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Job Position: Success Factors Challenge

BIRTHDAY: 9/2/2010

EDUCATION: Bachelor's degree

JOB TITLE: N/A

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EXPERIENCE: 5+ years

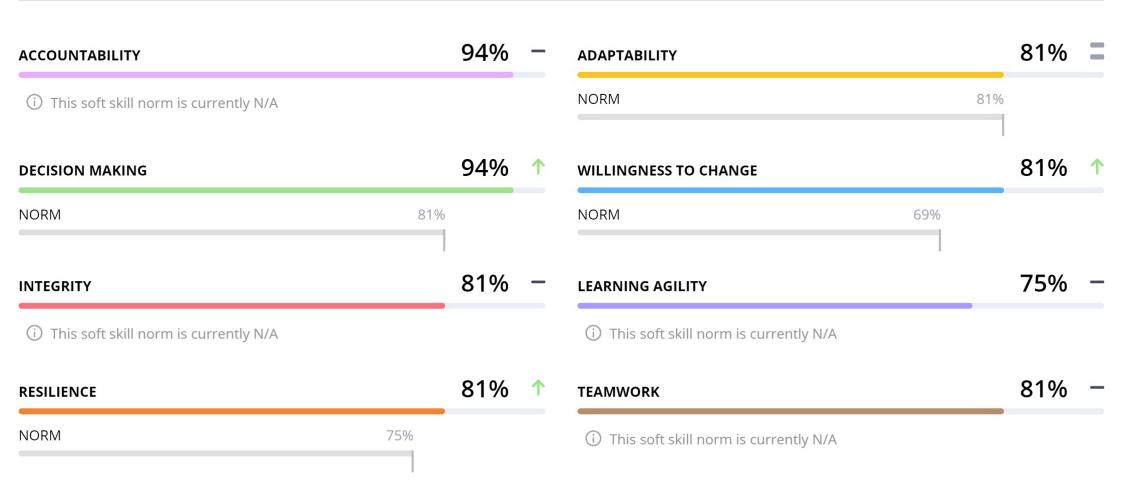
LOCATION: Greece

84%

TEST INFODATE: 10 / 04 / 2019

LANGUAGE: English

DURATION: 00: 26: 14



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Decision-making refers to both the process and the skill to come up with a decision quickly and effectively. Competent decision-making requires several key skills including the ability to understand information, integrate information in an internally consistent manner, identify the relevance of information and explore the different alternatives. In other words, decision-making is the thought process of weighting the positives and negatives of each option, forecasting their outcomes, and based on these, selecting the best logical choice from the available options for a particular situation, which will bring the best possible outcome.

High decision-making — People who possess high levels of decision-making are able to conduct a "cost-benefit analysis" for each option and consider all the alternatives. In the face of adversity they do not falter; instead continue looking for information, demonstrate confidence in their decision-making skills, ask for subsequent feedback and discover new decision-making strategies. They are able to identify a bad decision or a decision that had negative consequences in the past. They learn from negative experiences and use that to improve themselves.

Characteristics

- Able to choose wisely among different options
- Eager to learn from mistakes in decision-making or past experiences and adapt if necessary
- · Confident in decision-making
- Capable of making quickly the correct decision

- Describe a situation at work where you recognized a problem and took action to correct it.
- Can you recall a situation at work where you had to make a quick decision? How did you handle the situation? What was the outcome?
- Can you recall a time when you made a tough decision? What process did you follow to reach to the optimum solution?
- What would you do if your supervisor was out of office and you had to make a decision on a business matter?
- What would you do if you had to make a decision on a business matter about which you had limited if any knowledge?
- How would you handle the outcome of a bad decision you made?

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i This soft skill norm is currently N/A

Accountability refers to an individuals' implicit or explicit expectations that their behaviors and decisions will be evaluated, and the beliefs that rewards or sanctions will be dependent on this evaluation. It reflects the expected evaluation by a salient audience and the consequences for the potential evaluation which drive one's actions or decisions. As accountability implies an expectation of a potential evaluation, individuals place themselves on defending their decisions or actions in case of being subject to evaluation.

High Accountability — Individuals with high levels of accountability are held answerable for their actions or behaviors. Their behavior is influenced by their perceptions of how punishable someone should be held for a behavior or outcome. In this regard, their perceptions define what they think about and how they think. They comply with the rules and standards that are developed for behavior conduct as they expect that those rules and standards will form the standards for their performance, and consequently, the rewards or punishments that will be distributed. They are always held accountable for not fulfilling any obligations, tasks or duties, as well as, for breaking any social norms or social expectations. Individuals with high levels of accountability care about their image and status and look for approval in the eyes of others. In this sense, they look for "proofs" of accountable behavior in order to use them in a way that protects and promotes their self-image.

Characteristics

- High in conscientiousness when accountable for future behaviors
- High in emotional stability when accountable for future behaviors
- Increased job performance
- · Increased motivation, attention to others' needs, and citizenship behavior

- Could you describe a situation where you were held accountable for task performance without managerial monitoring?
- Could you recall a time when you violated social norms or expectations?
- Could you describe a situation where you recognized that an explanation is required for your actions, behavior or decision-making?
- What would you do if you didn't fulfil your obligations or a particular task at work?
- What would you do if, despite careful planning, things at work did not turn out well?
- What would you do if you found out that you had made a mistake that no one else had noticed?

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Learning agility refers to the willingness and ability to learn from experience and use the new knowledge acquired, effectively. In this sense, agile learners possess characteristics and attributes that enable them to learn from experience, by developing or reviewing their job related knowledge or skills, and apply that learning to perform successfully and effectively in new situations at work. Learning agility can be defined as a "metacompetency", an attribute that is essential for individuals to have in order to develop other competences, such as leadership effectiveness.

High Learning Agility — High levels of learning agility demonstrate the willingness to learn and develop oneself. Individuals with high levels of learning agility are curious, continuously ask for more and they do not keep to what they have been taught but critically analyze and apply previous experiences or new knowledge. They look for new knowledge and develop a database of learning as they travel across experiences. High levels of learning agility demonstrate also the ability to get up to speed quickly in a particular experience or new knowledge and without being stuck in a particular point of view. Individuals with high levels of learning agility are able to drop any inappropriate lessons learned through their experience and pick up the appropriate ones, quickly and flexibly in response to new situations. They can easily transfer new knowledge and learning into new or first-time situations to perform successfully.

Characteristics

- Critical thinkers
- Intrinsically motivated to learn
- Likely to effectively lead others during times of change
- · Likely to excel in their current and future roles

- Could you describe a situation where you seek out new ways of doing things at work?
- Could you describe a situation where you seek feedback from others and you used this feedback to grow and develop?
- Could you recall a time when you evaluated experiences and draw practical conclusions for your work?
- What would you do if you were asked to take over new tasks at work for which you had no knowledge or previous experience?
- What would you do if your organisation proposed to use a new system at work that would change your way of doing things?
- What would you do if your organisation offered you the opportunity to participate in a training to be involved in new projects even if in another field?

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Integrity refers to the attitudes and beliefs such as moral principles, that individuals refuse to change. It is based on an individuals' personal values and morals, defining what they believe to be fundamentally right or wrong in a condition which, in turn, is reflected in their behavior. In other words, integrity reflects an inclination to engage in moral behavior and is related to work and work-related activity in general. In organisational settings, integrity refers to an employee's general posture toward work that defines personal beliefs and work behavior.

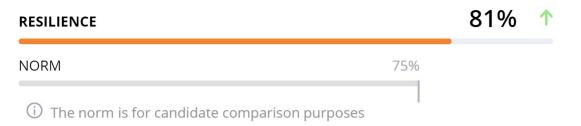
High Integrity — Individuals with high levels of integrity are engaged in desirable behaviors. They possess values and strong moral principles that define what they believe to be right or wrong in a situation at work and they do not change these principles. They are intrinsically motivated to engage into moral behaviors. Individuals with high levels of integrity demonstrate dedication, character, discipline, respectfulness and professionalism at work. They respect the organisation's rules and policies and show integrity beyond what is written. They demonstrate professionalism at any time they interact or represent the organisation. They maintain and protect confidentiality in the workplace and they are likely to report any inappropriate or illegal actions that are against organisation's regulations. In this sense, high integrity people do not engage into counterproductive work behaviors but live up to expectations and are receptive to meet duties and commitments.

Characteristics

- High levels of job-satisfaction involvement
- High levels organizational commitment
- High levels organizational citizenship behavior
- High level of job performance

- Could you describe a situation where you demonstrated moral behavior at workplace beyond written rules?
- Could you recall a time when your values or principles were challenge at the workplace?
- Could you describe a situation where you maintain or promote confidentiality in the workplace?
- What would you do if you were witnessed a counterproductive behavior at work?
- What would you do if a superior level employee's behavior didn't comply with organisation's rules or policies?
- What would you do if you had to recommend for promotion one of your colleagues and one of them was more qualified than you?

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Resilience refers to the ability to recover or bounce back from setbacks and failures, adapt well to changes and to keep going in the face of adversity. It is associated with emotional stamina and describes people who display courage and adaptability in the wake of life's misfortunes, assisting individuals to deal with or bounce back successfully from failures, difficulties and personal or professional disappointments. High resilience is often associated with a sense of competence, optimism and hope.

High Resilience — Individuals with high levels of resilience are able to adapt well to change and bounce back well from professional and personal setbacks. They reframe rejection into something positive to help them survive and persevere on what they do till they find a successful solution and get the job done. They have the ability to easily spot the solution that will lead to a safe outcome by taking advantage of all the available resources (e.g., social networks, support). They perform well under pressure and can easily recover from failure, conflicts, personal criticism, and increased work demands.

Characteristics

- Able to perform well when challenged or working under pressure
- Able to stay calm and positive in tough situations at work
- Demonstrate increased job performance, job satisfaction, organizational engagement and commitment
- · Maintain a better work-life balance and possess higher levels of well-being

- Could you describe a situation where you had to work under stress? How did you handle it?
- Could you tell me about a time when you failed? What did you do about it?
- Could you tell about a time you reframed rejection into something positive? What would you do if you received criticism about the work you did (e.g. from a supervisor, client, colleague or subordinate)?
- · How would you cope with pressure at work? What would you do? (or is it importance to stress the "would" part as part of the situational judgement?) Yes it is!
- How would you deal with an agitated customer voicing his/her complaints?

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Willingness to change is defined as an individual's drive to adapt to changing situations or to exhibit appropriate behavioral responses in different situations where necessary. Willingness to change in an employee's behavior represents the ability to remain adaptable and take on new, unexpected duties and tasks as opposed to being confided to routine behaviors. It is related to the ability to demonstrate behaviors that can be adapted to situation-specific demands.

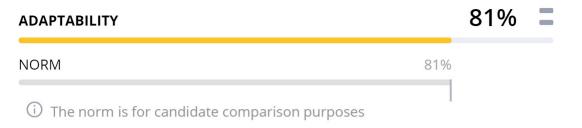
High Willingness to change — Individuals which possess high willingness to change have the ability to selectively modify behaviors in response to changing circumstances that may arise from a number of sources. They create value in many ways for an organisation as they can adjust to the complexities and novelties of changing environments that contributes to organisational performance. Their increased willingness to change goes hand in hand with creativity, negotiation, communication and good time-management skills. Highly willing to change people remain calm in face of difficulties, unexpected changes, criticism or others' mistakes. Moreover, in cases where things do not turn out well they persist and choose alternative options while quickly responding to new challenges or changing situations and environments.

Characteristics

- Competent in receiving feedback or advice
- Effective in time-management in face of unexpected circumstances
- Able to demonstrate creativity in finding solutions in unexpected situations
- Deal successfully with changing priorities and / or workloads

- Assuming that you're responsible for an important project near completion but receive some sudden and time-consuming changes that must be incorporated. How would you react?
- What would you do if the work of a team member did not meet your expectations?
- How would you react if you were trying to meet a deadline and you didn't manage to because of being interrupted?
- Can you recall a time when you were asked to do something that was outside of your job description? How did you react?
- Can you tell us about a work situation where you were asked to do something you had never done before on short notice and how you responded to it?
- Can you recall a time when a colleague of yours changed the time of your meeting the last moment? How did you react?

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Adaptability, or the capacity to adapt, refers to the ability to deal with change successfully and adjust to different or new environments. It is associated with a person's sense of self-confidence and an overall sense of self-competence in changing circumstances. Adaptability is useful in dealing with uncertainty, ambiguity and stress and is often associated with career progress and career success.

High Adaptability — Individuals with high levels of adaptability are able to respond and adjust very well to change dealing effectively with changing working environmental situations. In almost every case, they perform well when there is a major change. They are open to new ideas, adapt easily to new situations, handle unexpected demands and change strategy, when required. Adaptive people remain calm under pressure and handle frustration. They are willing to take advantage of opportunities to meet / learn about new cultures, procedures and different environments or people. Very often, they handle work-related stress effectively by remaining calm under pressure and finding solutions to complex problems or situations of uncertainty.

Characteristics

- Able to adapt successfully to professional changes and perform well
- · Open to new ideas, cultures and unfamiliar situations
- Able to change strategy when required
- · Able to learn new work tasks, technologies, and procedures easily

- Could you recall the biggest change that you had to deal with? Please, describe how you adapted to that change.
- Could you describe a situation where you had to adjust to a colleague's or supervisor's working style in order to complete a task or project?
- Could you recall a time when you learnt new things or procedures in order to adapt effectively to a new working environment?
- How would you react if the company you work for decided to give you an extra role that you had no previous experience in?
- How would you react if a new system, process, or technology was introduced at work and it was a major departure from the old way of doing things?
- · How would you react if you had to work with different people with diverse backgrounds and cultures?

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Teamwork reflects the quality of interpersonal interactions within a team. It is the outcome of acts, of a united group of people sharing a common vision or goal who work towards its accomplishment. It refers to the means by which team members use and share their resources (e.g., knowledge, experience, information) for the sake of the team and its success. Teamwork consists of the cognitive, verbal, and behavioral activities that members undertake in order to pursue the teams' goals and yield meaningful results for the team.

High Teamwork — Individuals with high levels of teamwork collaborate effectively with other members and build good relationships in their team. They have the ability to cooperate and get along with diverse individuals. They respect different opinions or customs and when they disagree, they will respectfully engage in discussions; avoiding any tension or dispute. They often sacrifice their personal preferences in the team's best interest. They have a great sense of belonging and shared responsibility and support other members work. Having always the common goal in mind, people with high levels of teamwork are willing to share knowledge and learn from others. They plan ahead and work cooperatively to assign tasks, they ask for feedback and deliver on time. They concentrate their effort on the team's success and get the job done without complaining.

Characteristics

- Easily understand the common goal and objectives to be achieved.
- Develop confidence in each other competencies.
- Freely express their thoughts and feelings in a manner that leads to more synergy.
- Facilitate the improvement of performance when organizations face new challenges.

- Could you describe a situation where you worked effectively in a team?
- Could you recall a time when you didn't get along with other team members? What did you do?
- Could you describe a situation where problems and changes inside the team were anticipated and accepted? What happened?
- What would you do if you didn't trust other team members to deliver their part?
- What would you do if conflict occurred in your team?
- What would you do if one or more members of the team had a bad attitude, thus blocking team performance?

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