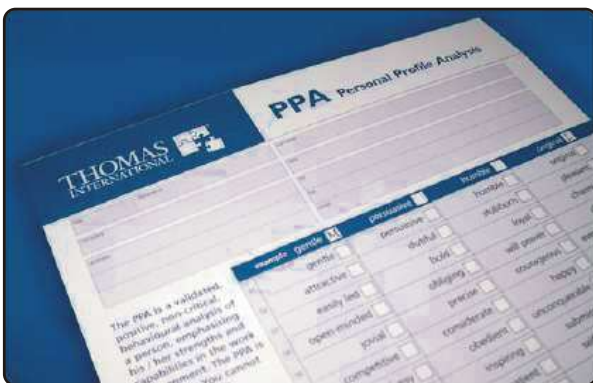


Personal Profile Analysis (PPA)

Personal Profile Analysis (PPA) provides an insight into how staff behave at work answering questions such as - What are their strengths and limitations? Are they self starters? How do they communicate? What motivates them?



PPA enables your staff to become more aware of their work style. Only by improving their self awareness will they have the means to consolidate their working strengths and compensate for their behavioural limitations.

It can be used to:

- Improve your recruitment process
- Increase staff retention
- Enable more effective staff management
- Improve performance

The insights gained from PPA will lead to a greater understanding of why your staff behave the way they do and can be used to hone and modify managers' communication skills.

Key benefits

- Fast, accurate and cost effective**
- Take only 10-15 minutes to complete**
- Eliminates need for guesswork**
- Enables more effective staff management**

Q&A

How does it work?

A series of 24 forced choice questions. It should take no longer than 10-15 minutes to complete.

What about validity?

PPA has satisfied the BPS review procedure. Thomas is a founder member of the Business Test Publishers Association (BTPA), dedicated to improving the quality of published assessments.

Ten minutes? Is it thorough?

Very. The results are an extremely accurate reflection of an individual's work style.

Does it show 'good' and 'bad' qualities?

No. It provides an understanding of how a person prefers to behave at work and the characteristics they will demonstrate. There are no 'right' or 'wrong' answers.

Why would you need to do a PPA?

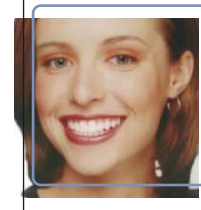
It is an additional tool that enables you to confirm and back up the informed decision making process.

Can it solve HR issues?

The PPA can provide objective data so that a more informed decision can be made.

How will it help my business?

You are only as good as the staff you employ and time spent recruiting, training and developing the right staff will give you a competitive edge.



Reports available

Once a PPA has been completed there are a wide range of reports available which will enable you to appreciate and understand the way your staff work.

PPA Profile

A comprehensive assessment of an individual including working strengths, fears, motivators and the value that person brings to an employer. It also includes how they are likely to perform under pressure, how they modify their behaviour in their current job and any frustrations or problems they may be facing.

Job Profiling

This report identifies the behavioural requirements of a job. There are two quick and easy ways to do this: completing an HJA job description or via an interactive programme to create the perfect job role. We also have a behavioural goodness of fit quotient in this report.

Executive Summary

A similar assessment to the PPA profile but formatted in a bullet point summary.

Management / Sales / Interview Questionnaires

Provides a series of structured behavioural type questions to be used at an interview. The questionnaires get behind the candidate's mask at interview. It helps you to question their ability to do the job.

Interviewer's Guide

Free with any PPA Profile report, it generates questions for use in an interview scenario, for both personal development and recruitment. It asks questions in relation to the whole profile,

including points to review.

Personal Review

It reports on the personal style of the individual using key descriptive words. Gives advice on how to maximise that person's potential.

Candidate Feedback

Designed to simplify and aid feedback. Highlights descriptive words, general characteristics, motivators and value to the organisation.

Strengths and Limitations

Gives a fast and effective overview of the behavioural strengths and limitations of an individual. This report is extremely useful in appraisal.

Compatibility

It highlights the working strengths of two individuals: how they perceive each other and communicate. Gives advice on how to improve their working relationship.

How to Manage

Guidance on how to manage a person, motivation to be used and the style of communication best received by them.

Training Needs Analysis

Identifies likely training needs and details competences and weaknesses.

Driver Assessment Report

Looks at the behavioural characteristics linked to high risk

driving. It compares a driver's preferred behaviour to the known high risk behavioural characteristics and gives a risk rating of 1-5.

Management Audit

Considers a person's strengths and limitations in relation to six key management competences. These are managing and motivating; decision making; planning and problem solving; communication style; administrative ability and how they develop others.

Sales Audit

Details a person's likely ability to open and close a sale and service clients as well as reporting on their presentation style and administrative ability.

Career Guide

A useful outplacement tool to identify and stimulate conversation in the area of career guidance. It enables you to target three precise areas: junior / clerical, supervisory or executive / professional.

Admin / Technical Audit

The profile is described in its application to a role in an administrative or technical capacity.

Call Centre Audit

It identifies how a person responds to client needs, how they impact information, problem solving skills, their likely persistence and sensitivity as well as how they will promote products and services.

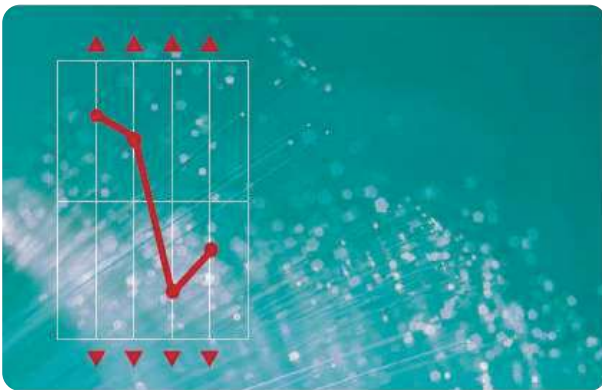
Search and Select

A free report enabling you to match staff to jobs as well as jobs to staff. A fantastic sifting tool that will highlight a person's goodness of fit to a role.



Job Profiling

Enables you to quickly and effectively profile the job you are recruiting for. It gives you a template for a job into which you place a candidate with the best fit in terms of PPA profile.



Job Profiling is designed to help you think of a job in a natural and intuitive way. It is unique in its capacity to quickly and effectively profile the job you are recruiting for. Before you can recruit the right person to the right job you must understand not only the candidate's profile but also that of the job itself. Just as PPA enables you to understand the behavioural characteristics of an individual, job profiling helps you identify the behavioural requirements of a job.

Delivered either via software or the Internet, it provides an extremely objective view of the characteristics required for the role.

Like the PPA, the results are plotted on a graph. You can then compare the PPA profile against that of the job profile to assess how well that person would 'fit' the role. To assist in analysing 'fit' Thomas has designed a guideline ('Goodness of Fit') that offers external, expert opinion on how good a fit there is. The guideline reports five levels of fit, enabling you to see on a scale of one to five how good a match the PPA is to the role you are recruiting for.

Q&A

Before you can recruit the right person to a job you need to understand not only the candidate's profile but the behavioural requirements of the role.

What does the job profile look like?

Like the PPA, the results are plotted on a graph. You can then compare the PPA profile against that of the job profile to assess how well that person would fit the role.

How does it work?

Delivered either through software or the Internet, it requires you to think of the key behavioural requirements of the job you are recruiting for. The process has four simple steps and provides you with a template for a job.

It is designed to help you think of the job requirements in a natural and intuitive way.

Key benefits

- Extremely user-friendly
- Provides a template for a job
- Objective view of the behavioural characteristics required
- Easy comparison to PPA graphs

Benchmarking

AUSTRALIAN BAKELS

THE COMPANY: With over 50 years experience in the Australian market, Bakels' core business focuses on the development, manufacturing and marketing of specialised bakery ingredients and food components.

THE NEED: Currently operating in a mobile employment market and relying heavily on temporary staff due to a seasonal production process, Bakels strive to uphold their reputation for quality products and exceptional customer service. The focus is on obtaining maximum benefit from temporary employees and on accurate decision making when selecting permanent staff.

THE SOLUTION: The Personal Profile Analysis (PPA) and Job Profiling were both utilised in the creation of a behavioural benchmark. These tools were used to determine the common behavioural factors of an 'average performer' and a 'superior performer'. Results were also correlated with competency ratings, verifying which factors determine successful performers. From this, the benchmark was created and now forms the basis for all short-listing and recruitment of Bakels production and warehousing staff.

".. the quality of production personnel we are recruiting since introducing the PPA has improved 'out of sight'."
John Methven, Production Manager, Australian Bakels

Workshops

XPLORE

THE COMPANY: Xplore is working to provide 'personal success for professional women everywhere'. Their wide range of programs and workshops aim to help women achieve the careers and life they want. The company is run by Di Ryall, former MD of Apple and MD of Xplore since 2001.

THE NEED: Xplore needed an objective measurement tool that supported the overall goal of improving people's self-awareness to aid personal success. Additionally, it had to be easy to administer, time effective, and provide information regarding the individual's communication style.

THE SOLUTION: Having had access to numerous psychometric tools during her time at Apple, Di was drawn to further investigate DISC and the Thomas System. Because Thomas International's PPA assesses an individual's behaviour in the work environment, it can answer questions such as: what are the individual's strengths and limitations, are they a self-starter, what is their communication style and what are their motivators? The PPA enabled delegates in Xplore's programmes and workshops to become more self aware, which in turn gave them the means to consolidate their working strengths and compensate for their limitations. Di and her facilitators found that this information could also be integrated into the coaching side of the business, and have found that placing the focus on communication is proving to be successful.

MAJOR AUSTRALIAN AIRLINE

THE COMPANY: The holiday division of our client is Australia's largest travel wholesaler. They cater to more than 1.3 million customers per year worldwide and are represented in more than 100 locations internationally.

THE NEED: For a global airline with a diverse workforce population, development and implementation of diversity initiatives are key to delivering improved business results and customer and shareholder value. Continued success in this area depends largely on the quality of people working in the contact centre. The contact centre needed an objective way to identify talented consultants and team leaders when recruiting, and then developing them once they have been hired.

THE SOLUTION: Utilising the Thomas PPA on short-listed candidates, the holiday division of the airline now has objective, scientific data which compares candidates' behavioural style to the behavioural requirements of the job, to support their recruitment decisions.

Recruitment

COMPUTERSHARE DOCUMENT SERVICES (CDS), SYDNEY

THE COMPANY: Computershare is a leading provider in Australia of share registration, employee equity plans, proxy solicitation and other specialised financial and communication services. With offices located in Melbourne, Sydney, Brisbane, Perth and Adelaide, they employ more than 1,500 staff and serve approximately 1,700 clients.

THE NEED: Computershare, like many other organisations, believes that investing in people is a costly yet extremely important exercise. With recruitment agency fees, internal training and opportunity costs of the probation period all factored in, they estimate \$18,000 is expended every time a new recruit is deployed. Resumes, interviews and reference checks all add valuable information to their selection process, and of course intuition still plays an enormous part in identifying the right person for a role. "Yet even with all the basics covered, the wrong choice can be made for all the right reasons" says Mark Hardick, General Manager of CDS, "which brings us back to the availability of information, analysis and insight, during the candidate evaluation and selection process".

THE SOLUTION: Along with other analytical tools, CDS utilises Thomas International's PPA to better understand the behavioural preferences of candidates, enabling more in-depth and tailored interviewing. The PPA has been integrated effectively with their recruitment process: "Assessing potential candidates using the PPA allows us to determine whether their work behaviour is a good fit for our environment", says Mark. "It's all about having the right people in the right role. We know that there is no single tool that can be used to guarantee that the right candidate is selected in every instance, but used in conjunction with the more traditional methods and with a view to providing greater intuitive insight to us, the PPA contributes great value".