented and may occasionally make trivial mistakes, especially when pressurised or when he is demotivated.

Provided he has the time to satisfy his need for thoroughness and is challenged by the responsibility of important assignments, he will be dependable in producing work of a high standard.

He will usually rely on structures and routine methods to achieve consistently high quality results.

## **PROBLEM SOLVING**

Mr. Sample tends to be cautious about tackling problems and seldom makes a hasty decision. He strongly resists change and this, combined with his ability to adapt to difficult situations, often leads to procrastination in dealing with problems. However, once he is requested or forced to address issues, he gathers as much information as possible, invites the input of others and then chooses that option which will upset the status quo and other people least.

He will also attempt to make a practical decision which is sensible in the long-term, but his aversion to offending or hurting others can compromise this.