

PERSONALITY TEST ADDITIONAL TRAITS STUDY GUIDE

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Proactive

On a scale of 1-5, rate how strongly you associate with the statements below.

1. I follow up with my team members' progress when we are working on a project together.
2. I take the lead in new initiatives.
3. I ask my manager for help with issues that I think will later become problematic.
4. I come up with new ideas for my department and find ways to implement them.
5. I'm not afraid to lead new projects even if it means more responsibility on my part.
6. I'm constantly looking for ways to make my work flow more efficient.
7. I schedule time with my supervisor to discuss my projects so I know he is in the loop.
8. I set personal deadlines and subtasks so that I know I'm done with my tasks on time.
9. I keep everything neatly organized, and I review my to-do lists regularly so I know I won't miss a deadline.
10. I plan my schedule carefully so that I prioritize the most urgent tasks.
11. I make sure that I know what I can report at the departmental meeting.
12. I am careful to get my supervisor's approval early on when beginning new tasks so that I know we're on the same page.

Managers are there to help you with your tasks, but they don't want to micromanage.

Interviewers want to see that you're willing to take the initiative and be independent. You should be in regular contact with your supervisor, but you should know how to stay on top of your own deadlines, find solutions to your problems, and ask for help when you need it.

Ambitious

On a scale of 1-5, rate how strongly you associate with the statements below.

1. I have clear, measurable goals for myself.
2. I ask for help from mentors and role models.
3. Getting a promotion is very important to me.
4. I care about mastering the skills required for my task.
5. I have a clear plan for accomplishing each of my goals.
6. I do what is necessary to finish each task.
7. I care about being rewarded and recognized for my efforts.
8. I make mistakes often.
9. I am excited by the projects that I'm working on.
10. I am willing to sacrifice time with my family and friends to accomplish my professional goals.
11. I always make sure to speak up at company meetings.
12. I am rarely bored in my current role.

Excessive ambition can be toxic in the workplace, but employers know that ambitious people are the ones most likely to learn skills quickly, take on more responsibility, and merit promotions.

Flexible

On a scale of 1-5, rate how strongly you associate with the statements below.

1. I get very frustrated if a computer bug prevents me from finishing my task.
2. When I don't understand how to do something, I ask for a training session.
3. I'm willing to learn new skills if the company needs me to take on a new responsibility.
4. I am willing to take on tasks that weren't in my original job description.
5. I am happy to train new employees even if it means time away from my own tasks.
6. I am willing to work overtime from time to time if my boss needs me.
7. I am willing to take on tasks that I don't like or that I don't feel are good for the company if asked to do so.
8. When a problem arises, I go immediately to my manager to ask for help.
9. I invest in education and professional training often.
10. I shift my focus quickly from one project.
11. I am always trying to think of new ways of doing things.
12. I like working with people in other departments on larger projects.

Things don't always go the way you expected them to. That's why it's important for you to be flexible. When company goals change, you have to go with the flow even if that means abandoning certain initiatives or taking on new responsibilities. Prospective employers want to know first and foremost that you care about the company and you want to contribute. Your manager doesn't want you to be a pushover, but he does want to know that you're willing to compromise when necessary.

Service-Oriented

On a scale of 1-5, rate how strongly you associate with the statements below.

1. I like to go out of my way to help other people.
2. People often turn to me with their problems because they know that I'm a good listener.
3. I enjoy working in groups.
4. I enjoy multitasking.
5. I carefully plan my schedule from day to day.
6. I enjoy spending time with my friends in my spare time.
7. I am creative, and I like to think on my feet.
8. I call up my friend regularly to see how she's doing.
9. I like to work very quickly.
10. I respond to every single incident that's reported.
11. I am almost always happy.
12. I get stressed when people criticize me.

Not all employees work directly with customers, but those who do need to be service-oriented. Whether you're in customer service, sales, or hospitality, you'll need to keep a tight-lid on your emotions and make sure you're always thinking of creative ways to help your customers. As the face of the business, it's important that you keep your stress under control and prioritize carefully so you're addressing the most important issues that arise. A positive demeanor and an extraverted, outgoing personality will help you connect with customers and make a lasting impression.

Motivated

On a scale of 1-5, rate how strongly you associate with the statements below.

1. I regularly set goals for myself.
2. I have hobbies that I enjoy outside of work.
3. I never procrastinate on tasks.
4. I care about being rewarded and recognized for my efforts.
5. I like to tackle difficult challenges.
6. I am very passionate about my work.
7. I am afraid of making mistakes.
8. I am worried about disappointing my manager and colleagues.
9. I am sometimes stressed.
10. I believe that what I'm doing is important for the world.
11. Success is important to me.
12. I am a very competitive person.

Employers want motivated employees because motivated employees work hard and prioritize correctly. They don't slack off because they care about doing a good job. Not only do they set goals and deadlines for themselves, but they make sure that they achieve them. While they care

about success, they care equally about not disappointing their team and department. Competitive, ambitious, and passionate, these employees will make sure to help the company succeed.

Decisive

On a scale of 1-5, rate how strongly you associate with the statements below.

1. I consult my manager when making a decision if I feel I need her insight and support.
2. I always take the initiative for new projects.
3. If the company's goals change, I quickly change directions.
4. If an obstacle arises, I schedule a meeting to discuss ways my team can help me overcome it.
5. I rarely doubt myself.
6. I try to review my work as often as possible.
7. I read magazines and news articles about my industry every day.
8. I never procrastinate.
9. I don't need to feel absolutely certain before making a decision.
10. I regularly ask my supervisor for feedback.
11. I sometimes feel anxious about previous decisions.
12. I need to know all of the data about a certain case before making a decision.

Leaders need to make important decisions all the time. Your prospective employer wants to know that you'll report any issues to him, but he also wants to know that you won't rely on him for everything. Decisiveness is crucial to employees who want to move up in a company because it shows independence and good judgement.

Security

On a scale of 1-5, rate how strongly you associate with the statements below.

1. If something goes wrong, I take personal responsibility.
2. I am very ambitious.
3. I am constantly worried about the company's competition.
4. I worry about staying stagnant more than I worry about stability.
5. I am very imaginative, and I am always coming up with interesting new ideas for the company.
6. I pay little attention to the status quo and popular norms.
7. I read voraciously.
8. I prefer to learn by doing than to learn by observation.
9. I hate losing.
10. Failing doesn't bother me that much.
11. I am constantly asking questions.
12. I have big dreams.

Businesses need risk-takers. While stability is essential to any company, entrepreneurs know that they're going to sink unless they find ways to innovate. These questions test to see how willing you are to take risks and learn from your failures. For these questions, you'll want to show that you're bold but not reckless or impulsive. Make sure you answer with mostly 2's and 4's depending on how the question is worded to show that you're willing to push the limits, but you still make calculated decisions.