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Skillmaster LLC
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Introduction

Long-term superior performance is directly related to job fit. Job fit, in simple terms, is having the talent that the job requires.

Most people match some, but not necessarily all, job requirements. When this happens, we have a gap. The gap is nothing more than an area for development.

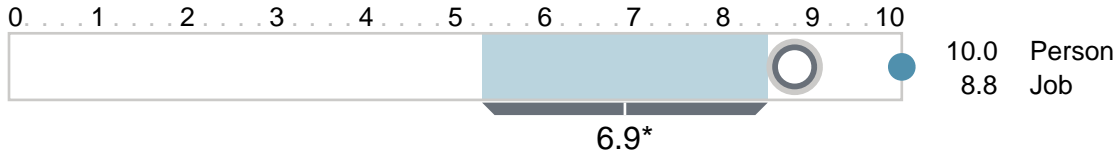
This report makes it easy for both manager and subordinate to discuss and develop a plan for personalized development.



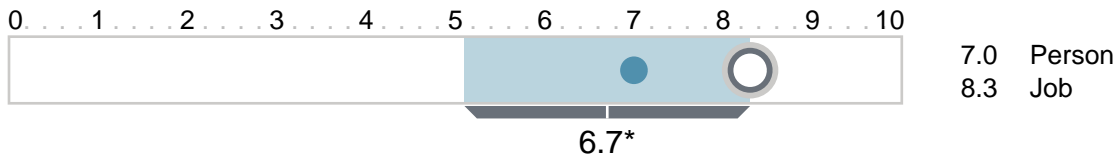
Job Competencies Hierarchy

All jobs require certain competencies. This section of the report identifies those competencies that lead to superior performance in most jobs. The graphs below are in descending order from the highest rated competency required by the job to the lowest.

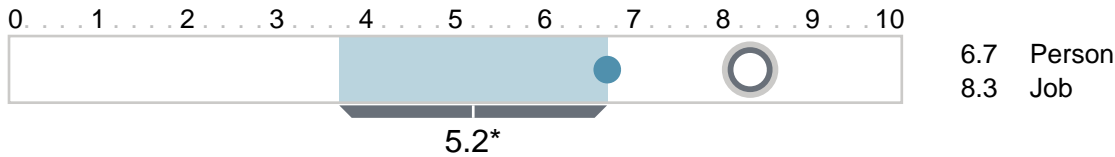
1. Customer Focus - Anticipating, meeting and/or exceeding customer needs, wants and expectations.



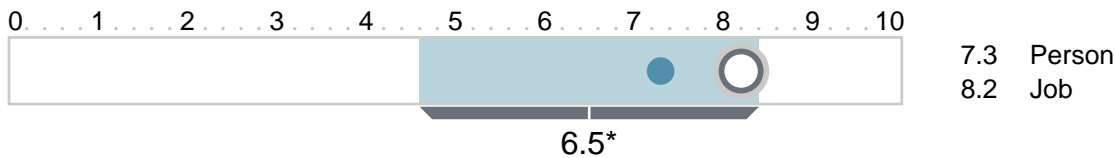
2. Personal Accountability - A measure of the capacity to be answerable for personal actions.



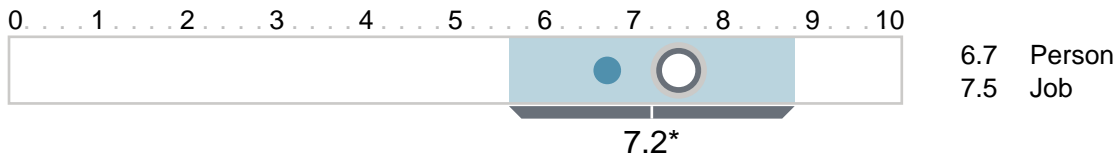
3. Planning and Organizing - Utilizing logical, systematic and orderly procedures to meet objectives.



4. Time and Priority Management - Demonstrating self control and an ability to manage time and priorities.



5. Goal Orientation - Setting, pursuing and attaining goals, regardless of obstacles or circumstances.



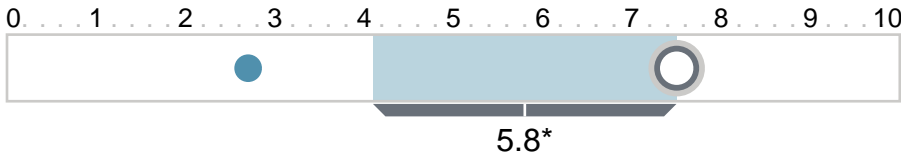
○ - Job ● - Person

* 68% of the population falls within the shaded area.

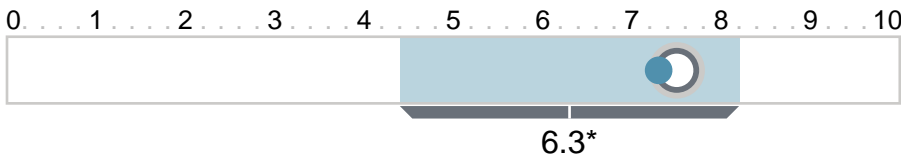


Job Competencies Hierarchy

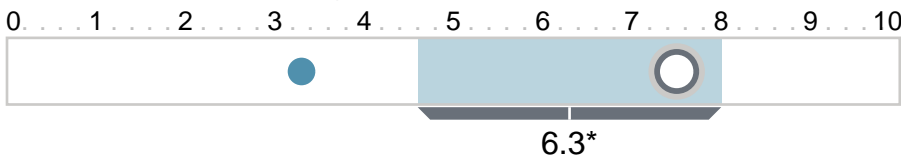
6. Influencing Others - Personally affecting others actions, decisions, opinions or thinking.



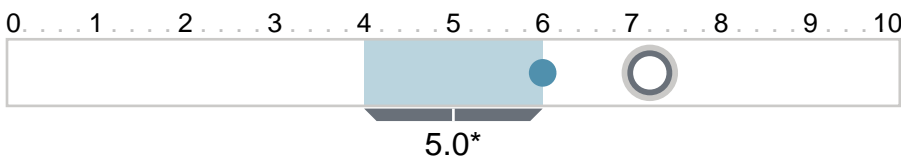
7. Resiliency - The ability to quickly recover from adversity.



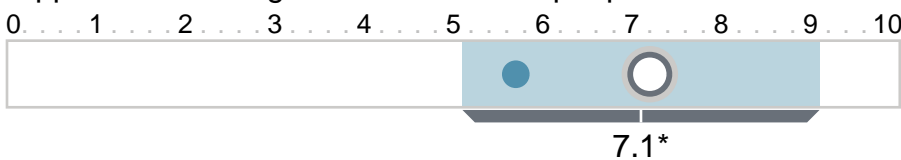
8. Teamwork - Working effectively and productively with others.



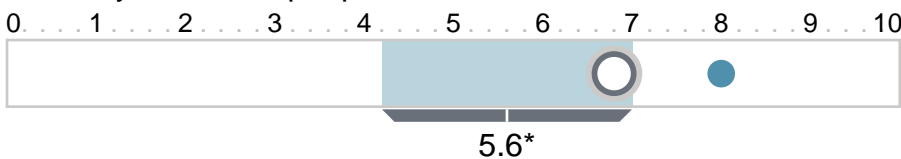
9. Decision Making - Utilizing effective processes to make decisions.



10. Interpersonal Skills - Effectively communicating, building rapport and relating well to all kinds of people.



11. Project Management - Identifying and overseeing all resources, tasks, systems and people to obtain results.



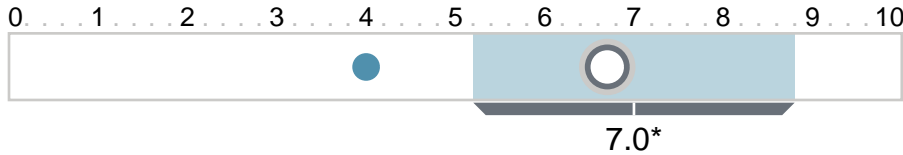
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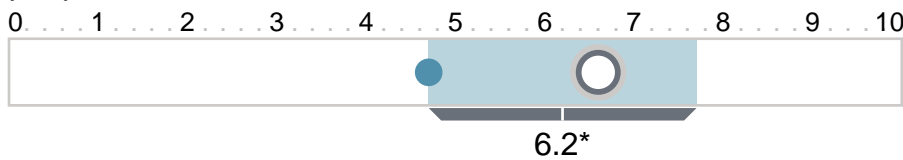


Job Competencies Hierarchy

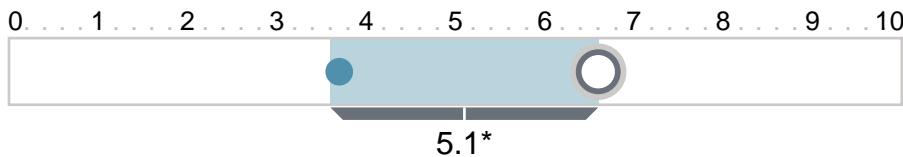
12. Flexibility - Agility in adapting to change.



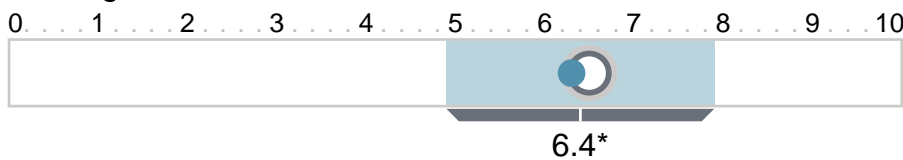
13. Leadership - Achieving extraordinary business results through people.



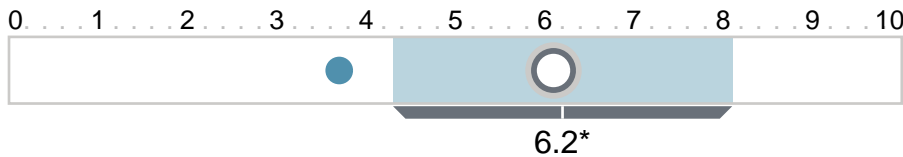
14. Negotiation - Facilitating agreements between two or more parties.



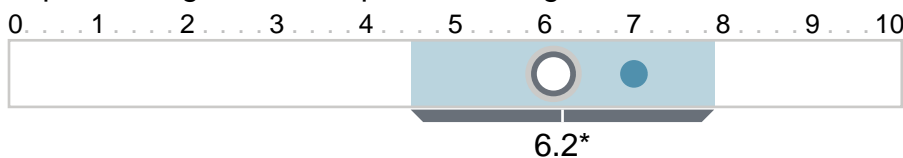
15. Self Starting - Demonstrating initiative and willingness to begin working.



16. Conflict Management - Addressing and resolving conflict constructively.



17. Continuous Learning - Taking initiative in learning and implementing new concepts, technologies and/or methods.



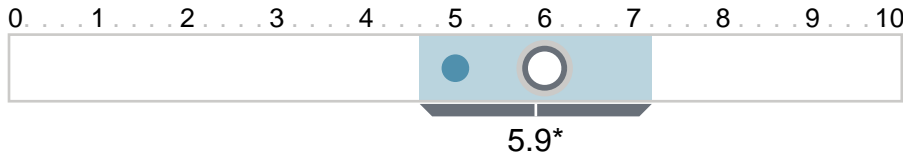
○ - Job ● - Person

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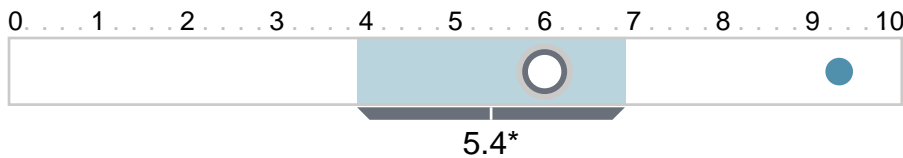
Job Competencies Hierarchy

18. Conceptual Thinking - The ability to analyze hypothetical situations or abstract concepts to compile insight.



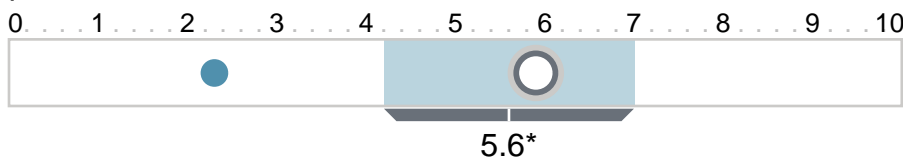
5.0 Person
6.0 Job

19. Problem Solving - Defining, analyzing and diagnosing key components of a problem to formulate a solution.



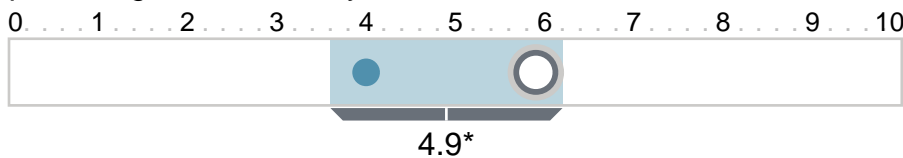
9.3 Person
6.0 Job

20. Diplomacy - The ability to treat others fairly, regardless of personal biases or beliefs.



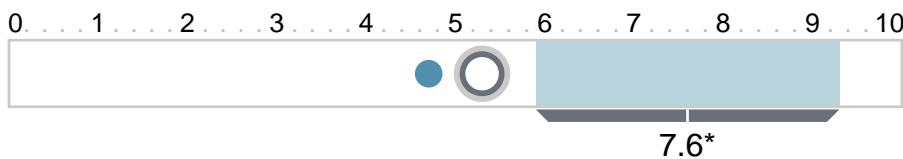
2.3 Person
5.9 Job

21. Futuristic Thinking - Imagining, envisioning, projecting and/or predicting what has not yet been realized.



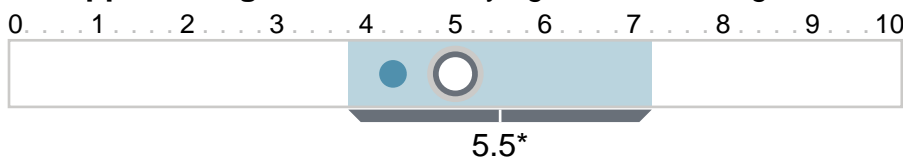
4.0 Person
5.9 Job

22. Understanding Others - Understanding the uniqueness and contributions of others.



4.7 Person
5.3 Job

23. Appreciating Others - Identifying with and caring about others.



4.3 Person
5.0 Job

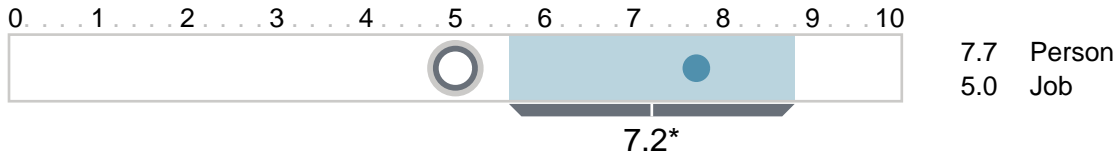
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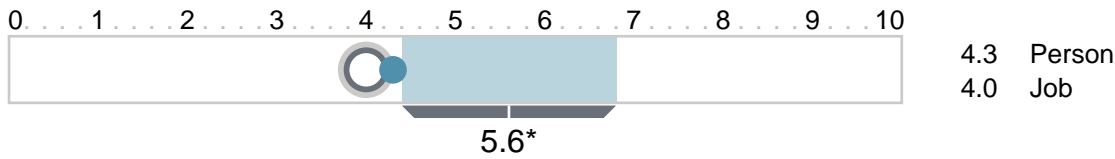


Job Competencies Hierarchy

24. Employee Development/Coaching - Facilitating and supporting the professional growth of others.



25. Creativity and Innovation - Creating new approaches, designs, processes, technologies and/or systems to achieve the desired result.



○ - Job ● - Person

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Comparison Analysis For Consulting and Coaching

Job Competencies Hierarchy	Zone Range		Person	
1. Customer Focus	86	— 100	100	
2. Personal Accountability	67	— 83	70	
3. Planning and Organizing	68	— 100	67	
4. Time and Priority Management	65	— 84	73	
5. Goal Orientation	72	— 88	67	
6. Influencing Others	58	— 75	27	
7. Resiliency	63	— 82	73	

- Exact match
- Fair compatibility
- Over-focused
- Good compatibility
- Poor compatibility