

PERSONALITY TRAITS



You are a project manager in the human resources department of the local town hall that is currently undergoing departmental restructuring. Below are the notes you took on 6 workers that need to be reassigned. Make an assessment of their personalities from the notes you took. You need to find 4 character adjectives for each of the six people in the profiles below, 2 positive and 2 negative. Write the 4 adjectives in the boxes describing the workers and then read the 6 work positions on the next page that you have to fill and then decide which person should apply for which position.

Positive Traits

Adaptable Articulate Assertive Broad-minded
Calm Candid Capable Convivial Decisive Dedicated
Diligent Diplomatic Easy-going Energetic Fearless
Gentle Good-natured Helpful Humble Incisive
Incorruptible Intuitive Kind Logical Mild-mannered
Methodical Modest Observant Passionate Practical
Punctual Stoic Tasteful Tidy Upright Witty

Negative Traits

Apathetic pushy weird mean bad-tempered
Complacent Cynical Devious Disruptive Erratic
Fanatical Fickle Forgetful Greedy ingenuous High-
handed Impulsive Indecisive Irascible Lazy
Melancholic Morbid Narrow-minded Neurotic
Obsessive Offhand Opportunistic Provocative
Rigid Scheming Sly Uptight stubborn

Gladys

Gladys always knows what's happening in the world. Her phone has all the latest news apps from all the press agencies around the world. She is also active in several pressure groups and is constantly researching things to help the groups in their campaigns. She isn't the sort of person to tell jokes and tends to see the dark side in human nature. She is, however, very tolerant. She believes very strongly in people's rights and thinks equality should be guaranteed to everybody. She also has an impressive memory which she can use very effectively when necessary.

Hon

Hon has had an interesting work-life. He has been a businessman, teacher and training manager. He was born in Hong Kong and moved to the UK at the age of 7. He speaks both Cantonese and Mandarin fluently and has a mathematical mind. He is a little on the innocent side and has been the victim of several jokes. He always takes the jokes well, though. Despite his mathematical mind, he can be a little forgetful. He is good with money and is very efficient in how to use it. He has produced some high quality work but never boasts about it.

Martha

Martha has worked in local government for 35 years and has plenty of experience in all areas of municipal administration. She is very capable and can do virtually anything she is asked. She is very good with words and has an answer for everything. However, she sees the world as black and white. She will not bend the rules for anybody and she hates change. However, if she is happy, she is a good worker and is always patient with less experienced staff. She is highly respected by her underlings.

William

William is a very social individual and, for the most part, gets on well with his fellow workers. The problem is that he prefers to sit around chatting to his colleagues rather than get on with his work. Some of his co-workers actively avoid him when they are busy. Apart from that, he has a lot of experience in drawing up contracts and has a very quick, legal mind. He knows the law inside and out and doesn't think twice when making decisions if he is motivated enough. For organising events of any sort, from meetings to business lunches, he is rather effective. He always asks for a pay rise every 6 months without fail.

Yumi

Yumi has worked for big business as a negotiator and has gained quite a reputation for driving a hard bargain. Some people are actually scared of her despite her size and looks. Because of her height and happy face, people have a habit of underestimating her. This has worked very much in her favour. On more than one occasion her negotiating team has had to tell her to be a little more flexible. In fact, a couple of times the companies she worked for gained some very negative press for imposing seriously one-sided deals on smaller companies. However, she always achieves her objectives.

George

George is a gifted academic and has worked for several local authorities in an advisory capacity. His expertise in the social sciences is second to none. His work in reducing poverty levels and crime in marginal neighbourhoods has gained worldwide recognition and his ideas on the psychology of the individual and the local environment have been adopted by many cities around the world. However, he doesn't take criticism very well and is the kind of person who leaves the room if he doesn't like what he hears. He is also very dismissive of other people's work. He only seems to believe in himself.

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Trade Union Liaison Officer

The post of Trade Union Liaison Officer is likely to be a very challenging one. With the cuts we have experienced to local government over the last couple of years, frank discussions have been the

order of the day for some time now. We need someone with a thick skin and a sense of humour who is not afraid to speak their mind and is not easily intimidated. Ideally they would have a corporate occupational background with a keen understanding of labour laws. The successful candidate would enjoy a decent salary and bonus.

Senior Training Officer

The person filling this post should have a broad knowledge of many departments within the town hall. Flexible deadlines and working hours as well as a very competitive salary are on offer for the right person.

Work must be of an extremely high quality and the successful candidate should be well prepared to ensure the successful communication of our departmental policies to all training teams.

Business Planning Officer



We need an enthusiastic team leader to help us develop business plans and examine the legal aspects of business and job creation for the local area. The post entails the

drawing up of business contracts and employment regulation enforcement monitoring service. The deployment of these services would need to be overseen by an efficient team of municipal officers under direct control of the post-holder. Strong interpersonal skills are a must. A high salary and bonus go to the right applicant.

Police Liaison Director



After the terrible riots the city suffered 2 years ago and the continuing divisions within the local community and its relationship with the police, someone with a

knowledge of police procedures a sympathetic ear to both sides of the blue line is badly needed in the position. The successful candidate would be working closely with both the police and community leaders to help build up trust between both sides. Long hours are rewarded with a generous salary.

Equal Opportunities Director



The post of Equal Opportunities Director is a position of critical responsibility. The right person to fill the post should not take the work that needs to be done

lightly. The successful candidate would be responsible for assessing and setting up equal opportunities compliance and monitoring programs for all departments within the town hall and beyond. The appropriate applicant would be able to select and run the team s/he requires with full departmental support.

Finance Director



The post of finance director is available to an analytical and statistically minded individual with a talent for cautious spending and stringent budget operations. The

successful candidate should have a strong grasp of complex financial systems and possess language skills. Being prepared to travel at a moment's notice and the ability to pick up a bargain for resources in the Asian markets would secure a competitive salary and flexible hours along with a team of their choice to work with.