

# **Confidential Individual Report**

for

**Thomas Sample** 

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## Introduction

This report reflects the responses provided by you when completing the Customer Service Perspective assessment. The information is presented in the following parts:

- **Ø** Behavioural Characteristics eight behavioural characteristics that are important factors for success in providing service to customers.
- **Ø** Proficiencies a view of basic proficiency in mathematics and vocabulary.

## **Summary of Behavioural Characteristics** The larger box indicates your score on each scale. Trust - Tendency to hold an 6 10 unquestioning belief that the motives of others are honourable Tact - Tendency to state a position 6 10 without unnecessarily offending others Empathy – Tendency to understand 3 6 another's situation and feelings Conscientiousness - Tendency to be 3 6 10 2 very accurate in work efforts; to keep promises Conformity - Tendency to comply with 3 6 10 the rules and those in authority Focus - Tendency to stay on target 2 3 5 6 regardless of distractions Courtesy - Tendency to deal with others in a pleasant manner Flexibility – Tendency to explore new 6 approaches to doing things

## Customer Service Perspective

#### **Behavioural Characteristics**

#### Trust



**Your Score 3** 

## Comments on Trust

Typically, trusting a dissatisfied customer before having any proof of the problem may be rather difficult for you. You may have the opinion that most customers who have a problem should not be trusted unless proven otherwise.



**Your Score 3** 

## Comments on Tact

You can be rather outspoken despite the sensitivities of others. You may comment in a less than tactful or diplomatic fashion when you feel that being direct and to the point is a better option.





## Comments on Empathy

You are a kind and compassionate person who may even sacrifice your own interests in an effort to be helpful. You may become exceptionally involved in helping customers with their concerns.

#### Conscientiousness



Your Score 7

### **Comments on Conscientiousness**

You appear to be a conscientious person who will not back off from keeping commitments or promises made to supervisors or customers unless prevented by circumstances beyond your control. You are one who undertakes tasks in a careful, dedicated manner.

## Customer Service Perspective

#### **Behavioural Characteristics (cont'd)**



**Your Score 7** 

#### **Comments on Conformity**

You are not one to question authority often. You express a view implying that others should abide by the rules and regulations of the organisation where they work.



#### **Comments on Focus**

You have very strong powers of concentration. You seldom allow anything to interfere with your current task until completed. You demonstrate an outstanding ability to stay focused and it is difficult to interrupt or distract you from your primary goal.



**Your Score 8** 

#### **Comments on Courtesy**

In general, you appear to be quite courteous. You are likely to avoid getting into arguments or confrontations; listening carefully to another's needs and speaking courteously is far more probable. You are likely to speak in a civil and often compassionate manner. You may even like to understand the needs and feelings of the customer before speaking your mind.



#### **Comments on Flexibility**

You seem to take pleasure in the invention of new ideas, concepts and ways of improving upon how to get things done. You seem to possess an innovative attitude.

#### **Proficiencies**

Proficiencies are divided into two areas as shown below. The larger box indicates your score.

**Vocabulary** – Understanding the meaning of words when used in sentences

Numerical – Understanding basic mathematical concepts and working with numerical problems

