## Test scores Communication **97**% Average score 89% Understanding and interpreting written communication Listening actively and interpreting non-verbal cues Clarifying next steps and summarizing messages effectively Using professional communication etiquette **Business ethics & compliance 65**% Understanding and avoiding conflicts of interest Understanding policy and legal violations Understanding the impact of ethical issues on a business or personal reputation Anti-harassment and anti-discriminatory policies **Following instructions 97**% Following written instructions Following visual instructions Following verbal instructions **Problem solving** 96%



Creating and adjusting schedules

Interpreting data and applying logic to make decisions



Prioritizing and applying order based on a given set of rules



Analyzing textual and numerical information to draw conclusions



## Personality

#### **Enneagram**

Giver

#### **Description**

Givers are caring and warm individuals. With a particularly sensitive side in comparison to other types, they tend to put others' needs before their own. Givers relate to others easily due to their charisma and generous attributes. Incredibly giving and loving, they experience and navigate the world through relationships.

#### In personal relationships

Givers value all sorts of relationships immensely. They are usually highly emotionally intelligent individuals with a good sense of emotional sensitivity. They are perceptive to others' feelings, at the same time, they are enthusiastic and uplifting in groups. Being loved and valued in the context of a relationship is one of the top priorities for Givers, and they go above and beyond for those they love. However, this can often lead to co-dependency or dynamics of manipulation.

#### At work

It is common for Givers to choose careers directed at serving others, such as in psychology, social work, nursing, teaching, or counseling. They also enjoy careers where they can work with others in social, fun settings such as event planning or PR. Their work dynamic is often driven by enthusiasm and motivation, which makes them good people to work with in groups. They find it challenging to work on projects that require little social interaction.

#### The best attributes of being a Giver

Empathy, generosity, sense of humor, and emotional intelligence are the most attractive qualities of Givers. They can relate to all sorts of people with



ease, and their sensitivity can have a number of positive outcomes in the arts field. Nonetheless, these are people anyone will enjoy having around due to their sense of humor, enthusiasm, and capacity for fun.

#### The main challenges of being a Giver

Putting others first and thinking of others' needs before their own may lead to them feeling emotionally drained, betrayed, and on a path for constant validation. It is not uncommon for Givers to feel like their needs are not being met, placing themselves in situations of co-dependence where others need them. Insecurities and a lack of assertive communication may result in an ongoing need for reassurance from friends or a partner.

#### Tips for more effective communication

Givers may benefit from assertiveness communication training as means to assert their needs and communicate effectively without an ongoing concern for hurting others' feelings or not feeling valued. Remind Givers that their needs are important and should come first. Additionally, assert boundaries in situations that may lead to co-dependency.

#### Tips for others working with Givers

Be reassuring when discussing their work, providing positive feedback in anticipation of a constructive comment. Include Givers in the decision-making process and ensure they feel integrated and part of the team. Be firm in setting boundaries and in the communication style utilized with Givers, in order to avoid an emotionally drained discussion.

#### Suggested questions for job interviewers

- 1. How well do you work independently?
- 2. How do you approach conflict with a co-worker in the workplace?
- 3. How do you communicate and assert your interests or your needs when these are not being met?



# **?** Custom questions 公公公公公 **≡** Essay Compose a brief email to a prospective client. Your prospect is a mid-sized business. You have just completed a discovery call and want to send a follow-up email. Your email should aim to reinforce what you heard from the prospect and advance the sales process. Hi Ken, I hope you are well. Our team enjoyed speaking to you and we are looking forward to working with you. I am attaching our business proposal as well as our firm presentation in this email. Please have a look and let me know if you have any questions. I would be happy to answer them. Thanks! Regards, Areebah Akhlaque **Business Development Executive** BetterSource

