

# Create Your Own Job Benchmark Definitions Guide

## **PERSONALITY TRAITS**

*Personality traits describe the choices a person typically makes when relating to others and to the world around him or her.*

**ASSERTIVENESS:** A natural tendency to take initiative in order to control or influence a situation.

**High:** Individuals higher in assertiveness are typically determined, persistent, and direct. They're willing to move forward, take action, and solve problems. At extremes, they may be confrontational, stubborn, or disagreeable.

**Low:** Individuals lower in assertiveness seek to achieve goals through cooperation and good planning. They are conservative in their actions and tend to move more slowly into action. When faced with an obstacle they tend to stop and reassess their options moving forward again. They are typically receptive to the actions of others.

**INTENSITY:** A natural tendency to react strongly, immediately and intensely, especially when frustrated or when events do not unfold as planned.

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**OPTIMISM:** A natural tendency to think positively about the future, no matter what is happening.

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**RESPONSIVENESS:** A natural tendency to react spontaneously and to express emotions outwardly.

**High:** Individuals higher in assertiveness are typically determined, persistent, and direct. They're willing to move forward, take action, and solve problems. At extremes, they may be confrontational, stubborn, or disagreeable.

**Low:** Individuals lower in assertiveness seek to achieve goals through cooperation and good planning. They are conservative in their actions and tend to move more slowly into action. When faced with an obstacle they tend to stop and reassess their options moving forward again. They are typically receptive to the actions of others.

**SOCIAL ADAPTABILITY:** A natural tendency to adapt to other people's feelings in order to avoid unpleasant consequences.

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**SOCIABILITY:** A natural tendency to actively and consistently seek out new people to interact with.

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**STRUCTURE:** A natural tendency to seek order, certainty and correctness.

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## **TALENTS**

*Talents describe a person's hardwired or natural abilities. Talents determine what is easiest and most natural for a person to do.*

**IDEA PRODUCTIVITY:** A natural ability to produce ideas rapidly one after another.

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**LOGICAL PROBLEM-SOLVING:** The ability to think through large, complicated problems in a step-by-step way.

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**RAPID FIRE PROBLEM-SOLVING:** The ability to deal quickly with many problems, one after another.

**High:** Individuals higher in assertiveness are typically determined, persistent, and direct. They're willing to move forward, take action, and solve problems. At extremes, they may be confrontational, stubborn, or disagreeable.

**Low:** Individuals lower in assertiveness seek to achieve goals through cooperation and good planning. They are conservative in their actions and tend to move more slowly into action. When faced with an obstacle they tend to stop and reassess their options moving forward again. They are typically receptive to the actions of others.

**SPATIAL VISUALIZATION:** A natural ability to hold, manipulate and think about three or more dimensions in one's mind.

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**VOCABULARY:** A measure of how easily and quickly a person picks up and learns new concepts and ideas.

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## **ATTITUDES**

*Attitudes describe a person's opinions and views toward certain workplace related issues. They can change over time and can influence behavior, both positively and negatively.*

**INTEGRITY:** A measure of a person's opinions and attitudes towards workplace honesty, theft, and attendance.

## **SKILLS**

*Skills describe a person's current ability to perform a task that can be learned and improved.*

**TYPING:** A measure of a person's current typing speed and typing accuracy. The average accurate score for adults is 38 WPM (words per minute).

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