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#### PPA Reports Available

Once a Personal Profile Assessment has been completed there a wide range of reports available which will enable you to make informed career decisions for yourself.

### Guide

Select one of the reports listed on this page as your Main/Primary Report.

In each instance, you also get:

- Interviewer's Guide
- Candidate Feedback

Upon your receiving the written reports, our trained personnel will talk you through the details

#### PPA Profile

A comprehensive assessment of an individual including working strengths, fears, motivators and the value that person brings to an employer. It also includes how they are likely to perform under pressure, how they modify their behaviour in their current job and any frustrations or problems they may be facing.

#### Executive Summary

A similar assessment to the PPA profile but formatted in a bullet point summary.

#### Interviewer's Guide

Free with any PPA Profile report, it generates questions for use in an interview scenario, for both personal development and recruitment. It asks questions in relation to the whole profile, including the whole profile, including points to review.

**(This is included free of charge with the Main/Primary Report)**

#### Personal Review

It reports on the personal style of the individual using key descriptive words. Gives advice on how to maximise the person's potential.

#### Candidate Feedback

Designed to simplify and aid feedback. Highlights descriptive words, general characteristics, motivators and value to an organisation.

**(This is included free of charge with the Main/Primary Report)**

#### Strengths and Limitations

Give a fast and effective overview of the behavioural strengths and limitations of an individual.

#### Management Audit

Considers a person's strengths and limitations in relation to six key management competencies. These are managing and motivating; decision making; planning and problem solving; communication style; administrative ability and how they develop others.

#### Sales Audit

Details a person's likely ability to open and close a sale and service clients as well as reporting on their presentation style and administrative ability.

#### Career Guide

A useful tool to identify and stimulate conversation in the area of career guidance. It enables you to target three precise areas: junior/clerical, supervisory or executive/professional.

#### Admin/Technical Audit

The profile is described in its application to a role in an administrative or technical capacity.

#### Call Centre Audit

It identifies how a person responds to client needs, how they impart information, problem solving skills, their likely persistence and sensitivity as well as how they will promote products and services.