# Workplace Personality Test

**1. When talking to a client or co-worker….**
a. I maintain eye contact the whole time.
b. Alternate between looking at the person and looking down.
c. I look around the room a good deal of the time.
d. I try to maintain eye contact, but look away from time to time.

**2. If I have an important decision to make….**
a. I think it through completely before deciding.
b. I go with my gut instincts.
c. I consider the impact it will have on other people before deciding.
d. I run it by someone whose opinion I respect before deciding.

**3. My office or work area has mostly..**
a. Family photos and inspirational items displayed.
b. Inspirational art posters and awards displayed.
c. Graphs and charts displayed.
d. Calendars and project outlines displayed.

**4. If I am having a conflict with a co-worker or client….**
a. I try to help the situation along by focusing on the positive.
b. I stay calm and try to understand the cause of the conflict.
c. I try to avoid discussing the issue that caused the conflict.
d. I confront it right away so that I can get it resolved as soon as possible.

**5. When I talk on the phone at work…**
a. I keep the conversation focused on the purpose of the call.
b. I will spend a few minutes chatting before I get down to business.
c. I am in no hurry to get off the phone and don't mind chatting about personal things.
d. I try to keep the conversation as brief as possible.

**6. If a co-worker is upset…..**
a. I ask if I can do anything to help.
b. I leave him alone because I don't want to intrude on his privacy.
c. I try to cheer him up and help him to see the bright side.
d. I feel uncomfortable and hope he gets over it soon.

**7. When I attend meetings at work…**
a. I sit back and think about what is being said before offering my opinion.
b. I put all my cards on the table so that my opinion is well known.
c. I express my opinion enthusiastically, but listen to others' ideas as well.
d. I try to support the ideas of other people in the meeting.

**8. When I am making a presentation in front of a group…**
a. I am often entertaining and humorous.
b. I am clear and concise.
c. I speak relatively quietly.
d. I am direct, specific, and sometimes loud.

**9. When a client is explaining a problem to me…**
a. I try to understand and empathize with how she is feeling.
b. I look for the specific facts pertaining to the situation.
c. I listen carefully for the main issue so that I can find a solution.
d. I use my body language and voice so that I can show her that I understand.

**10. When I attend training programs or presentations…**
a. I get bored if the person moves to slowly.
b. I try to be supportive of the speaker, knowing how hard the job is.
c. I want it to be entertaining as well as informative.
d. I look for the logic behind what the speaker is saying.

**11. When I want to get my point across to a client or co-worker…**
a. I listen to their point of view first and then express my ideas gently.
b. I strongly state my opinion so that they will know where I stand.
c. I try to persuade them without being too forceful.
d. I explain the thinking and logic behind what I am saying.

**12. When I am late for a meeting or an appointment….**
a. I don't panic but call ahead to say that I will be a few minutes late.
b. I feel bad about keeping the other person waiting.
c. I get very upset and rush to get there as soon as possible.
d. I apologize profusely once I arrive.

**13. I set goals and objectives at work….**
a. I think I can realistically attain.
b. I feel are challenging and that I can realistically attain.
c. I need to achieve as part of a bigger objective.
d. Will make me feel good when I achieve them.

**14. When explaining a problem to a co-worker whom I need help from…**
a. I explain the problem in as much detail as possible.
b. I sometimes exaggerate to make my point.
c. I try to explain how the problem makes me feel.
d. I explain how I would like the problem to be solved.

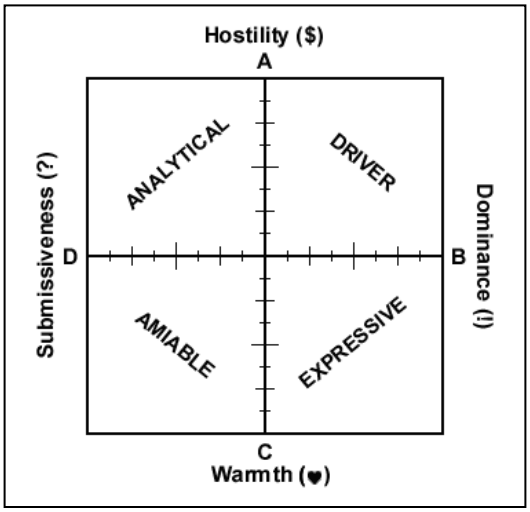
**15. If clients or co-workers are late for a meeting with me at my office…**
a. I keep myself busy by making phone calls or working until they arrive.
b. I assume they were delayed a bit and don't get upset.
c. I call to make sure I have the correct information (time, date, etc..)
d. I get upset that the person is wasting my time.

**16. When I am behind on a project and feel pressure to get it done…**
a. I make a list of everything I need to do, in what order, by when.
b. I block out everything else and focus 100% on the work I need to do.
c. I become anxious and have a hard time focusing on my work.
d. I set a date to get the project done by and go for it.

**17. If I feel verbally attacked by a client or co-worker…**
a. I tell her to stop it.
b. I feel hurt but usually don't say anything about it.
c. I ignore my co-worker's anger and try to focus on the facts of the situation.
d. I let that person know in strong terms that I don't like their behavior.

**18. When I see a co-worker or client whom I have not seen in a while and like….**
a. I give them a friendly hug.
b. Greet them but don't shake their hand.
c. Give a firm but quick handshake.
d. Give them an enthusiastic handshake that lasts a few minutes.

**Scoring**
1. a is driver, b is amiable, c is analytical and d is expressive.
2. a is analytical, b is driver, c is amiable and d is expressive.
3. a is amiable, b is expressive, c is analytical and d is driver.
4. a is expressive, b is amiable, c is analytical and d is driver.
5. a is driver, b is expressive c is amiable and d is analytical.
6. a is amiable, b is analytical, c is expressive and d is driver
7. a is analytical, b is driver, c is expressive and d is amiable.
8. a is expressive, b is analytical, c is amiable and d is driver.
9. a is amiable, b is analytical, c is driver and d is expressive.
10. a is driver, b is amiable, c is expressive and d is analytical.
11. a is amiable, b is driver, c is expressive and d is analytical.
12. a is analytical, b is amiable, c is driver and d is expressive.
13. a is analytical, b is expressive, c is driver and d is amiable.
14. a is analytical, b is expressive, c is amiable and d is driver.
15. a is expressive, b is amiable, c is analytical and d is driver.
16. a is analytical, b is driver, c is amiable and d is expressive.
17. a is driver, b is amiable, c is analytical and d is expressive.
18. a is amiable, b is analytical, c is driver and d is expressive.



| FACTORS: | EXPRESSIVE | DRIVER | AMIABLE | ANALYTICAL |
|---|---|---|---|---|
| How to Recognize: | They get excited. | They like their own way; decisive & strong viewpoints. | They like positive attention, to be helpful & to be regarded warmly. | They seek a lot of data, ask many questions, behave methodically & systematically. |
| Tends to Ask: | Who? (the personal dominant question) | What (the results oriented question.) | Why? (the personal non-goal question.) | How? (the technical analytical question.) |
| What They Dislike: | Boring explanations/wasting time with too many facts. | Someone wasting their time trying to decide for them. | Rejection, treated impersonally, uncaring & unfeeling attitudes. | making an error, being unprepared, spontaneity. |
| Reacts to Pressure and Tension By: | "Selling" their ideas or argumentative. | Taking charge taking more control. | Becoming silent, withdraws, introspective. | Seeking more data & information. |
| Best way to Deal With: | Get excited with them. Show emotion. | Let them be in charge. | Be supportive; show you care. | Provide lots of data & information. |
| Likes To Be Measured By: | Applause, feedback, recognition. | Results, Goal-oriented. | Friends, close relationships. | Activity & busyness that leads to results. |
| Must Be Allowed To: | Get ahead quickly. Likes challenges. | Get into a competitive situation. Likes to win. | Relax, feel, care, know you care. | make decisions at own pace, not cornered or pressured. |
| Will Improve With: | Recognition & some structure with which to reach the goal. | A position that requires cooperation with others. | A structure of goals & methods for achieving each goal. | Interpersonal and communication skills. |
| Likes to Save: | Effort they rely heavily on hunches, intuition, feelings. | Time. They like to be efficient, get things done now. | Relationships. Friendship means a lot to them. | Face. They hate to make an error, be wrong or get caught without enough info. |
| For Best Results: | Inspire them to bigger & better accomplishments. | Allow them freedom to do things their own way. | Care & provide detail, specific plans&activities to be accomplished. | Structure a framework or "track" to follow. |

**Tips for Understanding and Working with others**

When working on communicating, we need to find ways to "connect" with others. Apart from a common language, we need to share interests and terminology to understand what the other is saying. In the same way, we must work to bridge our differences in personality. The following rule generally holds true:

**The further away you are from someone on the personality grid**
**the more difficult it is to relate to them.**

For example, a highly analytical person will likely find it difficult to work with someone who is very expressive. The same conflict could occur between a driver and an amiable. This is because their ways of thinking and working are quite different.

Most of the time we will not have the luxury of choosing who we will work with. Because of this, we must work with all personality types. To do this effectively, you will need to:

- *Observe*. Listen and watch for personality cues; be open to someone else's style, values and perspective.
- *Adapt*. Find common ground with someone who is different; this could be your speed of speaking or the terms you use (e.g., talking about facts vs. feelings).
- *Connect*. Watch for body language and get feedback from others to see if you are being understood; check your own thoughts/feelings. Do you feel harmony or discord?

The objective is to understand and relate to all other personality types. That is when communication clicks and working together works best.

## Tips for Your Type

For the Amiable:

- Speed up with "*fast*" people
- Talk more, listen less
- Take control occasionally; be assertive
- Take some risks

For the Analytical:

- Speak more and smile more
- Show appreciation and personal interest
- Relax; share information and be open to others
- Remember: Enthusiasm will not kill you...

For the Driver:

- Slow down with "*slow*" people
- Take time to listen to the ideas of others
- Hold back from dominating; relinquish some control
- Show more patience and act more relaxed

For the Expressive:

- Listen more; slow down, relax
- Write things down; set specific goals
- Check details and stay calm
- Learn to concentrate