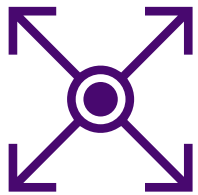




# Personal Report User Guide



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This User Guide sets out the recommended use of this report. If you have any questions about appropriate uses of this report and how to get the most out of it, please ensure you speak to a specialist who is qualified to use the full range of Saville Assessment Wave tools.

# About the Personal Report

The Wave Personal Report provides high-quality and straightforward feedback to individuals based on their responses to a Wave Styles assessment. The report helps the individual better understand their own strengths and preferences for behaviors proven to drive effective workplace performance. The report can stand alone or be accompanied by a virtual or face-to-face discussion.

The Personal Report is accessible to individuals without an in-depth understanding of psychometric assessments and is designed for use in recruitment and development. The report is complimentary with purchase of the Expert Report or Interview Guide.

## Benefits

- Allows the organization to communicate feedback in a clear, concise and transparent manner.
- Helps build self-awareness.
- Supports individual self-improvement/development.
- Can be used in coaching settings.
- Supports with the onboarding of new hires.

## Availability

 PS

Professional  
Styles

 FS

Focus  
Styles



# The Report

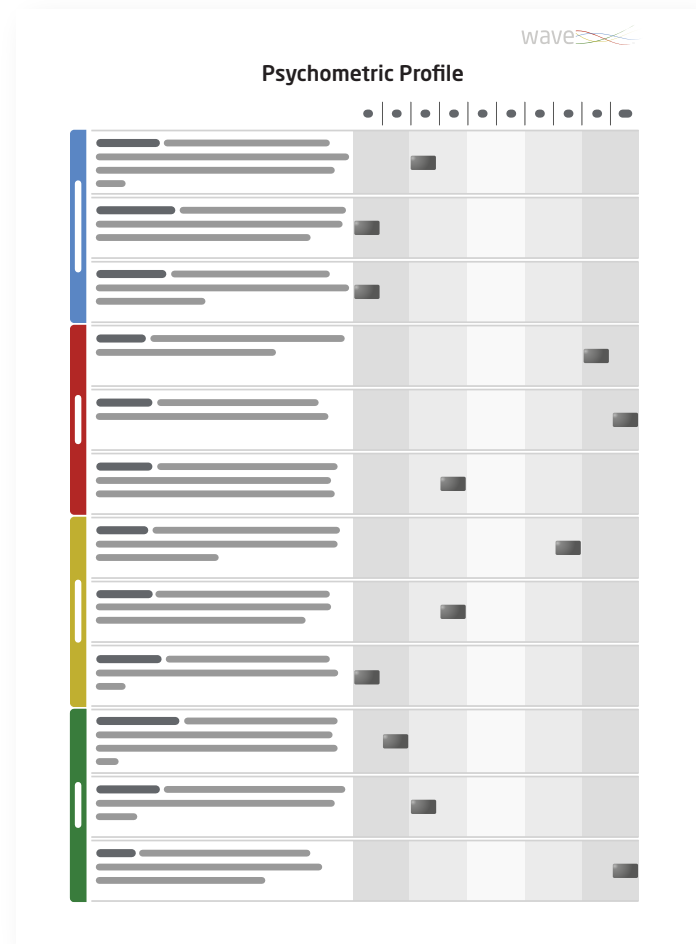
## The Psychometric Profile (Professional Styles)

The Wave Professional Styles Personal Report presents a four-page profile, with one page dedicated to each of the four Wave clusters: Thought, Influence, Adaptability & Delivery.

Each cluster comprises three sections and each of these sections breaks down into three dimensions. Scores are provided on the right-hand side of the page for each of the 36 dimensions in the report. Beneath each dimension, descriptions are dynamically generated to reflect the individual's score on the three underlying facets.

### TOP TIPS

- For particularly low scores, explore the individual's style and the impact of this style within the workplace.
- For particularly high scores, explore both the benefits and potential limitations of such a strong preference in this dimension.



## The Psychometric Profile (Focus Styles)

The Wave Focus Styles Personal Report presents a one-page profile, providing scores on the 12 Wave sections clustered under the headings of Thought, Influence, Adaptability & Delivery on the left-hand side. Under each of the 12 sections narrative descriptions of the 36 Wave facets included in the shorter Focus Styles questionnaire are provided. These descriptors are dynamically generated to reflect the individual's score on the three underlying facets.

### TOP TIPS

- For particularly low scores, explore the individual's style and the impact of this style within the workplace.
- For particularly high scores, explore both the benefits and potential limitations of such a strong preference in this dimension.



## ✓ TOP TIPS

1

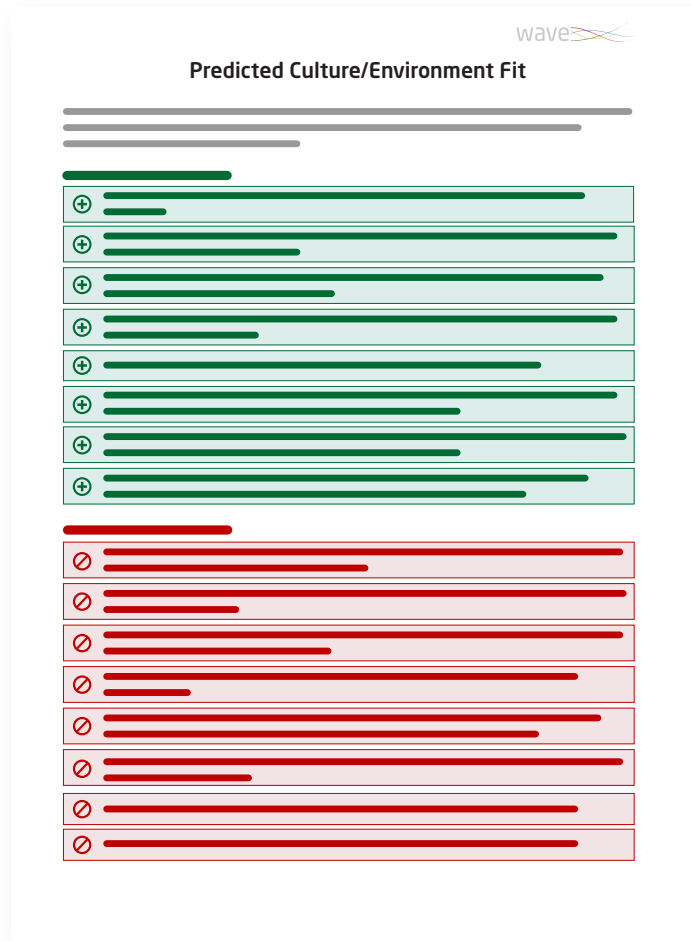
Profiles are scored using a benchmark to give them meaning. Where an individual scores a seven and above, their responses to the questionnaire suggest they see this as an area of strength, and are likely to adopt this style more than others.

Where an individual scores a four and below, their responses to the questionnaire suggest that they do not see this as an area of strength, and are likely to adopt this style less than others.

Scores of five and six are considered average when compared with the benchmark group.

2

Narrative underneath the dimension heading is dynamic for each of the three facets depending on the individual's preferences for each of those facets. This helps to provide further insight into the score and descriptors of individual's behavioral style.



## Predicted Culture/Environment Fit

The Predicted Culture/Environment Fit page provides a list of performance enhancers and their corresponding performance inhibitors. Considering performance enhancers and inhibitors helps to understand how well the individual's work demands line up with their preferences.

Performance enhancers are aspects of the culture, job and environment that are likely to enhance success. These are based on the individual's highest eight underlying competency scores.

Performance inhibitors are aspects of the culture, job and environment that are likely to inhibit success. These are the reverse of the performance enhancers.

### TOP TIPS

- Share this page with the individual and give them an opportunity to discuss the performance enhancers and inhibitors with you. This often leads to a rich discussion about the sort of environment they will thrive.

# Using the Personal Report

The Personal Report can be used in situations where one-to-one feedback is not possible and has been designed so that individuals can work through it on their own. This is particularly helpful in recruitment situations where it's not always possible to provide verbal feedback to all candidates. It can also be used to support individual development conversations with managers, coaches and mentors.

## 1 Prepare the Discussion

- Read through the individual's report and ensure you have an understanding of what the report is saying and how you would like to describe it using your own words.

## 2 Introduce the Session

- Describe the purpose of the session (e.g. to support development) and set the parameters of confidentiality.
- Start a dialogue:
  - How did they find completing the questionnaire?
  - What do they perceive to be their key strength areas?
  - What do they perceive to be their key areas of development?
  - What are their career aspirations?
  - What would they like to get out of the session?



### 3 Discuss Identified Strengths and Challenge Areas

- Walk through the report, highlighting key strengths and challenge areas – seek their thoughts on these key themes. Do they agree?
- Point out which behavioral areas in the report indicate key strengths and probe these:
  - How important is this area in their current/next role?
  - Give me an example of when this has helped them get along?
  - How can they leverage this strength to meet their current/future goals and objectives?
- Point out which behavioral areas in the report indicate areas for development and probe these:
  - What is the impact of this in their current/next role?
  - When has this are held them back?
  - What can they do to ensure this doesn't present barriers in the future?

### 4 Action Planning

- Ask the individual for their takeaway messages/action points from the conversation.
- Identify two to three areas for development and identify actions that can be completed in the short, medium and longer term to develop these areas.
- Identify two to three strengths and identify actions that can be completed in the short, medium and longer term to build and capitalize upon these strengths.
- Schedule in follow-up conversations to check in on progress.



#### About Saville Assessment, a WTW Company

Our mission is to transform assessment around the world. We enable organizations to identify potential, accelerate performance and achieve outstanding results. Our portfolio of leading-edge assessments are designed based on extensive research into successful workplace performance and the critical relationship between motive, talent and workplace culture. With representatives in over 80 countries we are transforming how organizations Hire, Build and Lead talent globally.



[savilleassessment.com](https://www.savilleassessment.com)

[info@savilleassessment.com](mailto:info@savilleassessment.com)

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