THE HIGHLANDS ABILITY BATTERY

CONFIDENTIAL WORK TYPES

for

Adult test sample

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Student: Adult: ✓

Online Version

Client Type: Adult

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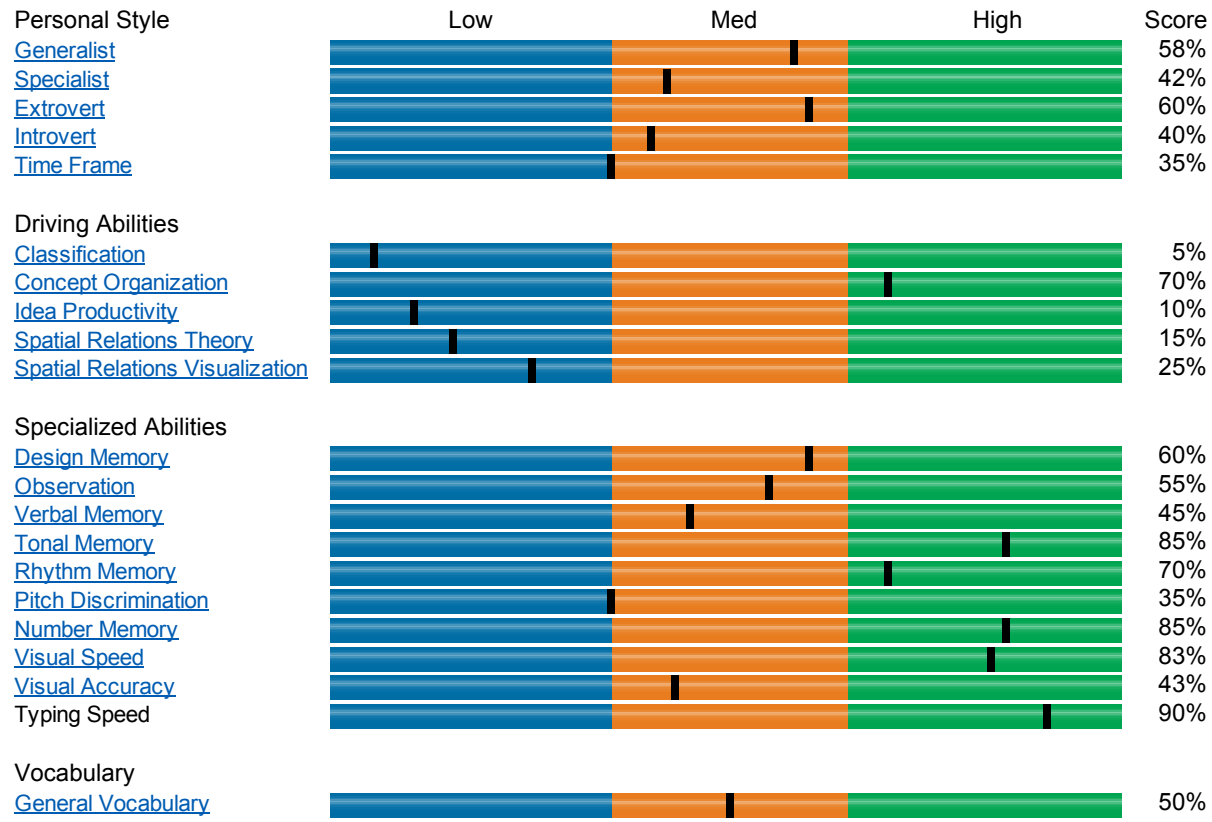
Your Highlands Ability Profile

Click On Each Ability For Fuller Explanations



Your scores are given as percentiles. Each percentile compares your score to the scores of all persons who have taken the same worksample.

Adult test sample

WORK TYPES™

The Highlands Ability Battery™ provides you with information about your natural abilities. Abilities control your approach and orientation to many areas of your life -including your work. Each ability can affect how you perform in the workplace as well as your satisfaction with the work you do. The Highlands list of Work Types contains an instructive guide to applying your abilities to the workplace. You should look at the Work Types as a way of translating your abilities into language commonly used in the workplace.

Each of the Work Types is connected to various measured natural abilities. Some of the Work Types depend on as many as eight different but inter-related abilities. Others depend on two or three. In most of the Work Types, the abilities are considered positively - i.e., if you are high in an ability, then this increases your match with the Work Types. However, for some of the Work Types, one or more of the abilities are considered negatively. That is, if you are high in the ability, it decreases your match with the Work Type. If you are low in the ability, it increases your match with the Work Type.

Some of the abilities within particular Work Types are considered to have relatively greater impact than others. These are given correspondingly more weight when calculating the match. Particularly in those Work Types in which negatively weighted abilities play a major part, your work experience may modify and increase your ultimate success and satisfaction with your Work. These Work Types in which experience can be a heavily weighted factor are marked with an asterisk (*).

Work Types are defined according to Natural Abilities. Natural Abilities make it easy for us to do some kinds of tasks, while making other tasks more difficult. This section provides an objective way to link your Natural Abilities to the Work Types for which you are best suited. Note: these Work Types are derived from your ability scores and do not take into account your skills or experience.

TIPS FOR REVIEWING THESE WORK TYPES

- View the Work Types as generic; they were designed to define functions which apply to many work settings or jobs. Your choice of a job or specific work setting depends upon a combination of your abilities with other factors such as your skills, personal style, values, interests, goals, family, and stage within the development cycle. Your performance on specific Work Types can be dependent upon circumstances within the work environment. Having a particular strength does not guarantee the opportunity to demonstrate it in the workplace. You can, however, use the Work Types information to set priorities, negotiate new responsibilities, or restructure how you perform your work. In many cases, there is more than one way to perform a job satisfactorily.

- Consider the Work Types as transferable functions. Your scores are based on your natural abilities. You can move from one job or work setting to another and know that you have the potential to perform specific functions. Given the current rate with which job situations change, this is a valuable piece of information to know about yourself.

- Identify the Work Types important to your current job. Not every Work Type will be equally important. Measure your areas of strength against the requirements of the job. Are they in sync?

  Work Types which you perform well, but on which you score low (or lower than you perceive you should score) usually represent areas in which you have developed your skills and/or have a solid basis of experience. Work Types in which you are stronger than you anticipated may represent

areas in which you perform so well that you take them for granted. Or, they may represent areas which you have the potential to perform, but in which you have not had the opportunity to gain experience.

- Very Strong Matches can sometimes represent stumbling blocks. Strong Work Type matches will identify roles which come naturally to you, but they may inhibit you from attempting other roles in which you may perform as well and achieve greater satisfaction.

- Consider this Work Types information when thinking about your career development. As you look to the future, consider your relative strengths and weaknesses. Which Work Types do you enjoy? Are they Work Types in which you are naturally strong, or are they based on skills you have developed or experience you have gained? Do you have strong Work Types for which you have no experience or which you have not considered using? Are there Work Types in which you would like to gain experience or develop skills?

Good Match With Your Abilities

Work Type	Definition
Facilitating Interactions*	Fostering productive communication between two or more other people.
Connecting at Feeling Level	Relying on the feeling/emotional level of experience rather than logic or analysis in interacting with others.
Making Contact With Others	Forming and keeping personal relationships with others. Examples might be meeting and forming relationships with potential clients or keeping long-term business relationships with influential people.
Managing, People*	Motivating and inspiring the best performance from people who report to you. Making directional decisions for groups.
Problem-Solving, Experiential*	Using your experience in previous similar situations as a guide to action and problem-resolution in the present.
Communicating, Speaking/Listening	Picking up and transferring information orally through listening to others and speaking to them.
Setting Overall Direction*	Able to ignore unimportant details in order to see and track a longer-range, overall directional picture of an organization or process.
Motivating*	Inspiring others to their best performance and productivity.
Decision-Making, Directional/Strategic*	Making strategic, directional decisions for an organization or group. This is contrasted to more tactical problem-solving.
Paying Attention to Details	Seeing and attending to small details of projects and processes.
Problem-Solving, Logical/Analytical	Using and combining information to reach logical, predictive conclusions.
Research, General	Information-gathering in any particular subject area. Also involves reaching conclusions about what is

	discovered.
• Communicating, Writing	Writing and presenting ideas in such a way that they are understandable to others. This can involve transmitting information, persuading, or exhorting.

Moderate Match With Your Abilities

Work Type	Definition
• Coaching	Helping people reach their goals more quickly and effectively by communicating skills/wisdom gained through experience.
• Prioritizing	Creating logical sequences. Understanding and making decisions about the order of importance or order in time of events or processes.
• Planning, Tactical/Specific	Paying attention to specific directions and tactical issues in order to plan specific actions or events.
• Creating, Processes and Procedures	Creating logical sequences of events to accomplish particular tasks. Involves analysis to reduce a task to its basic elements and synthesis to create a sequence yielding a repeatable outcome.
• Mediating, Diplomacy	Hearing opposing points of view and explaining them to the opposing sides with the object of fostering cooperation or agreement.
• Managing, Structural/Engineering*	Managing people and processes that are involved with using technology and/or manufacturing real, tangible products.
• Teaching	Helping others understand, learn, and/or use specific information or processes.
• Problem-Solving, Scientific	Problem-solving and research in natural sciences.
• Managing, Processes	Understanding and making decisions regarding complex, multifaceted processes that may involve people, information systems, or machines.
• Designing, Artistic	Creating new, creative two- or three-dimensional designs. This does not necessarily have a specific goal or purpose, but it may also be goal or end-directed.
• Designing, Technical	Creating new, two- or three-dimensional designs. This kind of design has a clear goal and a defined set of information to communicate.
• Selling	Persuading other people, usually in a face-to-face situation, to see an idea or product in the same way that you do.
• Planning, Strategic	Planning for long-term, directional movement in an organization or group.
• Creating, Artistic	Coming up with new, creative, and unique ideas or images. This does not necessarily involve solving a particular problem, although it can. This role often involves the right hemisphere of the brain.

Weak Match With Your Abilities

Work Type	Definition
• **Problem-Solving, General**	Quickly understanding and finding solutions to new problems that arise. The premium in this role is being able to solve problems quickly.
• **Research, Scientific**	Information-gathering in a scientific or technical area. Also involves reaching conclusions about what is discovered.
• **Problem-Solving, Structural/Engineering**	Understanding and solving problems associated with using technology and/or manufacturing real, tangible products.
• **Problem-Solving, Technical/Abstract**	Understanding and finding solutions to new technical, scientific, or engineering problems, especially in theoretical, abstract, or non-hands-on situations.
• **Performing**	Putting yourself in front of other people to inform, teach, sell or entertain them.
• **Problem-Solving, Consultative**	Solving problems from a position as an expert outside normal organizational channels. Also involves persuasion in getting others to see your point of view.
• **Problem-Solving, Creative**	Problem-solving that involves the right hemisphere of the brain, yielding new, unique solutions. Also involves abilities useful in brainstorming.
• **Problem-Solving, Diagnostic**	Gathering information about a particular subject or process to find out what is wrong, what should be fixed, or what can improve it. Involves inductive reasoning.