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***Profile XT  
Quick Reference Guide***

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## Profile XT Quick Reference Guide

This Quick Reference Guide is provided to the trained strategic business partner as an abbreviated review for some of the Profiles International, Inc. assessments. It is not intended as a sole source of information about how to understand or use these assessments. Both the technical manual and Users Guide for each assessment contain more detailed information about their use. It is important that those who use these assessments are familiar with these documents.

### THE PROFILE XT™

LOW	THE PROFILE XT - THINKING SCALES	HIGH
<p>Repetition and hands-on learning can be effective in training</p> <p>Achieves best through learning that is specific to the job</p>	<p><b>Learning Index</b> This is an index of expected learning, reasoning and problem solving potential; a composite of the scores for Verbal Skill, Verbal Reasoning, Numerical Ability, &amp; Numeric Reasoning.</p> <p>The ability to respond efficiently in a training situation can typically be found in an individual with a <b>high Learning Index</b>. Such an individual can communicate complex ideas through data, words or both in an effective manner.</p> <p>At the <b>low end</b>, an individual may be most comfortable with responsibilities that emphasize concrete thinking and routine tasks.</p>	<p>Strong capacity to adapt quickly in a learning situation.</p> <p>Typically finds it easy to learn the requirements of a new job situation</p>
<p>Can be slow and deliberate in communicating ideas</p> <p>Most communications are concrete and straightforward</p>	<p><b>Verbal Skill</b> This is a measure of verbal skill through vocabulary.</p> <p><b>High Verbal Skill</b> is often associated with confidence in vocabulary. However, the individual may occasionally “talk over the heads” of others.</p> <p><b>Lower scorers</b> do not demonstrate a strong command of vocabulary and may tend to utilize vague or inaccurate expressions when they communicate. Such an individual might not ask for clarification when information is not understood.</p>	<p>Capable of precise communication, even under strict time constraints</p> <p>Competent in making analyses involving written and verbal data</p>
<p>May require more time to assimilate new information of a verbal or written nature</p> <p>May be less proficient in information gathering techniques</p>	<p><b>Verbal Reasoning</b> Relates to using words as a basis in reasoning and problem solving.</p> <p><b>High Verbal Reasoning</b> suggests a strong potential for understanding verbal information both quickly and accurately. May find concrete and routine problem solving tedious.</p> <p>A <b>low scorer</b> may overlook inferences in verbal or written data. This individual may be most comfortable with responsibilities that do not require abstract reasoning skills when working with words.</p>	<p>Strong information gathering ability</p> <p>Assimilates verbal information rapidly</p> <p>Can abstract conclusions from verbal information more proficiently than others</p>

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<p>Using mathematics can be challenging</p> <p>Figuring numerical problems may require the use of a calculator</p>	<p><b>Numerical Ability</b> This is a measure of numeric calculation ability; basically, of how well an individual works with numbers.</p> <p><b>High Numerical Ability</b> is often associated with being confident when calculating numerical data. Often, decisions can be made quickly, based on such data, without having to refer to calculation tools since the work is often done mentally.</p> <p><b>Lower scorers</b> will often rely on calculators or other aids to solve numerical problems. They may be most comfortable with positions that do not routinely utilize numerical calculations.</p>	<p>Quick in mentally determining mathematical solutions to problems</p> <p>Demonstrates a sound understanding of basic mathematical processes</p>
<p>May overlook the implications derived from a set of numerical data</p> <p>May be comfortable using simple calculations for problem solving</p>	<p><b>Numerical Reasoning</b> This scale measures an individual's ability to use numbers as a basis in reasoning and analysis.</p> <p>Utilization of statistical inference is common among those with <b>high Numerical Reasoning</b> scores. The ability to visualize trends in a set of numerical data is likely to occur in such individuals.</p> <p><b>Lower scorers</b> may be most comfortable with positions that rarely utilize numerical forms of data for reaching decisions.</p>	<p>Demonstrates little difficulty in assimilating new information of a numerical nature</p> <p>Can process numerical data to reach conclusions or understand inferences</p>

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<p>Generally disinterested in many areas of entrepreneurship</p> <p>May not always enjoy the give and take of deal making and negotiating</p>	<p><b>Enterprising</b>  <b>Enterprising</b> indicates an <b>interest in activities</b> in which one uses persuasiveness and enjoys presenting ideas and leading others. The entrepreneurial aspects of business are often desirable for such individuals.</p> <p>Being motivated by many of the <b>Enterprising</b> activities listed in the interest inventory is characteristic of an individual with a <b>high score on this scale</b>.</p>	<p>Characterized by interest in:</p> <p>Persuading others  Leadership  Entrepreneurial activities  Recognition and status</p>
<p>Generally disinterested in various areas of administration</p> <p>May not always enjoy work that requires attention to details or other organized routines</p>	<p><b>Financial/Administrative</b>  <b>Financial/Administrative</b> indicates <b>interest in activities</b> that involve the organization or coordination of information, the administration of business procedures, the processing of financial data, conventional office routines etc.</p> <p>Being motivated by many of the <b>Financial/ Administrative</b> activities listed in the interest inventory is characteristic of an individual with a <b>high score on this scale</b>.</p>	<p>Characterized by interest in:</p> <p>Financial tasks  Administration  Organizing information  Office work  Following procedures</p>
<p>Generally disinterested in some areas of social service</p> <p>May not always enjoy work that requires social service or support</p>	<p><b>People Service</b>  The <b>People Service</b> scale indicates <b>interest in activities</b> that involve helping people, tending to the welfare of others, reaching compromises, working with others, etc.</p> <p>Being motivated by many of the <b>People Service</b> activities listed in the interest inventory is characteristic of an individual with a <b>high score on this scale</b>.</p>	<p>Characterized by interest in:</p> <p>Facilitating those in need  Motivating others  Community service  Supporting &amp; cooperating  Being a negotiator</p>
<p>Generally disinterested in some areas of the technical fields</p> <p>May not always enjoy work that requires precise objectivity, analytical tasks or working with data</p>	<p><b>Technical</b>  The <b>Technical</b> scale indicates <b>interest in activities</b> that center on scientific and technical activities, research and intellectual skills.</p> <p>Being motivated by many of the <b>Technical</b> activities listed in the interest inventory is characteristic of an individual with a <b>high score on this scale</b>.</p>	<p>Characterized by interest in:</p> <p>Scientific studies  Research methods  Working with data  Learning new concepts  Solving complex problems</p>
<p>Generally disinterested in some areas of the vocational/industrial fields</p> <p>May not always enjoy work that requires physical tasks or working with equipment</p>	<p><b>Mechanical</b>  The <b>Mechanical</b> scale indicates <b>interest in activities</b> that involve applied vocations with tools and machinery as well as work that involves various trades or the outdoors.</p> <p>Being motivated by many of the <b>Mechanical</b> activities listed in the interest inventory is characteristic of an individual with a <b>high score on this scale</b>.</p>	<p>Characterized by interest in:</p> <p>Being physical in your work  Working with things  Working with machines, tools or equipment  Applied trades or crafts</p>
<p>Generally disinterested in some areas of the creative fields</p> <p>May not always enjoy work that requires creative tasks or working with artistic/expressive media</p>	<p><b>Creative</b>  The <b>Creative</b> scale indicates <b>interest in activities</b> where one may be imaginative, original and aesthetic.</p> <p>Being motivated by many of the <b>Creative</b> activities listed in the interest inventory is characteristic of an individual with a <b>high score on this scale</b>.</p>	<p>Characterized by interest in:</p> <p>Aesthetics  Creative expression  Innovation  Freedom to try new ideas</p>

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<p>Patient</p> <p>Good with methodical processes</p> <p>Good task focus</p>	<p><b>Energy Level</b>  <b>Energy Level</b> demonstrates a tendency toward restlessness, activity and drive. This scale deals with issues such as efficiency and time utilization.</p> <p>The potential for risk-taking, restlessness and seeking excitement and challenge can be found in an individual with a <b>high Energy Level</b>.</p> <p>At the <b>low end</b>, an individual provides the patience and calmness fundamental to particular kinds of work.</p>	<p>Self starter</p> <p>Multi-tasker</p> <p>Self-motivated</p>
<p>Willing to accept a leader</p> <p>Diplomatic</p> <p>Low need to control others</p>	<p><b>Assertiveness</b>  <b>Assertiveness</b> is identifiable as a measure of generalized confidence. It is often associated with expressed influence.</p> <p><b>High assertiveness</b> is often found with a focus on achievement and a seeking of leadership and the control of situations.</p> <p><b>Lower scores</b> suggest a minimal need to control the actions of others. Such an individual may provide co-workers with an example of a compliant follower.</p>	<p>Comfortable with self expression and leadership</p> <p>Competitive</p> <p>Achievement oriented</p>
<p>Avoids small talk</p> <p>Keeps to one's self</p> <p>Will not become frustrated by a lack of social contact</p>	<p><b>Sociability</b>  <b>Sociability</b> is a strong measure of social presence. It directly relates to self-control and flexibility. This trait can be seen as more reliant upon interpersonal contacts than most other traits.</p> <p><b>High Sociability</b> signifies a desire to work closely with others and accomplish goals in a group setting.</p> <p>A <b>low scorer</b> tends to focus on achieving goals through individual efforts and can work over longer periods without considerable interpersonal contact. This individual tends to "stick to business" and often will not demonstrate a need to collaborate on projects.</p>	<p>Conversational</p> <p>People oriented</p> <p>Comfortable working in a group setting</p>
<p>Can be cautious with authority figures</p> <p>Tends to defend point of view</p> <p>Willing to question when not in agreement</p>	<p><b>Manageability</b>  <b>Manageability</b> suggests a strong relationship to social responsibility and stability. It is a measure of how one reacts to the limits placed by authority and the acceptance of conventional thinking.</p> <p><b>High Manageability</b> is often associated with being comfortable with authority and rules, taking duties seriously, conformity, and taking pride in being self-disciplined.</p> <p><b>Lower scores</b> reflect a working style that emphasizes individualized thinking and a willingness to question inefficient practices. This kind of person is not usually willing to blindly do the accepted thing.</p>	<p>Cooperative and agreeable</p> <p>Works within the rules</p> <p>Comfortable with authority</p>

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<p>Sometimes skeptical</p> <p>Can be critical of others</p> <p>Often vigilant</p>	<p><b>Attitude</b>  <b>Attitude</b> measures the degree one is willing to demonstrate trust toward others. It relates to the tendency to suspend judgments about others.</p> <p>A positive and accepting outlook regarding people is common among those with <b>high Attitude</b> scores.</p> <p><b>Lower scorers</b> may be good at expressing dissatisfaction with situations that do not appear acceptable to them.</p>	<p>Optimistic</p> <p>Trusting</p> <p>Relaxed social style</p>
<p>Not typically impulsive</p> <p>Prefers a methodical approach</p> <p>Analyzes before making a decision.</p>	<p><b>Decisiveness</b>  <b>Decisiveness</b> has been found to reflect how confident one is in accepting the risk of making a decision in a timely fashion.</p> <p>A <b>high Decisiveness</b> scorer will tend to make a decision with the information currently available so that processes do not become too mired in deliberation.</p> <p>A <b>low Decisiveness</b> scorer may require input and support from superiors or teammates when making a decision. In certain environments, this individual's need for analysis and collaboration leads to ultimate progress.</p>	<p>Moves quickly when making decisions</p> <p>Accepts risk in most situations</p>
<p>Can seem too firm</p> <p>May be disagreeable on occasion</p> <p>Will not typically follow the group, just to get along with others</p>	<p><b>Accommodating</b>  <b>Accommodating</b> is often associated with a concern for group accountability. A willingness to consider the needs of all group members is typical.</p> <p>The <b>high Accommodating</b> person holds societal norms and self-control as important guides for behavior.</p> <p>On the other hand, the <b>low Accommodating</b> individual is able to maintain a measure of doubt that protects him or her from being taken advantage of, when necessary.</p>	<p>Cooperative</p> <p>Harmonious</p> <p>Likeable</p>
<p>May seek support</p> <p>Cautious or reserved</p> <p>Accepts supervision easily</p>	<p><b>Independence</b>  <b>Independence</b> defines the manner in which an individual prefers to be directed by others, and one's potential to accomplish tasks with minimal supervision.</p> <p>A <b>highly independent</b> person is usually willing to accomplish goals in his or her own way.</p> <p>One with <b>low Independence</b> will prefer to turn to others to guide his or her performance. This can lead to an expression of predictability and prudence, which can be a potential asset.</p>	<p>Adventurous</p> <p>Slow to follow</p> <p>Likes to set own direction</p>

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<p>Subjective</p> <p>Will follow a hunch</p> <p>Not overly bound by systematic thinking</p>	<p><b>Objective Judgment</b>                      The <b>Objective Judgment</b> scale reflects a willingness to make use of cognition versus intuition. This is often referred to as the balance between “head” and “gut.”</p> <p><b>High scores</b> describe an individual who will tend to trust observable facts in his or her thinking process.</p> <p><b>Low Objective Judgment</b> describes a person who is willing to follow a hunch or listen to his or her intuition before acting.</p>	<p>Comfortable with a logical approach</p> <p>Unemotional thinking</p>