



identity[®]
personality questionnaire

Staff's Remote Working Report

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STAFF REMOTE WORKING REPORT

This report is designed to support staff that are working remotely, or partly remotely. More and more people are now either working remotely full-time or part of the time. However, it is not easy to find support and useful guidance for staff to help them to ensure that they can get the best from remote working. Therefore this report is provided to you to support you.

Please note there is a similar report for managers and leaders who may be working remotely, to help them support their team, many who may be working remotely.

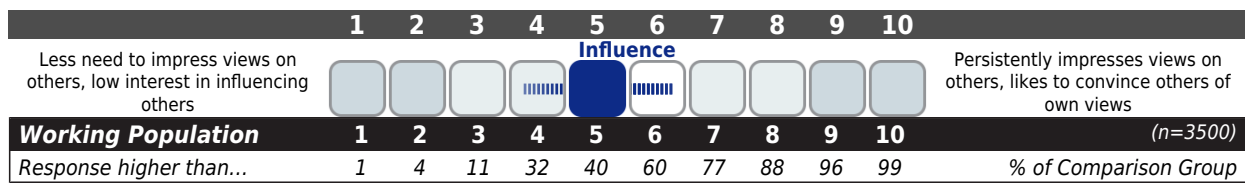
What is 'identity'

This report is based on the individual's responses to 'identity' – a fully validated psychometric instrument, used to gather information about how they see themselves. These self-perceptions are compared with the working population to provide a measure of 36 different personality scales when seen in relation to others.

Important points to note about self-perception information:

- It is not a definitive statement about how the person behaves – it is just an indicator
- Information relates to their working style and preferences – not ability
- Although broad patterns can be consistent across time, a person's profile can change with experience.

The tables in the report show the individual's responses to the different personality scales. The scales use Sten scores i.e. a score from 1 to 10. Here is an example of a scale, Influence with a Sten score of 6.



***Responses '5' or '6'** are considered to be typical of most people in the working population and therefore more people score 5 and 6. Responses more to the left or right of these scores show stronger preferences in that particular direction.

***Responses '4' and '7'** are slight preferences, **'3' and '8'** are stronger preferences.

***Responses '1, 2' and '9, 10'** are more extreme and distinctive preferences that will characterise the person when compared to the working population. Only a small number of people score at these extremes.

Development Tips

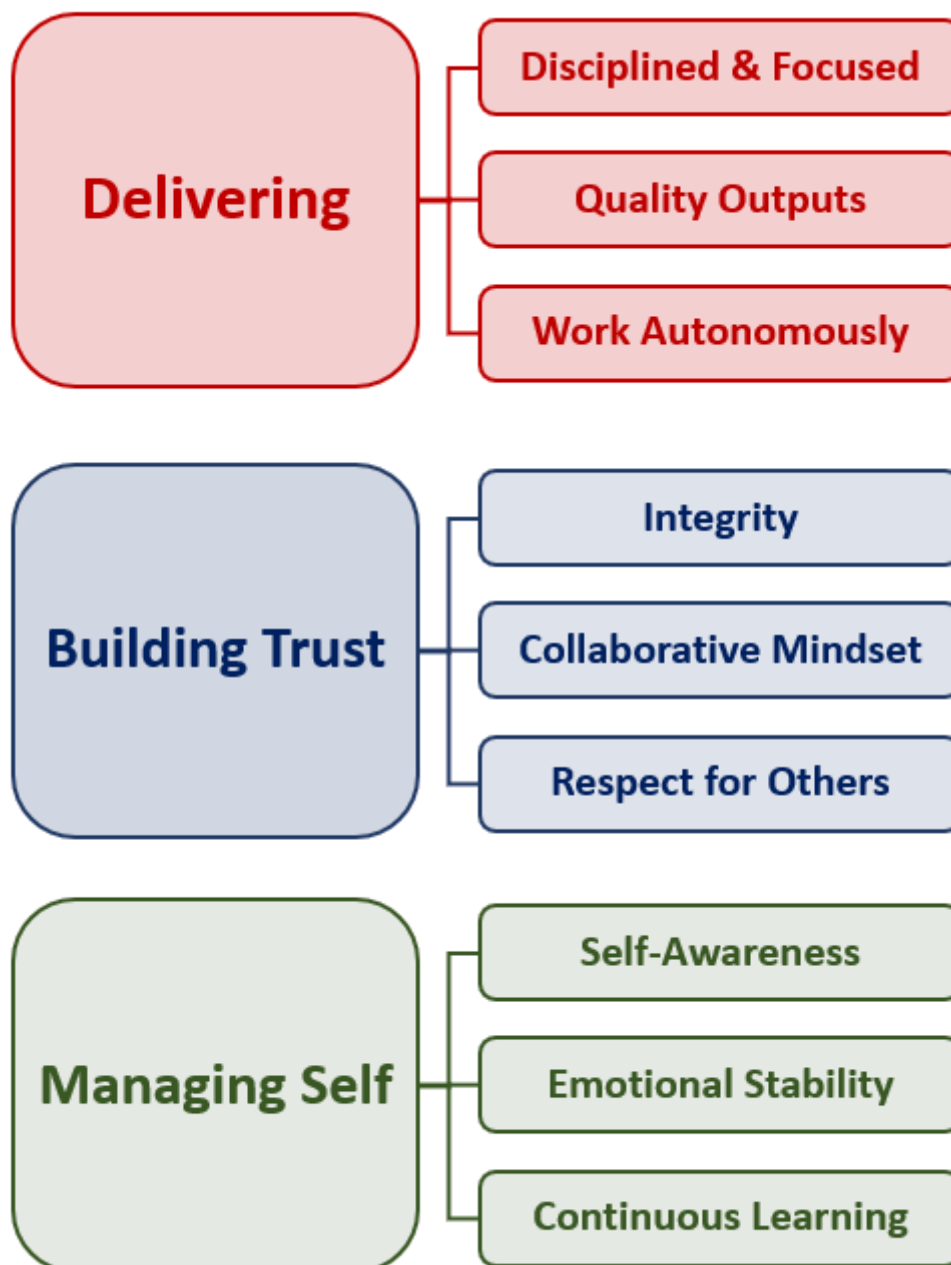
The development tips are the second part of the text. They can come from areas where you may not be that focused or that do not come naturally to you. They may also build on your strengths or highlight that very high preferences may sometimes create issues for you. More important development tips are provided in **bold**.

Keeping this report secure

Please ensure that this report containing personal information is handled confidentially and professionally and in keeping with Data Protection and GDPR legislation. The shelf-life of the information contained in this report is typically 12 months.

STAFF REMOTE WORKING MODEL

This model is supported from some of the latest research that is available based around the implications of the Covid 19 pandemic accelerating the take-up for remote working. Remote working was getting more popular even before Covid 19. Then with Covid 19 it just took over! Having tasted remote working many do not want to return to the office. So although it may not be suitable for everyone, remote working is clearly here to stay. Therefore, this report is to support individuals to get the best from the remote working environment. Here is the staff remote working model:



DELIVERING

In a remote environment, staff may be exposed to a different range of distractors than in a traditional workplace. There is a greater need for self-reliance, organisation, and discipline to ensure successful task completion. Although they still have a manager they do need to manage themselves well, and perhaps not rely too much on a manager to closely manage them. Therefore, they need to be very focused on their work, ensuring that they are actually delivering the quality results expected. They need the skills to work autonomously which means the freedom to own their work and to be disciplined and in good control.

Delivering comprises the following competencies:

Disciplined & Focused

Quality Outputs

Work Autonomously

BUILDING TRUST

Balancing the Delivering area, this area is about working with others. We do not deliver everything by ourselves, so delivery is typically through teamwork. Therefore, Building Trust is about effective teamwork. This is more challenging in a remote working environment, where we realise that teamworking does not necessarily mean physically working right next to each other.

Building Trust comprises the following competencies:

Integrity

Collaborative Mindset

Respect for Others

MANAGING SELF

Part of the success of individuals working effectively within a remote working environment is to be well disciplined and skilled in managing themselves. So having good self awareness of ones qualities and managing to keep calm and level headed when under pressure. It is also useful to focus on continuous learning and improvement.

Managing Self comprises the following competencies:

Self Awareness

Emotional Stability

Continuous Learning

Delivering Disciplined & Focused

In a remote environment, you may be exposed to a different and wider range of distractors than in a traditional workplace. Therefore, there is a greater need to be personally disciplined and focused. One needs to be more self-reliant and to plan ahead and get into the detail of what needs to be achieved. One also needs the energy and commitment to want to strive and achieve.



Foresight: You may have a preference to focus on the current and immediate priorities. Although you may be able to plan ahead it may not be your natural preference. Therefore, you may be less concerned about future requirements or the need to work on strategy.

☞ **Make time to assess the importance of immediate tasks in light of longer-term objectives. Working remotely, it is easy to just get on with what you think are the immediate important tasks. Therefore, ensure that on a regular basis e.g. monthly, you have a meeting with your manager to discuss long-term plans and strategy for your team.**

Need to Win: You have a very strong competitive edge and you always strive to do the best at everything you turn your hand to.

☞ **This is clearly a strength of yours. However, check that your high competitiveness does not affect teamworking. Therefore, make sure that your competitiveness is focused in the right area. Also, check that you are not over-striving and pushing others in your team too much to cause unnecessary tensions.**

Completing: You enjoy starting new projects rather than to be focused on completing projects.

☞ **As you are working remotely, you may not have anyone to guide you to make sure you focus on getting the details correct and focused on completing your assignments effectively. Consider what you need to have in place to ensure that you complete projects effectively e.g. make sure you report regularly to your manager with assignment updates.**

Protocol Following: You don't enjoy being given restrictions, you prefer to take your own approach to situations. Therefore, you dislike rules and bureaucracy.

☞ **Although this is your preference, try to understand why these rules have been put in place and consider the possible consequences of ignoring them. Sometimes you may see rules as too inflexible or out-dated, and you might feel that you have a better approach. This may be great, but in a remote working environment if you just do your own thing without communicating, others may see you as a rule breaker and this may cause issues. Therefore, try to work closely with others to improve procedures/ rules that might be outdated or inappropriate.**

Rational: You strongly value logic and objectivity. You base your decisions on hard evidence and data. You might miss focusing on people's views or understanding their concerns.

☞ **Your strength is basing decisions on objective facts and evidence. However, good outcomes need to take into account how things impact on people. It might be easy for you to neglect others if you are working remotely, so you will need to make a bigger effort to communicate with others. Therefore, consider what you can do to make sure you engage people and seek their views and concerns and fully understand this, before making important decisions. Perhaps work with others who are good at doing this.**

Delivering Quality Outputs

With less day-to-day supervision, you need to be personally striving for quality results with minimal intervention from line managers on more familiar tasks.. So planning and delivering the quality work and managing that, working effectively with others. This includes working closely with others to evaluate options, applying innovation, managing business risks, and learning and improving from experiences. All this helps to achieve quality outputs.



Critical: You tend to critically analyse information and are skilled at pin pointing flaws that others may have overlooked.

🔗 **Your attention to detail and analytic mind aids you in assessing complex decisions however be mindful that you do not focus too much on the negatives and therefore miss opportunities.**

Creative: You take an innovative approach to work and enjoy sharing your new ideas and creativity. You welcome change and actively use your imagination on projects.

🔗 **In the remote working environment your talent for creativity may help the team overcome some challenges. However, check that solutions are realistic and not too 'Blue sky' impractical.**

Risk Taking: You tend to go for opportunities with big rewards. You are comfortable with risk and are likely to set high future goals.

🔗 **Your preference for high risk endeavours potentially may provide good returns. Be mindful that your gambles might not always pay off and you are not seen as reckless.**

Reflective: You may see things simply as black or white when making judgements. You are likely to be less tolerant of ambiguity.

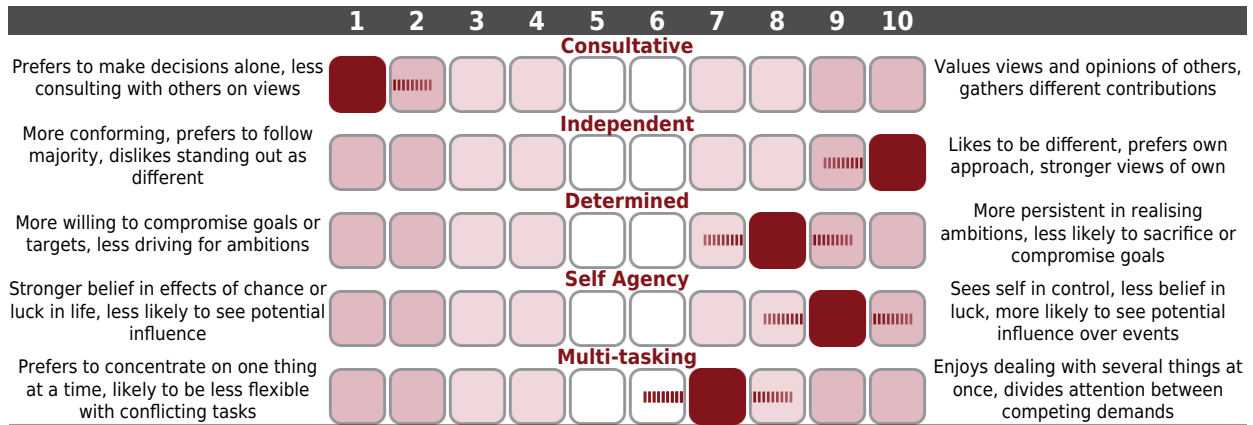
🔗 **Think about some ways you can use your time to reflect on things, and to sound out views from others to get a fuller understanding of a situation.**

Group Affiliation: You may be relatively comfortable working independently and do not have a strong need to be involved in lots of team working.

🔗 **Working in a remote environment it may be easy for you to get used to working completely in isolation. Therefore, you ought to try to make a proactive effort to work more closely with others. As you will not do this naturally it is best that you build this into your diary e.g. working on specific projects with others. Working effectively with others optimises performance and creates synergy.**

Delivering Work Autonomously

Working autonomously is never easy to achieve – especially within a remote working environment. One needs to believe in one-self, to have a good understanding of the tasks, and to also have a good trusting relationship with others. You need to feel that you can be trusted by others to get on with assignments with little constraints from others and to have good control of how to proceed. You will be proactive and determined.



Consultative: You have a very low interest in consulting with other people in your team. You value your own opinion and you feel like you do not need to refer to others when you want to make a decision.

☞ **In remote settings it is easy for you to just get on with your own work and not to consult or work with others. As it is not natural for you to want to consult then it is best that you formally have regular bookings to work with others on projects.**

Independent: You hold onto your own views very strongly. It is difficult for others to influence you, because you always strive to stay true to your own beliefs and like to do things your way.

☞ **Believing in yourself and acting independently using your own approach are potential strengths. However, check that you are not completely ignoring others' views. Working in remote settings, you need to demonstrate that you are receptive to others' views and that you will use that information to make better decisions.**

Determined: You tend to be quite determined and will focus on achieving your objectives. You are less likely to want to compromise your goals.

☞ **This is a potential strength of yours, however when working remotely, ensure that you communicate and work closely with others in order to agree shared objectives otherwise you may make things difficult for others.**

Self Agency: You see yourself to be an effective autonomous worker. You strongly believe that you are in control of your own destiny. You are confident you can influence and control most outcomes.

☞ **This is a potential strength of yours. However, when working remotely, ensure you engage and support others in an appropriate manner as others will not necessarily have your confidence to tackle the tasks head on as you do. Also, it is likely that you are over-rating your own capabilities so when things do not go exactly your way, do not be too harsh on yourself or others. So useful to check the reality of outcomes.**

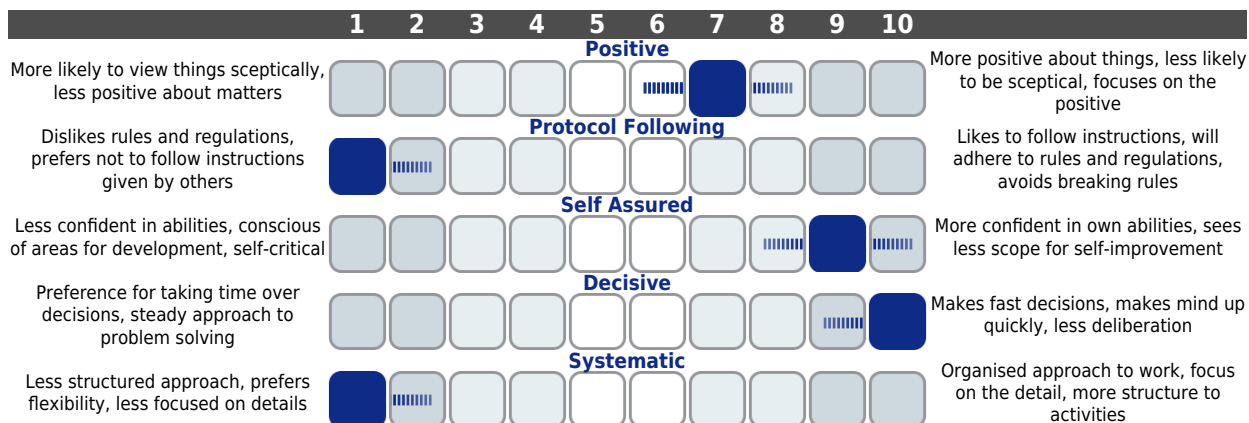
Multi-Tasking: You tend to enjoy having a bit of variety and challenges at work. You may enjoy working on more than one project at any given time.

☞ **Just check that you can also focus on routine and repetitive tasks that are just as important for you to complete. These may be less interesting for you, and as you quite busy, you might overlook them.**

Building Trust

Integrity

As there is much less direct contact with remote working, then when we are in direct contact with others we need to ensure we act with integrity. Open and honest communication is critical. You should also show respect, provide encouragement and support for others. You should try to come across as positive, pleasant, and approachable.



Positive: You usually have a relatively positive perspective on things. You are likely to encourage others and to trust others.

🔗 Your positive attitude will serve you well. Just check that sometimes that you are not too optimistic and you addressing an issue fully.

Protocol Following: You dislike having to follow rules and procedures. You are happy to bend rules and you are much happier when you have the freedom to do things your way. You hate bureaucracy.

🔗 **Try to work closely with someone who can appreciate your need to do things your way but who also understands the importance of following procedures. Your approaches can lead to changes and improvements, but needs to be brought in appropriately and not through simply disregarding rules. Find activities that gives you the total freedom you crave.**

Self Assured: You are highly decisive and don't hesitate when making decisions. You waste no time weighing things up.

🔗 **Your decisive nature may appear to suit a fast paced environment but check that your decisions are based on evaluating information effectively and not just by making decisions hastily.**

Decisive: You are highly decisive and don't hesitate when making decisions. You waste no time weighing things up.

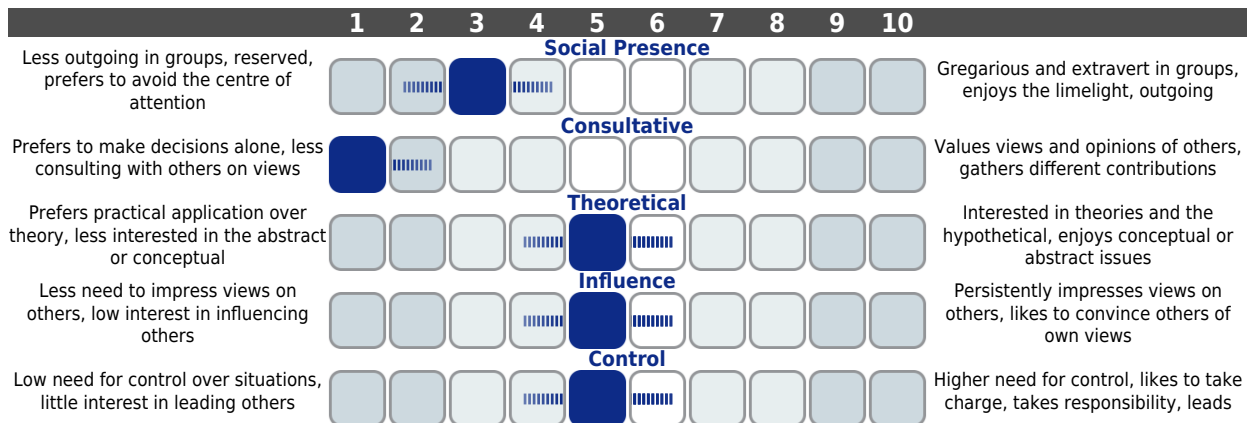
🔗 **Your decisive nature may appear to suit a fast paced environment but check that your decisions are based on evaluating information effectively and not just by making decisions hastily.**

Systematic: You are less concerned with the need to structure and plan your work You prefer a more flexible approach.

🔗 **When working remotely you may not have anyone to help you to be more organised and effective. Therefore, identify the tasks where you may need to be more organised and spend more time to look at how you might need to adapt your working style to make that work for you.**

Collaborative Mindset

Remaining visibly collaborative and accessible is a key challenge when working remotely. In particular, you will be missing all the informal 'desk chats' that provide useful feedback and information. Therefore, consider all the communication channels that you can use to build up effective collaborative working with others. Also, although you are not the manager, consider how you can influence others effectively to achieve better teamworking.



Social Presence: You possibly see yourself as being less outgoing and might prefer dealing with others on a one-on-one basis.

☞ **Accept that you may be slightly reserved, however make an effort to be more assertive and communicative with the people you work with. You might find this is easier for you with some communication channels like emails, or with one-on-one communications. Also set up regular meetings with your manager and project meetings for the work that you are doing.**

Consultative: You tend to prefer making decisions alone and may not see the need to seek the viewpoints of others.

☞ **Appreciate that you do not naturally need to consult with others. However it is best if you make an effort to consult with your manager on important matters. Make time to involve others and seek their opinions on your ideas. In remote work settings it is easy not to consult with others so consider planning in consultation sessions with others.**

Theoretical: You are relatively balanced in that you can appreciate applying some concepts in your work, yet you also see the need to ensure that practical considerations are being met.

☞ Continue with your approach. Make sure that practical needs are well met.

Influence: You sometimes enjoy persuading people and at other times you are not that keen to influence others.

☞ Identify key situations where it is very important to influence others. Make sure you are well prepared for these situations.

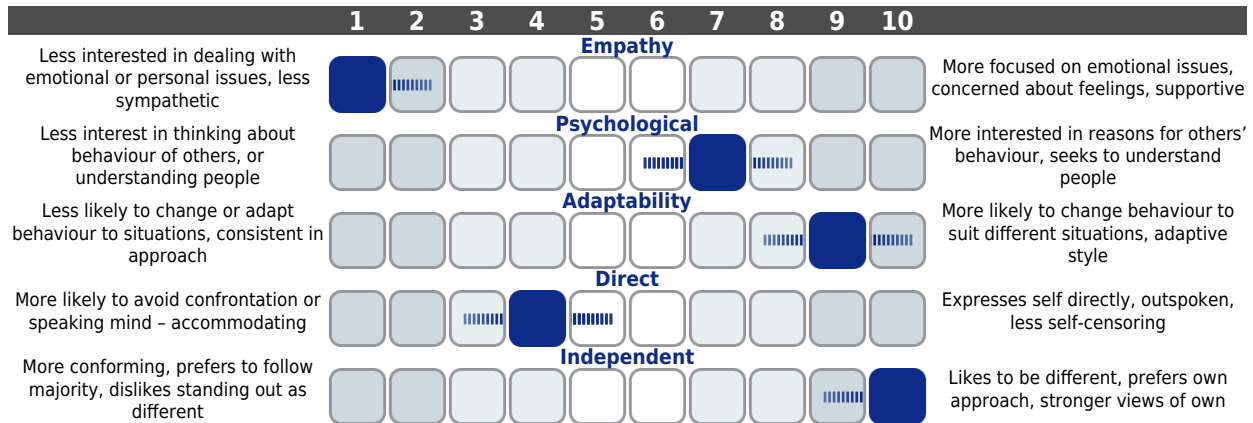
Control: You are moderately balanced when it comes to control. In some situations, you will see the need to control things more, and in other situations you are happy to let others take control and lead.

☞ With people working remotely, communications is key. You have identified that there is a need to control a specific project, so be clear who is responsible for that, and if it is not you, then allow that person to do it, with your support.

Building Trust

Respect for Others

Working remotely will impact people in different ways, depending on their individual circumstances. Therefore, try to be understanding and respect an individual's circumstances and needs. Make time for others and offer support as well as request for support as appropriate. Take an interest and show respect and understanding for others. In remote settings, people who may benefit from your help may find it difficult to ask you.



Empathy: You tend to have less empathy for others and may not be interested in others' personal or emotional issues.

🔗 **Working remotely, you can easily get detached from others. Make an effort to be interested in others and to understand their needs and to show some understanding and empathy towards others.**

Psychological: You tend to understand people and show an interest in their behaviours.

🔗 **You may not be that suited to remote working as you need to be with people in order to understand and analyse them. Also, are you analysing others in order to control them? Make sure that you treat others well and fairly.**

Adaptability: You are very flexible and adaptable. You will change your behaviour to suit different people or situations.

🔗 **As your behaviour can be so varied, just check that you are not seen as being inconsistent or treating people unfairly.**

Direct: You may not see yourself as being particularly assertive. You probably do not like challenging others or speaking your mind. You are possibly more accommodating with others.

🔗 **Whilst being accommodating can work in your favour try to develop your assertiveness more. Start with people you are more comfortable with, and state your needs and your views clearly and confidently.**

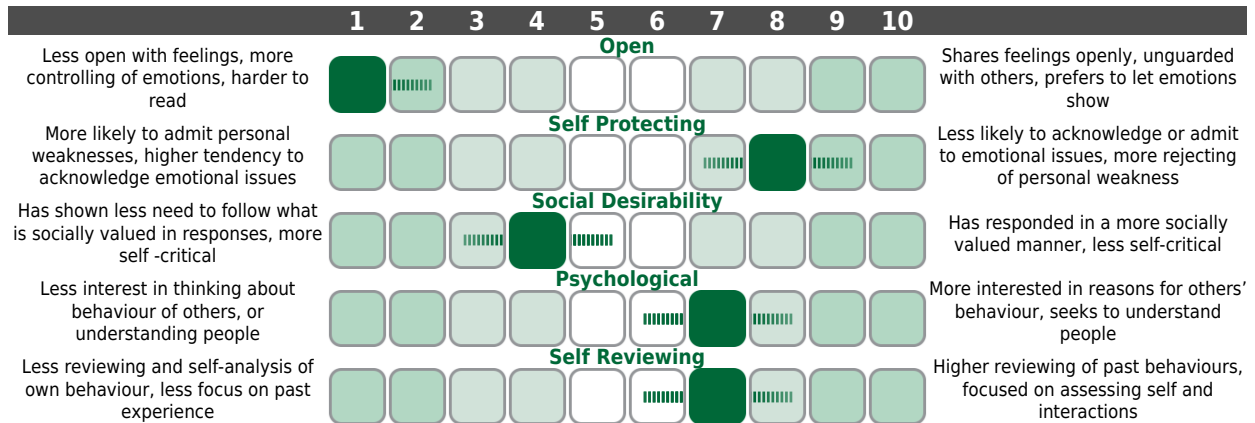
Independent: You see yourself as being highly independent and different from other people. You clearly like to do things your way.

🔗 **Working remotely, it might be easy to cut yourself off from others as you like to get on with doing things your way. How can you share your talents and interesting approaches with others?**

Managing Self

Self Awareness

Greater self-awareness is vital for continuous improvement and development. It will also reduce the risk of stress and burn-out during long term remote working. Having good self-insight and a liking to review and learn from your behaviours will help you to improve and develop. You are also likely to understand others better so may can support others and provide useful feedback and guidance to them.



Open: You prefer to keep your emotions to yourself and tend not to express your feelings to others. You will be more difficult for others to read.

🔗 **In remote working situations you may be able to remain guarded and not convey your concerns to others. But that might not be helpful. Therefore, consider how you can open up more to people. How can you be comfortable expressing your feelings and emotions more?**

Self Protecting: You may sometimes not admit to weaknesses or to deny making mistakes. You are happy to defend your position.

🔗 **Having confidence in your abilities is important. However, check that you do not get too defensive? No one is perfect so accept you have weaknesses and make mistakes.**

Social Desirability: You can sometimes be a little self-critical and may not see much of a need to sell yourself to others.

🔗 Being humble and honest is good, but ensure that you get the balance right and that you are not too self-critical. Make a list of your strengths and get feedback from colleagues and your manager.

Psychological: You take an interest in wanting to understand people and their behaviours. You are likely to be aware of any remote working issues others may be facing.

🔗 It is good that you are interested in others' behaviours. This may help you to recognise others who may be struggling with remote working. How can you support them?

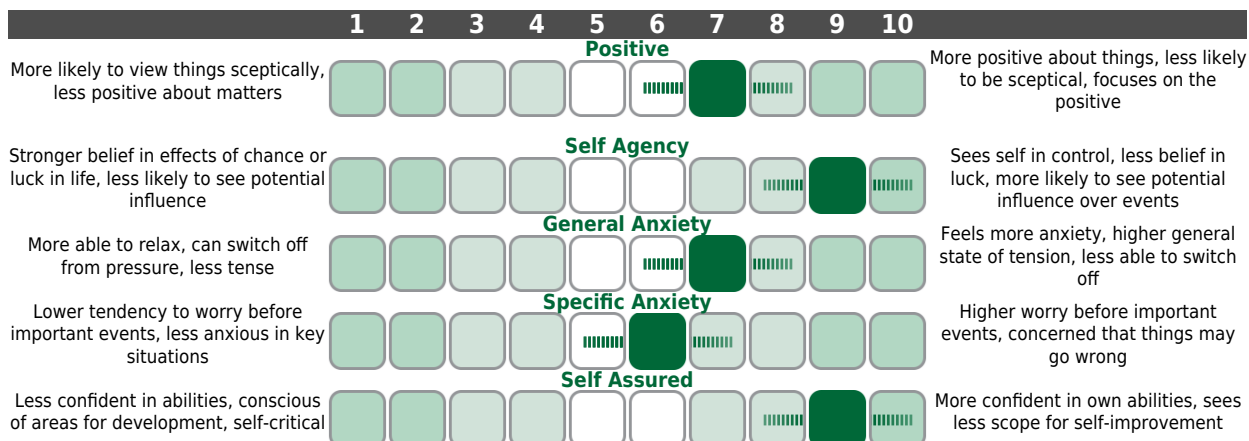
Self Reviewing: You tend to like reviewing your own behaviours and actions after an activity. You may enjoy self analysis and looking for ways to improve.

🔗 Liking to review things should be beneficial, however, check that you are not overdoing it in some instances.

Managing Self

Emotional Stability

Working remotely long-term may mean a loss of informal interaction with others, and this may affect people emotionally. Also, work pressures will be different from previous, and people may find it more difficult to ask for the support they need. Therefore, in this new remote working setting it is important that people know how to remain emotionally stable.



Positive: You usually have a relatively positive perspective on things and this will be noticed by others.

🔗 **Your positive attitude will serve you well. Just check that sometimes that you are not too optimistic and you have considered what might go wrong.**

Self Agency: You have strong self-belief in your capabilities and like to think that a lot is within your control. You recognise yourself as being in control of your life and don't believe chance has much to do with it.

🔗 **Feeling that you are truly in control may provide you with strong influence as a leader. However, the reality is that you cannot control everything. So be mindful that you do not simply blame yourself or your team for failures that will happen.**

General Anxiety: You may feel generally anxious at times and may find it difficult to completely relax and switch off.

🔗 **Spend time to consider what might be creating this general anxiety? Find ways that can help you to relax and to switch off better.**

Specific Anxiety: Like most people you may sometimes get anxious when dealing with important issues.

🔗 **Everyone has their doubts at times and therefore may feel anxious about some important events going well. For these events, preparation is key, so practice and trust your abilities. So you turn this into a familiar and well prepared situation.**

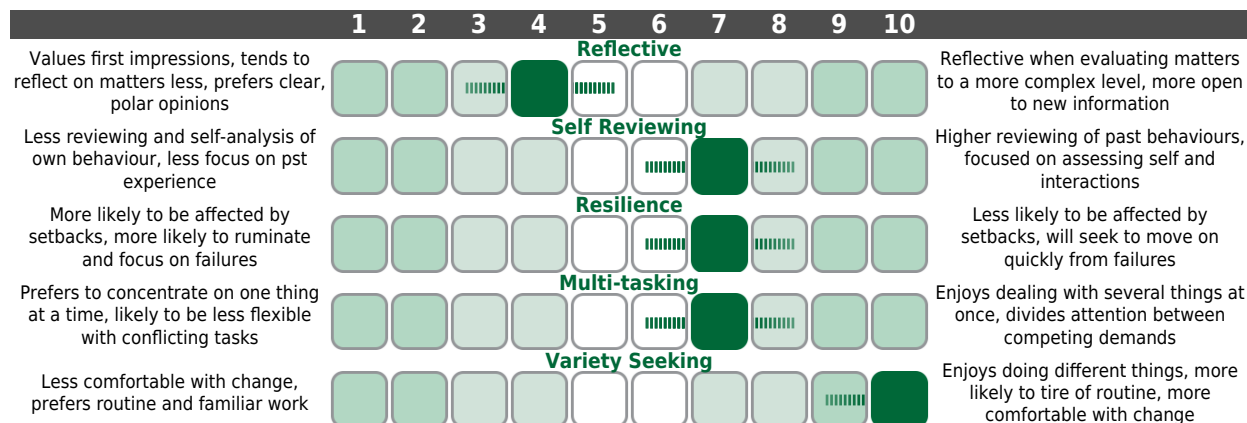
Self Assured: You are extremely confident, and you may overestimate your own abilities. Therefore, you may not see yourself as having any weaknesses and as having nothing to work on. In remote work settings you may get little opportunity to get feedback from others on this.

🔗 **You might not be aware that you come across as being over-confident by others. No one is perfect so try to identify a few areas that you can improve on. What will they be? Partner up with a 'work buddie' where you can support each other and provide each other with honest feedback.**

Managing Self

Continuous Learning

Leaders believe in continuous learning and continuous improvement. Moving over to remote working provides challenges but also good opportunities for continuous learning and improvements. One needs to have a focus on continuous learning and improvement. Also to make efforts to share their learning and improvements with others.



Reflective: You do not have a strong need to evaluate or reflect on things. You are happy to accept what you are told.

🔗 Try to take a wider perspective on things and do more evaluation. As this may not come natural to you at the moment develop a plan on how you can build up your interest to do more of this.

Self Reviewing: You often replay your past behaviours and interaction with others in your mind in order to understand your mistakes and to focus on improvement.

🔗 This is very useful as a means of supporting you to continually improve and learn. Try to focus on the positives and not get too bogged down with negatives or things you feel you did not do well, as no one is perfect. Also, see if you can support others to see the importance of reviewing how things went.

Resilience: You are less likely to be affected when things go wrong and can quickly adjust to the next task. You don't always see the need to spend time reflecting on past failures.

🔗 Your resilience is a good asset for remote working as things might not always go to plan but make sure you can learn from mistakes and challenging issues. Therefore work with colleagues to review projects that did not go well, so that you can learn and continue to improve.

Multi-Tasking: You like being kept relatively busy and dealing with several projects at the same time.

🔗 See if you can do more teamworking within your remote working setting, as each focusing on key contributions may be more effective than you trying to do everything yourself.

Variety Seeking: You are highly stimulated by variety at work and do not enjoy repetitive tasks. You enjoy an experimental approach and welcome new exciting tasks rather than more mundane projects.

🔗 Ensure you don't overlook an important project or piece of work that appears more mundane to you. Also, exciting new work needs to be validated as being fit for purpose.