

**selection**  
**INSIGHT**  
**Survey**

Company \_\_\_\_\_  
Manager \_\_\_\_\_  
Evaluate this person for (position) \_\_\_\_\_  
Email address \_\_\_\_\_  Email report  
Fax number \_\_\_\_\_  Fax report  
Phone number \_\_\_\_\_  Phone first

The Insight Survey is a tool to create mutual understanding and honest discussion of key employment issues. It is designed to find out as much as possible about you in a short amount of time. It takes about an hour to complete, but there is no time limit. Please complete the form in one sitting and free from outside distractions. Many people find it to be an interesting and challenging experience.

Name \_\_\_\_\_ Date \_\_\_\_\_ Position desired \_\_\_\_\_

Why did you decide to apply for this position?

How will this position satisfy your needs?

How do you expect to spend your time in this position?

Describe your ideal job.

What is your ultimate career objective?

How much money do you expect to be earning one year from now?



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# EMPLOYMENT

Start with your present or most recent position

Company \_\_\_\_\_ Type of business \_\_\_\_\_  
City and State \_\_\_\_\_ Your job title \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
What do you like most? \_\_\_\_\_  
What do you like least? \_\_\_\_\_  
What has been your greatest contribution? \_\_\_\_\_  
Why would you leave? \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Monthly earnings \$ \_\_\_\_\_

Company \_\_\_\_\_ Type of business \_\_\_\_\_  
City and State \_\_\_\_\_ Your job title \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
What did you like most? \_\_\_\_\_  
What did you like least? \_\_\_\_\_  
What was your greatest contribution? \_\_\_\_\_  
Why did you leave? \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Monthly earnings \$ \_\_\_\_\_

Company \_\_\_\_\_ Type of business \_\_\_\_\_  
City and State \_\_\_\_\_ Your job title \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
What did you like most? \_\_\_\_\_  
What did you like least? \_\_\_\_\_  
What was your greatest contribution? \_\_\_\_\_  
Why did you leave? \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Monthly earnings \$ \_\_\_\_\_

How many years have you worked full-time or in the home?

How would your coworkers describe you?

# EDUCATION

Circle the last year of school you completed:

**High School** 9 10 11 12 **College** 13 14 15 16 17 18 18+

High School attended \_\_\_\_\_ favorite subject \_\_\_\_\_  
College(s) attended \_\_\_\_\_ Degree \_\_\_\_\_  
\_\_\_\_\_ Degree \_\_\_\_\_  
\_\_\_\_\_ Degree \_\_\_\_\_

Extracurricular activities in school:

What further education do you plan?

Describe your favorite teacher.

What are your goals in life?

What do you think are your professional strengths?

In what areas would you like to improve?

What have you most enjoyed about your past work?

What kinds of work do you find most difficult?

What is a specific example of accomplishment from your past work?

What do successful people have in common?

How do you think most people would describe you?

How would someone who dislikes you describe you?

In what ways are you different from most other people?

Use the scale on the right to indicate how you think your past employers, or other references, will describe you.

- 5 – One of your primary strengths
- 4 – A minor strength
- 3 – Not a strength or weakness
- 2 – A minor weakness
- 1 – A serious weakness

- \_\_\_\_\_ Remaining diplomatic when disagreements arise
- \_\_\_\_\_ Ability to solve problems independently
- \_\_\_\_\_ Following instructions from management
- \_\_\_\_\_ Volunteering to do extra work
- \_\_\_\_\_ Getting along with many different kinds of people
- \_\_\_\_\_ Ability to communicate effectively with other people
- \_\_\_\_\_ Acting decisively to get quick results, when needed
- \_\_\_\_\_ Accuracy and completeness in paperwork
- \_\_\_\_\_ Helping keep morale high
- \_\_\_\_\_ Handling a wide variety of duties
- \_\_\_\_\_ Skill in handling people-problems
- \_\_\_\_\_ Taking the lead with other people
- \_\_\_\_\_ Maintaining a high level of organization
- \_\_\_\_\_ Maintaining a positive attitude when things go wrong
- \_\_\_\_\_ Adjusting quickly to changes
- \_\_\_\_\_ Building close working relationships
- \_\_\_\_\_ Being firm or assertive with other people, when needed
- \_\_\_\_\_ Handling details with absolute precision
- \_\_\_\_\_ Consistency of mood
- \_\_\_\_\_ Solving a variety of problems
- \_\_\_\_\_ Working cooperatively with other people
- \_\_\_\_\_ Using persuasive skills to influence other people
- \_\_\_\_\_ Punctuality in getting to work and keeping appointments
- \_\_\_\_\_ Putting in extra hours when needed
- \_\_\_\_\_ Versatility in performing different tasks

Check the one word in each box that best describes you.

<input type="checkbox"/> Bold	<input type="checkbox"/> Aggressive	<input type="checkbox"/> Steady	<input type="checkbox"/> Spontaneous	<input type="checkbox"/> Effective
<input type="checkbox"/> Cheerful	<input type="checkbox"/> Outgoing	<input type="checkbox"/> Demanding	<input type="checkbox"/> Cautious	<input type="checkbox"/> Influential
<input type="checkbox"/> Consistent	<input type="checkbox"/> Reliable	<input type="checkbox"/> Charming	<input type="checkbox"/> Impulsive	<input type="checkbox"/> Orderly
<input type="checkbox"/> Expressive	<input type="checkbox"/> Too trusting	<input type="checkbox"/> Accurate	<input type="checkbox"/> Talkative	<input type="checkbox"/> Careful
<input type="checkbox"/> Assertive	<input type="checkbox"/> Perfectionist	<input type="checkbox"/> Popular	<input type="checkbox"/> Quiet	<input type="checkbox"/> Forceful
<input type="checkbox"/> Discreet	<input type="checkbox"/> Argumentative	<input type="checkbox"/> Controlling	<input type="checkbox"/> Decisive	<input type="checkbox"/> Playful

Prioritize these items according to the importance they hold for you in your work. Place a 1 next to the most important, a 2 next to the second, a 3 next to the third and so on up to 12.

- \_\_\_\_\_ Influencing others
- \_\_\_\_\_ Cooperative coworkers
- \_\_\_\_\_ Providing a service
- \_\_\_\_\_ Guidelines to follow
- \_\_\_\_\_ Gaining knowledge
- \_\_\_\_\_ Being efficient
- \_\_\_\_\_ Independence
- \_\_\_\_\_ Being a leader
- \_\_\_\_\_ Advancement opportunities
- \_\_\_\_\_ High Income
- \_\_\_\_\_ Management support
- \_\_\_\_\_ Teamwork

**Check all of the words or phrases that you feel describe you.**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Controlling    | <input type="checkbox"/> Direct              | <input type="checkbox"/> People-person       | <input type="checkbox"/> Sociable          |
| <input type="checkbox"/> Stubborn       | <input type="checkbox"/> Decisive            | <input type="checkbox"/> Entertaining        | <input type="checkbox"/> Expressive        |
| <input type="checkbox"/> Demanding      | <input type="checkbox"/> Aggressive          | <input type="checkbox"/> Popular             | <input type="checkbox"/> Good mixer        |
| <input type="checkbox"/> Bold           | <input type="checkbox"/> Forceful            | <input type="checkbox"/> Outgoing            | <input type="checkbox"/> Openly warm       |
| <input type="checkbox"/> Assertive      | <input type="checkbox"/> Independent         | <input type="checkbox"/> Talkative           | <input type="checkbox"/> Love to chat      |
| <input type="checkbox"/> Patient        | <input type="checkbox"/> Mild-mannered       | <input type="checkbox"/> Perfectionist       | <input type="checkbox"/> Detailed          |
| <input type="checkbox"/> Soft-spoken    | <input type="checkbox"/> Discreet            | <input type="checkbox"/> Thorough            | <input type="checkbox"/> Precise           |
| <input type="checkbox"/> Predictable    | <input type="checkbox"/> Amiable             | <input type="checkbox"/> Orderly             | <input type="checkbox"/> Careful           |
| <input type="checkbox"/> Traditional    | <input type="checkbox"/> Obliging            | <input type="checkbox"/> Accurate            | <input type="checkbox"/> Well-organized    |
| <input type="checkbox"/> Worrier        | <input type="checkbox"/> Conservative        | <input type="checkbox"/> Meticulous          | <input type="checkbox"/> Picky             |
| <input type="checkbox"/> Initiator      | <input type="checkbox"/> A leader            | <input type="checkbox"/> Reliable            | <input type="checkbox"/> Dependable        |
| <input type="checkbox"/> Energetic      | <input type="checkbox"/> Impatient           | <input type="checkbox"/> Steady              | <input type="checkbox"/> Efficient         |
| <input type="checkbox"/> Active         | <input type="checkbox"/> Problem-solver      | <input type="checkbox"/> Self-disciplined    | <input type="checkbox"/> Conscientious     |
| <input type="checkbox"/> Decision-maker | <input type="checkbox"/> Entertaining        | <input type="checkbox"/> Persevering         | <input type="checkbox"/> Industrious       |
| <input type="checkbox"/> Ambitious      | <input type="checkbox"/> Takes-on too much   | <input type="checkbox"/> Good follow-through | <input type="checkbox"/> Fussy             |
| <input type="checkbox"/> Flexible       | <input type="checkbox"/> Jack of all trades  | <input type="checkbox"/> Optimistic          | <input type="checkbox"/> Confident         |
| <input type="checkbox"/> Versatile      | <input type="checkbox"/> Can handle anything | <input type="checkbox"/> Cheerful            | <input type="checkbox"/> Hopeful           |
| <input type="checkbox"/> Adaptable      | <input type="checkbox"/> Lots of abilities   | <input type="checkbox"/> Positive attitude   | <input type="checkbox"/> Can-do attitude   |
| <input type="checkbox"/> Many skills    | <input type="checkbox"/> Very flexible       | <input type="checkbox"/> Happy               | <input type="checkbox"/> Expect the best   |
| <input type="checkbox"/> Multi-talented | <input type="checkbox"/> Versatile performer | <input type="checkbox"/> Trusting            | <input type="checkbox"/> Too trusting      |
| <input type="checkbox"/> Skeptical      | <input type="checkbox"/> Critical            | <input type="checkbox"/> A realist           | <input type="checkbox"/> Not very trusting |
| <input type="checkbox"/> Cynical        | <input type="checkbox"/> Suspicious          | <input type="checkbox"/> Sarcastic           | <input type="checkbox"/> Defensive         |

**Check all of the words or phrases that other people might use to describe you.**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Controlling    | <input type="checkbox"/> Direct           | <input type="checkbox"/> People-person       | <input type="checkbox"/> Sociable            |
| <input type="checkbox"/> Stubborn       | <input type="checkbox"/> Decisive         | <input type="checkbox"/> Entertaining        | <input type="checkbox"/> Expressive          |
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| <input type="checkbox"/> Traditional    | <input type="checkbox"/> Obliging         | <input type="checkbox"/> Accurate            | <input type="checkbox"/> Well-organized      |
| <input type="checkbox"/> Worrier        | <input type="checkbox"/> Conservative     | <input type="checkbox"/> Meticulous          | <input type="checkbox"/> Picky               |
| <input type="checkbox"/> Team-player    | <input type="checkbox"/> Thoughtful       | <input type="checkbox"/> Intelligent         | <input type="checkbox"/> Reasoning           |
| <input type="checkbox"/> Supportive     | <input type="checkbox"/> Loyal            | <input type="checkbox"/> Resourceful         | <input type="checkbox"/> Clear-thinking      |
| <input type="checkbox"/> Considerate    | <input type="checkbox"/> Competent        | <input type="checkbox"/> Logical             | <input type="checkbox"/> Fair-minded         |
| <input type="checkbox"/> Cooperative    | <input type="checkbox"/> Receptive        | <input type="checkbox"/> Analytic            | <input type="checkbox"/> Open-minded         |
| <input type="checkbox"/> Helpful        | <input type="checkbox"/> Diplomatic       | <input type="checkbox"/> Factual             | <input type="checkbox"/> Methodical          |
| <input type="checkbox"/> Creative       | <input type="checkbox"/> Artistic         | <input type="checkbox"/> Traditional         | <input type="checkbox"/> Don't rock the boat |
| <input type="checkbox"/> Original       | <input type="checkbox"/> Unpredictable    | <input type="checkbox"/> Conventional        | <input type="checkbox"/> Mild                |
| <input type="checkbox"/> Imaginative    | <input type="checkbox"/> Innovative       | <input type="checkbox"/> Cautious            | <input type="checkbox"/> Hesitant            |
| <input type="checkbox"/> Adventurous    | <input type="checkbox"/> Daring           | <input type="checkbox"/> Accepting           | <input type="checkbox"/> Contented           |
| <input type="checkbox"/> Unconventional | <input type="checkbox"/> Non-conformist   | <input type="checkbox"/> Follow the rules    | <input type="checkbox"/> Obliging            |
| <input type="checkbox"/> Opinionated    | <input type="checkbox"/> Aloof            | <input type="checkbox"/> Don't like to hurry | <input type="checkbox"/> Bossy               |
| <input type="checkbox"/> Moody          | <input type="checkbox"/> Sometimes gossip | <input type="checkbox"/> Have a temper       | <input type="checkbox"/> Temperamental       |

**What do you think about the form you have just completed?**