

MPA CHECKLIST

Helps you to perform a structured and valid feedback. Works in conjunction with the test person's Profile Report/interview Guide/Feedback report.

Introduction

Ask about the test experience

Certified user

Dialogue Tool - no right or wrong scores

Privacy (who has access and who will make use of the results, and in what way)

Purpose and importance (why test and how important is it in the process)

Storage and Deletion (how long is the data saved, how can you request to have them deleted)

Introducing MPA

MPA describes the behavior at work

Short review of the main areas

Norm group and normal distribution in the scales

Do you have any questions before we start?

Feedback

Describe the Main properties neutrally for both the right and left side

Read out the test person's score

Ask for acceptance, does this description fit you?

Follow up with questions (for example, from the Interview guide)



on the job in hand. Prefers an even, regular pace.

EGO DRIVE

Describes how the person defines goals and how these goals are achieved, how and if influence is sought, and how energy is used.

A: Achievement Orientation - Describes how goals are mainly defined and achieved.											
Left:	on - Describes n	low goul	is are mainly aer	Righ							
Long-time horizons.				•		rizons	s.				
Defines objectives ar	nd results			•	 Defines objectives and results 						
qualitatively.			quantitatively.								
 Considers priorities t 	horoughly.	Avid competitor.									
 Focus on the process 	i.	Goal oriented.									
Scoring box 1-10% Scor	ing box 2-20%		Scoring box 3-40		ng box 4-20%		Scoring box 5-10%				
Test taker defines targets and		Test taker defines targets Te		argets and	Test taker defines targets and results		Test taker defines				
results in qualitative terms and works with long-term	and results in qua			results in qualitative and		s	targets and results				
perspectives. Focuses on the	mainly on long- to		, ·	quantitative terms. Focuses on the target and the process			measurably and quantitatively.				
process by which to reach the	perspectives. Foc		by which the targe		quantitatively. Attempts to reach	ո	Attempts to reach				
target. Prioritises assignments	primarily on the p		reached. Perceived				targets in a				
and works resolutely to ensure	Prioritises and		person who weighs		possible. Perceive	ed as	committed, speedy				
quality in the work process.	concentrates on		and cons of the tar		competitive and		and impetuous				
Perceived as a person who maintains focus on the process.	Perceived as prod oriented. Thrives		the time it takes to Thrives with achiev		target-oriented. Favors targets wit	·h	manner. Perceived as highly competitive				
Thrives in an atmosphere in	time is given to the	-	targets, in which su		shorter time	.''	and target-oriented.				
which focus on the process is	process.		time is given to gua		perspectives		Favors short-term				
maintained.			the process.				targets.				
B: Self-assertion - describ	es how influenc	ce is sou	ght.								
Left					Right						
 Seldom expresses ov 	vn opinions.				 Pushes 	throu	ıgh own opinions.				
 Hands over control. 					 Takes c 	ontro	l.				
Reticent.					 Domina 	_					
 Adapts to the group. 					Seeks to						
Listening.							nd impact.				
Scoring box 1-10%	Scoring box 2-2	20%	Scoring box 3-40	% Scori	ng hay /-20%	Cook	ring box 5-10%				
					ng box 4-20%						
Test taker seldom gives	Test taker may ex	xpress	Test taker expresse	es Test t	aker strenuously	Strer	nuously seeks to				
expression to his/ her own	Test taker may ex his/her own opin	xpress nions and	Test taker expresse his/her own opinio	es Test to ns seeks	aker strenuously influence.	Strer influ	nuously seeks to ence every situation.				
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SOCIAL FACTORS

D: Emotional control - Describes how people prefer to show and use their emotions.

Describes how the test taker exhibits and acts on feelings and emotions, what type and how many contacts are desired, and how and if the test taker shows confidence in others

Freely expresses emotions. Becomes emotionally involved. Affected by ambience and situations. Often worries. Temperamental. Scoling box 15/05. Scoling box 15/05	D: Emotional control - D	esembes now people p	The show and	use L			
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who gets things done.

guidelines are in place.

Thrives when job

Thrives when job

guidelines are in

place.

WORK STYLE

G: Attention to detail - Describes peoples' preferred approach to work duties.

Describes how work is organized, how decisions are made, and defines the test taker's approach to development and new thinking.

innovative and will avoid fixed

frameworks, as far as possible.

Left Right Holistic approach. Attentive to detail. Overview. Thorough. Delegates routine tasks. Takes on routine tasks. Variation. Immerses self in tasks. Scoring box 1-10% Scoring box 5-10% Scoring box 3-40% Scoring box 4-20% Scoring box 2-20% Works with totalities, on Prefers to work with Willingly studies Is absorbed. A Works out-and-out and the big picture, and totalities, although details to obtain an conscientious worker. scrupulously on all aspects of the seldom pays attention to aware of the overview of the Carefully considers details, job. Gets absorbed in detail to importance of detail. detail. Details and routines situation and the guarantee error-free results. May perhaps at the cost of the are dropped or delegated. Delegates, or jobs involved. Takes overview (the big picture). experience difficulty obtaining Perceived as a person preferably, avoids on routines but Willingly takes on routine an overview. Functions well on details and routines. jobs. Perceived as thorough routine assignments, which are who maintains an favours variation. and conscientious. Favours overview. May also appear Perceived as a person Perceived as executed with a great sense of superficial. Works best with a good overview. structured in his/her situations that allow responsibility. Perceived as when allowed sufficient sufficient time for detailed thorough, conscientious and but with a sense for working methods. detail. Thrives with job responsible. Favours situations variation. insight. variation. that allow sufficient time for total absorption. H: Security - Describes how people prefer to make decisions. Left Right Short decision-making processes. Long decision-making processes. Takes chances. Fail-safe decisions. Spontaneous. Thorough consideration. Takes time to reach the "right" decision. Numerous and quick decisions. Willing to act quickly. Reluctant to act quickly Scoring box 5-10% Scoring box 1-10% Scoring box 2-20% Scoring box 4-20% Scoring box 3-40% Attempts to guard against hasty Makes spontaneous and A spontaneous and Decision-making Exhibits caution and will quick decisions. Prefers often quick decision process/speed is typically closely consider decisions, which may delay the maker. Willingly takes short decision-making situation and thoroughly think process. In general, carefully processes. Willingly takes chances in decision determined. Exhibits through an issue before thinks through all risks before chances. Decisions are making. Perceived as both spontaneity reaching a decision - at the making a decision. Action is changed quickly, on one who is quick to and consideration, cost of spontaneity. Others initiated only following full consideration. Perceived as whim. Typically perceived depending on the experience a long decisionact Favors as a quick decision maker, assignments that nature of the job. making process and cautious and lacking in one who is quick to act demand numerous Reaches decisions in reluctance to take chances. spontaneity and willingness to and ready to take decisions. a balanced manner. Thrives best when time is take chances. Most at ease when chances. May be Thrives when allowed to make the right allowed requisite time to reach considered hasty. Thrives allowed to adjust decision. the right decision. in situations that demand the decision-making numerous and quick process to context. decisions. I: Abstract orientation - describes peoples' interest in development and new ideas. Left Right Practical and concrete. Abstract and theoretical. Gets things done. Contriving. Thrives when job guidelines are in place. Challenges guidelines. Untraditional methods. Traditional methods. Usual practice. Focus on alternatives and new ideas Scoring box 1-10% Scoring box 4-20% Scoring box 2-20% Scoring box 5-10% Scoring box 3 - 40% Highly practical and Prefers to work on Is innovative and inventive. Highly development oriented. Puts forward sound focused on the actual concrete assignments. proposals for Gladly looks for alternative Maintains constant focus on execution of the job. change, focused on Focuses on getting solutions. Is inspired by alternative and new ideas. Leaves others to think things to work in practical application. theory and unconventional Interested in theory and the practice, within given through new ideas and Perceived as a ideas. Questions existing abstract. Unafraid to make the acquire new knowledge. guidelines. Willingly person who has a guidelines. Perceived as argument for and discuss new Gets things to work in leaves development good grasp of new development oriented. ideas. Perceived as inventive, practice based on given and innovation to ideas and a sense for Favours projects that although perhaps lacking in guidelines. May be others. Perceived as a demand innovation. translating theory attention to practical implementation and application. perceived as traditional in practical person who into practice. outside fixed frameworks. approach, albeit the one focuses on solutions. Favours balance Prefers to focus on the

between specific guidelines and room

for change and renewal.