

OMNIA PROFILE® FACT PACK

Welcome to Omnia!

This fact pack is designed to help you better use and understand the Omnia Profile®.

Please ensure you read Sections One and Two before sending in Profiles

Section One - A Quick Guide to Using the Omnia Profile® covers the key points to this service.

Section Two – Administration of Profiles

Section Three – Understanding the Omnia Profile® - what it measures and what the various terms mean - such as *conflict, purpose, responsivity, intensity, OVCR, OECR, etc.*

IF AT ANY TIME YOU HAVE ANY QUERIES,

PLEASE CALL US ON OUR CONTACT DETAILS BELOW:

++64 7 834 6264
admin@omnia.co.nz
www.omnia.co.nz

ABOUT THE OMNIA

Why Profile?

1. The cost of a bad hire usually runs four to six month's pay.
2. To assure vocational and environmental compatibility before promotion.
3. To assure vocational and environmental compatibility before transfer.
4. Before costly special training.
5. To help build compatible teams.
6. To make management more insightful and effective.
7. As a diagnostic tool to anticipate problems with individuals and departments.

How Can A Bad Hire Cost Six Months Pay?

1. No one is fired the first time a problem occurs. A period of a month or two elapses while paying full-time wages for an ever-decreasing contribution.
2. When an employee leaves, you may have to pay a temporary worker time-and-a-half. This can be the equivalent of a month's pay.
3. There may be a cost of an employment agency or search firm. This can cost one to six month's pay.
4. When an employee leaves, they usually take some contacts, leads and work-in-progress with them.
5. When an employee leaves, fellow employees tend to sympathise with the employee more than with management (even if the departing employee is leaving involuntarily for just cause). A morale problem can occur.
6. When a new employee comes aboard, it takes from a few weeks to a few months before they are performing at 100% of expectation.

When Is It Appropriate To Administer The Omnia®?

There are ten occasions when administering The Omnia® should be considered important and a key element in the personnel "due diligence" process:

1. In hiring, to predict vocational compatibility (is the salesperson candidate really a sales type?)
2. In hiring, to predict environmental compatibility.

3. Before investing in special training, seminars, etc.
4. Managing individual or departmental low productivity.
5. Managing individual or departmental low morale.
6. Managing individual or departmental high turnover.
7. Managing suspected substance abuse and anticipating the stress which might lead to substance or other abuses.
8. Before promotion (to predict compatibility with future associates).
9. Before transfer (to predict compatibility with future associates and peers).
10. By means of more than one Profile, to develop a composite or standard of a desired behaviour for future reference.

Can You 'Pass' Or 'Fail' A Profile?

Nobody can fail an Omnia Profile®. There are no right or wrong answers. The responses to the adjectives are based on their applicability, to ones own behaviour.

What Can The Omnia Profile® Do For Me?

Good Question!

If you are a business proprietor or manager, the typical benefits include:

- **Savings in time, money, responsivity and aggravation** associated with a BAD HIRE.
- **Better understanding of existing staff** for motivation, probable strengths/weaknesses, teamwork and fit to present and possible future positions.
- Improved **people management and productivity.**

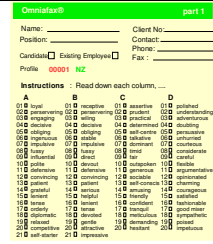


For the Individual

- Better understanding of ones own strengths and weaknesses and **likely best vocational fit.** Especially relevant for final year students, people in career transition, those re-entering the workforce or the recently redundant.

SECTION ONE

A QUICK GUIDE TO USING THE OMNIA PROFILE®

On receipt of this fact pack...

1	Complete the 'Code of Ethics Agreement' and 'Credit Application' and mail or fax to us.	YOU ARE NOW AN OMNIA CLIENT.
2	When assessing Candidates for Hire , have them complete all 4 parts of the <i>Omnia@</i> form. Part 5 should be completed by the Client. Fax, Courier, Post or Email the form to us. They need to be received by 4:30pm for a report the following day.	
3	The immediate supervisor or manager completes the Position Description and Set-Up (one per position). Fax, Courier, Post or Email to us.	
4	When assessing Existing Staff for transfer, promotion or counselling, complete the Profile in the usual fashion and state clearly why subject is being profiled at this time. The profile is a valuable tool for i) assessing candidates for hire ii) assessing existing staff for possible promotion or transfer iii) assessing teams for understanding 'HOT' and 'COLD' buttons.	If Subject is an existing employee, why is he/she being profiled? a. possible promotion b. recent change in work attitude c. self analysis d. other _____
5	An Omnia Profile@ report will be available the following working day. Unless instructed otherwise, it is our policy to email you back the interpreted profiles.	
6	Call us on ++64 7 834 6264 for further assistance.	

SECTION TWO

COMPLETING THE PROFILE

Instructions to the Subject of Omnia®

“As part of our recruitment process we have all our applicants complete an Omnia Profile. Normally the Profile takes 10-15 minutes to complete. There are however, no time limits. Please complete all 4 parts of the profile. The information will be used to help us with the overall assessment for fit to this position.”

Omnia® is **not multiple choice**. Please respond to words reading **down** each column. Do not read across each column.

- Part 1 - Check **all** the words which you think reflect the way other people see you **at work**. If you do not work now, check the boxes which reflect the way you think other people saw you at your last job. If you are applying for your first job, check the boxes as you *hope* others will perceive you at work.
- Part 2 - Check **all** those words which you would use to describe yourself.
- Part 3 - Complete all questions.
- Part 4 - Complete all questions.
- Part 5 - To be completed by the client.

ADMINISTRATOR'S INSTRUCTIONS

Before transmitting a Profile to us for interpretation:

- A. Review the responses to Parts 1 and 2 to be sure that they were not answered as **multiple choice**, and that there are at least **12** responses on both Parts 1 and 2.
- B. If you are profiling an **existing employee, please tell us why**. If you are considering a candidate for a promotion, information as to current job as well as the position being considered is helpful. If the profile is for an annual review, please state. If there are problems with which you would like help, please define the problems so we can be specific in our recommendations.
- C. Complete a **Position Description and Set-Up Form** for every job. **You only need to do this once**. We keep this information in our database and refer to it each time a profile is required for that position.

Our assessment of a candidate's potential for success is based upon your definition of appropriate behaviour for this position. Without your input, we cannot determine compatibility with your particular workplace.

- D. If you are completing a series of profiles for a company-wide or departmental review, for an acquisition study, or for succession planning, an **organisation chart** must be included when you communicate profiles to us. We need to understand reporting relationships. If you do not have a formal organisation chart, a simple hand-drawn one will do.

Please indicate the manner in which you would like us to return your profile interpretation. If you do not specify how you want your profile interpretation returned to you, it will be emailed back to you.

INVOICES WILL BE SENT TO YOU IN THE MAIL.

Email Service

Profiles will be emailed unless otherwise indicated. **Our email address: admin@omnia.co.nz**

Telefacsimile Service

If you wish your profile interpretation to be faxed back to you, please indicate clearly.

Take special care that profile sheets enter your fax machine one-by-one. If your fax goes out to us without interruption or being cut off, assume that all pages were received by us in readable condition. Error codes indicate unreadable text. We are only identifying checked boxes. If we cannot read a fax, we will request that you send only the unreadable or missing parts.

Courier Service

If you are doing more than five profiles at the same time, you might prefer the convenience and economy of using a courier service. Be sure to indicate how you wish your interpretation returned to you. **Our courier address: The Omnia Group (NZ) Ltd, Beattie Rickman Centre, Cnr Anglesea & Bryce Streets, Hamilton, New Zealand**

Postal Service

Profile mail in/mail back service using ordinary mail, even air mail, is the slowest and least reliable choice. **Our mailing address: The Omnia Group (NZ) Ltd, P O Box 9064, Hamilton, New Zealand**

SAVING TIME AND MONEY

The following points are designed to clarify billing and to minimise double-billing or unnecessary billing.

1. The Omnia Group employs trained and experienced analysts who perform your profile interpretations. Like any consultancy, we are compensated for our **skill** and our **time**. We must charge you for all profiles we interpret, or re-interpret.
2. We welcome your calls for **additional insight and information free of charge**, however, if we need to **rewrite a profile** it will cost the full amount of a profile (this does not include editing).
3. **Do not mail** in a profile which you have telephoned or faxed to us. If you do, we may interpret, and invoice, both profiles.
4. Be sure the Subject **did not complete the profile as multiple choice**.
5. A profile with fewer than 12 responses in both Parts 1 and 2 suggests that the Subject was **evading the profile, severely depressed, sick or exhausted**. Since we will not recommend this Subject, we suggest that you do not send us the profile.
6. Identical Parts 1 and 2 are extremely rare and usually suggests a **lack of co-operation** on the part of the Subject in completing the profile in a relaxed, completely honest way. It is suggested that he/she thought we were looking for “perfect consistency”.
7. Unless you instruct us otherwise, it is our policy to **destroy** all profile material as follows:
 - *All profiles of any kind, including profiles of existing key employees after 2 years.*
 - *After 18 months, if you want a key employee to serve as a point of comparison or if you want a compatibility statement, it is best to re-profile the existing employee at that time.*

If there is a profile which you would like us to retain for comparison purposes, please let us know.

8. **Credit Policy**. Our Agreement with all clients calls for payment for services as they are rendered. Payment should be received at our office within seven days of invoicing.
9. You will be invoiced in **New Zealand currency**.

SECTION THREE

UNDERSTANDING OUR INTERPRETATION / READING AN OMNIA®

Interpretations of profiles completed by **existing employees are generally not scored**. We assume that you will share results of interpretations of profiles completed by existing employees with the employee who completed the profile.

For candidates for employment, when The Omnia Compatibility Rating is 7 or better, the subject is generally “recommended.” *(It is important to remember that “recommended” applies only to the personality assessment portion of the employment process).*

We have not met or interviewed the Subject, we have not seen the Subject’s resume and we have not checked any of the Subject’s references. These additional steps are important parts of the total due diligence of employment practice.

If a Subject scores less than 7, it does not mean that they are not a 10 in life. It means that were you to use the profile as the sole employment tool, the probability of compatibility with the demands of the job and/or the workplace is less than 70%. Your additional selection procedures may reveal information, which renders the probability rating an acceptable risk.

The Omnia Group Analysts have gone through **extensive training and retraining**. They are certified as competent to interpret a profile accurately and without bias, as emphasised by the independent validation study of the instrument. The proprietary *Omnia® Scoring Protocol™* (the basis whereby we score a candidate on a scale of 10) is objective and rigid and does not allow for “hunches” or good/bad moods.

Finally, **all** profile write-ups are reviewed by at least one other person for accuracy, helpfulness and “readability”.

The simplest interpretation of an Omnia® graph is to read the words, which appear under the tallest column. That represents the behaviour you will always see, behaviour, which will be predominant. Then read the words under the second tallest column. That is the behaviour you will usually see. Continue in this manner. As you get to the shorter columns, you are describing behaviour which is not an important part of the personality or which will not be evident.

The pages which follow are not designed to make you a competent analyst, but to take some of the mystery out of what we do. It is good to remember that the profile interpretation you receive from us is the work of a trained and experienced analyst who has access to fellow analysts should there ever be a question. Our interpretation will include an assessment and a statement regarding compatibility with fellow workers and bosses, assessments as to the subject’s probability of success if given more responsibility and any other matter you have specifically requested, and, if applicable statements as regards conflict, anxiety, “over-load,” and frustration.

THE EIGHT ELEMENTS OF HUMAN BEHAVIOUR

What do the constructs measure?

1. **Aggressiveness:** The Omnia® shows this in Column 1 of its graphic presentation.
2. **Conservativeness:** The Omnia® shows this in Column 2 of its graphic presentation.
3. **Sociability:** The Omnia® shows this in Column 3 of its graphic presentation.
4. **Skepticism:** The Omnia® shows this in Column 4 of its graphic presentation.
5. **Impatience:** The Omnia® shows this in Column 5 of its graphic presentation.
6. **Amiability:** The Omnia® shows this in Column 6 of its graphic presentation.
7. **Independence:** The Omnia® shows this in Column 7 of its graphic presentation.
8. **Compliance:** The Omnia® shows this in Column 8 of its graphic presentation.

What do the terms “pro-active behaviour” and “re-active” or “passive behaviour” mean?

1. When faced with a threatening situation, people tend to have a “fight or flight” reaction. They may react with a “fight” or **active** response, face it head on and fight back if necessary. Aggressiveness is an active response to a threat.
2. When faced with a threatening situation, people may react with a **passive** response, retreat, accommodate or play dead. Compliance is a passive reaction to a threatening situation.
3. When faced with a non-threatening situation, people may respond to it with open friendliness, an **active** response. Sociability is an active response to a non-threatening situation.
4. When faced with a non-threatening situation, people may respond to it with patience, often unemotional, a **passive** response. Amiability is a passive response to a non-threatening situation.

RESPONSIVITY SCORING

What do we mean by “responsivity”

The Omnia®’s definition of responsivity is **responsivity** to the environment or stimuli, aliveness, vitality, stamina or alertness. We do not mean physical strength.

The Responsivity Score is recorded in three ways LOW, FINE and HIGH. One of these scores will be printed in the Responsivity box on the Omnia®.

What does a LOW responsivity score mean?

Low responsivity, even if it is associated with the ability to complete an “average” university experience, is still *average*. It is not a robust level of responsivity. A Subject with a low level of responsivity does not always grasp subtleties or understand things the first time around. A Subject with a low level of responsivity manages to perform during a 35-hour week, but the performance “fades” as the hours pass or as stress enters the workplace. After six hours, the performance becomes increasingly lackluster. If more than eight hours are required, the Subject will have to borrow from reserve responsivity. They can be easily overwhelmed with life. They cannot sort through masses of stimuli to the senses and efficiently draw anything but instinctive conclusions. They are slow learners and must be told things repeatedly. They fail to understand at all, or misunderstand what they are told. They lack the endurance of intense thought. They have difficulty linking relevant information, sorting through it, prioritising, extracting the essential and drawing a meaningful conclusion.

Seven things which can cause inappropriately low responsivity.

1. Exhaustion
2. Depression
3. Impending illness
4. Recent illness
5. Alcohol “hangover”
6. Reaction to drugs, either prescribed by a doctor or otherwise.
7. Evasion: a person who cannot identify with 12 or more adjectives from the Profile’s 82 probably did not want to co-operate, did not want to take the Profile. Look for evasion, and probe as to why.

What does FINE responsivity mean?

Fine responsivity people are alert, responsive, and “alive.” They are trainable. They are “quick studies.” They seem to see more, hear more, sense more and do more than **low** responsivity people. They can cope because they have vitality. They are not intimidated by complex material or situations because their mental alacrity can sort through the maze quickly, establish priorities, assess the relative values, discard the unimportant, and get on with things. They are “on the ball”. They can withstand pressure and stress.

What do we mean by HIGH responsivity?

High responsivity means the Omnia analyst has found an inconsistency between the responsivity score and the responsivity score we might have seen given the Subject's education prior work experience, career path and/or the demands of the proposed work.

Responsivity Description

LOW Possible EVASION

Slow, lacks endurance, limited awareness, tends to be accident-prone. Tends to have poor health. Hard to train. Poor attendance. Under achievers. Difficulty coping.

Most of the workforce is in this group. Somewhat slow to grasp. Need frequent rest breaks. Waste time. Trouble concentrating. 4 o'clock fade. Some health problems, absenteeism. Misunderstand instructions.

FINE Bright, active, energetic. Alert, alive, perceptive. Handle normal pressure with ease. Good attendance. Good health. Easily trainable. Quick thinking. Capacity for long hours of work. Can withstand great pressure. Unusually vital.

HIGH Look for evasion or stress in the absence of certifiable proof. If no evasions, a rare, brilliant, super-sensitive and aware person; insightful; capable of prolonged effort and performance under pressure; ahead of others in all respects.

WHAT IS INTENSITY?

Intensity is the difference between the highest and lowest construct scores of the profile. It is shown numerically in the lower centre, just under the graph:

What does "low intensity" mean?

1. An Intensity score of 1.25 or less is low intensity.
2. If the pattern is practically horizontal, the Profile is called a "low intensity profile." We can theorise that there is confusion or possibility evasion, trying to be a little bit of everything, lack of focus or direction.
3. The more horizontal the pattern shape in any concept, the less sure the Subject is as to what behaviour is appropriate to the circumstance.
4. A "table-top" profile in the Job concept is especially important. It means that the Subject is unclear as to whether more forceful or less forceful behaviour is appropriate. Nearly equal Columns 7/8 may indicate some confusion as to the degree of independence and decisiveness the boss wants. In these cases, your Omnia Analyst will look to the appropriateness of the self concept. If that personality is compatible with the job or position, then a simple explanation may be all that is required to clear up the confusion.

What happens as intensity increases?

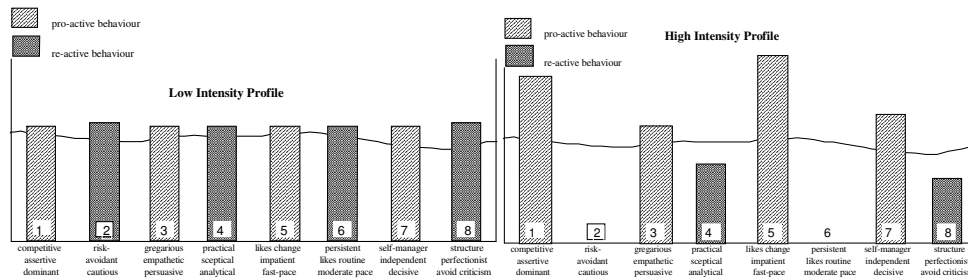
As the difference between the highest and lowest construct score increases, we see *significant* behaviour, then *strong* behaviour, the *pronounced* behaviour, then *very pronounced*, then *extreme* behaviour, and finally, at the other end of the spectrum, probable evasion again.

What does “high intensity” mean?

“High Intensity” means extreme behaviour. Intensity of 1.85 or higher is “high intensity.”

Is extreme behaviour a problem?

1. Extreme behaviour can be stressful if it is not supported by both adequate responsivity and purpose (understanding-of-behaviour).
2. Extreme behaviour may be inappropriate.
3. The behaviour, if it is appropriate, may not be sustainable.



OVCR AND OECR - COMPATIBILITY

What is “compatibility”?

1. Compatibility is the degree to which a person is capable of harmony and synergy with their work and workplace. The higher the compatibility, the lower the responsivity demands will be for behavioural modification.
2. The more “naturally appropriate” the behaviour is to the demands of the job and the workplace, the lower the responsivity demands will be for behavioural modification.

What two elements are necessary to define “appropriate job behaviour”?

1. Vocational compatibility.
2. Environmental compatibility.

Why is defining “appropriate job behaviour” important?

1. It is impossible to conclude whether a person is suitable or unsuitable for a position, whether there is “vocational compatibility,” without both a position description and a profile of the person. **A profile which determines that a person is an assertive type or a verbal type is of little value without a clear definition as to what type of behaviour is vocationally appropriate.**
2. If a person is applying for a position which will be new to them and for which they have had no specialised training, in short, if a person is entering a new profession at any level, particularly the entry level, there is a *possibility* of vocational incompatibility.
3. If the employer’s and the employee’s opinions as to appropriate behaviour differ it is important to both. The position and its demands need to be explained more clearly to be sure that the applicant is aware of what is expected.
4. We ask whether there is an identifiable condition which might have sapped responsivity such as “in a hurry, bothered, upset, sick, in poor health, unusually tired, fatigued, recovering from an illness.” All of these things can suppress responsivity, and knowing why responsivity is inconsistent with what we know about a person can be vital.

Define “environmental incompatibility.”

Environmental incompatibility means incompatibility with the boss’s management style, ethics, pace, the wrong kind of compensation or career potential, number of bosses or subordinates, or anything else which is incompatible with a personality.

PURPOSE

The Omnia® also measures something called **purpose** (also called “common sense” or “judgment”). After responsivity, it is the second most important behavioural characteristic, and like responsivity, it is often not measured at all in other tests.

What does The Omnia® Purpose construct measure?

Purpose, motive, quality of behaviour, judgment, common sense, “comfort with behaviour” (usually a function of whether the behaviour is voluntary or involuntary).

Solid Purpose means that behaviour is predictable, considered deliberate, purposeful and of high quality.

Normal Purpose is usually predictable and purposeful, but from time to time, we might be surprised, but never shocked.

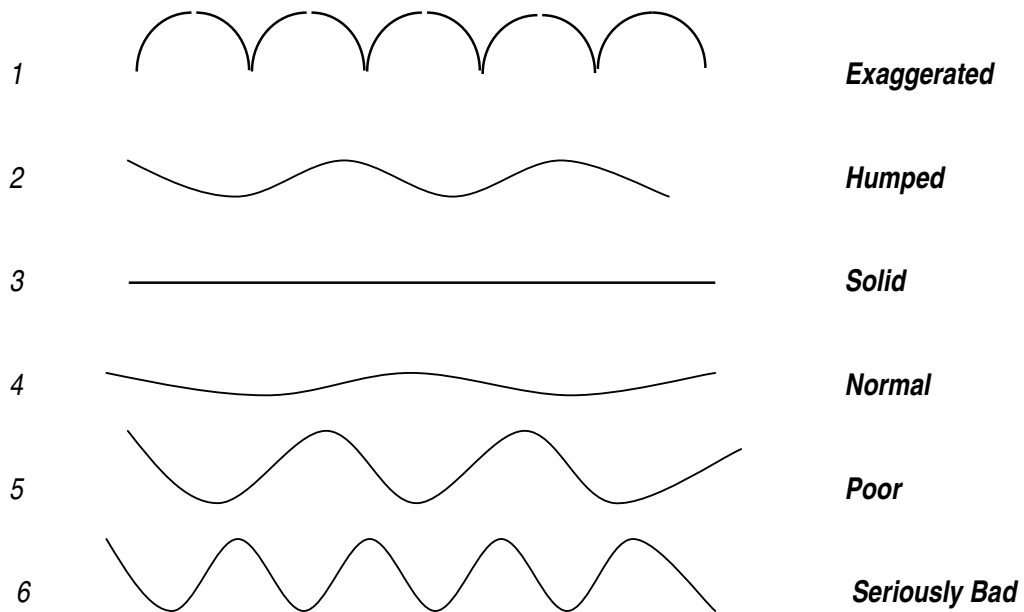
Poor Purpose is behaviour which is unpredictable, immature, inappropriate and purposeless.

Seriously Bad Purpose is wanton, reckless, criminal. If there is any thought behind it, it is poor thought.

Can Purpose be too good? Is it possible to be “too mature”?

Too good a Purpose will belong to an “**extremely responsible**” person, a person who will be seen to dwell and ponder his words and actions before speaking or acting. May appear unproductively slow, deliberate, a procrastinator or indecisive.

A humped Purpose line with a High 8, the perfectionist, may *appear* to be overly demanding with his standards; may appear to be a “blue nose.”



CONFLICT

What does the word “Conflict” mean?

Conflict is a function of confrontation and accommodation. It occurs when we are faced with a tough decision or forced to act in a way, which is unnatural for us. Confrontation and accommodation are opposites and there will be conflict if:

1. A Subject scores Columns 1 and 8 the same (or nearly the same).
2. A Subject scores Columns 2 and 7 the same (or nearly the same).
3. Columns 1/8 or 2/7 run counter to a person's natural personality (voluntarily or involuntarily).

Is Conflict stressful?

While conflict is a normal occurrence in everyone's life from time to time, it is very much part of the stress equation. Remembering that there are degrees of conflict, ranging from minor and brief adjustments of behaviour to conflicts which can overwhelm, The Omnia Group estimates that at any given moment, over 30% of the population is in conflict, and that in a given work week, a person may be in and out of conflict a number of times.

Analysts are sensitive to conflict because of the number of profiles being interpreted of people who are candidates for re-employment or promotion, conditions, which are often stressful.

Are there different kinds of conflict? How many kinds of conflict are there?

Your Omnia Analyst will indicate which of seven conflicts, if any, is present by placing the number corresponding to the conflict before, S, J or C (indicating the concept in which the true Self is found). Since the true self would not usually be in conflict, the graph you will be seeing is the conflict-free graph.

1. *Avoid/avoid conflict*
2. *Approach/approach conflict*
3. *Approach/avoid conflict*
4. *Avoid/approach conflict*
5. *“Classic conflict”*
6. *Interpattern Conflict*
7. *Pervasive*

The designation “1 S” means that the graph you are seeing is the Self graph and there is an avoid/avoid conflict in the Job Concept. “5C” means that the graph you are seeing the Composite graph and there is a “Classic Conflict” conflict in both the Self and Job concepts.