

Employability Quotient Test Report (EMP Q)

Name	ABCD
Test ID	EMQ00317000155
Age	20
Gender	Male
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Test Date	26/07/2017

1. About the Assessment & Usage:

Employment and Employability are staring at each other with mutual skepticism. Employers with their increased concern on the quality of people demand them to come to work as 'plug and play'. No more inflating training cost.

To assuage this we have deftly crafted an assessment tool with multiple usages by its skillful artisans endowed with passion & acumen in this domain. Primarily this can be used by anyone who likes to 'check' his/her present and future Employability Skills. The secondary usages are:

- 1) An integrated / inclusive understanding of Personality & Aptitude
- 2) Awareness of 'Who I am?' and 'Where I am?'
- 3) Interpret the report to realise the suitability in the market
- 4) Access the relevant training needs to improve further to become competitive in the Industry
- 5) Reduce the risk of losing jobs by proper guidance

2. Employability Skills Matter:

ASK (Attitude, Skill & Knowledge) is interdependent in nature in shaping a person holistically to become employable to deployable. One influences the other and so on. However, to become aware, focus and develop one must know what are his / her strengths and Areas for Improvement-specifically. Hence, our assessment individually measures the following Skills and categorizes them in an orderly / easy manner.

The order for Employability Skills Matter will be as follows :

- 1) Cognitive Skill
- 2) Functional Skill
- 3) People's Skill
- 4) Introvert / Extravert

3. Interpretation of the scores and Report:

COGNITIVE SKILLS

Cognitive skills generally refer to the abilities to gain meaning and knowledge from experience and information. Cognition is more than just learning information, it's the ability to think about new information, process and speak about it and apply it to other, previously acquired information.

Reasoning Aptitude

Low use of reason to form conclusions, inferences and judgment- May take time to decode underlying patterns in problems

High use of reason to form conclusions, inferences and judgement - Can quickly decode underlying patterns in problems



- Reasoning Aptitude is fairly good.

Analytical Style

Subjective thinker - Emotion oriented

Objective thinker/Im personal - Logical thinker-Always look for cause & effect



- Fairly good cognitive ability. Objective thinker - Logic oriented approach in analyzing situations. More comfortable with step by step analytical work. Collect data about the situation and analyze them objectively. Need to reflect internally and think things through quietly. Understand theory best through practical application.

Verbal Aptitude

Low proficiency in English vocabulary & comprehension

High proficiency in English vocabulary & comprehension



- Your overall English language proficiency is on the lower side. As you may already be knowing, this is a very important factor for enhancing your job prospects.

Numerical Aptitude

Low ability to wield numerical operations rapidly & accurately

High ability to wield numerical operations rapidly & accurately



- Numerical Aptitude is average.

Mechanical Aptitude

Low awareness of the basic principles underlying machines, tools, electrical & automotive operations

High awareness of the basic principles underlying machines, tools, electrical & automotive operations



- Mechanical Aptitude is average.

Creative/Spatial Aptitude

Inclined to see things in single perspective-Resist to travel in unknown path



Ability to construct mental models of visual description - Think from different perspectives-Willing to travel in unknown path

- Low Spatial/Creative aptitude.

Problem Solving

Influenced by emotions in handling issues, more comfortable in following precedents and previous experiences, Postpone and avoid conflicting situations



Critically analyze problems, Look at innovative solutions, Strategist

- Structured and goal-oriented approach to problem solving. Analyze cause and effect. In solving problems would be more inclined to follow precedents and/or tried and tested methods. More comfortable with conventional methods and applying past experiences to problem solving. Like to consider all the facts, details and practicalities related to the problem situation. Inclined to look at issues objectively and come up with logical solutions. While exploring options, like to keep the end goal in mind.

FUNCTIONAL SKILLS

Functional Skills are the essential skills needed for a person to participate in life, learning and work. Functional skills are core elements that provide an individual with essential knowledge, skills and understanding that will enable them to operate confidently, effectively and independently in life and at work.

Communication

More inhibited-Less expressive and comfortable with individual than a group- May not be very specific



More expressive- Share things openly, comfortable with large group interaction-objective - Specific and task focused in communication

- May not be too comfortable with social niceties. Logical, direct and speak to the point. May tend to be more task focused in communication. Give the facts in a logical order. Prefer to give and take instructions in clear, stepwise fashion. Prefer to communicate in writing. Highly focused in communicating and generally very transparent. Logical, direct and speak to the point. When confident and in areas of proven experience and in leadership roles can be vocal and expressive.

Cost Consciousness

Low cost consciousness,
Impulsive, Not bound by rules

Systematically keep track of and record details, Assess risks and returns on expenditure, Adhere to organizational goals

- Generally keep in mind and consider the current reality of the situation while estimating costs. Also look at the end objective. Analyze the risk involved. Make a detailed breakdown of the costs. Take calculated risks and monitor the expenditure systematically to keep it under control. Keep track of and record details of expenditure.

Eye for Details

More focused on the concepts,
Tend to look at the larger picture,
Can often miss out the details

Methodical-Structured and organized-Observant and attentive,
Good eye for details

- Observant. Good eye for details. Prefer to work in a structured environment where there are clear rules and procedures. Methodical. Will tend to look at the fine print in a contract.

Planning/Organizing/Time Management

Poor planning and uncomfortable with structure. Prefer to keep things open.

Well Planned, structured, logical and no last minute work.

- Like to have a planned, organised approach to life, and prefer to have things decided.

Project Completion

Tend to keep things open-
Specialist in particular field-Less task oriented

Task oriented-Can manage resources effectively- Good in planning & organizing- Rounded personality

Decision Making

Indecisive- Use of less cognitive processes-Postponing decisions

Decisive-Use logic to reach decisions-Think, evaluate and choose the best course of action

- Decisive. Decide analytically by examining facts and data at hand. Impersonal in taking decisions. May be more result focused and overlook others feelings in the decision making process. Tend to base decisions on past experience. Committed to the decision made.

Result Orientation

People focused-Process oriented-
Tend to keep things open - Un
comfortable in meeting deadlines

Pursues with energy-Focus on task
and its completion-Meets
deadlines-Pragmatic



- Goal focussed.Like to have a clear strategy to achieve results.

PEOPLE SKILLS

A set of skills enabling a person to get along with others to communicate ideas effectively, to understand self & others to resolve emotional & work conflicts to achieve business objectives with optimum relatedness.

Assertiveness

Non Assertive (Either submissive
or Aggressive)

S t a n d f o r o n e ' s v i e w a n d
expression without hurting other's
right / feeling



- Assertive.

Team Work

Prefers to be individualistic and
prefers to hold information within -
Competitive

Prefers to be collaborative- Willing
to share information and work with
others-Interdependent



Inter Personal Relationship

Introvert- Independent- Formal &
reserved -Non-consultative -
Shows interest in his / her own
work

Extravert - Enjoy working with
others Consultative - Has Concern
for others



- Can be very shy when meeting new people, but free and confident around known people.Not comfortable in sharing emotions.

Emotional Management

Anxious & Prone to panic -Use
right brain excessively -
Uncomfortable with criticism - Non-
assertive

Calm and pragmatic- Use both
brain effectively-Withstand minor
stresses without getting upset-
Assertive



- Tend to use both right and left brain in a balanced manner which can help in handling ones emotions adequately well.Can stay cool and calm and objective in situations when others are upset.

Stress /Coping Skills

Low tolerance level of the stress-
Poor handling crisis situation-Poor
coping up with unexpected
demands

Tolerate the stress-Handling crisis
well- Cope up with unexpected
demands well



- Tolerant of stress. Disorderly situations and constantly changing rules maybe stressful for you. New and ambiguous situations can be stressful for you.

INTROVERT / EXTRAVERT

Introvert/Extravert

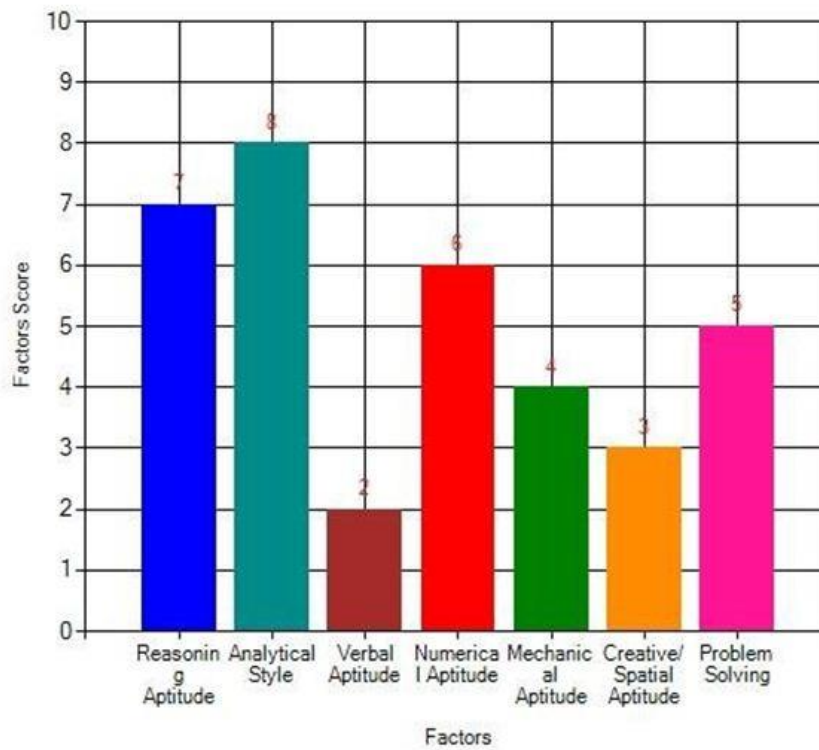
Draws energy from within-Spends
more time with self-Reserved and
less outspoken -Prefers to work
alone- Values depth over breadth

Draws energy from outside - O
utgoing and less inhibited-
Outspoken- pref er s to be with
people-Values breadth over depth

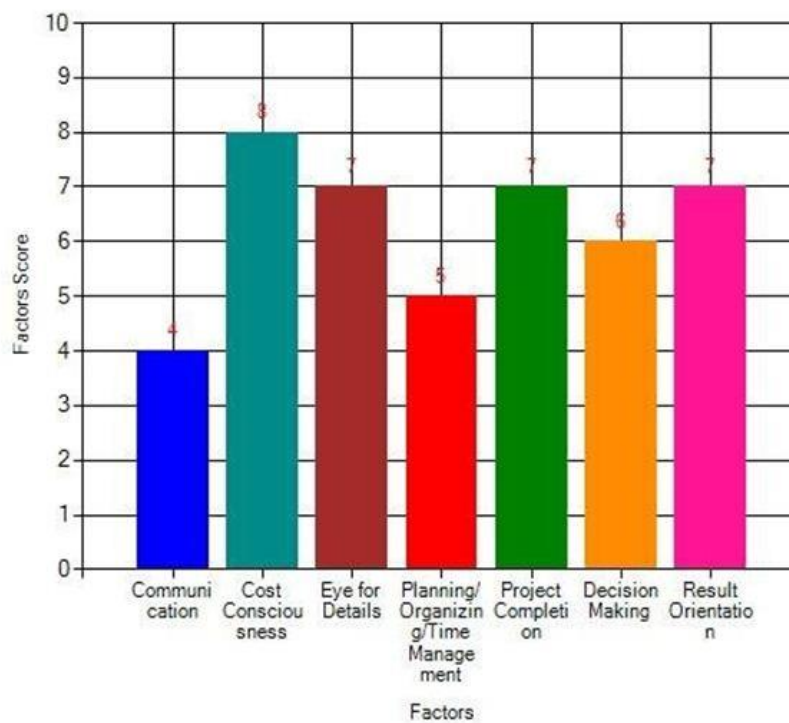


- Has both qualities of Introvert & extravert(Ambivert) and can bounce between the two. Can enjoy solitude but are not quite as extreme as a complete introvert. Can also enjoy social settings though not as extreme as high extravert. Generally flexible and rise up to the occasions.

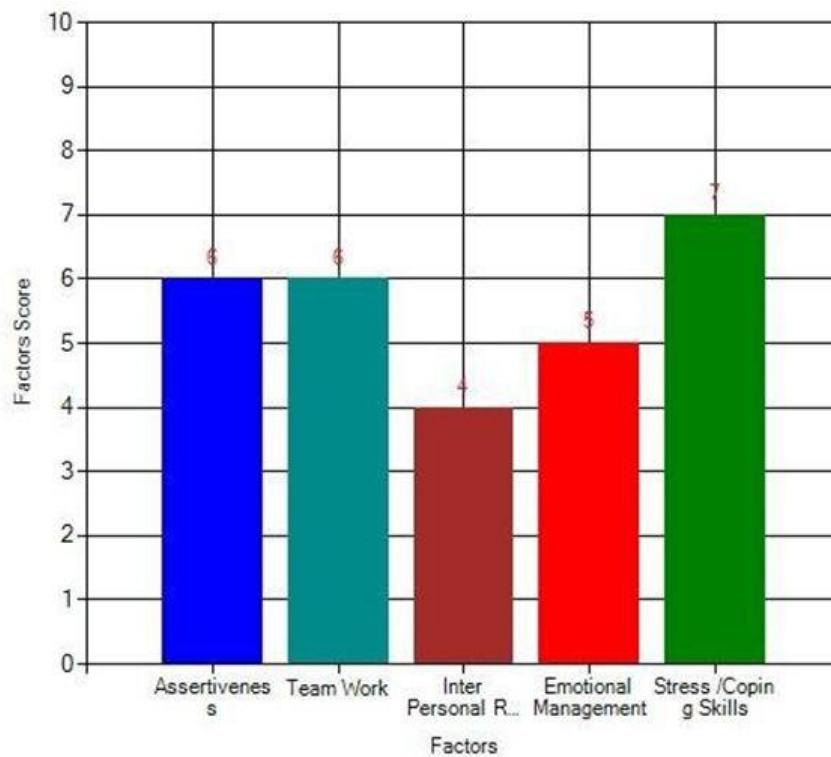
COGNITIVE SKILLS



FUNCTIONAL SKILLS



PEOPLE SKILLS



Potential Problem Areas

- Low at risk taking. Will carefully check the waters before putting your feet in.
- Not very expressive.
- Not likely to give enough praise or appreciation.
- Not naturally in tune with what others are feeling .
- Unwillingness to focus on future needs at the same time as present ones.
- May be overly cautious, especially when rules and procedures are not clear.
- May be too task focused, giving less importance to personal relationships. This may make you seem purposive to others.

Tips for Personal Growth

- Learn to articulate your feelings outwardly and express them
- Try to get in touch with people's feelings.
- Stay well connected to friends.
- Remember to learn from the conflict situations in your life.
- Allow others to do things their own way or they will walk out of your life.
- Past a certain point, repetition does not count as experience.
- Work on developing your interpersonal communication skills

4. Areas For Training:

-ADAPTING TO CHANGE:

- Tend not to like change; may be inflexible

-BE MORE INNOVATIVE:

- Tend to favor existing rules and traditions rather than innovate. Need to develop out of box thinking skills.
- Avoid being over cautious in your thinking and try to look at issues from different perspectives. Change your perspective--change your life

-BE SENSITIZED TO OTHERS FEELINGS:

- Not naturally in tune with what others are feeling. Not naturally good at expressing feelings and emotions.
- May criticize others with little awareness of its impact. Must balance criticisms by expressing appreciation.

-COMMUNICATION STYLE:

- Have a penchant for debates. Avoid conversations which may end in win-lose situations.
- Tend to have difficulty expressing your feelings. Try to articulate your feelings in words.
- Make it a rule to mention what is well done, not merely what needs correcting.

-DECISION MAKING:

- May tend to make decisions too quickly without considering all sides, including the human factors. Once you make a decision, you can be quite rigid and unwilling to reconsider it. May stick to first decision rather than seek other possibilities that might solve the problem.

-EMOTIONAL MANAGEMENT:

- Not comfortable expressing your feelings. You expect your actions to speak for themselves to your loved ones. This may not be enough for some. Be aware of other's emotional needs, and express your genuine love and respect for them in terms that are real to YOU.

-GOAL SETTING:

- May have a tendency to overlook long-range planning.

-GROUP DISCUSSION:

- You need warm up time before you can collect your thoughts and express your ideas. More over in a new crowd you are more comfortable in the role of an observer, watching others and then taking the lead. You need to be aware of this tendency of yours as there is very limited time available in a group discussion. Attend mock GD sessions and consciously try to gather your thoughts and put it in writing and put across your points confidently.

-GROUP SKILLS:

- You are generally more comfortable in one on one interaction than group activities. May particularly feel inhibited in new groups. It is advisable for you to overcome this handicap by exposing yourself to group activities now itself and overcome this inhibition before you enter the workplace.

-INTER-PERSONAL SKILLS:

- Tend to ignore social niceties and be more task focused in your communication. Tend to give less priority to the emotional aspects of people. May need to be more tuned into people's feelings.
- Tendency to be rigid and inflexible, believing that you are always right. May quickly dismiss input from others without really considering it. Learn to work within other people's limitations. Remember that every one is here with different gifts to give.
- If you want people to support you, then take time to get to know them and support their uniqueness as individuals.

- You are generally more critical than appreciative. Learn to offer encouragement and appreciate other people's contributions.
- May be unaware (and sometimes uncaring) of how you are perceived by others.
- Take time to consider the impact of your approach and ideas on people's feelings.
- Network and spend time to develop personal relationships for their own sake.

-INTERVIEW SKILLS:

- You are able to gather your thoughts better and think clearly when you are alone and undisturbed. Need time to think things through. This may affect your performance in a front of an interview panel or while making impromptu presentations. The best way to get around this, if for you to plan in detail all the probable type of questions and rehearse it as many times as possible.

-NUMERICAL APTITUDE:

- Your numerical (Quantitative) aptitude score is medium. This will be one of the components of the initial aptitude tests used by most companies for selection during the placement screening tests. As such you are advised to undergo special training and practice to enhance your placement prospects.

-OTHERS:

- Can carve out hard boundaries in negotiations and thereby eliminate opportunities for "win-win" situations.
- Because you are comfortable with structure, you would tend to impose it on others and be rather rigid in your day to day functioning.