



Date: Monday, February 8th, 2005
To: Dr. EXAMPLE & Team
From: Dr. Dean C. Bellavia
RE: **Mary Jones** Evaluation

Team Member Hiring Support

Work Ethic:

- ☺ She has a *decent* work ethic as evidenced by average job durations of 1.5 years for 2 jobs—and one job for a maximum of 3 years

Attitude:

- ☺ She has a *good* self-image and *seems* to be a team player
- ☺ She seems to have a *positive* attitude (*upward* slant of handwriting)

Mental Skills:

- ☺ She has an overall test score of 83%, indicating that she *might not be too difficult* to train—a minimal score of 81% is required for training in the receptionist position
- ☺ Her attention to detail (Horizontal/Vertical Addition Test) is *good*
- ☺ Her alphabetization skills are *good* for filing
- ☺ Her math scores are *good* for doing statistics/finances
- ☺ Her written communication skills are *OK*

Personality:

- ☺ The personality profile is *acceptable* for the receptionist position.

RELATOR STYLE (should be *highest* on Chart) = **OK**

SOCIALIZER STYLE (2nd highest on Chart) = **OK**

☒ Is **OK**

ANALYZER STYLE (should be 2nd lowest on Chart) = **OK**

☒ Is **OK**

DIRECTOR STYLE (should be *lowest* on Chart) = **Weak**

☒ Is **too weak** (<-9): This person may not get her many daily tasks done.

PERSONALITY PATTERN (overall comments):

This person has the Strong-Relator/Weak-Director pattern and will have some problems with difficult patients making them adhere to the schedule. She will need a lot of monitoring in her training until she feel that she knows what she is doing, after that she will be fine. You will need to check on the schedule weekly, to make sure that it is properly filled out.

