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The Power Behind Career Success Since 1991

**RÉSUMÉ AND COVER LETTER
COMMUNICATION AND BEHAVIORAL STRENGTHS
DISCstyles™ REPORT**

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4/27/2016

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Susan, this is your **Résumé and Cover Letter Communication and Behavioral Strengths DISCstyles™ Report**. After realizing the value of this version, you may want to derive the benefits from having your report converted into other comprehensive versions that are relevant to additional goals or alternate environments.

Ask us about the **DISCstyles: Self, Sales, Leadership, and Career Management**.

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INTRODUCTION: RÉSUMÉ AND COVER LETTER DISCSTYLES™ REPORT

Congratulations on your participation in the DISCstyles Assessment! The assessment determines your Communication Preferences and Behavioral Style, which helps us help you, as we customize your résumé and cover letters. We will help you discover additional ways this process will be valuable to your interviewing skills and other areas of professional development.

This personal report is the result of your assessment process...

Susan, your report explains your communication preferences and behavioral style, based on the DISC concept, which is well known and widely used in the hiring process by employers worldwide. We are using it to help effectively market you to hiring authorities.

Behaviors are how we express our ideas to others. Our observable behaviors are the characteristics we exhibit as we **approach problems and challenges, how we interact with others, the pace we prefer in our environment, how we respond to rules, and our need for information and accuracy**. Everyone has some degree of all the traits associated with the different behavioral styles; it is the various intensity levels that empower our personal styles.

Behaviorally speaking, you're in the minority. Everyone is.

It's no wonder there are "people" problems. No matter who you are, the majority of people are different from you. All of these people, many of whom are important to your success:

- | | |
|----------------------------------|-------------------------------|
| ✓ Think differently | ✓ Handle emotions differently |
| ✓ Decide differently | ✓ Manage stress differently |
| ✓ Work differently | ✓ Communicate differently |
| ✓ Deal with conflict differently | ✓ Perceive things differently |

Not necessarily worse, not necessarily better; just differently.

We'll use your report for insight into your communication style, enabling us to **write from your perspective**, in both your résumé and cover letters. You can have confidence that your personal marketing materials will be in **"your voice"** rather than ours. Readers form a perception of you through the written word, so we make sure there is no mismatch when the "you" walks through the door for your interviews.

The reliable interpretation from your assessment is revealed throughout your report, providing us with the **appropriate key words** and **descriptive phrases** relating to your specific interpersonal strengths. We will use this information as "talking points" in your professional marketing materials and develop a presentation that is **uniquely yours**. We gain an understanding on how your personal style impacts your career path, including the specific **inherent characteristic traits you bring to a job**, which will set you apart from other candidates competing for the same position.

In addition to your report helping us develop your résumé and cover letter, you may want to use it:

- ✓ To develop your **personal brand** and to **enhance your presentation skills in job interviews**.
- ✓ As an added value, Susan, your qualities and attributes are **validated** when you opt to include your report as a part of your **interview portfolio**.
- ✓ If you are **unsure of your career path**, we can determine **specific job titles** matching your natural strengths. **Success and job satisfaction** come easier the **closer the job matches your natural behavior style**.

Understanding your DISC style will continue to play an important role in your job search strategies.

THE DISC MODEL MEASURES FOUR BEHAVIORAL FACTORS

1. **Dominance = D**

The **Dominant [D factor]** measures and identifies how assertively an individual prefers to deal with the problems they encounter. Someone with a **high “D”** score will actively pursue and attack problems, while someone with a **low “D”** score will be more reserved and conservative in tackling difficult, problematic and confrontational issues.

2. **Influence = I**

The **Influence [I factor]** measures and identifies how an individual prefers to deal with others. Someone with a **high “I”** score will be outgoing, seek personal connections and enjoy frequent interactions with others, while someone with a **low “I”** score will be more introverted, more reserved and less inclined to initiate new personal connections and interactions with others.

3. **Steadiness = S**

The **Steadiness [S factor]** measures and identifies how an individual prefers to deal with the activity level or pace of their daily environment. Someone with a **high “S”** score will exhibit a great deal of patience and prefers a stable, focused and consistent workload, preferring not to frequently shift gears and alter direction mid-stream. Someone with a **low “S”** score exhibits strong urgency or low patience and prefers a fast-paced, rapid fire, multi-tasked agenda that offers active, change-oriented and spontaneous options.

4. **Compliance = C**

The **Conscientious and Compliant [C factor]** measures and identifies how an individual prefers to deal with the rules, having distinct attention to detail, accuracy and data. Someone with a **high “C”** score will insist on accuracy, reliable facts, precision and high standards. Someone with a **low “C”** score will tend to question the rules, can be quite independent, opinionated and may favor emotional persuasion over logical data.

With your personalized DISC report, you have a tool to help you understand yourself better and learn how to interact more effectively with others. You will be able to develop and use more of your natural strengths, while recognizing and improving your limitations. This report **does not deal with values or make judgments**. Instead, it concentrates on the natural tendencies that influence your behavior.

The DISC model is simple, practical, and easy to remember:

- **D** How you respond to **problems** and **challenges**.
- **I** How you **influence** others to your point of view.
- **S** How you respond to the **pace** of the environment.
- **C** How you respond to **rules** and **procedures** set by others.



Please note, Susan: There is no “best” style nor “worst” style. Each style has unique strengths and opportunities for continued improvement and growth. Any behavioral descriptions mentioned in this report are tendencies for your style group and, depending upon the blending of DISC styles and the intensity level of the DISC traits, some descriptions of a pure DISC Style may not specifically apply to you.

*The **FOUR BASIC DISCSTYLES OVERVIEW** section of your report provides a summary of all the DISC styles. (Pg. 15)*

GENERAL CHARACTERISTICS

The narration below serves as a general overview of your behavioral tendencies. Recognize that our behaviors define how we interact with others as we approach the problems, personal interactions, activity level, and structure of our daily lives. Your report, Susan, provides a framework for understanding and reflecting on your results, including some questions to help you determine the best talking points for inclusion in your résumé, cover letters, and other career advancement materials.

You score like others who are highly aware of the dangers of making hasty decisions. Knee-jerk decision makers might perceive you as a potential bottleneck in the project, but your careful analysis is likely to prevent difficulties in the long run.

Others may seek you out to answer complex procedural questions, because they know you will have the answer or where to find it. If a procedural memo emerges in your e-mail, you read it, whereas others may delete it and then come to you looking for an explanation.

You like to be aware of rules, procedures, and protocol so that you can adhere rigidly to them. You may express disappointment when others don't meet the same standards. Rules were meant to be followed, not bent or broken. If all members of the team understood that, there would be fewer snags in the midst of projects. When things are written down, they are clear for all to understand and act upon. Mistakes happen when corners are cut, when things move in a rapid or careless way, or when members invent their own rules and make arbitrary, situational changes to them.

You are most comfortable with well-defined systems and logical procedures. Ideally, you would be able to find a niche that amplifies and values these strengths. People who score like you may be uncomfortable in unstructured environments, or with "laissez-faire" attitudes about how and when things should get done.

GENERAL CHARACTERISTICS, *continued*

Your responses show that you place importance on accuracy in decision making. There may be others in the organization who base their decisions on emotion rather than logic, but yours tend to be rooted in fact and/or research.

You score like those who prefer clearly defined roles and responsibilities. You like precise job descriptions, with little overlap of activity or break from routine. Defined roles serve as an excellent base from which to operate, as long as it is understood that the unexpected sometimes happens, and that such times may call for more flexibility.

You score like those who like to make sure they do things correctly the first time. Thus, you may require additional time in the short run to prevent mistakes in the long run. Some people in the organization might not understand the fact that one more review over the procedures, or one more look at the copy before it goes to press, may be an excellent insurance against wasted effort in the future. (Show this portion of the paragraph to colleagues who might have complained that things were taking too long.)

Some people who score like you tend to equate neatness with quality. You like organization and may perceive a person with a messy desk or office as a producer of lower-quality work. While this may be true in some cases, it's not true all the time. Our coaching here is meant to help you maintain an open mind and focus on the result as opposed to organizational methods.

NATURAL STRENGTHS: YOUR UNIQUE ORGANIZATIONAL VALUE DISTINGUISHER

Susan, you are likely to display your natural behavioral style strengths rather consistently. These qualities tend to enhance your effectiveness within the workplace. Your work style preferences provide useful insights to your job performance, team participation, and leadership characteristics. These preferences are the talents and tendencies you inherently bring to your environment.

YOUR STRENGTHS:

- You are technically skilled and highly proficient in your area of specialty.
- You have a strong ability to clarify complex issues, and to define the essence of a problem or solution.
- You bring a unique combination of accuracy and intuition to projects.
- If given the responsibility to maintain high standards, you will meet those standards.
- You're an excellent critical thinker, frequently asking "Why?"
- Others on the team may seek you out to answer detailed or process-oriented questions.
- You approach systems, utilities, and procedures with a high standard of quality.

YOUR STYLE TENDENCIES YOU BRING TO YOUR ENVIRONMENT:

- You are able to look at a project from a "big picture" perspective, while keeping track of the details and minutiae that contribute to each step.
- You want to be seen as assertive, and at the vanguard of leadership regarding new ideas and solutions.
- You may tend to vacillate on some decisions, wanting to make the highest-quality choice possible, and may keep the "data gate" open too long. As a result, you may later be forced to make a decision under crisis.
- You enjoy developing new systems and procedures to increase efficiency or quality control.
- You motivate others on the team with a sense of competition and urgency.
- Your ability to quickly analyze the facts allows you to show dominance in many new situations.
- You are motivated by a freedom and flexibility to re-examine results and conclusions.

MOTIVATORS: Your IDEAL WORK ENVIRONMENT

*Everybody is motivated; however, we are motivated for our own reasons, not someone else's. By understanding your motivators, Susan, you can create an environment where you are most likely to be self-motivated. You will invest your **natural energy in just being "you"** instead of using up your energy trying to react and respond in a way that is not comfortable.*

YOU TEND TO BE MOST EFFECTIVE IN ENVIRONMENTS THAT PROVIDE:

- Freedom to create in new and different ways.
- Opportunities for one to work alone, and to think things through.
- Freedom from external pressure, while allowing for self-imposed pressure and urgency.
- Opportunity for advancement to positions allowing for creativity.
- Power and authority to make decisions and create change.
- Support which allows you to focus maximum effort on the job tasks, and not to be concerned with social protocol.
- Time to react to alternatives, but also support for the fact that the clock is ticking.

THE C's BEHAVIOR AND NEEDS UNDER STRESS

UNDER STRESS YOU MAY APPEAR:

- Resentful
- Slow to begin work
- Unimaginative
- Over-reliant on data and documentation
- Withdrawn

UNDER STRESS YOU NEED:

- Understanding of principles and details
- A slow pace for "processing" information
- Accuracy

YOUR TYPICAL BEHAVIORS IN CONFLICT:

- You often resort to various indirect techniques to manipulate the environment to make it more favorable to your position. You may resort to little known rules and procedures, the literal meaning of regulations, the use of committees, and other indirect approaches.
- You tend to hold conflicts or conflicting views in your mind, looking for proof that you are right or a new valid way of looking at things that accommodates both points of view.
- Since you tend to focus on quality and your own high standards, you may become demanding in order to ensure compliance.

STRATEGIES TO REDUCE CONFLICT AND INCREASE HARMONY:

- Recognize that others may be more comfortable dealing with conflict, anger, and aggression. Expressions of anger or somewhat aggressive behavior by others are not necessarily personal attacks on you.
- Be sure to share the reasoning behind your decisions. Failure to do so makes them seem arbitrary
- Stand up for yourself with supervisors, friends, and coworkers rather than avoiding them or pretending to go along with them.

POTENTIAL AREAS FOR GROWTH AND IMPROVEMENT

*Everyone has some possible struggles, limitations, weaknesses, or areas for improvement. Often it is simply an overextension of strengths and thus, viewed as a **weakness** or even a personal **blind spot**.*

For example, Susan, a High D's directness may be a strength in certain environments, but when overextended or used to the extreme, the High D may tend to become bossy.

POTENTIAL WEAKNESSES AND POSSIBLE BLIND SPOTS FOR YOUR C STYLE, SUSAN, AND PERCEPTIONS OTHERS MAY HAVE FOR YOUR C STYLE.

- *You may be too locked into rules, regulations, and procedures, at times when flexibility is needed.*
- *You may tend to hesitate under intense pressure to make a proper decision.*
- *When forming teams, you may tend to select people who are similar to you.*
- *You may be too cautious when making decisions, tending to second-guess yourself, rather than standing firmly behind your decision.*
- *You may tend to withdraw ideas in order to avoid controversy.*
- *You may tend to avoid taking responsibility for problems and failures.*
- *You do not like to make waves and thus may not be verbal with your feelings and opinions, especially if they run contrary to the group.*

WORD SKETCH: ADAPTED STYLE

DISC is an observable, “needs-motivated language” based on the concept that emotions and behaviors are neither good nor bad. Behaviors reveal the needs that motivate our actions. We have perceptions of how we need to react and respond in a specific environment to foster good relationships and be more productive.

Susan, this is your personal **“ADAPTED STYLE” DISC Graph** displayed as a Word Sketch. The highlighted descriptors in your chart indicate the behavioral traits you exhibit based on how **you perceive the demands of your environment**. Use it with examples to describe why you do what you do and what is important to you in your situation.

DISC Focus →	D PROBLEMS TASKS	I PEOPLE	S PACE	C PROCEDURES
Needs →	Challenges to solve, Authority	Social relationships, Friendly environment	Systems, teams, stable environment	Rules to follow, Data to analyze
Emotions →	Decisive, risk-taker	Optimistic, trusting others	Patient, non-expressive	Cautious, careful decisions
Fears →	Being taken advantage of or lack of control	Being left out / loss of social approval	Sudden change / loss of stability and security	Being criticized / loss of accuracy and quality
	argumentative daring demanding decisive domineering egocentric	emotional enthusiastic gregarious impulsive optimistic persuasive	calming loyal patient peaceful serene team person	accurate conservative exacting fact-finder precise systematic
	adventurous risk-taker direct forceful	charming influential sociable trusting	consistent cooperative possessive relaxed	conscientious courteous focused high standards
	assertive competitive determined self-reliant	confident friendly generous poised	composed deliberate stable steady	analytical neat sensitive tactful
	calculated risks moderate questioning unassuming	controlled discriminating rational reflective	alert eager flexible mobile	own person self assured opinionated persistent
	mild seeks consensus unobtrusive weighs pro/con	contemplative factual logical retiring	discontented energetic fidgety impetuous	autonomous independent firm stubborn
	agreeing cautious conservative contemplative modest restrained	introspective pessimistic quiet pensive reticent suspicious	active change-oriented fault-finding impatient restless spontaneous	arbitrary defiant fearless obstinate rebellious sarcastic

WORD SKETCH: NATURAL STYLE

DISC is an observable, “needs-motivated language” based on the concept that emotions and behaviors are neither good nor bad. Behaviors reveal the needs that motivate our actions. We have specific reactions and responses that come naturally to us.

Susan, this is your personal **“NATURAL STYLE” DISC Graph** displayed as a Word Sketch. The highlighted descriptors in your chart indicate the behavioral traits you **naturally** exhibit. Use it with examples to describe why you do what you do.

DISC Focus →	D PROBLEMS TASKS	I PEOPLE	S PACE	C PROCEDURES
Needs →	Challenges to solve, Authority	Social relationships, Friendly environment	Systems, teams, stable environment	Rules to follow, Data to analyze
Emotions →	Decisive, risk-taker	Optimistic, trusting others	Patient, non-expressive	Cautious, careful decisions
Fears →	Being taken advantage of or lack of control	Being left out / loss of social approval	Sudden change / loss of stability and security	Being criticized / loss of accuracy and quality
	argumentative daring demanding decisive domineering egocentric	emotional enthusiastic gregarious impulsive optimistic persuasive	calming loyal patient peaceful serene team person	accurate conservative exacting fact-finder precise systematic
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	mild seeks consensus unobtrusive weighs pro/con	contemplative factual logical retiring	discontented energetic fidgety impetuous	autonomous independent firm stubborn
	agreeing cautious conservative contemplative modest restrained	introspective pessimistic quiet pensive reticent suspicious	active change-oriented fault-finding impatient restless spontaneous	arbitrary defiant fearless obstinate rebellious sarcastic

BEHAVIORAL PATTERN VIEW (BPV)

The **BPV** has eight behavioral zones. Each zone identifies a different combination of behavioral traits. The peripheral descriptors describe how others typically see individuals with your style. Plotting points on the outer edges of the diamond identify that one factor of your style will dominate the other three. As you move towards the center of the diamond two and eventually three traits combine to temper the intensity of your style descriptors within a specific behavioral zone.

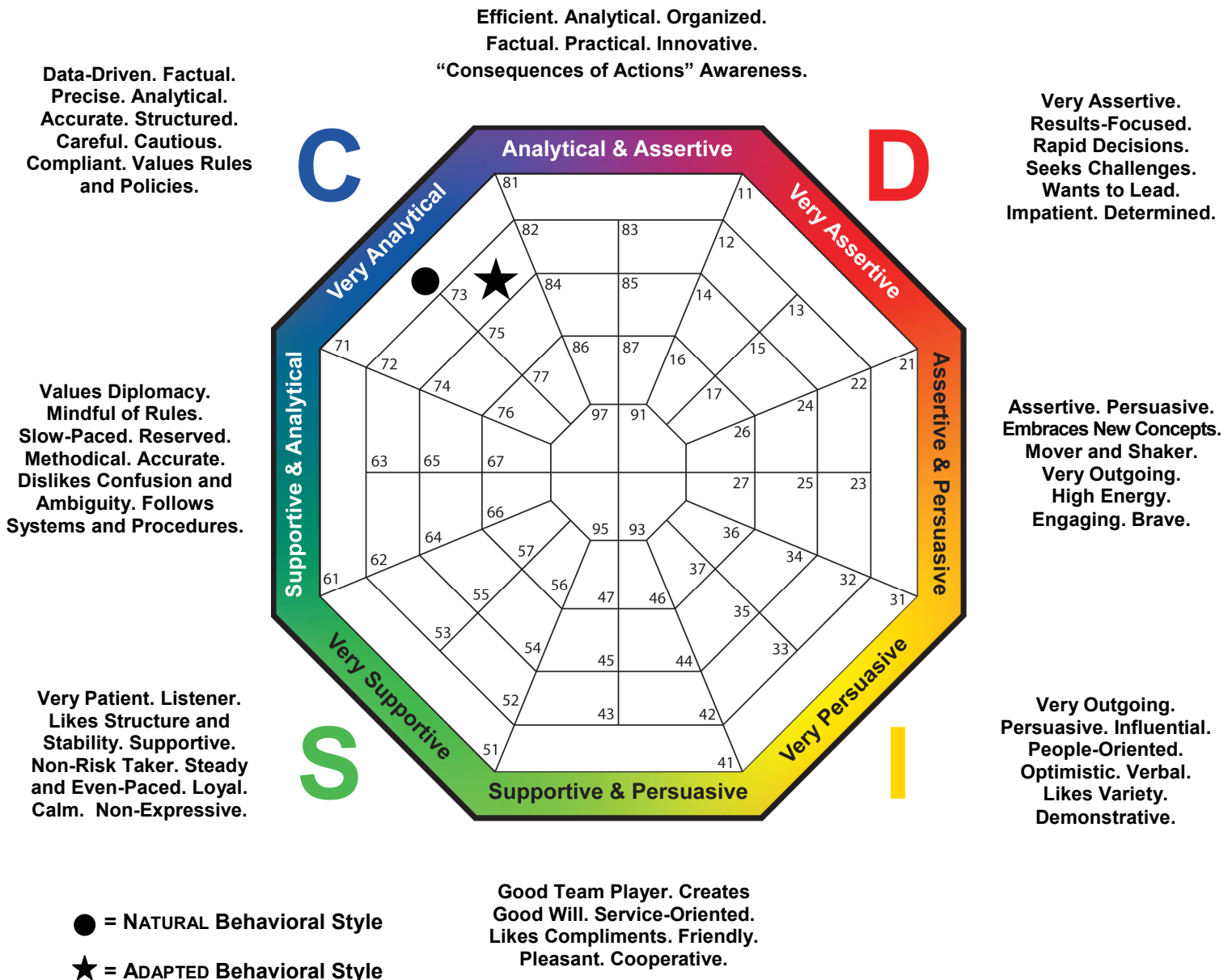
THE SCORING LEGEND

D → **Dominance**: How you deal with **Problems**

I → **Influence/Extroversion**: How you deal with **Others**

S → **Steadiness/Patience**: How you deal with your Activity Level (**Pace**)

C → **Conscientious/Compliance/Structure**: How you deal with **Rules** as well as your focus on **Details**, **Accuracy** and **Precision**




OVERVIEW OF THE FOUR BASIC DISCSTYLES

Below is a chart to help you understand some of the characteristics of each of the Four Basic DISC Styles and how to interact with each style more effectively. These behavioral tendencies are indicative of those with the **High** or **Pure D, I, S, or C** Styles. Tendencies are **tempered by the blending of other styles** and the **intensity of each of the styles**. Knowing the high tendencies is quite useful in describing how a person is likely to react and respond and how the person is likely to be perceived in a given environment.

	HIGH DOMINANT STYLE	HIGH INFLUENCING STYLE	HIGH STEADY STYLE	HIGH CONSCIENTIOUS STYLE
PACE	Fast Decisive	Fast Spontaneous	Slow Relaxed	Slow Systematic
PRIORITY	Goal	People	Relationship	Task
SEEKS	Productivity Control	Participation Applause	Acceptance	Accuracy Precision
STRENGTHS	Administration Leadership Pioneering	Persuading Motivating Entertaining	Listening Teamwork Follow-through	Planning Systemizing Orchestration
GROWTH AREAS	Impatient Insensitive Poor listener	Inattentive to detail Short attention span Low follow-through	Over-sensitive Slow to start Short-sighted	Perfectionist Critical Unresponsive
FEARS	Being taken advantage of	Loss of social recognition	Sudden changes Instability	Personal criticism of their work efforts
IRRITATIONS	Inefficiency Indecision	Routines Complexity	Insensitivity Impatience	Disorganization Impropriety
UNDER STRESS MAY BECOME	Dictatorial Critical	Sarcastic Superficial	Submissive Indecisive	Withdrawn Headstrong
GAINS SECURITY THROUGH	Control Leadership	Playfulness Others' approval	Friendship Cooperation	Preparation Thoroughness
MEASURES PERSONAL WORTH BY	Impact, Results Track records and material	Acknowledgments Applause Compliments	Compatibility Depth of contribution	Precision Accuracy Quality of results
WORKPLACE	Efficient Busy Structured	Interacting Busy Personal	Friendly Functional Personal	Formal Functional Structured

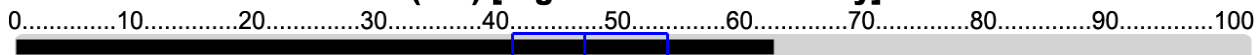
THE 12 INTEGRATED DISC STYLE RELATIONSHIPS

*The Integrated DISC Relationships Graph reveals how the four Primary DISC Behaviors combine and work together to create the socialized behaviors others see and experience. Susan, this graph displays the Integrated DISC Relationships' ranking of **your natural behavioral style within a total of twelve areas commonly encountered in the workplace**. It will help you understand in which of these areas you are naturally most effective.*

 The box identifies the range of all scores in the general population of each integrated behavior. The population scoring below the median are displayed to the left of the blue score line within the box and those scoring above the median are displayed to the right of the score line.

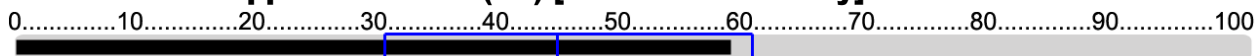
Unlike an average, a median score tends to have uneven spaces on both sides.

1. The Precision Behavior (C/S) [High Moderate Intensity]



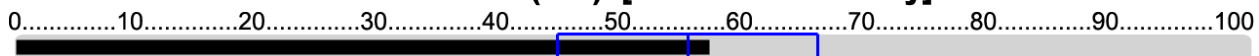
"How this individual's need for accuracy, precision and planning is impacted by their desire for team support and accommodation." The Precision behavior measures HOW the strength of this individual's need for structure, accuracy, order and precision is influenced by their pace, patience and level of team accommodation. Higher intensity scores reflect a desire to operate in a "fail-safe" environment supported by accurate data and through preparation while Lower intensity scores suggest steady paced progress, strong support, consideration and accommodation for the team's overall direction.

2. The Team Support Behavior (C/I) [Moderate Intensity]



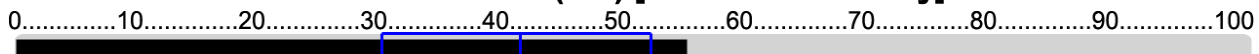
"How this individual's need for accuracy, precision and following procedure is impacted by their desire for social connection and interaction." The Team Support behavior measures HOW the strength of this individual's desire for accuracy, structure, rules and standards is influenced by the strength of their desire to interact, engage and accommodate other people. Higher intensity scores display reliance upon structure, logic, facts and established data, procedures and protocols while Lower intensity scores display a more cordially social, engaging and accommodating communication style with a less focus on established protocols.

3. The Rules vs. Results Behavior (C/D) [Moderate Intensity]

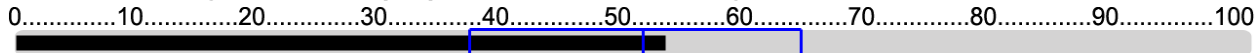


"How this individual's need for accuracy, precision and guidelines is impacted by their need for immediate results." The Rules vs. Results behavior measures HOW the strength of this individual's need to precisely follow established structural and procedural guidelines, standards and codes is influenced by their need for direct "results now" actions that target immediate accomplishments. Higher intensity scores identify a strong need to pursue objectives with guidance and reliance upon established structure, rules, organizational protocols and policies while Lower intensity scores suggest a more direct, immediate "result now" focus that will not likely be restrained by established protocols, procedures and policies.

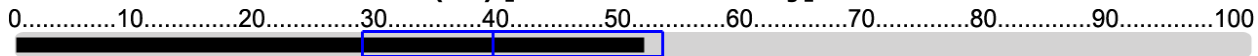
4. The Self-Determination Behavior (D/S) [Moderate Intensity]



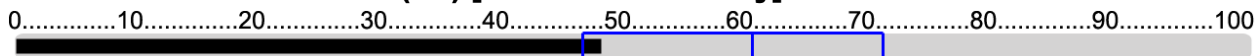
"How this individual's degree of assertive "results now" focus is impacted by their level of patience." The Self-Determination behavior measures HOW the strength of this individual's direct, assertive and "results now" oriented behaviors are influenced by their degree of patience and preferred pace. Higher intensity scores identify a preference toward a more "now oriented pace" that is keyed toward taking actions that achieve immediate results and goals while Lower intensity scores identify a steadier, less urgent pace that embraces planning and careful consideration of consequences prior to taking action.

5. The Vitality Behavior (I/S) [Moderate Intensity]

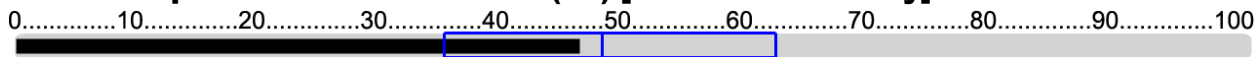
"How this individual's people focused extroversion is impacted by their preferred pace and activity level." The Vitality behavior measures HOW the strength of this individual's desire for interpersonal connections is influenced by their degree of urgency, preferred pace and activity level. Higher intensity scores reflect a high energy, freewheeling, confident and engaging style that will likely embrace new ideas and concepts while Lower intensity scores reflect thoughtfulness and care when crafting both words and deeds as one moves steadily toward the identified goal and objective.

6. The Directness Behavior (D/I) [Moderate Intensity]

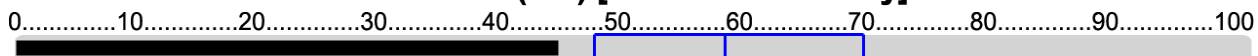
"How this individual's dominance and 'results now focus' is impacted by their desire to interact, connect and relate to others." The Directness behavior measures HOW the strength of this individual's direct, assertive and results oriented communication style is influenced by their desire to build relationships and connect with others. Higher intensity scores identify a willingness to make and defend tough and even unpopular decisions while Lower intensity scores will identify an inclination to search for a more socially interactive, popular and accommodating solution.

7. The Sociable Behavior (I/D) [Moderate Intensity]

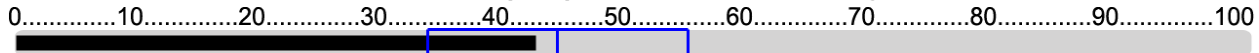
"How this individual's need for social interaction is impacted by their assertiveness and desire for immediate results." The Sociable behavior measures HOW the strength of this individual's preference for cordial social interaction and people connection is influenced by their need for immediate results. Higher intensity scores reflect an emphasis on seeking, building and sustaining personal relationships while Lower intensity scores reflect a much stronger competitive "result now" focus with less effort on accommodation and building relationships.

8. The People Interaction Behavior (S/I) [Moderate Intensity]

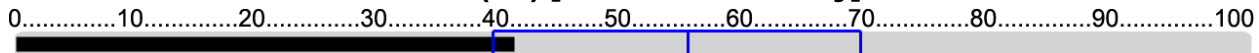
"How this individual's need for a steady pace and exercise of patience is impacted by their desire to connect and engage in social interaction." The People Interaction behavior measures HOW the strength of this individual's degree of patience and preferred activity level are influenced by the strength of their extroversion and a desire to socially interact and accommodate others. Higher intensity scores will display a great deal of care and consideration when crafting the words and deeds that impact others while Lower intensity scores will reflect a freewheeling and confident belief that most if not all interactive social situations can be handled "on the fly."

9. The Accommodation Behavior (S/D) [Moderate Intensity]

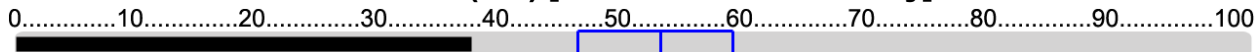
"How this individual's need to operate at a steady pace and innate degree of patience is impacted by their need for immediate results." The accommodation behavior measures HOW the strength of this individual's level of patience and activity level are influenced by the strength of their desire to lead, command and direct activities focused on immediate results and solutions. Higher intensity scores reflect a willingness to consider, accommodate and support alternative solutions and ideas while Lower intensity scores reflect a propensity to make difficult decisions, remain firm in supporting and defending them sustained by a strong focus on achieving immediate results and accomplishing assigned goals.

10. The Individualistic Behavior (D/C) [Moderate Intensity]

"How this individual's "results now" assertiveness is impacted by their desire to be accurate, analytical and structured." The Individualistic behavior measures HOW the strength of this individual's direct, assertive and "results now focus" is influenced by their need to precisely follow established structural and procedural guidelines while pursuing objectives. Higher intensity scores will not likely be deterred by potential restraints or established policies especially if they are perceived to impede immediate results while Lower intensity scores will favor strong and precise compliance and adherence to established structure, rules, policy and procedures.

11. The Self-Assured Behavior (I/C) [Moderate Intensity]

"How this individual's people oriented extroversion is impacted by their need for accuracy and structure." The Self-Assured behavior measures HOW the strength of this individual's extroversion and desire for personal connection with others is influenced by their need for structure, detail, and accurate evidence prior to taking action. Higher intensity scores can sometimes lead to overconfidence with a willingness to improvise and to take spontaneous actions vs. thorough planning while Lower intensity scores reflect a cautious and conscientious approach that seeks to take actions that are supported by reliable tactics, trusted data and past successes.

12. The Persistence Behavior (S/C) [Low Moderate Intensity]

"How this individual's need for pace and patience is impacted by their need for accuracy, precision and planning." The Persistence behavior measures HOW the strength of this individual's patience, activity level and team support is influenced by their need for accuracy, precision and structure. Higher intensity scores reflect an emphasis on supporting planned group and team efforts while Lower intensity scores reflect a need to follow established policies and procedures even if it requires running counter to the team's direction that may be advocating alternative or even potentially risky actions.

Intensity Scoring Legend - DISC Style intensity is a measure of how you will likely display the specific behavior when interacting and communicating with others.

- **Low Intensity** - indicates the **absence** of this behavior in **most** situations
- **Low Moderate Intensity** - **sometimes** observable
- **Moderate Intensity** - the behavior is **flexible** and **may or may not** become observable
- **High Moderate** - **frequently** observable
- **High Intensity** - **clearly** observable

Notes

WHAT IS BEHAVIORAL ADAPTABILITY?

Adaptability is your willingness and ability to adjust your approach or strategy based on the particular needs of the situation or relationship. No one style is naturally more adaptable than another. For any situation, the strategic adjustments each style needs to make will vary. The decision to employ specific adaptability techniques is made on a case-by-case basis: you can choose to be adaptable with one person and not so with others. You can choose to be quite adaptable with one person today and less adaptable with that same individual tomorrow.

Adaptability is how you manage your behavior.

Susan, adaptability does **not** mean imitation of the other person's style. It **does** mean adjusting your openness, directness, pace, and priority in the direction of the other person's preferences, while maintaining your own identity. Being aware of the tendencies of the basic four DISC styles and realizing how the other person wants to be treated or even the traits necessary for effectiveness relating to the **needs of the job description** is vital to knowing how to adapt appropriately.

Adaptability is important to successful relationships.

Adaptable people know how to negotiate relationships in a way that **allows everyone to win; tactful, reasonable, understanding, and nonjudgmental**. People often adopt a different style in their professional lives than they do in their personal lives. In other words, we tend to be more adaptable in the workplace with co-workers and less adaptable at home with family members.

A person who **maintains high adaptability with others and in all situations may not be able to avoid stress and inefficiency**. There is the danger of developing tension from the stress of behaving in a "foreign" style.

Realize that it takes energy to adapt; to act in a way that is not natural.

**Adapting for a specific job description for
8 hours a day and for 40 hours a week can be exhausting.**

Effectively adaptable people meet other peoples' needs. Through practice, they are able to achieve a balance: by recognizing when a modest compromise is appropriate, or, when the situation calls for them to totally adapt to the other person's behavioral style, they do so.

Susan, knowing when and how to adapt is **especially important at the job interview**. Building rapport with the interviewer is an important goal. Your adaptability level influences how others judge their relationship with you. **Raise your adaptability level and trust and credibility go up; lower your adaptability level and trust and credibility go down**. Adaptability enables you to interact more productively, engage better (even with difficult people) and helps you to avoid or manage tense situations.

With your report focused on identifying your personal style, you learned a lot about the value of your natural strengths, while we gathered great information for your résumé, cover letter and other career advancement materials. A next step to consider is **having your report converted into another version** that will further enhance your knowledge in recognizing the styles of others, and focus on learning how to effectively adapt your style when necessary. Be sure to ask us about this service to **maximize your benefits from the DISC concept**.

With adaptability, you can treat other people the way *they* want to be treated.



DISCOVERING AND USING YOUR TALENTS

An important element of this process is to help you acknowledge talents you know you have and discover talents you may not know you have. In addition, you will find new ways or words to use when talking about yourself to others. As a bonus, this will help you relate more effectively with others. There will be many questions to ask yourself as well as memories that will come back to you. Take your time and do some soul searching. This is a time to reflect on what you are learning about yourself.

Please use the "GENERAL CHARACTERISTICS" section of your report.

List five statements that describe talents you would like others to know about you.

1. _____
2. _____
3. _____
4. _____
5. _____

- How are you currently, or what accomplishments have you had, using these talents?

- What decisions have you made that allowed you to use these talents?

- How are you using these talents when communicating with others? How has it helped you on your job?

Please use the "NATURAL STRENGTHS: YOUR UNIQUE ORGANIZATIONAL VALUE DISTINGUISHER" section of your report.

Read and list five statements that describe your talents from this section.

1. _____
2. _____
3. _____
4. _____
5. _____

- Are you currently using your talents? How? To what benefit?

- What talents are more appropriately used in your professional life, as opposed to your personal life?

- What talents are more appropriately used in your personal life, as opposed to your professional life?

- Who in your personal or professional life do you wish knew that you had these talents?

Additional comments: _____

Please use the "YOUR MOTIVATIONS: IDEAL WORK ENVIRONMENT" section.

Read and list at least four statements that describe the ideal environment for you.

1. _____
2. _____
3. _____
4. _____

- How much time is spent in your ideal environment daily? Explain the benefits to your work performance?

- Do you spend enough time a day in your ideal environment and what accomplishments can you name that have been a direct result of being able to be in your ideal environment?

- Describe how not being in your ideal environment affects your job and what do you do about it?

Additional comments: _____

Please use the "BEHAVIOR AND NEEDS UNDER STRESS" section of your report.

Read and reflect on this information. It is natural for us all to display a negative side. Everyone has days when they are not at their best. Remember when under stress, we are more likely to show our natural tendencies.

Look at the "Under Stress You May Appear" information.

- List the descriptors, if any, you agree are possible.

Look at "Under Stress You Need" and "Your Typical Behaviors In Conflict" sections.

- Can you think of people that may have this type of negative perception of you? Identify each by relationship and list the behavior each might use to describe you?

- Why might they have this perception and were there specific situations to cause this to happen?

Look at the "Strategies To Reduce Conflict and Increase Harmony" section.

- For those who may describe you using some of the negative descriptors, what changes should you make to be more effective?

Additional Comments: _____

Please use the "POTENTIAL AREAS FOR GROWTH AND IMPROVEMENT" of your report.

Limitations provide opportunities for improvement. List three areas for improvement that may be keeping you from getting what you want. Under each, list some actions you intend to take to minimize these areas.

1. Limitations _____

Action _____

Action _____

Action _____

2. Limitations _____

Action _____

Action _____

Action _____

3. Limitations _____

Action _____

Action _____

Action _____

Additional Comments: _____

Please use the "DISCSTYLES GRAPHS FOR SUSAN SAMPLE" section.

Every person has a natural way of dealing with problems, people, pace and procedures. Situational adapting is a necessary part of life. However, if one must adapt for extended periods of time, they may experience excessive stress.

Please refer to your "Natural and Adapted Style" for dealing with problems and challenges. (D)

- Is your adapted style different from your natural style and if so, how different?

- If so, what are the situations that are causing you to adapt your style?

- If adapting, are you doing it to succeed or survive, and describe what you accomplished by adapting?

Please refer to your "Natural and Adapted Style" for dealing with people and contacts. (I)

- Is your adapted style different from your natural style and, if so, how different?

- If so, what are the situations that are causing you to adapt your style?

- If adapting, are you doing it to succeed or survive and describe what you accomplished by adapting?

Please use the "Natural and Adapted Style" for dealing with pace. (S)

- Is your adapted style different from your natural style and, if so, how different?

- If so, what are the situations that are causing you to adapt your style?

- If adapting, are you doing it to succeed or survive, and describe what you accomplished by adapting?

Please refer to your "Natural and Adapted Style" for dealing with procedures and constraints. (C)

- Is your adapted style different from your natural style and, if so, how different?

- If so, what are the situations that are causing you to adapt your style?

- If adapting, are you doing it to succeed or survive, and describe what you accomplished by adapting?

SUMMARY

What goals would you like to achieve, Susan? Now that you understand your strengths and weaknesses, you can do more of what helps you get what you want and stop doing what keeps you from getting what you want.

Think of three goals you would like to achieve. The most important element in success is commitment. If you are truly committed to achieving your goals, you will share them with people who are important to you.

List your three goals you are committed to achieve:

1. _____

2. _____

3. _____

Additional Comments: _____

So Now WHAT?

Susan, you now have an awareness and understanding of the four DISC Behavioral Styles.

There are many tips and tools available to help you apply your personal behavioral style and communication preference information. You may even consider having your **DISCstyles Résumé and Cover Letter Report** converted into another version that is applicable to a specific environment focus, such as **Sales, Leadership, Personal and Social Relationships**, and even **Career Management**, which includes the **most appropriate job titles for your personal style**.

We will do our best to match our services to your needs:

JaneCo's Sensible Solutions 724-528-1000 www.janecos.com

The benefit of understanding one's behavioral style continues to play an important role in job search and career management strategies. Realizing natural strengths and inherent weaknesses, and subsequently making use of that information, results in an effective plan for:

- | | |
|-------------------------------------------|----------------------|
| ✓ NETWORKING AND PERSONAL BRANDING | ✓ FOLLOWING UP |
| ✓ GATHERING INFORMATION | ✓ TIME MANAGEMENT |
| ✓ PERSONAL MARKETING | ✓ SALARY NEGOTIATION |
| ✓ INTERVIEWING WITH PROSPECTIVE EMPLOYERS | ✓ DECISION MAKING |

Don't put your report on a shelf or in a file. Understanding the concept of styles and knowing your own style is one of the most valuable ways to open up a meaningful dialogue with others, to improve your relationships and be more effective in a given environment. **Use your report as a reference tool.**

Have fun making a few minor changes in your behavior and experiencing the results. You might be surprised! Remember: **Treat others the way *they* want to be treated.** You will have much more success in all your relationships!

Susan, the information about your style preferences should be used for your total career management and continued personal and professional development, including:

Interview Preparation and Skills
Interview Portfolio Content
Interview "Leave-Behinds"
Brand Message
Professional Bio (Social Networking)
Job Search Strategies and Campaigns
Time Management
Career Transition
Educational Planning
Sales Training
Professional Development and Leadership Education
Harmony in the Work Place
Team Building
Relationship Strategies
Hiring / Selection / Placement / Strategic Positioning
And MORE!

*Be sure to ask us how we can continue to help with your
Career Management and Relationship Strategies.*

THE JOB SEEKERS' COMPETITIVE ADVANTAGE WITH A BIG RETURN ON A SMALL INVESTMENT

A Web Résumé – Having your résumé hosted at your unique URL (www) is an available service. A Web Résumé is a great networking tool. Your résumé can be viewed anytime, anywhere, on anyone's device. You can print your résumé from anywhere using your Web Résumé. While you're on the phone, meeting with someone, and sending email, your URL may be shared verbally, as a link, scanning your QR code, and by handing out a networking (business) card. Add an element of convenience to your résumé! You'll have your PDF, Word, and ASCII versions of your résumé hosted online as a private web page.

DO YOU NEED A COMPETITIVE ADVANTAGE?

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CARE TO SHARE...

IT'S YOUR TURN AND WE'LL LISTEN.

If your **D** is high; tell us what we need to do next!

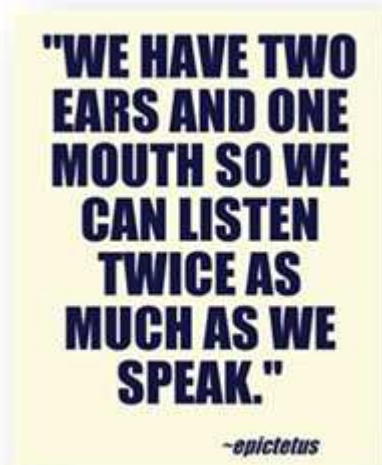
If it's your **I** that's high; tell us who will enjoy this experience as much as you did!

If your **S** is the highest; we know we can count on your help to help others!

If your **C** is higher than your **D**, **I**, and **S**; you can explain how we can make this experience even better than it is!

Your comments will help ensure satisfaction with our services, materials and support.

Anyone who interacts with others will benefit from knowing DISC Styles. Some of the people you know (co-workers, social network and family) may appreciate their own report.



ARE YOU READY TO SHARE?

Follow the link below and enter your administrator's email to get started:

janeir@janecos.com

www.profilingpro.com/survey.html

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