

PSYCHODIAGNOSTIC SOFTWARE

LIST OF MEASURED CRITERIA IN A COMPREHENSIVE TEST



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WORKtest® INTRODUCTION

- WORKtest is the first online Psycho-diagnostic Software (PSG WORKtest®) and has been exclusively developed as a comprehensive tool since 1996 to meet the needs of occupational psychology focusing on HR and work performance, involvement, motivation, satisfaction, employee development and evaluation, working atmosphere, risky behaviour, limits (limitation or reduction of the performance), reliability of individuals in the company etc. It focuses on corporate values, ethics, satisfaction, belonging, compatibility, and integrity.
- Development history – you can learn more about selected areas [here](#).

COMPREHENSIVE AUDITS, BAROMETER AND OTHER OUTPUTS

They represent a set of various evaluation criteria concentrated in Audits; users can use the Audits and compile them across multiple competency models (reports, outputs, statements) according to their needs and scope: 30, 55 and 75 criteria that are highly sufficient for the HR work and needs. They can be edited in the application.

- All outputs generated by the WORKtest psycho-diagnostics are comprehensive outputs, including the final score and recommendations, supplemented by development needs. They are divided into two parts: written (description of the measured criterion) and graphic part (detail of the observed criterion in % value).
- A criterion marked in red means a risk factor or a performance limit - generally counterproductive behaviour.
- We can provide our clients with new criteria tailor-made to meet their specific needs.

AUDITS

- | | |
|--|-------------|
| 1. Moral stability, character, ethics, credibility, responsibility | 17 criteria |
| 2. Interpersonal abilities, competencies and skills | 37 criteria |
| 3. Mental stability, load and resilience, temperament | 33 criteria |
| 4. Business and sales abilities and skills | 33 criteria |
| 5. Performance motivation, satisfaction, performance incentives and stimulations | 36 criteria |
| 6. Styles of thinking, the concentration of attention, potential to learn | 25 criteria |
| 7. Safety - counterproductive factors of individual's behaviour | 47 criteria |
| 8. Performance prerequisites - abilities and skills | 33 criteria |

BAROMETER – management complexity on one page 54 criteria

PMC – Procedural map of competencies for trade, sales and implementation 19 criteria

OVERVIEW OF SUPPLEMENTARY REPORTS

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| • Motivation, benefits, rewards | 17 criteria |
| • Methods of education and development | 17 criteria |
| • Attitudes towards performance and team roles | 16 criteria |

SPECIAL TOOLS, METHODOLOGIES OF HOW TO CHOOSE EMPLOYEES

- **Methodology for selecting and recruiting employees - projective methods of candidate selection, without the use of psycho-diagnostics based on projective questions, model situations, and confrontations.**
- **Benchmarking** – a function for comparing all data, individuals and teams over time, including the achieved development.
- **SWOT analyses** – management reports
 - The user creates them from the available tailor-made reports.

LIST OF THE MEASURED CRITERIA IN A PROJECTIVE TEST

MORAL STABILITY, ETHICS, CREDIBILITY, RESPONSIBILITY

Primary area and its description	Evaluation and measurement criteria
<p>This area focuses on evaluating and measuring moral stability, including attitudes to loyalty and confidential information, moral strength and maturity of personality concerning compliance with rules and standards.</p>	<ol style="list-style-type: none"> 1. Involvement, 2. Rational authority, 3. Natural authority, 4. Compliance with company policy, regulations, standards and norms, 5. Compliance with negotiated agreements and conventions (word = contract), 6. Ethics, 7. Charisma, 8. Collegiality, impartiality, consideration, friendliness, 9. Loyalty to the company (company), 10. Loyalty when handling confidential information, 11. Loyalty to a superior, 12. Moral stability and maturity, 13. Managerial responsibility, 14. Responsibility for entrusted values, 15. Perspective for the company - short-term, 16. Perspective for society - long-term, 17. Balance, loyalty, credibility, loyalty.

INTERPERSONAL ABILITIES, COMPETENCIES AND SKILLS

Primary area and its description	Evaluation and measurement criteria
<p>This area focuses on evaluating and measuring the interpersonal area, emphasising the factual aspects of communication, cooperation, approach to clients, managerial abilities, skills, and competencies.</p>	<ol style="list-style-type: none"> 1. Ambition, 2. Assertiveness, 3. Overall impression, cultivated expression, 4. Diplomatic skills, 5. Ability to make contacts, 6. Forcefulness - energy capacity (determines the dynamics of the individual), 7. EI - Emotional intelligence, 8. Empathy, intuition, 9. Enthusiasm, 10. Exhibitionism, 11. Improvisation, 12. Individuality - "Individualist", 13. Communication - factual, constructive with feedback, 14. Communication - constructive arguments and objections, 15. Communication - professional presentations and negotiations, 16. Cooperation, 17. Coaching, 18. Managerial abilities and skills, 19. Willingness to advise and provide assistance to clients, 20. Positive approach to clients, 21. Observational talent, foresight, 22. External presentation of the company,

	<ul style="list-style-type: none"> 23. Persuasiveness 24. Reporting to the company management, 25. Rhetoric 26. Management, evaluation and control of subordinates, 27. Priority management - selection of priorities, substantial and insignificant, 28. Ability to effectively motivate a team, 29. Ability to accept criticism - self-reflection, 30. Ability to accept new knowledge, acceptance of the opinion of others, 31. Ability to assert oneself, 32. Specialist, focus on expertise, 33. Time management, 34. Teamwork, focus on the team, 35. Customer orientation, 36. Curiosity, desire for knowledge, 37. Handling objections and solving problems.
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MENTAL STABILITY, LOAD AND RESILIENCE, TEMPERAMENT	
Primary area and its description	Evaluation and measurement criteria
<p>This area focuses on evaluating and measuring the level of mental stability, load, and resilience necessary for long-term quality working performance. The following aspects are emphasised: emotional and mental strength, resilience, maturity and overcoming obstacles in the work process and personal satisfaction.</p>	<ul style="list-style-type: none"> 1. Adaptability, resiliency and tolerance, 2. Ambivert - between the type of introversion/extroversion, 3. Extrovert – Extroversion, 4. Dominance/submission, 5. Emotional - mental energy, 6. Physical Energy, 7. Mental Energy, 8. Flexibility, 9. Frustration, 10. Introvert – Introversion, 11. Independence, 12. Resistance to habits, 13. Positive attitude, 14. Work under stress, pressure and load, 15. Work in a changing environment, overcoming obstacles, 16. Mental and emotional stability, 17. Mental resilience, 18. Psycho-somatic tendencies – symptoms, 19. Self-confidence, 20. Confidence, 21. Self-control and self-management, 22. Self-insight, 23. Ability to work with change, 24. Social maturity, 25. Stress – Distress, 26. Stress – Eustress, 27. Phlegmatic temperament, 28. Choleric temperament, 29. Melancholy temperament, 30. Sanguine temperament, 31. Patience, 32. Satisfaction - Well-being, 33. Coping with adverse situations.

BUSINESS AND SALES ABILITIES AND SKILLS

Primary area and its description	Evaluation and measurement criteria
<p>This area focuses on evaluating and measuring trading and sales abilities and skills; the emphasis is being paid to the types of sellers and traders, including the ability to trade and business responsibility as a key performance criterion.</p>	<ol style="list-style-type: none"> 1. Active telemarketing, 2. Update contacts, 3. Competition analysis, 4. Acquisitions, 5. Business networking, 6. Pricing strategy, proposals and PR, 7. Fierceness, 8. Identification with the product, 9. Business spirit, 10. Business responsibility, 11. Business strategy and planning, 12. Business ability - the art of closing a deal, 13. Businessman - Dynamic (Hunter), 14. Businessman – Buyer, 15. Businessman - Entrepreneur (Builder), 16. Businessman – Seller, 17. Businessman – Technician, 18. Trading, customer knowledge, 19. Client orientation, 20. Orientation in B2B marketing, 21. Trafficking – Re-export (export / import), 22. Customer and client care, 23. Presentation of results to the client, 24. Sales ability - the art of selling, 25. Accepting demand and order, 26. Client complaints, 27. Solving business situations, 28. Product sales management, 29. Searching for new information, 30. Searching for suitable projects - risk analysis, 31. Creating ad-hoc (rapid) analyses, 32. Focus on the result, 33. Feedback on business - analysis of errors in the process.

PERFORMANCE MOTIVATION, SATISFACTION, PERFORMANCE INCENTIVES AND STIMULATIONS

Primary area and its description	Evaluation and measurement criteria
<p>It measures the area of a person's attitudes to work and other life values. Emphasis is placed on the internal attitudes and motives of the individual. The motivational formula shall focus on an individual's active performance incentives because motivation does not equal</p>	<ol style="list-style-type: none"> 1. Activity, 2. Building a company name, 3. Building your own career, 4. Company expansion, 5. Searching for the meaning and essence of things, 6. Desire to learn, 7. Individual, independent work, 8. Material rewards, 9. Achievement-oriented motivation, 10. Task difficulty, 11. Independence,

<p>performance; it is a performance incentive.</p>	<ol style="list-style-type: none"> 12. Expertise, independence and creativity, 13. Responsibility – independent implementation of tasks, 14. Praise and understanding, 15. Position and power, 16. Progress, career, opportunity to drive, 17. Work under pressure, 18. Supervised work, 19. Teamwork, 20. Home office, 21. Work environment, 22. Professional growth and development, 23. Routine, 24. Self-motivation, 25. Self-promotion and self-fulfilment, 26. Self-realisation, 27. Stability, security, background, safety, 28. Status of recognition, admiration of the surroundings, 29. The desire to gain status, 30. The desire to gain influence, 31. Respect and satisfaction, 32. Own lifestyle, 33. High work commitment, 34. Employee benefits, 35. Gaining power and disposing of it, 36. Brand of the company “Brand”, work in a large company with the brand.
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STYLES OF THINKING, CONCENTRATION OF ATTENTION, POTENTIAL TO LEARN	
Primary area and its description	Evaluation and measurement criteria
<p>This area focuses on the evaluation and measurement of attention and its concentration, personality thinking styles, managerial and non-managerial, emphasising the results and effect. It focuses on the willingness to learn, conceptual thinking, creativity, innovation, selection of priorities, etc.</p>	<ol style="list-style-type: none"> 1. Analogous thinking, 2. Analytical thinking, 3. Deductive thinking, 4. Intuitive thinking, 5. The concentration of attention, 6. Conceptual thinking, 7. Creativity, originality, vision, 8. Lateral thinking, 9. Logical thinking, 10. POT - problem-oriented thinking, 11. ROT - results-oriented thinking, 12. Thinking oriented on effects, result and performance, 13. Thinking in logical connections and connections, 14. Thinking in tense situations, 15. Positive thinking, 16. Practical thinking, 17. Flexible and productive thinking, 18. Quick orientation in the problem, 19. Priority selection, 20. Common sense - effective capacity of reason, practical IQ, 21. Ability to innovate practices,

- 22. Strategic thinking,
- 23. Structured thinking,
- 24. Theoretical thinking,
- 25. Learning agility.

SAFETY - COUNTERPRODUCTIVE FACTORS OF INDIVIDUAL'S BEHAVIOUR

Primary area and its description	Evaluation and measurement criteria
<p>This area focuses on evaluating and measuring limiting and risk behavioural factors, corruption resistance, reliability, and stability of the individual. Emphasis is placed on the complexity of risky behaviour over time, including fatigue and burnout syndrome, seen as the vital element inhibiting the performance.</p> <p>The performance risk factor means a higher level of threat than the performance limit. Both factors reduce performance or limit its quality.</p>	<ol style="list-style-type: none"> 1. Adulthood ADHD / ADD in adulthood – performance limit, 2. Trivialisation and concealment of shortcomings – performance limit, 3. Bossing – risk factor, 4. Disposition to petty theft – risk factor, 5. Dual sitting – risk factor, 6. Harassment – performance limit, 7. Fluctuation – performance limit, 8. * Hostility – performance limit, 9. Chronic curiosity - snooping in the workplace – performance limit, 10. Error rate and inaccuracy at work – performance limit, 11. The error rate in communication – performance limit, 12. Indiscretion – performance limit, 13. Disruptiveness – performance limit, 14. Clientelism – risk factor, 15. Manipulation, pressure behaviour – performance limit, 16. Manipulative welfare – limit and risk factor, 17. Mobbing – risk factor, 18. Mobbing on Bosse – limit and risk factor, 19. Moodiness, relativity, insult, indifference, rigidity, laxity – performance limit, 20. Concentration – performance limit, 21. Failure to finish things – performance limit, 22. Negativism (in general) – performance limit, 23. Reluctance to accept the opinions of others – performance limit, 24. Unpredictability – limit and risk factor, 25. Rejection of authorities – performance limit, 26. Sensitivity to the environment, liability – performance limit, 27. Passivity, passive employee – performance limit, 28. Leaving things so-called free course – performance limit, 29. Procrastination – limit and risk factor, 30. * Anxiety – performance limit, 31. Tendency to addictive, narcotic and psychotropic abuse substances – risk factor, 32. Sarcasm – performance limit, 33. Speculation – risk factor, 34. Managerial (mental) stress syndrome – limit and risk factor, 35. Burn-Out Syndrome – limit and risk factor, 36. Fatigue syndrome – limit and risk factor, 37. Apathy and boredom syndrome – limit and risk factor, 38. Espionage – risk factor, 39. Bribery, corruption (bribery, offering) – risk factor, 40. Bribery, corruption (demand, taking) – risk factor, 41. Avoidance of liability – performance limit,

	<p>42. Avoidance of obligations – performance limit,</p> <p>43. Forgetting, forgetfulness – performance limit,</p> <p>44. Distortion of results – limit and risk factor,</p> <p>45. Embezzlement - information – risk factor,</p> <p>46. Embezzlement - know-how – risk factor.</p>
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PERFORMANCE PREREQUISITES - ABILITIES AND SKILLS

Primary area and its description	Criteria
<p>This area focuses on evaluating and measuring an individual's performance in the broadest sense, emphasising the activity and passivity of the individual's performance, managerial skills, goal orientation, agility, task performance, reliability, and performance training, independence, reliability, crisis management, etc. .</p>	<ol style="list-style-type: none"> 1. Fifteen tasks of Assistants – Eligibility, 2. Administrative skill, 3. Agility, 4. Active employee, 5. Adherence to deadlines, 6. Finishing of tasks, 7. Ability to delegate, 8. Ability to organise, 9. Ability to manage, 10. Ability to lead, 11. Forcefulness - energy expenditure (affects the dynamics of the individual), 12. Initiative, 13. Constructive control, 14. Crisis management, 15. Goal orientation, 16. Orientation on changes, 17. Professionalism, 18. Industrial safety, 19. Accuracy, consistency, 20. Decision making, ability to take risks, 21. Independence, 22. Ability to look for simple solutions, 23. Focusing on work, 24. Reliability, 25. Conscientiousness, 26. Systematic, 27. Technical skills, 28. Substantive and comprehensible assignment of tasks, 29. Leading external teams, 30. Performance in routine - monotonous activities, 31. High work commitment, 32. Perseverance, resilience, 33. Performance feedback.

OVERVIEW OF SUPPLEMENTARY REPORTS

MOTIVATION, BENEFITS, REWARDS

17 criteria

Motivation, benefits and rewards

- **Corporate benefits**
 - Financial benefits and contributions,
 - Material benefits,
 - Employee care and benefits,
 - Leisure-time benefits and contributions,
 - Educational and development benefits,
- **Results-oriented motivation**
 - Activity, involvement,
 - Desire to learn,
 - Material rewards and incentives,
 - Independence - the desire to earn above average,
 - Expertise, independence, specialisation,
 - Home office, external cooperation,
 - Work environment (personal well-being, harmony, balance),
 - Professional growth and personality development,
 - Professional growth, progression, career, ability to manage and influence,
 - Self-motivation (without incentives and stimulation),
 - Self-realization (self-realization),
 - Stability, system, security, background and safety.
- **Rewards**
 - Fixed component of remuneration,
 - Variable part of remuneration,
 - Freelancer.

METHODS OF EDUCATION AND DEVELOPMENT

17 criteria

Development methods

- Mental stimulation of the brain,
- Brainstorming,
- Team building (outdoor and indoor activities),
- Assertiveness skill,
- E-learning and distance learning,
- Individual development – the so-called Face-to-face,
- Coaching,
- Model situations, role-playing,
- NLP - neuro-linguistic programming,
- Rotation, shading, assistance,
- Development of skills through agility,
- Simulations,
- Workshops and research workshops.

Prerequisites for development

- Practice agility - use of knowledge in practice (I can learn),
- Development agility - level of education (ability to learn),
- Desire to learn (I want to learn),
- Desire to grow professionally (I can be educated).

ATTITUDES TO PERFORMANCE AND TEAM ROLES

16 criteria

Commitment and team roles – individual's attitudes to performance (executive, capable, builders, leaders and cornerstone of the company)

- **The role of commitment to performance**
 - Cornerstone,
 - Leader = executive manager, director,
 - Active individual = initiative,
 - Builder = board manager,
 - Productive individual = specialist,
 - Capable manager = operational.
- **Team roles**
 - Innovator – creator,
 - Implementer – practitioner,
 - Coordinator – manager,
 - Finder,
 - Specialist – expert,
 - Finalist – the one who always follows through,
 - Unifier – therapist,
 - Team player – harmoniser,
 - Rectifier – leader.

PMC - PROCEDURAL MAP OF COMPETENCIES FOR TRADE, SALES AND IMPLEMENTATION

19 Criteria

Administration

- Administrative skills,
- Task performance,
- Systematic.

Acquisition and acquisition of new customers

- Active customer acquisition,
- Listening - perception of the client's need,
- Trading with customers,
- Presentations to customers,
- Time management and work organisation,
- Negotiation with the customer.

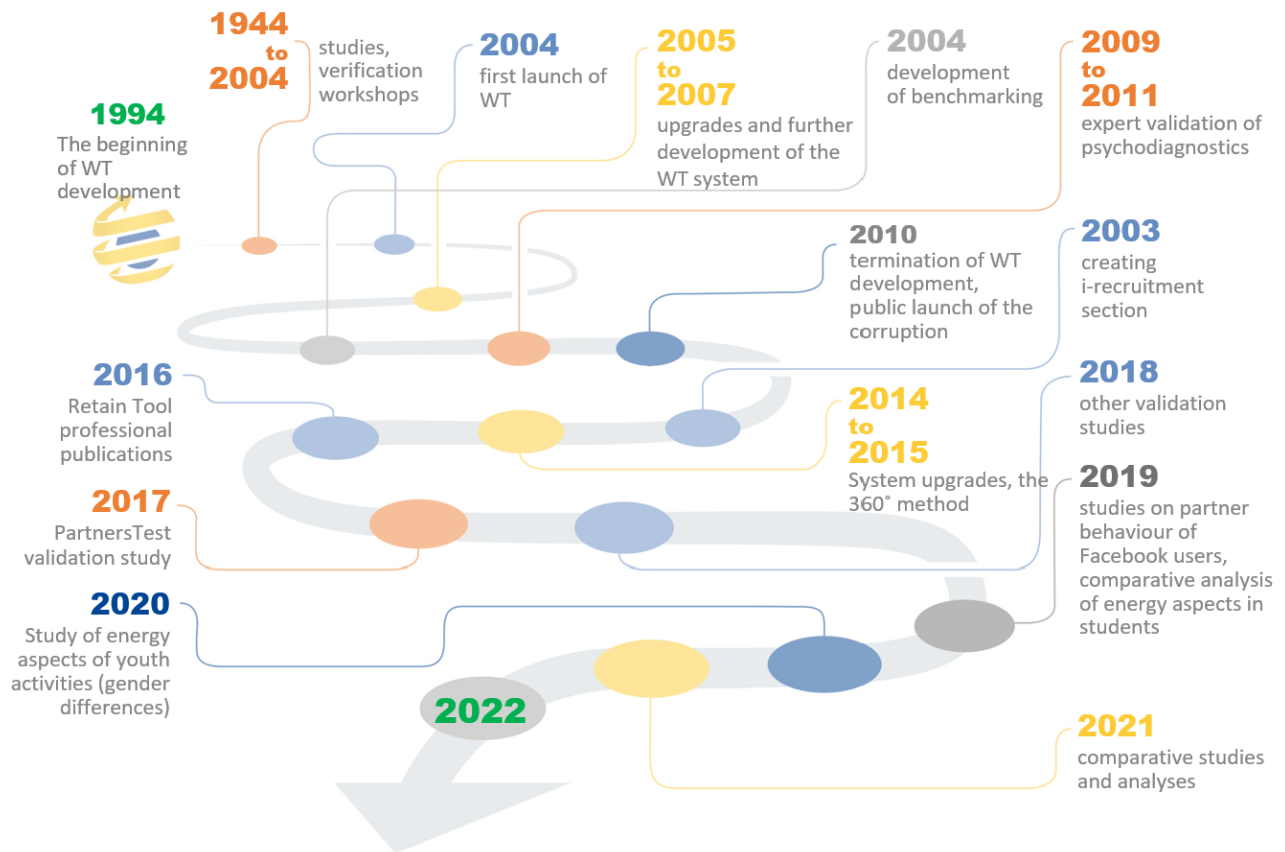
Client care

- Listening - client orientation,
- Orientation towards customers – building relationships,
- Care for existing customers,
- Negotiation and trading in client care.

Contract processing, coordination and management

- Contract coordination and management,
- Agility - how to transform information and various modes into practice,

- Loyalty - ethics in business practice,
- Trading in the implementation of the order - how to gain benefits from a particular situation,
- Liability for a business case,
- Management of conflict and adverse situations.



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