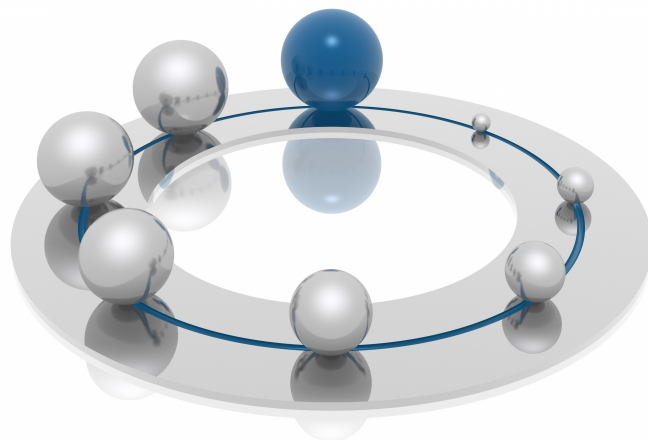


# CAPTain | compact



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Version: CAPTain Manager

State of 02/2017

## Content

	Page
Introduction	3
What does CAPTain compact do?	
How can I use CAPTain compact?	
Results	4
Skills potential	13
Further questions	14

## Introduction

### What does CAPTain compact do?

The CAPTain analysis provides a description of a person's typical behaviour patterns at the workplace. The characteristics recorded by CAPTain have been shown to be relevant for successful professional conduct. Unlike general personality characteristics, the factors captured by CAPTain are able to predict up to 50% of a person's professional success. The other 50% depend, for example, on specialised knowledge, motivation, intelligence and the right understanding of one's role and responsibilities. These factors should also be taken into consideration when making an overall evaluation of a person.

Behaviour patterns are learned at some point, but once acquired, they remain fairly stable and constant. However, they can also be changed and developed if necessary. If a person's behaviour changes permanently, e.g. as a result of personnel development measures or due to a new job, these changes are recorded by CAPTain.

The CAPTain assessment is neutral and purely descriptive in nature. Using a job description, an evaluation can be performed for a specific position.

CAPTain describes an individual's current behaviour in his/her day-to-day work. CAPTain describes an individual's current behaviour in his/her day-to-day work. It may happen that a person's self-view is different in some aspects the CAPTain's description. This can be the result of wishful thinking, or of experiences from other contexts (e.g. private life, earlier work environments).

### How can I use CAPTain compact?

The CAPTain compact report is designed to ensure that anyone can understand it. Using the report and the clear diagrams, both the personnel officer and the candidate and his/her superior will see straightaway where the candidate's strengths and weaknesses lie.

Compare the CAPTain results with your expectations of a successful candidate for the position. What behaviour competences does the job description call for? Please bear in mind when comparing CAPTain results with the job description that extreme scores are not necessarily good.

You should discuss the CAPTain results with the candidate. Where does he/she see the description as accurate? Where does he/she see the description as inaccurate? Are there any blind spots or misunderstandings? Where does the difference between wishes and reality play a role?

Discuss your evaluation with the candidate. Make clear what special behaviour competences are useful and expected for which job requirements. Don't only mention the deviations from the job description: make reference to the points of agreement as well!

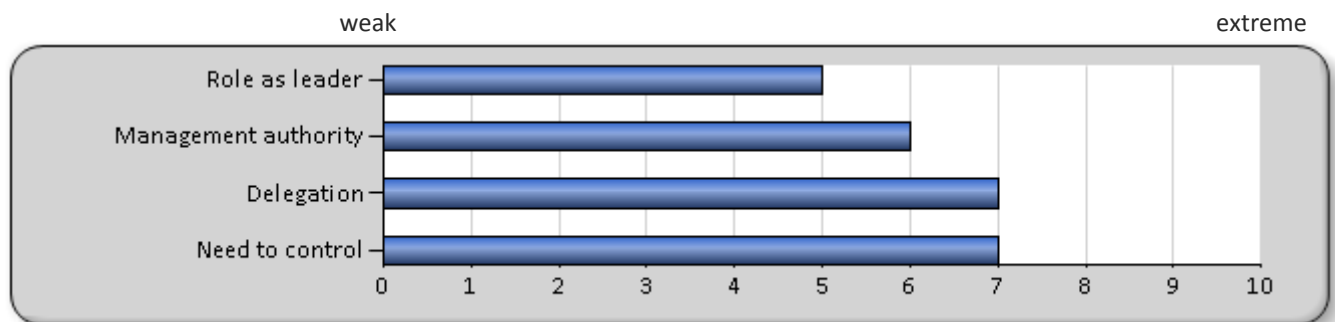
If you also want to know where the candidate has most potential and how good his/her chances of learning and developing are, you should use the new evaluation CAPTain talents.

## Results

For the results, the principle "the higher the better" does not necessarily apply. Depending on the job requirements, even average or lower values can be optimum. However, very weak or extreme behaviour patterns are occasionally counterproductive.

### Leadership behaviour

CAPTain compact has determined the following typical behaviour patterns for Mr. Mustermann:



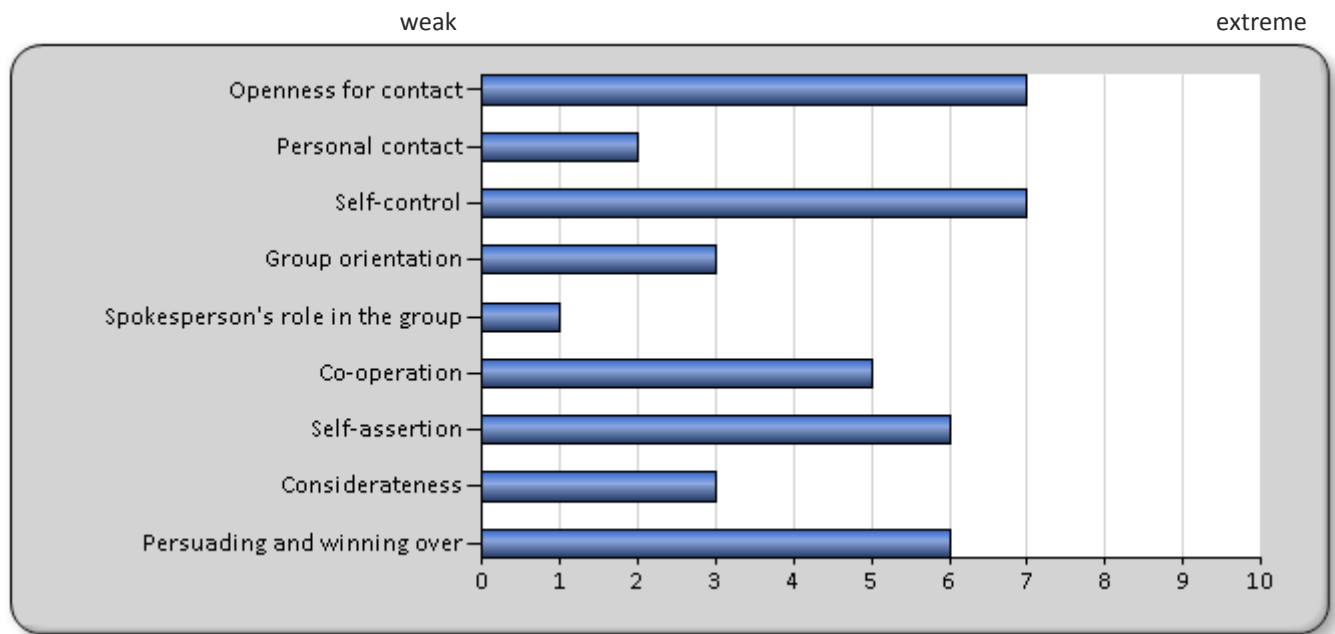
Mr. Mustermann acts as a team member and hardly adopts any leading role in the classic sense. Things can become difficult if Mr. Mustermann is required to consistently take the lead role.

He takes an active part in the decision-making on questions that concern the team goals. His word carries weight, but he does not dominate the proceedings.

It's not unusual for him to delegate tasks to others, even if he does deal intensively with some issues himself. Mr. Mustermann feels responsible for other people's work and influences their way of working, but he does not feel the need to interfere in everything.

## Way of dealing with other people and co-operation

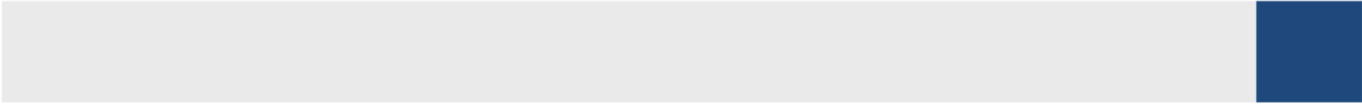
CAPTain compact has determined the following typical behaviour patterns for Mr. Mustermann:



Mr. Mustermann is approachable at all times. He usually becomes effective in direct personal contact. He acts professionally towards people in his work environment, focusing on the task at hand. He always remains friendly whenever possible. He prefers not to show displeasure or anger. He is friendly at all times, which probably makes him a pleasant colleague to deal with. Even when he doesn't like something, he always remains friendly.

Mr. Mustermann has contact with the group, but keeps his independence. In a group situation, he tends to be reserved in communication. He listens and observes before stating his own opinion.

Reciprocal specialist support in the team is important to Mr. Mustermann. For this reason he commits himself to co-operation and working together.

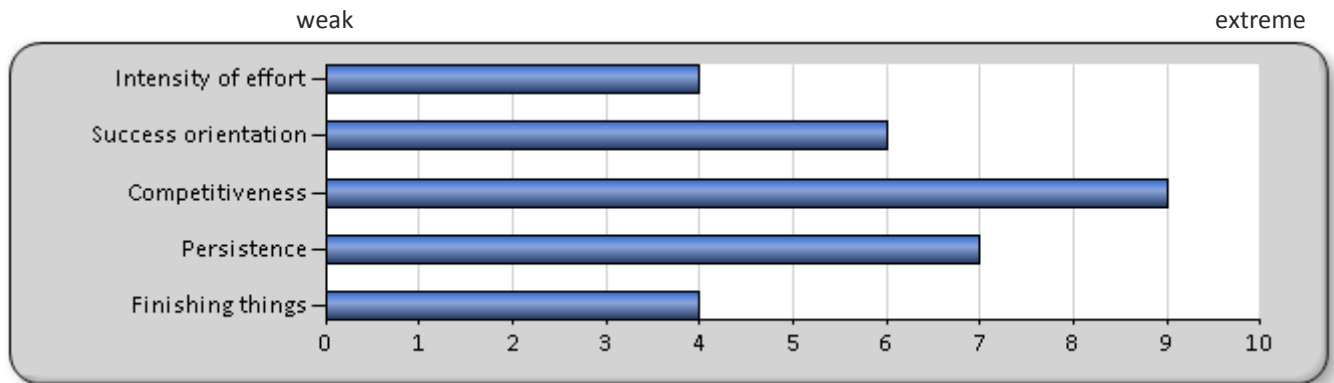


Mr. Mustermann makes his personal ideas clear even if others do not agree. He wants to assert himself, but not at any price. At the same time, good personal relationships at work are not as important to him as the matter in hand. By actively introducing his ideas and convictions, Mr. Mustermann stimulates the discussion and promotes good arguments. By concentrating on the matter in hand at the same time, he forms an opposite pole to those people who place the emphasis on consensus and considerateness towards others.

Mr. Mustermann is committed and contact-oriented enough to present something to others, especially when he likes it himself.

## Attitude to work and ambitions

CAPTain compact has determined the following typical behaviour patterns for Mr. Mustermann:

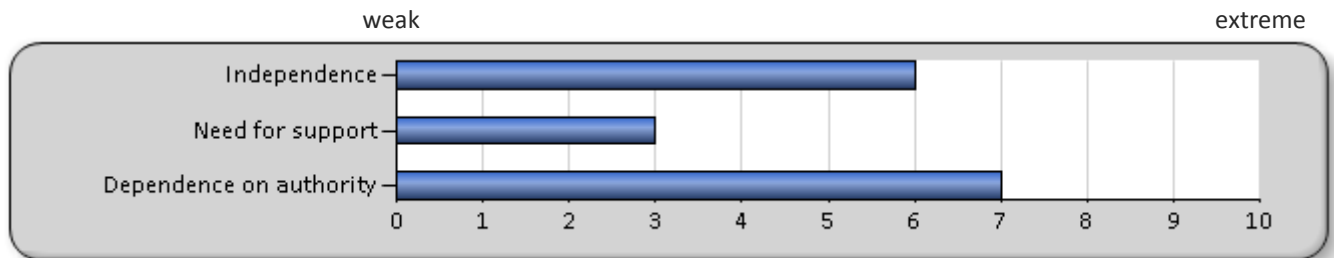


Mr. Mustermann has his own ideas about what is useful and makes sense, and he acts accordingly. It is very important to him to work efficiently. At the same time he consistently hurries things along. Mr. Mustermann wants to get ahead personally and be successful. He has very ambitious goals; he wants to be the best, to outstrip others.

Mr. Mustermann pursues difficult and complicated tasks with great perseverance. At the same time, he wants to wind things up; but %he\_she% is also able to delegate assignments to others and to put less important items at the end of the queue.

## Own responsibility and independence

CAPTain compact has determined the following typical behaviour patterns for Mr. Mustermann:



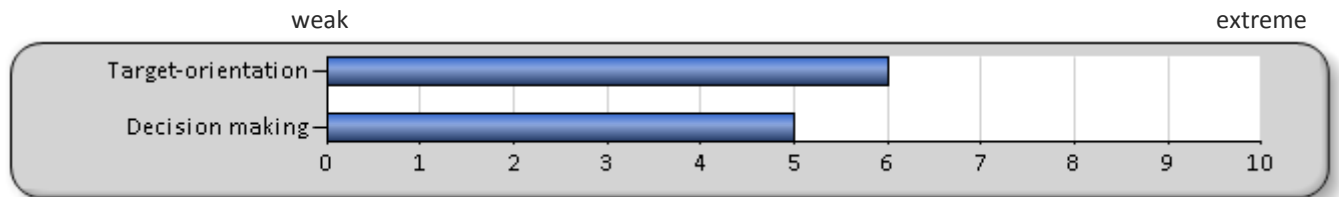
Mr. Mustermann wants to know what is expected of him in the task at hand, and likes to have clear directions. On that basis he will then work independently. He does not need any personal encouragement or support.

He does not question his superior's wishes. Coming up to his superior's expectations means a lot to him.



## Goal-orientation and decisiveness

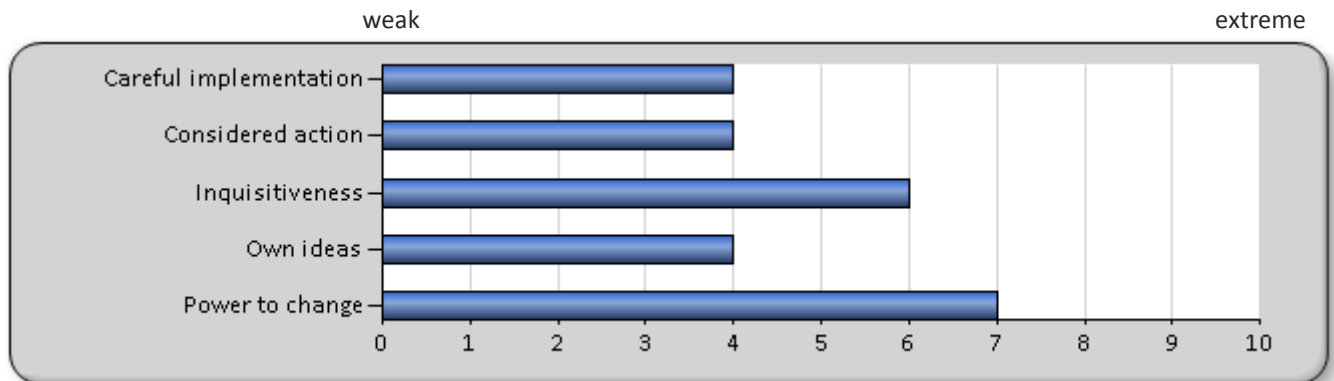
CAPTain compact has determined the following typical behaviour patterns for Mr. Mustermann:



Mr. Mustermann works towards objectives with all available resources, and wants to achieve these goals. He makes the necessary decisions, but he does so with caution and takes his time. He does not like taking risks.

## Pragmatism and creativity

CAPTain compact has determined the following typical behaviour patterns for Mr. Mustermann:

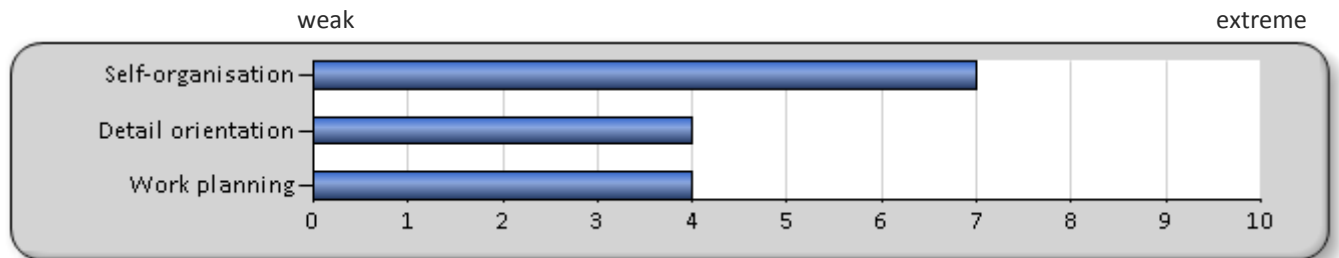


In his work, Mr. Mustermann also takes into consideration structures that are not confined to one department. Mr. Mustermann is a pragmatic person who considers things, weighs them up and then takes action.

He is open to new inputs. He deals well with variety and changes. Mr. Mustermann generally takes things as they are. Sometimes he comes up with ideas for small improvements. He supports the implementation of innovation, even where there is resistance. Sometimes he is a motor for change.

## System and accuracy

CAPTain compact has determined the following typical behaviour patterns for Mr. Mustermann:

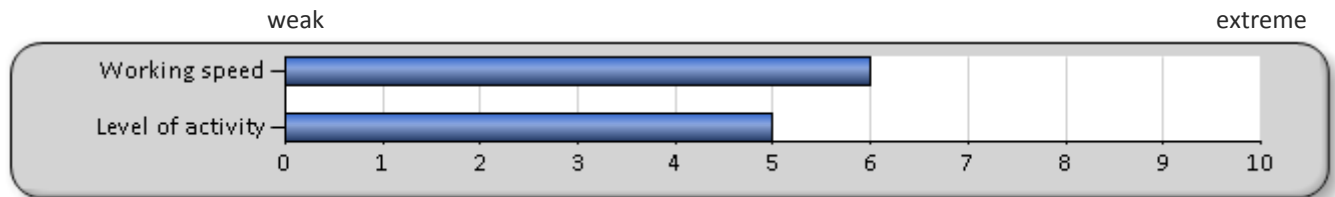


Mr. Mustermann works systematically and with structure. Even when adapting to new demands, he proceeds in an orderly fashion and sticks to the plan. Mr. Mustermann values details and pays attention to accuracy of content.

Tasks that he can deal with based on experience, without thinking about them too much, are his strong point.

## Activity

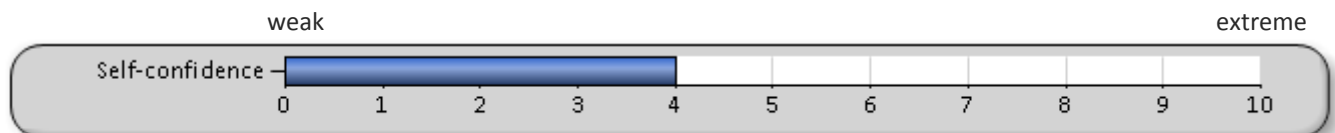
CAPTain compact has determined the following typical behaviour patterns for Mr. Mustermann:



Mr. Mustermann works quickly and takes care of a lot of things in a short period of time. He often has several different things running parallel. He loves a dynamic working atmosphere.

## Self-confidence

CAPTain compact has determined the following typical behaviour patterns for Mr. Mustermann:



Mr. Mustermann has self-confidence. But if something does not work out, he tends to look for the source of the problem in his own work, rather than in other people's.

## Possibilities and limitations

*Behavioural competences can enable a person to be particularly good and effective at performing certain job requirements. Under different conditions, however, the same behavioural competences may be less helpful, or even contraproductive. This section throws light on the possibilities and limitations of a person's individual behavioural competences.*

### Leading people

He is clearly capable of asserting himself. His word carries weight in the team. He steers coordination processes, but without dominating. In this context, he stands up for his personal ideas and convictions. He takes care to show loyalty towards his colleagues.

Mr. Mustermann is suited to a management position where he is dealing with fairly independent staff who are included in the decision-making process. He works best in self-organised teams where the superior acts like a colleague.

### Working method

Mr. Mustermann can be entrusted with assignments where it's important to focus on the specific, content-related aspects and to pursue these systematically.

Mr. Mustermann is suitable for assignments that he can also pursue for a longer period of time, based on practical and interdisciplinary considerations. He has great potential for practical work where it's useful to know how things correlate with each other.

In planning and organisation Mr. Mustermann's strength lies in proceeding systematically and with practical orientation. He plans the steps that need to be taken, based on his experience, in a highly structured fashion.

## Contact and communication

Mr. Mustermann has a factual style of communication and shows little interest in other people's personal issues. In situations where the style of communication is predominantly rational and fact-oriented, he will easily make contact with others. But where empathy and consideration on a personal level are important, he may find it hard to establish a connection with p

## Initiative

He needs tasks where he can achieve something personally and get ahead at work by means of ambition and commitment.

Mr. Mustermann pushes innovations ahead. But when he is called on to provide his own creative input, it probably won't be long before he reaches his limits.

## Further questions on the results of CAPTain Compact

The following questions are designed to help you understand even better the behaviour patterns that CAPTain describes, and to evaluate these better in connection with a particular job.

What skill areas are particularly important to you in connection with the current or future job requirements?

Please select!

- Leadership behaviour
- Leadership behaviour in contact with clients
- Way of treating Clients and cooperation
- Attitude to work and ambitions
- Personal responsibility and independence
- Goal-orientation and decisiveness
- Pragmatism and creativity
- Systematic thinking and accuracy
- Activity
- Self-confidence

Which of the skill areas you selected are especially important to you?

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Are there individual competences within the skill areas that you attach special importance to?

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What current and future challenges are there at work where the skill areas and/or the special competences that belong to them are especially relevant?

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For the skill areas that you selected and/or the special competences that belong to them, we recommend answering at least one or two of the following questions in each case.

### 1. Questions about a more detailed understanding of the CAPTain results

- a. In which specific behaviour is the behaviour described by CAPTain evident today at the workplace?
- b. Are there situations where the behaviour described is especially clearly visible?
- c. Have you always displayed this kind of behaviour, or did you only learn it in the last few years?
- d. Would you find it easy to behave completely differently? In what way?
- e. Are there situations where you already behaved completely differently? What are they?

### 2. Questions about your personal assessment of the CAPTain results

- a. How happy are you personally with the behaviour described by CAPTain?
- b. What would you be happy to do differently in future? Why?
- c. What sometimes prevents you at the moment from behaving the way you would like to?

By answering this question, you will arrive at a final evaluation.

Are the desired behaviour skills already visible to a reasonable extent? Where and how?

Good luck!