

# **Test DISC**

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# Instructions

# **How to Use This Report?**

Read the full report. It is divided into two parts.

The first part focuses on understanding the characteristics of your behavioral style in many environments (work, social, under stress, etc.) and offers strategies to increase personal effectiveness. You should be aware that there is no "best style". Each style has its strengths and opportunities unique for growth and continuous improvement. The behavioral descriptions mentioned in this report are just tendencies for your group style and may or may not apply specifically to you.

The second part provides action plans for you and other people with whom you interact. You are encouraged to share these with another's action plans to greatly improve each of these relationships.

# **Adaptability**

Besides knowing your behavioral style, the report will identify the ways in which you can apply your style, either to enhance the strengths or diminish weaknesses in order to meet the needs of a particular situation or relationship. This is called adaptability. Through your values and interactions, successful and less successful with others, you may learn to modify and adapt your behavior.

It is essential to be aware of our natural preferences and trends. In this way you can disable the extreme behaviors before they sabotage you. This is achieved through the rapid identification of the individual needs of others, according to the basis of behavior signals that we provide, and then we can adapt our behavior so that other people feel comfortable with us. The best part of this process is that people will teach you how to treat them if you know how to read the signals from your behavioral styles.

Adaptability is the key to the construction of all successful relationships. Adaptable people are conscious when deciding how to respond to a person, a situation or event.

# How To Read And Interpret Your Graphics I and II?

The starting point is the questions that have been provided and that you have answered based on your personal criteria; at the end, a report with the evaluation of your results will be delivered. This report contains two graphs along with their respective descriptions.

Graphic I - Perception of yourself, of what you really are or Innate Style Pattern: This graphic describes those behaviors that you present during stressful or frustrating situations.

# Graphic II - Adaptability style pattern:

This graphic portrays the self-perception of the behavior tendencies that you consider should be used at work, within the society, or with your family. This tendency can change depending on the different environments.

The report will help you understand the predominant traits of your behavior style. These traits are a result from the different combinations in graphics I and II.

When graphics I and II are similar, it means that you are comfortable. However if your Adaptated Style (Graphic II) is different from your Innate Style (Graphic I), this could cause stress if it is present during a long period of time and one can infer that you would behave in ways that may not be as comfortable or natural for you.

# **Natural and Adapted Style**

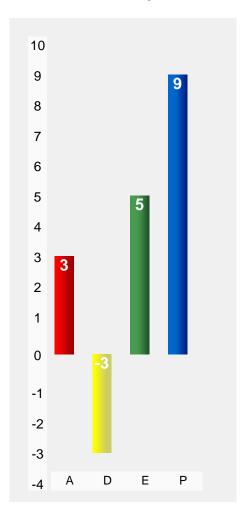
Environments	Natural	Adapted
Communication	Laura is emotionally balanced and can perform as an excellent leader.	Laura's opinions are restricted, she is afraid of expressing something that might receive a negative response; however, when she receives an order she obeys it faithfully.
Challenges	Laura seeks people's support by using persuasion, she can be convincing and speaks with confidence.	Laura is a person who can adapt to a specific situation, is not afraid of change and can be flexible with her objectives since she dreams of several things at the same time and they can be different from each other.
Conflicts	Laura does not yield easily during a negotiation, even if she feels it is unfair or that the other person will loose, she can be ambitious and persistent.	Laura is a well-balanced individual who can be the right person to mediate conflict between her peers, she can find the right words and act precisely during a difficult situation that may arise.
Rhythm	Laura can be a stressed-out individiual who does listen to reason, she holds back on her emotions, can be passinate and explosive.	Laura can be a patient person whose work rhythm can be modified according to her mood.
Relations	Laura can be surrounded by many people however this does not guarantee many friendships because people can be around her due to her power and not to the way she can make them feel.	Laura is a shy person for whom establishing new social or professional relationships is difficult, and is afraid of rejection or abandonment of her group.

Rules	Laura is capable of strenghtening her skills of authority and can recognize the limitations involved in the differences that exist between empathy and friendship.	Laura is usually a responsible and committed person, is always on time and is respectful of the execution schedules and agenda.
Strengths	Laura's strongest quality is her ability to transmit, differentiate and describe other people's ideas.	Laura tends to become attached to the procedures, is traditional and is faithfully compliant of her duties.
Weaknesses	Laura is stubborn, has difficulty to stop, breath and make careful decisions.	Laura can offer her opinion to people who are not directly involved since she tries to avoid conflict with the people with whom she may have issues.

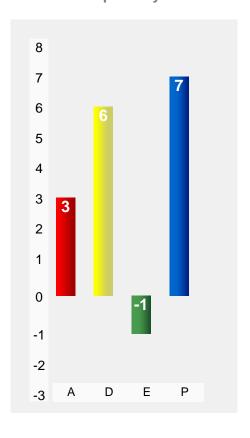
# **FuturaADEP Graphs**



**Natural Style** 



Adapted Style



# **Basic Description**



#### **General Characteristics**

Laura is very responsible and analytical. She is oriented towards planning. She is able to handle the procedures as well as the people involved in carrying them out. She has a soft, friendly and outgoing personality, but is also very cautious. She knows how to value people's efforts and likes to motivate them, so she evaluates them based on their skills.

# **Organizational Value**

- Is an observer.
- Is detailed.
- Stimulates company growth.
- Knows how to differentiate the urgent from what is important.

# Aspects that must observe and improve

Laura does not like to be criticized and likes to do things her own way, for this reason it is advisable that she is more flexible and accepts other people's points of view.

### Reaction to the stress

Laura does not like to be under pressure and can act in an irrational and selfish way.





Laura tends to the respect for the norms, likes to do quality work and do it right the first time, is generally attentive, orderly, systematic, rigorous and diplomatic. Is a person who influences others, at times brings out features with a high level of influence showing convincing and enthusiastic

# How is Laura perceived?



Laura is perceived as a person capable of giving a good contribution with all her knowledge and methodology. In terms of work can be seen as an excellent worker and a good teammate. In personal terms is seen as that member analytic and methodical that can help solve successfully any given situation

# **How does Laura work?**



Laura likes to work in an environment that gives her the possibility of social recognition. Since is a little fearful, she is hard to venture into the unknown and new professional challenges.

As is a bit apathetic, wants to reach good results but with the least possible effort. This location makes her settle for jobs that are beneath her capacity as a worker.

She must learn to be more disciplined and sacrifice more for her goals. In this way she will get better results in his work. Her characteristics makes her

work successfully with extreme pressure conditions.





Laura in the first instance is somehow timid and shy, but when she knows the environment communicates with great cordiality and sympathy.

She has a great way of expressing her ideas and opinions without offending or hurting others. She is polite, friendly and cares more than any other the social norms

# What motivates Laura?



Laura is motivated especially when has done the right thing and publicly recognizes her capabilities. However, when scolding her is better to do it in private

# What values are contributed by Laura?



Laura provides education, kindness, persuasiveness and diplomacy. She is very skillful in dealing with people. In jobs where she would apply this attribute, any organization will be greatly benefited

# Who does Laura work best with?



Laura is motivated to be in a stable working group, the changes will create uncertainty and insecurity. Does not have difficulties being in a group where there is one person leading the actions

# Laura's strengths



Laura is a person who can follow rules when tries to carry out a project effectively and can relate and feel positively challenged to get what she wants. Works under defined conditions as pursues effective results

# Laura's weaknesses



Laura lacks motivation and self-discipline, which leads him to not perform up to her true capabilities. Often she miss interesting opportunities because thinks will require much effort

# What areas should Laura improve?



Laura must learn to face the fear and increase her personal safety. With greater courage can go further and engage deeply. Should leave her protective shell, and give oneself to others being more detached





Laura Is a person in support of rules and knows how to follow instructions. Is not hard to explain something to her as is always aware that things have an order and a process. She is closer to the goal than you can imagine, tends to be an extremist with work. She would be a good resource to provide workshops and train others, so it is important to train her constantly

# How can one be a good coach for Laura?



To be a good mentor for Laura is necessary to establish a process of orientation and learning individually and confidentially, planning both short and long term improvements to be achieved by mutual agreement, enhancing her personal and professional growth

# How should one communicate with Laura?



With Laura you must communicate in such a way that there is a clear understanding. Is of those people who ask a lot and her conversations can be long. Has a very friendly way to communicate, but can sometimes be repetitive and boring for her peers

# How should work be delegated to Laura?



The labor relations of Lauraare harmonious, based on performing quality work. As a result, at the time to delegate functions to her it is convenient to provide the necessary resources, as well as be willing to resolve any doubts that may arise, guiding her in order to maintain the quality in her work

# How should one make decisions with Laura?



With Laura you must make decisions that do not affect her person, nor his coworkers. She is always aware of everybody and cares for not affecting anyone. When making decisions involving her, is preferable that no one is affected, so she can give a good performance

# How should problems be faced with Laura?



Contributing to the development of coworkers can be a conflict for Laura since she focuses more on individual development. In this sense, when it comes to facing problems with her is convenient to do so alone, seeking an agreement to modify the behavior that is causing the conflict





To motivate Laura may be used people particularly influencing her. This group would provide an incentive through a space in which to talk, dialogue, share, go out, in short a friendly atmosphere, from which she feels part and where she likes to be

# How should feedback be provided to Laura?



Is good to work the feedback with Laura, since she likes having an opinion about how is her performance going. This process will allow her to prepare better or maintain her usual standard. Is rigorous in her working techniques, so expects to have an assessment of her exercise

# How should Laura be congratulated?



Laura likes celebrations and share among peers. Pleases him to be congratulated in front of people. This may help improve her own perception and how is projected to others

# How should Laura be disciplined?



You must be aware in the way that you call attention to . Is recommended to do in private, as the opposite may bother her a lot and lead to a bad reaction

# **Natural Environment**

#### Situations with Friends



Laura is energetic, agile and proactive, sure of herself, self-sufficient and an individualist, has a strong willpower that makes her at ease with what is being done. For her, the "world is action". She is audacious, brave, capable of opening doors where others are doubtful and uncertain.

Laura is a person who acts quickly, always says what she believes. At friends meetings is soon to give her opinion and make it look convincing. By her inclination to reign as one having the last word, tends to be self-centered within her group, Laura leverages much of her time to be

surrounded by friends.

Laura can show traits of selfishness, egotism and self-centeredness. It is possible to admit teamwork as a fundamental tool to achieve her objectives, but it is highly unlikely to admit the views of others, as she may come to consider that her ideas have no competition.

Laura Is a person characterized by anticipating to comments, just worried about making known her opinion on any topic of interest regardless of others. The self confidence is her strenght, although in excess is often perceived as arrogance.

# Day to Day Life



Laura Is passionate and knows how to lead the conversation towards her interests. Her solid business profile proposes her as a brave person who brings a negotiation to her field with naturalness and intelligence.

Laura maintains a permanent state of alert, thus succeeds in being effective at performing multiple tasks simultaneously. She struggles to delegate tasks to colleagues.

Laura is a person who organizes her chores, giving priority to those that she considers to be most important. She is always busy, lives to plan tasks and

activities.

Laura is willing to reach to everyone decisively, without hesitating. Her confidence leads her to propose alternative solutions to the problem, however, is not flexible to the comments that

could be important	when making decis	sions.		

# Self-Analysis



Laura is self sufficient and sure of herself. When expressing her opinon, she will do so with great determination but since she is somewhat egocentric, she will not tolerate to be contradicted. If this happens, she can appear anxious and authoritarian when expressing her ideas. She is adamant, making it almost impossible for her to change her mind. She can become more upset than other people, she can seem inflexible and tyrant.

Laura tends to be aware of her capabilities and limitations, therefore is a person with whom you can easily discuss about adversity. Is consequent

with what she thinks and what she does, since is constantly repairing the flaws she sees in her acting.

## **Hobbies and Social Life**



Laura likes to keep track of the issues in general. Is a person who likes to be the center of a talk at a social event, be heard by others and taken into account as a reference.

Laura can easily adapt to change and enjoys challenges that involve breaking the established rules and guidelines. She is very independent, likes to travel around the world and experience new places and different cultures, specially those that involve adventure. She does not tolerate routine since she can become easily bored, that is why she is engaged in rare and

unconventional activities. She does not enjoy ordinary and vulgar situations. She seeks for people and places that are special and different.

### **Frustrations**



Laura does not easily handle her moments of frustration, thinks of being right in everything, undervaluing what others have to offer towards her personal and professional growth. However, we must highlight her level of proactivity and effort to do her duties.

Laura can be perceived as a dreamer and idealist, however she does not seek to achieve more than she can because she is well aware of her strenghts and limitations, in that way she can find a perfect equilibrium between the dreams and the required spiritual, physical, material and

professional resources.

# **Reactions to Things That Happen**



Laura does not change her mind easily, prefers to stay in her position and look for all possible arguments to defend herself. She gets angry and acquires defensive attitudes when someone intends to oppose her.

Laura is a very ambitous person with a goal in life set very high, therefore, she tends to get easily disappointed if her projections are visibly limited by the obtstacles that arise when fighting for her objectives, a sense of rebellion can be expected from her towards the rules that she considers unfair or to those for which she can not find an authentic explanation

### Control and Self-control



Laura when is delegated a task fulfills it as soon as possible according to her criteria, trying to prove she is able to make good use of time and skills. Even without lot of encouragement controls and directs its priorities to be the best.

Her way of being so dominant and fast, makes her to become irritated when she finds people who may solve certain tasks in a more complex way and takes them longer. Laura is always directed towards concrete results and often omit the details

# **Adapted Environment**

#### Situation at Work



Laura Is seen as a very complied person, arrives punctually at all meetings and pending labor issues and often tries to be there ahead of time to avoid being labeled as failed to fulfill.

The structure of the personality of Laura makes her a person oriented towards achieving and disciplined in the work, tends to be who executes the tasks set by other people, but with adequate skills to express his opinions and to delegate those activities requiring group commitment.

Laura knows how to make herself heard when presenting her ideas. Is persistent and tenacious when must defend her position against what she considers right. It costs her to listen to ideas of others.

Laura makes chores, responsibilities and obligations a priority over interpersonal relations and establishing bonds with people. She is reliable, responsible and analytic.

# **Projects and Aspirations**



Laura likes to keep busy, connected to her projects. Her attachment to work is so great that she requires immediately upon completion of a project to dump her energy in a new one.

Laura is a person who plans her objectives in advance, collecting all the necessary information to be most effective. She is afraid of making mistakes and is a self-critic. For this reason, she tries to control everything and take care of all the details and specifics

#### **Teamwork**



Laura when working with others states the benefit to do everything orderly, according to the instructions provided or considering parameters that enforce to do everything step by step in order to obtain successful results.

Laura looks to make himself heard as an individual, she tends to be conclusive and precise when she speaks, she avoids gossip, consipiracy and meetings behind her back, tends to be direct, does not feel comfortable to be chosen as the leader but when she is, one can be surprised of the perfection in her achievements

### Communication at Work



Laura tends to be practical, does not loose time in what can be considered as conventional, tends to be very studious and intelectual, does not accept information that can be inexact or whose source is uncertain, is not interested in leadership but if the chance arises, she can be demanding and goal oriented.

Laura is discrete and surprisingly diplomatic in her expressions. She is a conciliator in nature, eludes confrontation and prefers to negotiate instead of putting up a fight. She is guarded, never says more than she should, but will

eventually get what she wants dodging others. She is easygoing, will never yell or argue but will stand by her convictions since she is very stubborn.

# Creativity



Laura tends to seek control of tasks in an indirect and reserved way, is inclined towards activities that involve analysis, has a high assessment capacity, tends to be a planner, is strict and objective, and is not easily distracted by situations that go against what she has in mind.

Laura holds a classic appearance and is very traditional when selecting her wardrobe. Her personal image is restrained, without shine or bright colors. Above all, she seeks for comfort. She enjoys neutral color and does not see an inconvenience in repeating clothes. In the event of an important social

gathering, she prefers a distinguished style but simple, without drawing attention.

### **Relations With Workmate or Classmate**



Laura does not like to make mistakes, that is why she meticulously controls every detail. She is hardly ever satisfied with what she does: looks for perfection and gets frustrated when it cannot be reached. She does not tolerate imperfection, she judges himself in such a way that she is driven to constantly improve.

Mediation is easy for Laura if conflict arises at the workplace. She is so diplomatic that she will not confront people or refuse to do anything, however, with intelligence and skill, she seeks to reach her purpose. Her

tact and skill to solve conflict usually make her an excellent supervisor or people manager. Employees feel very comfortable with this type of personality.

# **Adaptability**

Laura is a person who has problems adapting to variation, for this reason she requires to collect as much information as possible when change arises at work; she believes that in order to avoid mistakes, it is necessary to understand in detail the new procedures since she is focused on obtaining quality results.

# **Analytical Skills**

I need detailed instructions when I am asked to perform a new procedure in order to guarantee precision in my work, especially when the topics at hand are very complex.

Normally, Laura is known at work for her analytical skills, she performs logical, meticulous and detailed analyses which she also complements with tools, statistical and numerical data, and information in general. This may be due to her ability to think logically, taking care of the smallest details that may be present in each procedure, translating into an achievement of precise and quality results for the company.

# **Decision Making**

With Laura, decisions will be taken with extreme caution. She makes extensive analyses in order to determine if it is the right decision or not. She is careful to search for every type of information that can support the decision that she will make. She dedicates time to observation and feels that her assessment is always the right one.

# **Service Orientation**

One of Laura 's qualities is her attention to the details, methods and procedures that have been established in the company. In order to promote a quality service within and outside the company, it is likely that is informed and aware of all the available tools. Another one of her qualities is the rigorousness and care with which she provides a service since she likes to be precise and excellent in everything she does.

# **Questions Suggested for the Interview**



Tell me about the riskiest decision you have made	Tell me a	about the	riskiest	decision	vou have	made
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Why do you think that it is important the follow up on customer service?

Describe a time when you had to come to a conclusion and take action quickly.

How would you to calm down an angry customer?

Tell me about a time when you became identified with the needs of someone else in your work. What did you do to help?

Tell me about a time when a rapid change created a problem for you.
Describe a situation where you had to make decisions under pressure, or when time limits were imposed.
Tell me about a possible time that you were asked to completely change labor to remain employed at your company.
Which positive contribution have you done for your community?
Give me an example of when you have been given special recognition for walking the extra mile to satisfy a customer.

# Frequently Asked Questions – FuturaDISC

#### **QUESTIONNAIRES**

# How are the questionnaires developed?

They are developed based on the selection of Behavior Factors that are revealed when the FuturaDISC test is configured.

### How is the stream established in order for the applicant to answer in an instinctive way?

Each applicant is presented with a series of questions that simulate being in a peaceful scenario. However, unexpected obstacles arise, represented by the visual questions which make concentration necessary.

# If each test is unique, how is consistency and comparability guaranteed?

The questions are developed from a data base that has carefully assessed (through previous qualitative validations) their comprehensive and meditative equivalence.

### Why is there no time limit to perform the test?

It is considered that by not establishing a time limit, the applicant is allowed to answer the questions with more ease and take the necessary time to understand and analyze each question.

# STANDARDS AND PROCEDURES

# Against to what standards are the results compared?

As stated by William Moulton Marston in the first paragraph of his famous book "Emotions of Natural People":

"Are you a normal person? Probably..."

Each person is considered unique, reason for which each report is processed individually, without making comparisons with accumulated results from previous reports.

#### **DEFINITIONS**

#### **Validity**

A test's legitimacy is determined by the way in which the theory and the evidence support the obtained results.

#### Rationale of the Results

Any scientific validation needs to start by a clear understanding of the interpretation of the results' rationale which a test intends to measure.

### **Development**

It describes the concepts that have used to develop the test and to what it is intended to measure by their application.

### Consistency

It refers to the continuance in using the same methodology and conditions in all of the validation procedures, independently of the person that is being evaluated.

#### **Qualitative Validation**

It refers to the deep analysis of the perception and understanding of the contents, through the observations, remarks and deliberations made about each.

# **Required Environment**

It is necessary to develop an environment that allows the participants to feel comfortable and express themselves freely, in order to clearly and objectively determine the perceptions and interpretations of the questionnaire by the participants, and of the results obtained through the test.

#### Calibration

It refers to the improvement in the composition of each text when it is considered that it adds relevance to each.

#### Standardization / Universalization

Universalization refers to making sure that the questions as well as the reports of the results can be understood by people in any region that speak the language in which the test is presented.

#### **Report Standardization**

It is necessary to present a detailed rationale for each recommended interpretation of the results, along with a summary of the evidence and the theory that supports the objective of the test.

# **PSYCHOLOGISTS**

# Why are so may psychologists used?

In order to give the tests richness and magnitude. Each psychologist has validated the

contributions of psychologists in other countries without knowing their identity.

#### **VALIDATION**

### What types of validations are done?

Three types of validations are done:

#### 1.- Qualitative Validation:

it is done through group sessions before and after the creation of the questionnaires in order to measure the validity of the questions and of the results that are generated by each selection.

#### 2.- User Validation

The user performs two types of validations from the Control Panel:

#### a.- Predictive Validation:

it involves delivering the test to an applicant before selecting him/her for a job opening. Three months later, it is necessary to make a comparison between the employee's performance and the expected results based on the test.

### b.- Concurrent Validation

it involves delivering the test to an applicant that already works in the company and making a comparison between the employee's current performance and the expected results generated by the test.

#### 3.- Pearson's Correlation:

While the reports are being processed, a data base is being fed which is processed later by applying the Pearson's correlation index in order to control the relationships between the expected and actual results.

The tests are calibrated in a continuous way in order for these correlations to become more precise.

#### INNATE AND ADOPTED STYLE

# What does it mean when the Innate and Adopted Style graphics result to be very different?

It means that the applicant needs to make an effort to adapt his innate style in order for it to match the style required in the environment for which the individual is applying.

This can cause stress for the individual. However this may not always be the case but when it arises, it can happen in different levels of intensity.

Some people have a higher ability to adapt. For this reason, one cannot automatically infer that the difference between both styles have a direct relationship with the applicant's level of stress.

Modern life and technological advances allow people to adapt more easily to the different environments, without significantly impacting their personal and work life, even if both have very different styles.

# Why does FuturaDISC present in the same report, an Innate Style Section and another one for Adopted Style?

Because we are not able to split a person into two pieces. There are always traits that are demonstrated and overlap in both environments.

In this way, instead of investigating the life of a candidate through social networks, with this report one can obtain a more holistic view.

#### **IMAGES**

# What do the images that appear in the questionnaires and on the reports mean?

These are visual aids that graphically represent situations where behaviors are involved and that reflect FuturaDISC dimensions.