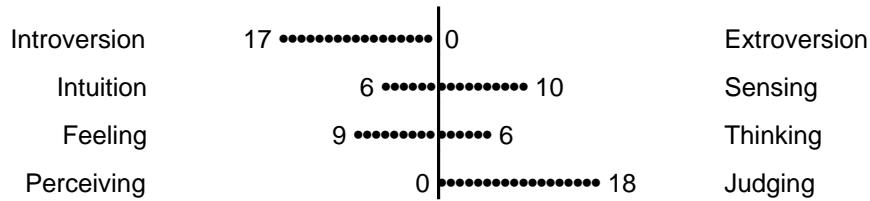


## Personality Type Sketch of Receptionist

08-06-2008



Personality Type ISFJ	
Introversion	17
Sensing	10
Feeling	9
Judging	18

Dominant Approach
Sensing 10
Auxiliary Reserve Approach
Thinking 6

Style Preference
Dominant Sensing 10

Adaptation Style Percentage
68% Low

### Type Summary:

- Bothered by those who ignore warnings and instructions.
- Apt to give in when they ought to say "no!" Work steadily behind the scenes in helpful and caring ways.
- Apt to take on too much for themselves rather than sharing the load.
- Likely to choose a sure thing rather than invite trouble.
- Hate the added pressure of either being late or working against the clock.

## Core Competencies and Key Traits for Receptionist

### Efficiency (total: 17)

- Brings work processes and production patterns into proper alignment. (3,I)
- Manages change and growth efficiently to produce greater quality control. (2,S)
- Identifies the goal of re-engineering and targets work areas for improvements. (1,F)
- Successfully leads people to achieve more with less. (2,J)
- Defines quality standards and ways to measure results in accordance with these standards. (3,I)
- Creates open space work areas that project different roles and responsibilities not authority levels. (2,N)
- Creates involvement and discussion around possibilities for re-engineered growth. (1,T)
- Ensures people are consciously taking personal responsibility for the organization's prosperity. (3,J)

### Multitasking (total: 17)

- Prefers stable work situations with plenty of internal consistencies. (2,I)
- Works efficiently in a crisis and is productive in a detailed environment. (2,S)
- Enjoys a leisurely pace and is patient with others. (2,F)
- Accepts standard operating procedures and routines with little questioning. (3,J)
- Holds closely to events in people's lives but is likely to need catching up on things. (2,I)
- Gathers data, numbers and relies on substance to lead. (2,S)
- Prefers having social contact and offering value driven service. (2,F)
- Decides most issues in advance and pursues a course of action that executes the plan. (2,J)

### Facilitation (total: 16)

- Plans meetings to conserve time and cover important issues. (2,I)
- Completes the agenda with suggestions from others. (2,N)
- Prepares others for meetings by sending out agendas and reporting assignments. (2,T)
- Follows his/her outlines for meetings and keep things focused. (2,J)
- Plans ahead for difficult situations and anticipated objections. (1,I)
- Reads responsibly through reports and pre-meeting materials. (2,S)
- Brings others into the discussion and persuades them to take part. (2,F)
- Keeps meetings on time and productive. (3,J)

### People Skills (total: 16)

- Reflects the level of trust and job satisfaction within the team. (2,I)
- Inspires others to reach their peak. (2,N)
- Builds confidence in people to achieve their goals. (3,T)
- Keeps a balance between work and pleasure. (1,J)
- Is conscientious about work and the organizational culture. (2,I)
- Takes time to review and self-evaluate performance. (2,S)
- Ensures others feel that their contributions are worthwhile and important. (2,F)
- Relays recognition and rewards to others in a timely fashion. (2,J)