

OPTO

Team leader

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OPTO (20/04/2017)

+ Expanded Interview Guide

INTRODUCTION

This report is generated from the responses to one or more tests developed by Master™. The report does not include information given in a feedback session or from any other sources.

ABOUT THE TEST

OPTO is a personality test that measures 8 Dimensions of personality which are essential to behaviour and performance at work. Each Dimension is comprised of two or three underlying Aspects. The Dimensions and Aspects are characteristics that individuals exhibit to a greater or lesser extent, and that are in themselves neither positive nor negative.

Each of the Dimensions and Aspects describe, relative to other people, the frequency or intensity of a person's feelings, thoughts, or behaviours. They are traits that exist on a continuum rather than as attributes that a person does or does not have.

The quality of OPTO is well documented and meets international standards for test quality.

SCORES

The results of the test are visualised using an intuitive scale ranging from 1 to 10, with 10 being the highest. The scale is commonly referred to as a STEN scale.

SCORE



EXAMPLE - THIS IS NOT YOUR REAL SCORE

NORM GROUP

The scores in this report are created by comparing the responses to the test with those of a representative group of test takers, referred to as a norm group. This allows for an accurate and practical understanding of the scores.

By considering age, gender, education, industry, and managerial level, the norm is representative of the group selected by the certified test user.

Selected norm: **International norm**

SPOTLIGHT

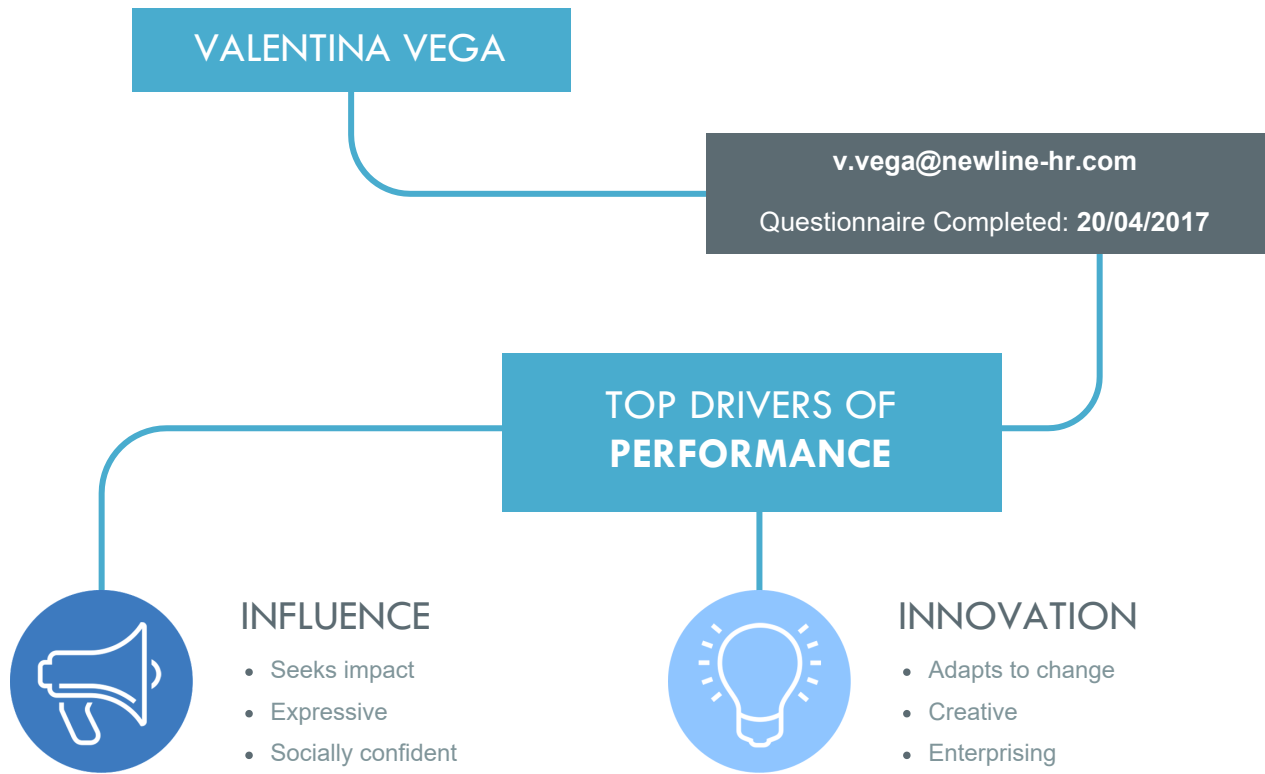
In this report a Spotlight graphic illustrates a suggestion for further exploration.

Spotlight technology tracks whether the respondent, when asked to consider their responses in a more deliberate and thorough manner, consistently ranks up low scores or ranks down high scores.

The number of Spotlights in the report is not fixed. On average, each report will contain 2-3 spotlights.



OVERVIEW



PEOPLE

This person lets others lead the way, naturally engages in conversation, and feels comfortable in social situations.

High pressure at work will be perceived as challenging, and this person may get overwhelmed when dealing with stressful situations, and lose composure when frustrated.

This person can be hard to get to know and believes that trust needs to be earned, but is available for colleagues if needed.

OPERATIONS

This person prefers a calm work pace, sometimes puts off tasks, and is less driven by ambition.

This person is less bothered by disorder and prefers to let others pay attention to the details.

This person is likely to show compliance at work by upholding commitments and is less concerned about being straightforward.

EXPLORATION

This person is open to new knowledge when necessary and is less likely to be agile in solving complex problems.

This person can adapt to change, takes risks only when needed, and can support innovation by suggesting alternatives to the status quo.

When Aspect scores vary, parts of the summary may be too general. Read the meaning of the scores on the following pages for more details.



SCORES

ASSERTIVENESS

Assertiveness measures the degree to which one takes the lead.

SCORE



MEANING

- Prefers to let others lead the way
- Gives room for others to impact decisions
- Does not naturally try to convince others

COMMUNICATION

Communication measures the degree to which one is expressive.

SCORE



MEANING

- Naturally engages in conversation with others
- Prefers to let others do most of the talking
- Can find it challenging to capture the attention of others

CONFIDENCE

Confidence measures the degree to which one is self-assured.

SCORE



MEANING

- Does not mind being the centre of attention
- Feels comfortable in social situations
- Finds it difficult to deal with being criticised in public



ASSERTIVENESS

INTERVIEW QUESTIONS

- How do you seek impact on decisions?
- In which situations do you find it easier to impact decisions?
- How do you go about convincing others?

COMMUNICATION

INTERVIEW QUESTIONS

- How do you make sure that your message gets through?
- How do you capture the attention of others?
- In which situations do you take the lead in a conversation?

CONFIDENCE

INTERVIEW QUESTIONS

- How do you deal with being criticised in public?
- How do you deal with uncomfortable social situations?
- What does it take for you to feel more comfortable in social situations?



STABILITY

Stability measures the degree to which one keeps composure.

SCORE



MEANING

- Can lose composure when frustrated
- Believes it is natural to express emotions at work
- Openly shows irritation

STRESS MANAGEMENT

Stress Management measures how high pressure is handled.

SCORE



MEANING

- Finds it challenging to stay calm under pressure
- Has difficulty dealing with stressful work
- Can get overwhelmed when stressed



STABILITY

INTERVIEW QUESTIONS

- What do you do to stay cool-headed when frustrated?
- When is it an advantage to not show your emotions?
- How do you interact with others who do not openly show their emotions?

STRESS MANAGEMENT

INTERVIEW QUESTIONS

- Do you have routines in place to unwind when stressed?
- How do other people see you when you are stressed?
- What helps you the most when you feel stressed?



ALTRUISM

Altruism measures the degree to which one is supportive.

SCORE



MEANING

- Is available for colleagues if needed
- Rarely gets involved in other people's problems
- Does not feel responsible for making others feel comfortable

NETWORKING

Networking measures how one cultivates relationships.

SCORE



MEANING

- Is sociable
- Is comfortable with working as part of a team
- Appreciates the company of others

TRUST

Trust measures belief in the honesty of others.

SCORE



MEANING

- Believes most people are honest
- Trusts what people say
- Has a natural scepticism of others



ALTRUISM

INTERVIEW QUESTIONS

- How are you supportive of your colleagues?
- When do you get involved in other people's problems?
- How do you help others to feel comfortable?

NETWORKING

INTERVIEW QUESTIONS

- How do you cultivate productive relationships at work?
- Which tasks at work do you prefer to address as a team?
- What role in a team are you most comfortable with?

TRUST

INTERVIEW QUESTIONS

- What does it take to earn your trust?
- In what situations do you feel limited by your sceptical nature?
- What does it take for you to have trust in others?



DRIVE

Drive measures commitment to ensuring progression.

SCORE



MEANING

- Prefers a calm work pace
- Is comfortable with a relaxed work approach
- Lets things progress at their own speed

GOAL ORIENTATION

Goal Orientation measures focus on achieving results.

SCORE



MEANING

- Is less driven by goal attainment
- Focuses less on ambition
- Can lack confidence in own ability to succeed

INDUSTRIOUSNESS

Industriousness measures diligence and self-discipline.

SCORE



MEANING

- Sometimes puts off tasks
- Can find it difficult to follow through with every plan
- Needs to be aware of not getting distracted from tasks



DRIVE

INTERVIEW QUESTIONS

- How can you thrive in a fast-paced work environment?
- How do you know when you actively need to move things forward?
- What does it take for you to find your inner drive at work?

GOAL ORIENTATION

INTERVIEW QUESTIONS

- What drives your ambition?
- How do you succeed with your goals?
- When is it important to focus on goals?

INDUSTRIOUSNESS

INTERVIEW QUESTIONS

- How do you manage distractions from your work?
- What is an unpleasant assignment for you, and how do you deal with them?
- How do you prioritise your efforts?



STRUCTURE

Structure measures the degree to which one is organised.

SCORE

2

MEANING

- Is less bothered by disorder
- Is willing to diverge from set directions
- Does not always work systematically

QUALITY ASSURANCE

Quality Assurance measures thoroughness and attention to details.

SCORE

2

MEANING

- Prefers to avoid having to spend time on details
- Is less concerned with quality standards
- Takes some tasks lightly



STRUCTURE

INTERVIEW QUESTIONS

- When do you work very systematically?
- When is it important for you to work in a more structured way?
- When do you find systems and structures more important than diverging from given directions?

QUALITY ASSURANCE

INTERVIEW QUESTIONS

- When is excellence required?
- How do you decide when to use more effort to help you excel?
- How do you ensure that a task is completed thoroughly?



DUTIFULNESS

Dutifulness measures the degree to which one does what is expected.

SCORE

1

MEANING

- Is less conscientious
- Can be relied on when necessary
- Is likely to uphold commitments

SINCERITY

Sincerity measures the degree to which one is genuine and honest.

SCORE

1

MEANING

- Is likely to be genuine
- Can be straightforward
- Takes less pride in being authentic



DUTIFULNESS

INTERVIEW QUESTIONS

- When are you particularly conscientious?
- How do you demonstrate how conscientious you are to others?
- How do you react when others are unreliable?

SINCERITY

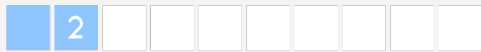
INTERVIEW QUESTIONS

- How do you know if the rules are worth following?
- When is it important to be straightforward?
- When do you naturally show who you really are?

INTELLECT

Intellect measures openness to new knowledge.

SCORE



MEANING

- Is open to new knowledge when necessary
- Is less interested in theoretical discussions
- Prefers attending to the existing understanding of things

PROBLEM SOLVING

Problem Solving measures belief in one's ability to work with complexity.

SCORE



MEANING

- Prefers work of less complexity
- Can be unsure of own ability to learn quickly
- Is less motivated to solve complicated problems

INTELLECT

INTERVIEW QUESTIONS

- When do you actively seek out new knowledge?
- What strategies do you use to get a deeper understanding of things?
- How do you cope with very theoretical knowledge or information?

PROBLEM SOLVING

INTERVIEW QUESTIONS

- When do you like working with complex problems?
- What do you do if you find your tasks to be too complex?
- How do you go about solving a problem?



ADAPTABILITY

Adaptability measures adjustment to change.

SCORE



MEANING

- Enjoys to stick with the known
- Can have a hard time adapting to new situations
- Prefers routine to change

INGENUITY

Ingenuity measures the degree to which one has original ideas.

SCORE



MEANING

- Is less likely to actively challenge the existing
- Can enjoy being part of generating new ideas
- Supports certain new perspectives

RISK TAKING

Risk Taking measures willingness to be enterprising.

SCORE



MEANING

- Willingly takes risks
- Is enterprising
- Is bold



ADAPTABILITY

INTERVIEW QUESTIONS

- What do you do to adapt to change at work?
- In which situations can change at work be valuable?
- How can others support you with change at work?

INGENUITY

INTERVIEW QUESTIONS

- How do you challenge the existing?
- In which situations can it be valuable to challenge the status quo?
- What experience do you have with generating new ideas?

RISK TAKING

INTERVIEW QUESTIONS

- How do you conclude that a risk is worth taking?
- What considerations are important for you to make before taking a risk at work?
- When have you taken too many risks at work?

TEST TAKER RIGHTS

The test taker has the right to receive feedback on the results of all completed tests. This can either be in the form of a written report or personal interview. Master™ strongly recommends that the test taker is informed of the purpose of the test, including how the results are used.

Should you have any questions about this report, please contact your test administrator. See the beginning of this report to find the name of the person who administered the test.