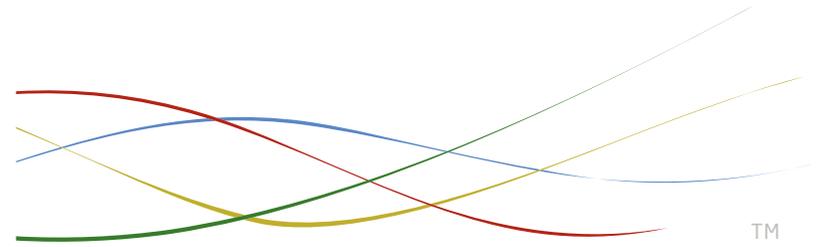savilleconsulting
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Professional

Styles Preparation Guide

Introducing Professional Styles

This preparation guide is designed to help you understand how to approach the Professional Styles questionnaire. The questionnaire explores a person's motives, preferences, needs and talents within a work context. Research has demonstrated that Saville Consulting Wave questionnaires are powerful predictors of a wide variety of performance and behaviour at work.

Professional Styles can help you:

• understand your motives, preferences, needs and talents in a work context

• find ways to make better use of your preferred working style in your current job role, or identify future job roles, environments and cultures suited to your style

• increase your awareness of how your work style impacts on your experiences at work

Professional Styles can help employers:

• understand the motives, preferences, needs and talents of their employees and applicants

• place individuals in positions best suited to their style and the organisation's style

• identify areas where individuals might benefit from further development

Completing Professional Styles

The questionnaire is presented on-screen in blocks of 6 statements which you are asked to rate on a nine-point scale, ranging from 'Very Strongly Disagree' to 'Very Strongly Agree'. Please enter your responses by clicking on the appropriate rating for each statement. You must respond to every statement to progress to the next screen. If you give the same rating for two or more statements, these statements may be presented to you again and you will be asked to indicate which statement is most like you and which statement is least like you.

Look at the completed example on the next page.

Example

	Very Strongly Disagree	Strongly Disagree	Disagree	Slightly Disagree	Unsure	Slightly Agree	Agree	Strongly Agree	Very Strongly Agree
It is **important** to me to know how well I have done	○	○	○	○	○	○	○	○	◉
I **am** an optimist	○	○	○	○	○	○	○	○	◉
I am **good** at generating ideas	○	○	◉	○	○	○	○	○	○
Using technology is one of my **strong** points	○	○	○	○	◉	○	○	○	○
I am **good at** understanding how others feel	○	○	○	○	○	○	○	◉	○
I am someone who **is** confident when meeting new people	○	○	○	○	○	○	○	◉	○

In the example, the respondent has indicated that they:

- *very strongly agree* that it is **important** to know how well they have done
- *very strongly agree* that they **are** an optimist
- *disagree* that **they** are **good at** generating ideas
- are *unsure* whether or not technology is one of their **strong** points
- *strongly agree* that they are **good at** understanding how others feel
- *strongly agree* that they are someone who **is** confident when meeting new people

Because the respondent has given the same rating to two pairs of statements, these are presented again, and the respondent is asked to indicate which statement is **most** like them and which statement is **least** like them. Look at the example below.

	Most	Least
It is **important** to me to know how well I have done	◉	○
I **am** an optimist	○	○
I am **good at** understanding how others feel	○	○
I am someone who **is** confident when meeting new people	○	◉

How to approach Professional Styles

When completing the questionnaire, it is important you consider the following points:

- When answering each question be as discerning as possible by using the full range of possible responses, from 'Very Strongly Disagree' to 'Very Strongly Agree'. Please try to respond from a work context.

- Read each statement carefully, as what you are good at and what you feel you need may be very different.

- Respond to the statements as honestly as you can. There are no right or wrong answers; job roles vary and there are many ways of being effective in any one job.

- A number of response checks are built into the questionnaire to validate the consistency of your responses. Your responses will also be verified against other information collected.

- Before you complete the questionnaire, you may find it useful to reflect on your own work style. You may also find it useful to consider any feedback you have received from others on your style at work.

- The questionnaire is best completed when you are alert and free from interruptions.

- If you have any special requirements it is important that you make these known immediately to allow appropriate accommodations to be made.