



# \*WOT

WORKPLACE ORIENTATION TEST

# REPORT

**Beth Southerley**

**ID: 960819xxxxxxx**

Assessment Date: 2020-07-27



INTEGRITY INTERNATIONAL

SUPPORT/IT

Report date: 2021-06-29



# \*WOT

## WORKPLACE ORIENTATION TEST

ORG: INTEGRITY INTERNATIONAL  
JOB TITLE: SUPPORT/IT

### SUMMARIZED REPORT

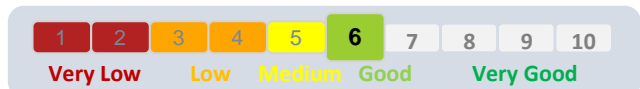
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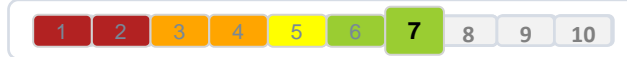
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Probability of Work Success at Home



### COMPOSITE INTEGRITY – CIAS-MODEL



The candidate's *Composite Integrity* is the particular core set of internalized attitudes constituting his **moral compass**, regarding all moral, ethical, values, beliefs, principles and 'real-life' phenomena the person was influenced by over his lifespan that represents his unique cognitive, conative and behavioural dispositions regarding these and related matters in a congruent, authentic and balanced way in dealing with all facets of life in the work situation – in summary, his *integrated wholeness* in dealing with his work-/life in a sincere, reliable, honest, committed, motivated, accountable, consistent, balanced, responsible and conscientious manner.

#### 1. INTEGRITY - CLASSIC & HISTORICALLY PROVEN INTEGRITY PROPERTIES



This embodies the candidate's internalised value system, relating to the 'classic' perception of the concept of integrity in terms of his integrated wholeness in dealing with his (work-)life in a reliable, honest, transparent, open, trustworthy and stable way while being guided and controlled by his unique 'set' of active conscience.

*"Classic and proven qualities related to the construct of integrity – in general terms; whether in the personal, family and social or work domain."*

##### 1.1 Reliability & Dependability



This area assesses the candidate's orientation to acting in a predictable and expected way in terms of dealing with confidentiality, his history of honouring undertakings and his word in general as well as reaching his goals, etc., irrespective of the circumstances, conditions, time pressure or being supervised or not.

##### 1.2 Honesty



This area assesses the candidate's orientation to truthfulness, trustworthiness and credibility as a typical behavioural disposition and presenting and proving himself as such over time – not deviating from the norms and standards of righteousness and the tenacity of 'ownership'; e.g., never stealing, lying, not open to bribery of any kind, etc., irrespective of the situation, circumstances or conditions – being steadfast regarding his orientation without being 'pushy' in living it out in his (work-)life.

##### 1.3 Consistency & Stability



The more the candidate favours a consistent, steady, predictable, stable, etc., work situation and (by implication) the more control he can ensure/accomplish in the process, the higher the score will be on this scale. This is particularly applicable to himself – the more consistent and (also emotionally) stable he is (can be), the higher this score will be on this scale, especially if he is more able to control the work situation.

#### Please Note:

- For the ease of reading, the *male gender* is used in this document, but also refers in all instances to the *female gender*.



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### 1.4 Trustworthy – e.g., working without supervision

1 2 3 4 5 6 7 8 9 10

This area assesses the candidate's orientation to create a well-established image and related behaviour that successfully stood the test of time under varying conditions and situations of being a person that can be **trusted** to act as it is expected of him – irrespective of being supervised; acting according to an automatic response behavioural pattern.

### 1.5 Active Conscience

1 2 3 4 5 6 7 8 9 10

This scale presents the extent to which the candidate's conscience is well and soundly developed to represent an integrated and significant 'role-player' in actively and effectively serving as a guide to the person's day-to-day behaviour – with special reference to acting as a positive, normative value and moral-based reasoning, decision-making and work-orientated navigator.

## 2. WORK ETHIC - CIAS BASED WORKPLACE DIFFERENTIATION IN AN ETHICAL AND WORK-ORIENTED SENSE

1 2 3 4 5 6 7 8 9 10

This assesses the candidate in terms of his degree of work centeredness, motivation, goal attainment, responsibility, accountability, sense of duty, optimal utilisation of time, compliance to policies and standards and his conscientiousness in being diligent and thorough – i.e., his positive and dedicated orientation, in an ethical sense, to his work and the organisation per sé.

*"Part of the CIAS© (Composite Integrity Assessment Strategy-model) of differentiating between Good & Bad, in an ethical sense, in the world of work".*

### 2.1 Work-Focus

1 2 3 4 5 6 7 8 9 10

This scale presents the degree the candidate is dedicated to his work, i.e., the extent to which the person centres his time, effort, interest, ability, etc., around and on his work – on the lower extreme of the continuum, he perceives the job as a necessary evil to earn a living and to the higher extreme, he perceives work to be of primary importance in life. This scale 'benefits' any candidate scoring on the higher side of the scale, but must be considered as a *knockout* on the extreme lower side for the candidacy of those people who are being considered for home-based functioning.

### 2.2 Responsibility, Accountability, Sense of Duty & 'Taking Ownership'

1 2 3 4 5 6 7 8 9 10

This is the extent to which the candidate is able and willing to demonstrate a sense of duty and taking responsibility as well as being accountable; in taking ownership for the tasks and objectives allocated to him (coming his way) - walking the extra proverbial mile in an individualistic mode.



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### 2.3 Time - Perception, Keeping/Punctuality & Utilization



This is describing the candidate's general orientation to and perception of time (e.g., negative vs. positive) - a higher score on this scale is indicative of whether the candidate is good at time management and the optimal use of the time to his disposal (even 'creating' time towards the extreme high levels), while the opposite on the scale also applies.

### 2.4 Motivation, Tenacity & Result/Goal/Completion Driven



This is the degree of commitment and drive the candidate is bringing to the table in performing his work and in completing his goal(s) as a typical orientation in doing his job.

### 2.5 Conscientiousness – diligent, thorough, dedicated, attentive & strict



The more well-developed the candidate's inherent level and set of norms and standards are regarding taking his duties and life seriously, in terms of being dedicated, diligent, thorough, attentive to detail, strict, committed, reliable and morally and ethically soundly based in the process, the higher the score is – the 'fruit of the tree' – the real/tangible **results** produced as an ongoing typical behavioural disposition, describes the candidate and the way he functions/operates the best.

## 3. PERSONALITY - TYPICAL DISPOSITIONAL AND TRAIT FORCES AT PLAY



This part of assessing and predicting the probability of the candidate to excel in the effective performance of work per sé, (but with special reference to working from a home-based work-situation), focuses on measuring the *personality dispositional and typical trait forces* related to enhanced work behaviour embodied in the functional requirements profile of the job as well as the work-environment – e.g., interpersonal relations, ease of adapting to a new work environment, preference to functioning in a structured and an organised way, demonstrating a strong locus of control and stance against making himself guilty of devious practices in dealing with others (clients, superiors, subordinates, co-workers, providers, etc.)

*“Dispositions & traits typical to a person – representing guiding/directing forces to determine behaviour in general as applicable to the work situation, but selected with special reference to the home-based work situation.”*

### 3.1 Interpersonal Relations – not dependent on working with others



This area determines to what extent the candidate is dependent, needs or prefers working with other people – not necessarily because the nature of the work requires such relationships, but because of the human personality or social inclination of the particular individual or even that the candidate is of the opinion that working with others may benefit him in terms of promoting his experience, skills or competency in a career development sense or in terms of socialising and/or communication skills and confidence in general terms.



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### 3.2 Adaptability – Tends to change easily



This scale reflects the candidate's responsiveness to adjust effectively to new circumstances (e.g., working from home) by identifying the critical variables involved, as perceived by himself, and adapt to these as a typical behavioural disposition on his part in terms of his abilities, needs and expectations.

### 3.3 Structured – in an organized way



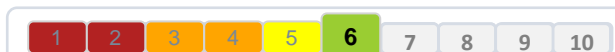
This scale reflects the degree to which the candidate is orientated to working in a structured and well organised work environment where there is little uncertainty of what and how things are to be done and in which time scenario. Convincing evidence exists that people who are orientated this way will automatically tend towards creating a more structured and organised work environment (refer for example to working from home) and out-perform the less structured and organised people.

### 3.4 Internal Locus of Control – taking self-control



This describes the person's basic and inherent orientation of not being the victim of 'life's streams', but in control thereof, not to let fate determine the outcome of his life, but being master of his own future – displaying a natural and typical disposition to dealing with each situation by taking responsibility and control thereof rather than capitulating and accepting a 'go with the flow' attitude (especially if he may benefit in the process – 'being selfish') and blaming other people or the situation for the dilemma he is in; using defence mechanisms like projection, denial, rationalisation, etc.

### 3.5 Devious Disposition (manipulation, rationalisation, projection, justification, denial, defence mechanism & self-centredness)



This represents the candidate's inclination to 'instinctively' demonstrate a devious orientation in dealing with others (e.g., using manipulation, denial, rationalisation, cunning, evasive, self-centredness, etc.) that may help him reach his objective, but may at the same time carry with it, in its very essence, the real danger of detrimentally effecting his trust, reliable and effective relationship with others. The probability for these negative orientations to establish itself in practice prove to be much higher in a work situation where the individual functions as an 'unknown entity' – e.g., not working in a group/team environment, remote office or home, etc.



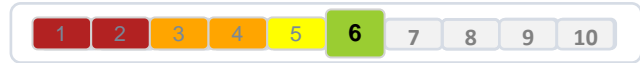
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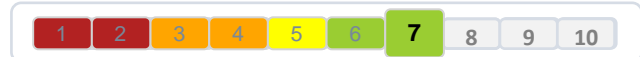
### 4. BEHAVIOUR – GENERAL BEHAVIOURAL ORIENTATION



A wide variety of behavioural factors proved to be closely related to effective work performance in general terms as reported on in research conducted in the world of work over many years and covering a wide (rather indefinite) spectrum of *job-types* – especially at the **lower organisational level**; not particularly including the executive hierarchical level, but neither excluding it specifically. An adapted Stepwise Regression Analysis (SRA) process was used to determine the five most significant ‘role-players’ in this regard in terms of declaring the (total) variance related to the (rather ‘generalized’) success of the work/job-types involved in the randomly selected research studies. It proved to be more the *human side* associated to the effective functioning (i.e., doing the job) per sé – e.g., independent and self-assured functioning, adhering and promoting corporate policy and interest, not to submit to detracting forces, to keep developing himself, etc., etc.

*“Behavioural orientation as it established itself in the candidate in general terms and is not necessarily related to the concept of ‘Good vs Bad’ (in an ethical sense) or representing a specific skills-base per sé related to the job at hand, but to render the required service to the employer or client irrespective of being supervised/controlled or not.”*

#### 4.1 Independence & Self-Reliance, Self-Confidence & Self-Assuredness



This is describing the candidate’s willingness and ability to rely on his own skills and abilities to function in an independent way in dealing with the main issues comprising his day-to-day job and to perform it successfully without needing constant guidance and assistance from other people – for e.g., other experienced colleagues, superiors or supervisors. A person that is found lacking in Self-reliance and functioning in an Independent way under these circumstances are becoming a burden rather than a benefit to his employer. This orientation is particularly presenting itself at the lower level scores on this scale.

This scale differentiates, along a constant continuum, to what degree the candidate can function effectively in an independent and self-reliant manner under ‘normal’ and even uncommon and trying circumstances – it proves to have an inherent willingness and competence element to it and is not only, or primarily, related to the experience the candidate has at offer, but also his self-confidence and self-assurance. The latter is particularly coming through on the higher level scores on this scale (and on the entire Substructure) and shares much with the behavioural disposition, describing an effective **entrepreneur** – especially working on his own.

#### 4.2 Adhere to Overall Corporate Policy, Procedures & relevant (Work) Schedule(s)



This is the extent to which the candidate, in line with his overall internalized orientation to policies, rules, regulations and standards per sé, tends to willingly adhere to and be guided by them and not deliberately ignoring, ‘working around’ or breaking them himself, but also promoting others to be the same way inclined. This scale is of particular importance if the candidate is functioning in a ‘remote’ area and operating in an ‘extended’ mode regarding determining his own work-schedule(s) which must, by implication, be aligned to the organisation’s relevant corporate work schedule(s).



#### 4.3 Self-Centred (vs. Serving/Putting the Corporate Interest first)

1 2 3 4 5 6 7 8 9 10

This is the degree the individual is not submitting to deviant and self-centred behaviour, as a typical behavioural disposition (being a basic behavioural pattern rather than only a once-off action or reaction), but to always put the best interest of the employer-organisation first – irrespective of others observing such or not.

#### 4.4 Susceptibility to Pressure &/or Physical, Social or Family ‘Distraction’/Influence

1 2 3 4 5 6 7 8 9 10

This represents the probability of the person *not* being susceptible to the pressure *others/clients* may bring to bear on him (e.g., ‘giving-in’ to their demands/wishes even if these wishes are in oppositions to the views/standards of the candidate or what is in general terms expected of him in this regard) or to submit to the opportunities or demands or distractors the ‘situation’ (not necessarily involving other people/clients) may confront him with – this so-called ‘situation’ may also represent the work situation (e.g., home) and the people-element involved in it – putting pressure on him or his available ‘work-time’ in terms of influencing, enticing or distracting him in whatever way; to what extent can he effectively deal with that.

#### 4.5 Self-Development

1 2 3 4 5 6 7 8 9 10

This scale reflects the extent to which the candidate favours development per sé; the value thereof in general terms, but also for himself as well as the probability that he may partake therein. The middle scores on the scale is indicative of a person that will most probably make use of a development facility if offered to him by his employer. If it is not provided, he will respond like the low-scorer – not really interested, even opposing training in all its facets at the extreme scale level. The higher the score, the higher the possibility that the person will even ‘create’ his own development facility and use it on a continuous basis. The more the candidate is working on his own (for example at home) the stronger must this self-development drive be.

### 5. COMPETENCY – CAPABILITIES ESTABLISHED TO IMPROVE WORK PERFORMANCE

1 2 3 4 5 6 7 8 9 10

Longitudinal research conducted with the main purpose of determining what competency-related variables significantly differentiate amongst people (with sufficient/adequate life- and work experience) regarding their **effective performance** in the workplace (with special reference to the home-based environment), proved beyond any doubt that the ‘**doing part**’ of the performance property (*embracing the following natural interlinked range of competencies: sufficient ‘office routine exposure’ – passed the traditional ‘teething period’, qualified and experienced to do the job at hand, knowing his own skills/competencies, able and experienced in determining what job/task is to be done and in preparing for it, positively orientated to creating and adhering to his own Work-Schedule as well as providing feedback to relevant role-players regarding progress made with tasks/projects and/or completion thereof*), represent the most important differentiating and common denominators/competencies.

“The degree to which the above *interlinked range of competencies* are possessed and effectively demonstrated by the candidate (related to the job/project in the remote workplace), the higher the score on the relevant ability/competency scale will present itself.”





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### 5.1 Sufficient 'Office'-Routine Exposure – passed traditional 'Teething' period



This scale reflects the degree to which the candidate acquainted himself (over a sufficient period of exposure) to the organisational structure and general functioning, its Mission & Vision, policies, rules & regulations, Employment Conditions & Code of Conduct and the general work schedule as it relates to his field and links to the rest of the organisation, as well as the ongoing general operational routine and practices of the corporate employer-organisation. Convincing evidence exists that a sound foundation on the above, enhances the probability of success if a particular employee is to be moved to a remote work situation (e.g., home); away from the corporate office.

### 5.2 Qualified & Experienced for Job & Know own Skills/Competencies



This area assesses the candidate's perception of his own qualification and experience status relative to that required by the position he holds down as well as knowing what kind and level of skills/competencies he has to his disposal; that he can rely on in performing his day-to-day function – not necessarily his potential he must still realise.

### 5.3 Determine & Provide for what (task/'job') must be done and prepared for it



The more positive and dedicated the candidate is to precisely establish **what** the project/work to be done consist of, the more sound and well-based the planning, preparing (e.g., getting together what is needed for doing the job) conducting and successful completion thereof in practice would tend to be – and of course, the higher the score on this scale (in general terms) prove to be.

### 5.4 Prepare and Adhere to 'own' Work-Schedule



This area assesses the candidate's dedication to preparing his **own work schedule** in terms of linking it up with the organisation's relevant overall/corporate work schedule(s) and spelling out the detailed tasks and time requirements to meet the specific sub-targets and eventually complete the entire task/project in the required time and quality frame. There exists a significantly high correlation between the (productive) time spend on preparing to do the project/task (e.g., developing goals and schedules and communicating with others involved in the 'new' job before starting it, as well as ensuring that everything needed to do the job is available) and the effective performance and completion thereof. The most significant single reason for success is, however, the comprehensiveness and accuracy of the work-scheduling process and the total dedication in adhering thereto – or adapting it swiftly and 'professionally' without negatively impacting on other congenial and inter-dependent procedures. These **work-schedules** promote many other positive aspects, like work-focused, structuredness, goal-orientation, motivation, norm-setting, consistency, etc.) and as such assists the employee operating from a remote work setting (e.g., home) to a large extent.

### 5.5 Provide Feedback



The orientation/practice of the candidate to keep his superior/'client' involved and informed/updated about the progress being made or possible changes required in the planned goals and/or schedules as well as his following up with the superior/'client' after a few months on completing the job in order to establish whether he is still satisfied with the outcome, is being assessed in this scale – the higher the score the better, especially considering the significant benefits to be derived by the organisation, the immediate supervisor, and the particular candidate if the latter is functioning from a remote work-situation (e.g., Home).

## 6. MONITOR – ENSURING THE VALIDITY OF INFORMATION PROVIDED IN COMPLETING THE TEST



This part contains the *controlling mechanism* and *certifying division* of the test. This composite scale assesses the degree of objectivity, open-mindedness, accuracy and truthfulness with which the candidate completed this self-reporting instrument. The testee is providing the information on the specialized area covered and assessed by the instrument regarding himself by responding to questions posed to him. In the first instance is it only human that people would like to present themselves as *best* they can. Secondly, there is always a question of whether they are sufficiently in *command of the language* the test is posing the questions in. Thirdly, people may tend to *inflate* the information they provide. These 'questions' are covered in the following three scales which this composite scale is based on.

*“Checks and Balances’ to determine how accurately the candidate completed the test – i.e., to provide reliable and valid information about himself.”*

### 6.1 Lie Detector



The **Lie Detector** portion of the Monitor Part of the test assesses the *degree* to which the testee was open-minded, truthful and 'honest' in providing the information on himself during the assessment process. The test employs *four approaches* in collecting data about the Lie Detector issue, namely:

- Specifically devised ten 'Lie-Questions/Statements'
- Ten 'Force-Field Questions/Statements'
- Five Stem Factors and
- Five deliberately 'Confusing Questions/Statements'

This Lie Detector score is by implication also indicative of the candidate's inherent orientation to honesty, basic trustworthiness and accountability. A Low-Score is a strong indication of a *dishonest orientation* on the part of the candidate, considering the fact that the testees are warned against misrepresenting themselves during the completion of the questionnaire. A score below '5' is considered to be a knock-out in that the user of the test cannot rely on the truthfulness of the information supplied by the candidate.



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### 6.2 Consistency



The **Consistency** portion of the Monitor Part of the test assesses mainly the *degree* to which the testee is consistently deviating from the truth as well as whether he is in *command of the language* used in the assessment process and how well he *comprehended* the *meaning* of each question put to him and the *purpose* of the test. The degree of Consistency is also presented on a sten scale in the Summarized Report of the test and a score of lower than a '4' on this scale should be viewed with apprehension.

### 6.3 Unnatural Exaggeration



The **Unnatural Exaggeration** portion of the Monitor of the test assesses the *degree* to which the testee is prone to *inflating* the information he supplies in the instrument. The degree that a person tends to consistently inflate/exaggerate himself, in dealing with others/clients, as a typical behavioural disposition, is particularly concerning. A score below '4' on this scale should not be ignored.

### INTEGRATED WORKPLACE ORIENTATION TEST (I-WOT)



*This composite scale best represents all above areas of assessment produced by the WOT as a single weighted integrated score.*

### ADAPTED WORKPLACE ORIENTATION TEST (A-WOT)



*This scale represents a converted score of the above I-WOT by adjusting it to the degree the candidate 'lied' in completing the WOT as well as taking his Consistency and Unnatural Exaggeration scores into consideration – leaving the user with a much more reliable single score on the total WOT.*