



## Career Development and Retention Profile™

Employee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Client Name: \_\_\_\_\_ Client Number: \_\_\_\_\_

Your employer is committed to best practices and as part of that effort, the organisation is committed to doing what it reasonably can to ensure the development and retention of valued employees.

This is a partnership effort; the more accurate the information you provide here, the more valuable and helpful the report.

Employee: Complete Parts 1-5 and return this form to the Omnia client. Client: complete Part 6.

**Part 1:** Read down each column and check all the words you think other people at work use to describe you. **The Omnia® Profile is not multiple choice.**

- |  |  |  |   |
|--|--|--|---|
| 1 <input type="checkbox"/> Loyal           | 1 <input type="checkbox"/> Receptive     | 1 <input type="checkbox"/> Assertive       | 1 <input type="checkbox"/> Personality Plus |
| 2 <input type="checkbox"/> Persevering     | 2 <input type="checkbox"/> Enterprising  | 2 <input type="checkbox"/> Prudent         | 2 <input type="checkbox"/> Understanding    |
| 3 <input type="checkbox"/> Fascinating     | 3 <input type="checkbox"/> Polite        | 3 <input type="checkbox"/> Ambitious       | 3 <input type="checkbox"/> Adventurous      |
| 4 <input type="checkbox"/> Decisive        | 4 <input type="checkbox"/> Willing       | 4 <input type="checkbox"/> Determined      | 4 <input type="checkbox"/> Doubting         |
| 5 <input type="checkbox"/> Obliging        | 5 <input type="checkbox"/> Stable        | 5 <input type="checkbox"/> Self-centered   | 5 <input type="checkbox"/> People person    |
| 6 <input type="checkbox"/> Courteous       | 6 <input type="checkbox"/> Conformist    | 6 <input type="checkbox"/> Eloquent        | 6 <input type="checkbox"/> Unhurried        |
| 7 <input type="checkbox"/> Impulsive       | 7 <input type="checkbox"/> Tolerant      | 7 <input type="checkbox"/> Dominant        | 7 <input type="checkbox"/> Extroverted      |
| 8 <input type="checkbox"/> Detail-oriented | 8 <input type="checkbox"/> Professional  | 8 <input type="checkbox"/> Cautious        | 8 <input type="checkbox"/> Dependable       |
| 9 <input type="checkbox"/> Stimulating     | 9 <input type="checkbox"/> Gentle        | 9 <input type="checkbox"/> Calm            | 9 <input type="checkbox"/> Careful          |
| 10 <input type="checkbox"/> Conscientious  | 10 <input type="checkbox"/> Outgoing     | 10 <input type="checkbox"/> Inspiring      | 10 <input type="checkbox"/> Flexible        |
| 11 <input type="checkbox"/> Perfectionist  | 11 <input type="checkbox"/> Bold         | 11 <input type="checkbox"/> Laid-back      | 11 <input type="checkbox"/> Risk-taker      |
| 12 <input type="checkbox"/> Convincing     | 12 <input type="checkbox"/> Compliant    | 12 <input type="checkbox"/> Sociable       | 12 <input type="checkbox"/> Opinionated     |
| 13 <input type="checkbox"/> Patient        | 13 <input type="checkbox"/> Good-natured | 13 <input type="checkbox"/> Self-conscious | 13 <input type="checkbox"/> Charming        |
| 14 <input type="checkbox"/> Grateful       | 14 <input type="checkbox"/> Agreeable    | 14 <input type="checkbox"/> Amusing        | 14 <input type="checkbox"/> Courageous      |
| 15 <input type="checkbox"/> Even-tempered  | 15 <input type="checkbox"/> Serious      | 15 <input type="checkbox"/> Entertaining   | 15 <input type="checkbox"/> Satisfied       |
| 16 <input type="checkbox"/> Tense          | 16 <input type="checkbox"/> Helpful      | 16 <input type="checkbox"/> Aggressive     | 16 <input type="checkbox"/> Fashionable     |
| 17 <input type="checkbox"/> Orderly        | 17 <input type="checkbox"/> Appealing    | 17 <input type="checkbox"/> Tranquil       | 17 <input type="checkbox"/> Popular         |
| 18 <input type="checkbox"/> Diplomatic     | 18 <input type="checkbox"/> Dynamic      | 18 <input type="checkbox"/> Meticulous     | 18 <input type="checkbox"/> Sympathetic     |
| 19 <input type="checkbox"/> Relaxed        | 19 <input type="checkbox"/> Devoted      | 19 <input type="checkbox"/> Demanding      | 19 <input type="checkbox"/> Poised          |
| 20 <input type="checkbox"/> Competitive    | 20 <input type="checkbox"/> Attractive   | 20 <input type="checkbox"/> Hesitant       | 20 <input type="checkbox"/> Driven          |
| 21 <input type="checkbox"/> Self-starter   | 21 <input type="checkbox"/> Impressive   |  |   |



## Career Development and Retention Profile <sup>TM</sup>

Employee's Name: \_\_\_\_\_

**Part 2:** Read down each column and check all the words you use to describe yourself.

- |  |  |  |   |
|--|--|--|---|
| 1 <input type="checkbox"/> Loyal           | 1 <input type="checkbox"/> Receptive     | 1 <input type="checkbox"/> Assertive       | 1 <input type="checkbox"/> Personality Plus |
| 2 <input type="checkbox"/> Persevering     | 2 <input type="checkbox"/> Enterprising  | 2 <input type="checkbox"/> Prudent         | 2 <input type="checkbox"/> Understanding    |
| 3 <input type="checkbox"/> Fascinating     | 3 <input type="checkbox"/> Polite        | 3 <input type="checkbox"/> Ambitious       | 3 <input type="checkbox"/> Adventurous      |
| 4 <input type="checkbox"/> Decisive        | 4 <input type="checkbox"/> Willing       | 4 <input type="checkbox"/> Determined      | 4 <input type="checkbox"/> Doubting         |
| 5 <input type="checkbox"/> Obliging        | 5 <input type="checkbox"/> Stable        | 5 <input type="checkbox"/> Self-centered   | 5 <input type="checkbox"/> People person    |
| 6 <input type="checkbox"/> Courteous       | 6 <input type="checkbox"/> Conformist    | 6 <input type="checkbox"/> Eloquent        | 6 <input type="checkbox"/> Unhurried        |
| 7 <input type="checkbox"/> Impulsive       | 7 <input type="checkbox"/> Tolerant      | 7 <input type="checkbox"/> Dominant        | 7 <input type="checkbox"/> Extroverted      |
| 8 <input type="checkbox"/> Detail-oriented | 8 <input type="checkbox"/> Professional  | 8 <input type="checkbox"/> Cautious        | 8 <input type="checkbox"/> Dependable       |
| 9 <input type="checkbox"/> Stimulating     | 9 <input type="checkbox"/> Gentle        | 9 <input type="checkbox"/> Calm            | 9 <input type="checkbox"/> Careful          |
| 10 <input type="checkbox"/> Conscientious  | 10 <input type="checkbox"/> Outgoing     | 10 <input type="checkbox"/> Inspiring      | 10 <input type="checkbox"/> Flexible        |
| 11 <input type="checkbox"/> Perfectionist  | 11 <input type="checkbox"/> Bold         | 11 <input type="checkbox"/> Laid-back      | 11 <input type="checkbox"/> Risk-taker      |
| 12 <input type="checkbox"/> Convincing     | 12 <input type="checkbox"/> Compliant    | 12 <input type="checkbox"/> Sociable       | 12 <input type="checkbox"/> Opinionated     |
| 13 <input type="checkbox"/> Patient        | 13 <input type="checkbox"/> Good-natured | 13 <input type="checkbox"/> Self-conscious | 13 <input type="checkbox"/> Charming        |
| 14 <input type="checkbox"/> Grateful       | 14 <input type="checkbox"/> Agreeable    | 14 <input type="checkbox"/> Amusing        | 14 <input type="checkbox"/> Courageous      |
| 15 <input type="checkbox"/> Even-tempered  | 15 <input type="checkbox"/> Serious      | 15 <input type="checkbox"/> Entertaining   | 15 <input type="checkbox"/> Satisfied       |
| 16 <input type="checkbox"/> Tense          | 16 <input type="checkbox"/> Helpful      | 16 <input type="checkbox"/> Aggressive     | 16 <input type="checkbox"/> Fashionable     |
| 17 <input type="checkbox"/> Orderly        | 17 <input type="checkbox"/> Appealing    | 17 <input type="checkbox"/> Tranquil       | 17 <input type="checkbox"/> Popular         |
| 18 <input type="checkbox"/> Diplomatic     | 18 <input type="checkbox"/> Dynamic      | 18 <input type="checkbox"/> Meticulous     | 18 <input type="checkbox"/> Sympathetic     |
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| 20 <input type="checkbox"/> Competitive    | 20 <input type="checkbox"/> Attractive   | 20 <input type="checkbox"/> Hesitant       | 20 <input type="checkbox"/> Driven          |
| 21 <input type="checkbox"/> Self-starter   | 21 <input type="checkbox"/> Impressive   |  |   |



# Career Development and Retention Profile <sup>TM</sup>

Employee's Name: \_\_\_\_\_

**Part 3:** Employee: Describe your ideal job.

		Critical	Very Important	Important	Somewhat Important	Not Important
1	Taking risks and facing challenges is					
2	The use of emotion/charm to persuade is					
3	A strong sense of urgency					
4	Independent decision-making					
5	Being cautious and/or non-confrontational					
6	The use of proof/facts to convince					
7	Persistence, strong follow-up skills					
8	Adhering to rules when making decisions					
9	A strong desire to win					
10	An enthusiastic communication style					
11	Comfort with multi-tasking and change					
12	Being self-sufficient and self-directed					
13	A low-key, "live-and-let-live" attitude					
14	A direct, specific communication style					
15	Comfort with routine, predictable tasks					
16	Being cooperative, following directions					
17	Proactively handling challenge					
18	A high level of consideration, empathy					
19	The ability to deal with a variety of tasks					
20	A "big picture" focus					
21	Comfort following the lead of others					
22	A high level of objectivity and impartiality					
23	Working systematically at routine tasks					
24	Strong attention to detail					
25	An assertive, "make-it-happen" attitude					
26	Establishing, nurturing relationships					
27	Working at a fast, demanding pace					
28	The need to act independently					
29	An accommodating, supportive attitude					
30	Working with facts and technical information					
31	Working at a relaxed, steady pace					
32	The need to follow a well-defined set of procedures and guidelines					



# Career Development and Retention Profile™

Employee's Name: \_\_\_\_\_

**Part 4:** Describe your ideal workplace, work environment. My ideal workplace:

		Critical	Very Important	Important	Somewhat Important	Not Important
1	Is committed to growth					
2	Is friendly, welcoming					
3	Rewards fast-pace, multi-tasking					
4	Encourages self-management					
5	Considers service more important than growth					
6	Is serious					
7	Rewards methodicalness, process					
8	Has structured, well-defined management system					
9	Considers growth as important as service					
10	Is professional, impressive					
11	Supervisor is everywhere, in everything					
12	Requires self-management and self-direction					
13	Encourages cooperation among associates					
14	Is practical, no-nonsense					
15	Supervisor is a Coach					
16	Has job descriptions, rules, traditions					
17	Supervisor is a Driver, assertive					
18	Supervisor is approachable, a "Cheerleader"					
19	Is full of change					
20	Supervisor is absent or "hands-off"					
21	Supervisor is conservative					
22	Supervisor is no-nonsense, serious					
23	Is stable and secure					
24	Supervisor is a Controller, attentive, involved					
25	Pay features performance incentives					
26	Is fun, social					
27	Favors individual performance					
28	Supervisor/employee relationships are informal					
29	Pay features benefits					
30	Is mostly about work					
31	Favors teamwork performance					
32	Supervisor/employee relationships are formal					



## Career Development and Retention Profile™

**Part 5:** Employee: Please provide the following information.

1. List your last three roles and time in each role (include previous companies)

1. \_\_\_\_\_ Years \_\_\_\_ Months
2. \_\_\_\_\_ Years \_\_\_\_ Months
3. \_\_\_\_\_ Years \_\_\_\_ Months

2. List three promotion possibilities you would like to explore in the future

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3. How long have you worked for this organisation: \_\_\_\_\_ Years \_\_\_\_ Months

4. How long have you held your present position: \_\_\_\_\_ Years \_\_\_\_ Months

5. Promotions or transfers you have had since beginning employment here:

- 5.1 Number \_\_\_\_\_
- 5.2 Accompanied by new duties or responsibilities  Yes  No
- 5.3 Accompanied by pay increase  Yes  No

6. Please rate the following, with 5 = excellent, 4 = very good, 3 = okay, 2 = needs improvement, 1 = poor

- |  |   |
|--|---|
| <input type="checkbox"/> 6.1 Compensation                                    | <input type="checkbox"/> 6.2 Benefits                     |
| <input type="checkbox"/> 6.3 Clarity of my responsibilities                  | <input type="checkbox"/> 6.4 Quality of training programs |
| <input type="checkbox"/> 6.5 Career opportunity                              | <input type="checkbox"/> 6.6 Helpfulness of my manager    |
| <input type="checkbox"/> 6.7 Cooperativeness and team-mindness of colleagues |   |

7. Please rank the following in importance of what you value most (1) to least (6) in this employer/employee relationship

- |  |
|--|
| <input type="checkbox"/> 7.1 Good physical working environment (amenities)                                       |
| <input type="checkbox"/> 7.2 Good interpersonal working environment (relationships with co-workers, supervisors) |
| <input type="checkbox"/> 7.3 Flexible working environment (hours, location)                                      |
| <input type="checkbox"/> 7.4 Continual advancement   |
| <input type="checkbox"/> 7.5 Good benefits   |
| <input type="checkbox"/> 7.6 Continuing training, education (internal/external)                                  |

8. Please answer the following Yes or No

- |  |  |
|--|--|
| 8.1 I understand and can clearly explain the purpose of my duties        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.2 I understand and can clearly explain the value of my role            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.3 I understand and can clearly explain what it will take me to advance | <input type="checkbox"/> Yes <input type="checkbox"/> No |

9. Please indicate your preferred timeframes for advancement

- 9.1  less than 1 year
- 9.2  1–2 years
- 9.3  3-4 years
- 9.4  5 plus years

10. What does advancement mean to you (check all that apply)

- 10.1 Promotion to advanced-level position within my field
- 10.2 Promotion to advanced-level position in any available, appropriate field
- 10.3 Promotion to supervisory role in my field
- 10.4 Promotion to supervisory role in any available, appropriate field
- 10.5 Greater income within my field
- 10.6 Greater income in any available, appropriate field
- 10.7 Staying current, valuable, not left behind

11. Please rank the following items in importance of what you value most (1) to least (8) in terms of interaction required with co-workers

- 11.1 Ability to communicate in person (meetings, informal conversations)
- 11.2 Ability to communicate through information (email, memos, policy)
- 11.3 Success measured by team/departmental results
- 11.4 Success measured through individual performance
- 11.5 Flexibility in roles and responsibilities
- 11.6 Clearly defined roles and systems
- 11.7 Focus on outcomes
- 11.8 Focus on successful completion of tasks

12. Do you know of anything which may have affected your Omnia Profile?

- Tired     Upset     Rushed     Nothing     Other \_\_\_\_\_

**Part 6:** Client Instructions to Omnia:

1-1. Score this Profile     Yes     No

1- 2. Check one box for type of report

- Retention
- "Best fit" profile
- Career planning
- Team building
- Professional Partnering
- Coaching/Mentoring Advice
- Sales Strengths
- Database (comparison benchmark only, no report written and no charge)
- Succession Planning
- Best Interpersonal Communication
- M & A Staff rationalisation study
- Team Management
- Management Advice
- Service Strengths
- Management Strengths

1- 3. Details of person to email report to:

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1- 4. Special Instructions (use "John Doe" as a benchmark etc)

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