**THIS REPORT IS GENERATED FOR THE CANDIDATE <CANDIDATE NAME> FOR THE ROLE <ROLE NAME>.**

Choosing the right fit is the core and basic responsibility and goal of the Recruitment or Hiring Team in any Company. There are various processes and numerous talents work towards achieving this goal. If the goal is not reached, all the hard work and efforts invested in recruiting the talents go absolutely a waste, and the process starts from the scratch. Beyond investing in form of talentandefforts contributed by HR professionals, the recruitment process involves huge tangible spending from the organizations.

Moreover, it is highly pertinent to use the right parameters and measurement tools while recruiting the new hires to ascertain the level of such qualitative aspects present in them. Beyond developing a Job Order comprising of all the key skills, the right tools to measure all the aspects need to be part of recruitment process. This is where we, HireXtra present the detail and in-depth analysis for each and every hire so as to achieve a qualitative hire.

Thanks for being part of our HireXtra and opting our services.

**HIREXTRA’S BASIC INFORMATION OF <CANDIDATE NAME>**

|  |  |
| --- | --- |
| **Name of the Candidate** | <Candidate Name> |
| **Job applied for** | <Job Role as per Job Order> |
| **Total Experience** | <Candidate Experience> < years> |
| **Current Location** | <Candidate Current Location> <Candidate Country> |
| **Educational Qualification** | <Education Qualification> |
| **Official Notice Period** | <Candidate Notice Period> <confirmed by Vendor as on #######> |
| **Candidate's Experience Summary** | **<Experience Summary as extracted by API>.**  **Example: <**A specialist in leading organisations towards their goals by extracting and synthesising insights from data. Rich experience in converting business goals to quantitative objectives. Competent at architecting and running data led performance management systems that optimise the combination of people, processes and tools to achieve a strategic alignment between business and technology. A Hands-On technologist specialising in machine learning using R programming and with strong leadership, communication, change and stake holder management skills. Past experiences include, service delivery, operations leadership, solutions consulting, leading service transformations and team enablement. Core Skills - Leadership, Technology Transformation, Machine Learning, Analytics, Management Consulting. Right to work in UK - Indefinite leave to remain, No sponsorship requirements. |
| **Candidate's Experience Overview by HireXtra** | **<Experience Summary as extracted by API>.**  **Example: <**Ms. Zsofia Eva Bago having 15.0 years of experience, his preferred location is Alexander City and Education is Any Graduate. In these following skills User Experience Visualisation Dashboard, Performance Management Framework, Customer Experience Management, Principal Component Analysis, Business Intelligence Tools, Conduct Root Cause Analysis, Natural Language Processing, Agricultural Policy Reform, Economic Market Structure, Exploratory Data Analysis. Resident of Ashville. Ms. Zsofia Eva Bago current package is $ 10000/- per annum and Ms. Zsofia Eva Bago expected package is $ 80000/-. Ms. Zsofia Eva Bago availability is 15 days. Currently serving notice period. Willing to relocate. You can contact Ms. Zsofia Eva Bago by phone 9876543210 or by email vinoditha@ananthacybertech.com Right of Representation from candidate done by Email**>**. |
| **Is the Role briefed by HireXtra** | Yes. Status updated by Vendor as on <#####> |
| **Does HireXtra believes whether this Job Order suits the Candidate** | Yes. Status updated by Vendor as on <#####> |
| **Is the Candidate open to relocate as per this Job Order's work location** | Yes. Status updated by Vendor as on <#####> |
| **Does the Industry experience of the Candidate suits the Job Order's requirement** | Yes. Status updated by Vendor as on <#####> |
| **Has the GDPR adhered by the Candidate** | Yes. Status updated by Vendor as on <#####> |

**HIREXTRA’S AI JOB MACH O METER REPORT OF <CANDIDATE NAME>**



**<This is generated by the Job Macho Meter tool which DEPENDS as per the 2 smiley emotions> (Look into the document ‘HX - JMOM’)**

**Example: <**HireXtra’s Job Mach O Meter applied the Algorithm to the Resume of <Candidate Name> and found that the inputs given in the Job Order are as required while the details mentioned in the Resume are not up to the sufficient extent. In specific, having both Job Order and Resume in appropriate mode that is having all the required information in them will brace the Hiring Process to become more effective and efficient, while it will leverage for better outcome through this application with which the anticipated quality of resource can be expected.

Nevertheless, considering the available data from <Candidate Name> Resume our AI Algorithm was able to relate few vital criteria and benchmarks through which the decision will be more commendable. With those Criterias which are relevant and nearly matching, it has assigned certain points to the Parameter(s) <1> and/or <2> and/or <3> and/or <4> and/or <5> and/or <6> based out of the fitment prediction analysis following the weighted average process. Therefore, it finally arrived to this conclusion that the fitment is <Moderate / Average - let the Algorithm decide>.

If you find any contradiction on the decision as per the report given which is based out of our AI ASNA Algorithm, as per the data provided in both Job Order and Resume of the Candidate, please speak to our HireXtra Account Manager or you can even write us your opinion or share us any suggestions you have at <**route it to a form (this should be a Hyperlink)**>**>. (please look into the shared doc ‘Query Form Mach O Meter’)**

**Understanding of HireXtra’s Job Mach O Meter <Mention this content same as it is in the report>**

The ‘HireXtra AI Job Match’ dashboard provides the detailed report instantly to the Client. This leverages to estimate and visualize the fitment of the Candidate so as to take further decision on the spot. The quality and reliability on both the Job Order and the Resume are symbolically represented with the ‘Smileys Emotions’ presented on the right side corner of the Job match, whereas the ‘Eye’ symbol is to derive the detailed fitment parameters of the candidate experience while ‘Binocular’ symbol is given for the depiction of the graphical representation. From organizational perspective, developing an effective job order is mandatory in order to understand all the skills necessary for the role/position, identify the qualities in candidates applying for specific roles, prepare for the assessment and interviewing process, identifying the right candidate/(s) who will undertake all the responsibilities involved in the role they are hired for.

**REQUIRED SKILL MATCH:** The hiring team undergoes certain corporate stress when the required skills are not properly matched from the sources available in the market. Skills required should cent percent match to the job opening, where the mismatch leads to corporate incompetence and put the business inside a grave danger as it hits the quality of the delivery. These days this has become a big challenge that is matching the skills required to the job order where it should be dealt with certain intensity and profoundness.

**PREFERRED SKILL MATCH:** Preferred Skills possess a sublime significance. Where these skills trigger the futuristic and ‘may be required’ category which has its own stand beside the actual required skillset. Having preferred skillset in any job requirement denotes that the organization is proactive and quality ensuring for the enhancement of the business and its management.

**POSITION MATCH:** In today’s corporate culture, it is taken for granted that hiring someone with similar Position or nearly matching position resources for the specific roles. Of course this is alright to some extent but when certain critical scenarios takes place by then it would turn into a high-tide to cross it. Therefore the position match has it own factors which every company should look into at the time of hire.

**LOCATION MATCH:** For the execution of the job responsibilities, the same location of the employer’s to that of the candidate leverages the flexibility besides the reliability of each other in that corporate environment. Actually candidates residing in the similar location will be desired much when compared to the non-locals though relocation is possible.

**QUALIFICATION MATCH:** The maturity possessed by the candidate is always assessed through the qualification acquired. The relevance of the qualification to that of work domain will definitely decides the strength of the skillset of the candidate.

**EXPERIENCE MATCH:** This is the base to assess the fitment of the candidate to the given specific role. Experience is the unique and independent trait which is achieved in time besides the environments exposure by the candidate. This match declares the reliability, strength and quality of the work.

***Masterly Opinion about HireXtra’s <AI Job Mach O Meter> [This should be automated so that the below info changes as needed]***

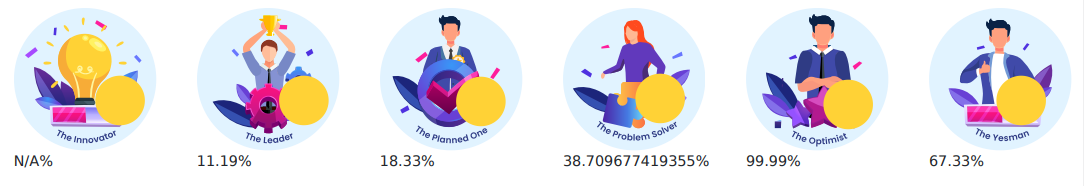
ENDORSEMENT OR APPRECIATION CONTENT

HR / HIRING MANAGER / MANAGEMENT PERSON’S NAME

COMPANY LOGO &

COMPANY NAME

**HIREXTRA’S AI BASED EMPLOYEE SPECTRUM REPORT OF <CANDIDATE NAME>**



**<This is generated by the Employee Spectrum Logic> (Look into the document shared ‘Employee Spectrum Final’)**

* **THE INNOVATOR:** For **<Candidate Name>,** the Innovator or the quality of creativity is measured as **<##>** considering the experience and the environments which were involved into.
* **THE PROBLEM SOLVER:** For **<Candidate Name>,** the Problem Solving capabilities are measured as **<##>** as per the acquired overall experience.
* **THE OPTIMIST:** For **<Candidate Name>**, this Optimistic quality is notched as **<##>** achieved under the level marked for this resource.
* **THE LEADER:** For **<Candidate Name>**, the Leadership quality is measured as **<##>** for this resource considered as per the mentioned overall experience.
* **THE PLANNED ONE:** For **<Candidate Name>,** this trait The Planned One is scored as **<##>** as indication for this resource analyzed as per the experience of the Candidate.
* **THE YES NOD:** For **<Candidate Name>,** this Yes Nod quality is measured as **<##>** forthis resource considered as per the mentioned overall experience.

**UNDERSTANDING OF HIREXTRA’S AI EMPLOYEE SPECTRUM <Mention this content same as it is in the report>**

**THE INNOVATOR:** Almost everyone agrees on the value of Innovators to an organization. They are those types of employees that all companies keep looking for, all the time. They are gifted with creativity and latent thinking skills and can offer a unique and unconditioned perspective on the task at hand. In this dynamic age, the key to survive and stay ahead is not to follow but drive the change and no one drives it better than the innovators. Although to bring them on board does require strategic action planning and convincing by the management.

**THE PROBLEM SOLVER:** Workplace conflicts and everyday problems are as natural as work itself. A business can’t succeed without facing problems and finding creative solutions around them. It is management’s task to hire people who can be logical and skilful in resolving issues. Problem solvers are the perfect fit for these roles. Generally unbiased and neutral, these employees analyse the roots of a problem and weed out the conflicts, bringing positivity and harmony to the work environment. Identifying problem solving capabilities with an applicant helps Management to manage unexpected situations more harmoniously.

**THE OPTIMIST:** Positive attitude, self-motivation and pleasant personality can be the driving force for any business. Employees who bring these attributes exude and radiate positive energy creating an inspiring work environment. These kinds keep up the morale of the team even at the lows, when plans go out of the place and the sales figures tumble. A person who has this Optimistic nature, they tend to put the environment into a care-good feeler. So, they start supporting others in the team.

**THE LEADER:** There’s no denying that companies need talented people to thrive and excel in their business but more importantly, how to tap into their strength and make the best use of their talents. Often, leaders are successful individuals who continuously drive and motivate their co-workers to succeed as well. The leadership skills are different from the management skills and the individuals who show leadership qualities such as motivating people and driving innovation are undoubtedly bigger asset to any organization.

**THE PLANNED ONE:** The planned employees are serious about delivering the projects as per deadline. The word ‘procrastination’ does not exist in their dictionary. They meticulously plan things ahead and seldom come late to the office. They live up to their word, earning trust and reputation among their seniors and respect among their subordinates. They might not be masters at what they do but they surely get it done timely and efficiently.

**THE YES NOD:** It is depicted by highly effective and influencing people in Corporates, that there are two criterions of measuring the value of an employee at workplace that is the ability to accomplish the assigned tasks and the willingness to do so. ‘Yes Nod’ types of employees are always willing to take the challenges head on. Normally they are based out of certain corporate environmental factors of any organizations globally.

***Masterly Opinion about HireXtra’s <AI Employee Spectrum> [This should be automated so that the below info changes as needed]***

ENDORSEMENT

HR ADVISORY PICTURE, NAME & QUALIFICATION AND CERTIFICATIONS

**HIREXTRA’S AI BASED TALENT MINING REPORT OF <CANDIDATE NAME>**

*<TALENT MINING PIC>*

**<This is generated by the Talent Mining Logic> (Look into the document shared ‘Talent Mining Offerings Final’)**

* **Balance & Well Being:** For **<Candidate Name>,** the Balance & Well Being is measured as **<##>** considering the experience and the environments which were involved into.
* **Benefits & Perks:** For **<Candidate Name>,** the Benefits & Perks offerings are measured as **<##>** as per the acquired overall experience in this Candidate.
* **Business Reputation:** For **<Candidate Name>**, this Business Reputation offering is notched as **<##>** achieved under the level marked for this resource.
* **Career Progression:** For **<Candidate Name>**, the Career Progression is measured as **<##>** for this resource considered as per the mentioned overall experience.
* **Company Culture:** For **<Candidate Name>,** this offering Company Culture is scored as **<##>** as indication for this resource analyzed as per the experience of the Candidate.
* **Change & Stability:** For **<Candidate Name>,** this Change & Stability is measured as **<##>** forthis resource considered as per the mentioned overall experience.
* **Diversity & Inclusion:** For **<Candidate Name>,** the Diversity & Inclusion offering is measured as **<##>** considering the experience and the environments which were involved into.
* **Environmental, Social & Governance:** For **<Candidate Name>,** the Environmental, Social & Governance are measured as **<##>** as per the acquired overall experience.
* **Innovation & Technology:** For **<Candidate Name>**, this offering Innovation & Technology is notched as **<##>** achieved under the level marked for this resource.
* **Job Satisfaction:** For **<Candidate Name>**, the Job Satisfaction is measured as **<##>** for this resource considered as per the mentioned overall experience.
* **Remuneration:** For **<Candidate Name>,** this offering Remuneration is scored as **<##>** as indication for this resource analyzed as per the experience of the Candidate.
* **Team & People:** For **<Candidate Name>,** this Team & People is scored as **<##>** as indication for this resource analyzed as per the experience of the Candidate.
* **Work Place:** For **<Candidate Name>**, this Work Place is notched as **<##>** achieved under the level marked for this resource.
* **Globalization:** For **<Candidate Name>,** this Globalization offering is scored as **<##>** as indication for this resource analyzed as per the experience of the Candidate.

**UNDERSTANDING OF HIREXTRA’S TALENT MINING OFFERINGS <Mention this content same as it is in the report>**

**BALANCE & Well BEING:** Balance and well-being has become mandate in today’s swift life movements and therefore it has become a part of many organizational goals. Feeling well means we take fewer sick days, foster better relationships with colleagues and clients, and have the mental capacity for complex tasks. Balance and Well-being is more than just physical health while it is more than just feeling healthy or avoiding sickness and injury. Yet many employers concentrate on the most basic needs of physiological comfort and safety depending on their organizational economic and environmental possibilities.

**BENEFITS & PERKS:** Organizations are generally deemed to have proper Benefits & Perks Policy in practice. This will show case that the employer is investing in their workforce. It is understood that improving the benefits will keep employees loyal and as a result of this, they will perform smarter and harder. In the view of the candidate, these benefits & perks can make the difference between choosing one Job order or another.

**BUSINESS REPUTATION:** Organization's reputation provides source credibility to many of the features offered in a Job contract. It is believed that this Business Reputation plays a sublime role. Thus, when organizations compete for talented employees by offering similar job features, those with “good” reputations should have a better chance of attracting these people. Business reputations affect the recruitment process in the market where the outcome variables can be used to judge recruitment success.

**CAREER PROGRESSION:** It is a proven fact for a Company that Career Progression practice gives a greater ROI from employees. Also there are short-term benefits when employees are more engaged and committed when they see a path of career development and progression ahead of them. This can mean better performance in the short term, as well as positive effects on staff turnover and recruitment. With more than three-quarters of global organisations finding it difficult to retain staff in a recent survey, effective career development can be a differentiator.

**COMPANY CULTURE:** Finding people who not only possess the skills and experience to excel in a role, but who are also a good cultural fit with their employer is the ideal that hiring managers strive for when recruiting. However, questions around what constitutes company culture and how to communicate it effectively when recruiting remain a challenge. Employers need to understand which aspects of a company’s culture matter to professionals and identify how they can meet these needs to attract top talent. Clearly and effectively communicating the working culture of your business throughout the recruitment process is vital to finding candidates who will thrive within your organisation.

**CHANGE & STABILITY:** Working for a stable company and having job security over a short commute and working for a socially responsible organization as the two most important aspects of the work environment of any Employee. That also was borne out when respondents were asked to identify the most valuable career lesson learned during the recession. Despite the often-cited differences among today’s multigenerational workforce, they agree on one thing that is working for a stable company and job security are the two most important aspects of the work environment. Most of this starts with overcoming resistance to change.

**DIVERSITY & INCLUSION:** Employers are increasingly coming to recognise the strong business case for improving the level of diversity and inclusion within their workforce. By recruiting professionals from a range of backgrounds at all levels of seniority, businesses gain access to a wide variety of viewpoints and perspectives. Companies with staff from a broad range of backgrounds have been found to outperform firms with a less diverse workforce that is by attracting and retaining a diverse range of staff, businesses can identify opportunities and explore new solutions.

**ENVIRONMENTAL, SOCIAL & GOVERNANCE:** Not surprisingly, environmental, social, or governance issues can trigger a crisis that leads to fundamental changes in a company’s management, culture, and of course its financial health. As investors seek value from ESG, however, there is evidence that companies demonstrably prepared for these shocks can better mitigate downside risks for both Employers and Employees.

**INNOVATION & TECHNOLOGY:** Innovation is an important source of growth and a key determinant of competitive advantage for many organizations. Achieving innovation requires the coordinated efforts of many different actors and the integration of activities across specialist functions, knowledge domains and contexts of application. The ability of an organization to innovate is a pre-condition for the successful utilization of inventive resources and new technologies.

**JOB SATISFACTION:** In a positive work environment, employees are more likely to bring their best to work every day. In fact happy employees are 20% more productive than unhappy employees on average. On the other hand, high-satisfaction workplaces prioritize employee wellness. Therefore, they are more likely to look after themselves, and address stress or physical issues before it impacts work. If employees are unhappy at work, the chances are that this will reflect in their interactions with the customer. This is why employee satisfaction is vital for customer-centric companies or for that sake any type and size of companies.

**REMUNERATION:** Employee Remuneration refers to the reward or compensation given to the employees for their work performances. Remuneration provides basic attraction to an employee to perform job efficiently and effectively. Remuneration leads to employee motivation. Salaries constitute an important source of income for employees and determine their standard of living. Salaries affect the employees’ productivity and work performance. Thus the amount and method of remuneration are very important for both management and employees.

**TEAM & PEOPLE:** Building a successful team is about more than finding a group of people with the right mix in professional skills similarly managing a team is not that simple. Leaders have to play a far more hands-on role to make sure the group works well together and remains focused on the right priorities.

**WORK PLACE:** Both corporate and healthcare facilities are introducing on-site services, recreation, and design elements to create environments that foster a holistic view of work place oneness. Designers are incorporating private wellness rooms where staff can retreat to rest and recharge. Group activities focused on physical health are being coordinated to make employees feel more connected to their peers and the organization, and access to healthier working options which are being offered.

**GLOBALIZATION:** The full impact of globalization in the workplace has yet to be realized, but as more companies embrace this trend and become more diverse, certain changes are emerging. While many of these changes are good, others may not be to the extent expected. Small business owners are learning that they have to adopt new policies and new guidelines to keep up with these changes.

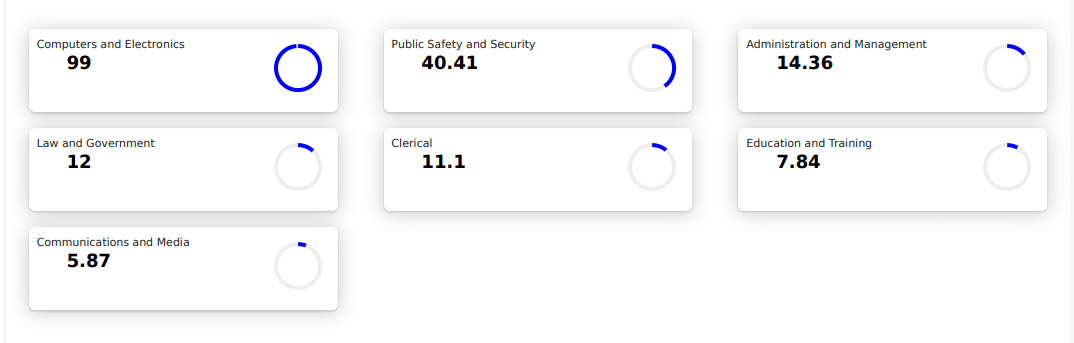
***Masterly Opinion about HireXtra’s <AI Talent Mining> [This should be automated so that the below info changes as needed]***

ENDORSEMENT

HR ADVISORY PICTURE, NAME & QUALIFICATION AND CERTIFICATIONS

**HIREXTRA’S AI DERRIVED COMPETENCY OF <CANDIDATE NAME>**

**WORKPLACE ESSENTIALS – KNOWLEDGE <Generated from 3rd Party API>**

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**UNDERSTANDING OF WORKPLACE ESSENTIALS – KNOWLEDGE <Mention this content same as it is in the report>**

Knowledge is the Career-born taste a candidate has about the Company environment, Subject, Job, Field, and Responsibility besides other factors. If a candidate is knowledgeable then he need not be ‘spoon fed’ about everything. Even when he comes across challenges, he will be able to quickly and effectively find his way out. A knowledgeable person may be short on theory but live up to or give a tough fight to every challenge he comes across. The possession of knowledgeable is assessed and determined whether the candidate is fit for that job or not. On the other side effective knowledge management allows individuals and company employees to innovate, problem-solve and communicate vital information to increase productivity within a business or organization. By enabling people to find the information they need faster, knowledge management increases efficiency and improves quality. Sharing knowledge productively empowers individuals to grow and seek the knowledge they need to perform their jobs to the best of their ability.Through the ‘Knowledge’ about the Company, the Employer can understand the generic executional capabilities of the Candidate and grasp whether that Candidate possesses the required knowledge in the required areas to work or fit in the Corporate environments they are looking for. Knowledge management is important because it supports the constant sharing of data across all users within a business or organization and emphasizes the importance of learning. Sharing data or information becomes a primary focus and enables innovation or company culture change when needed. The knowledge and expertise that management has are easily accessible to employees and create a positive and conducive work environment. Effective knowledge management supports the creation, dissemination and utilization of knowledge to help achieve an organization's objectives and goals.

* Computers & Electronics
* Public Safety & Security
* Administration & Management
* Law & Governance
* Clerical
* Education & Training

**WORKPLACE ESSENTIALS – SKILLS <Generated from 3rd Party API>**

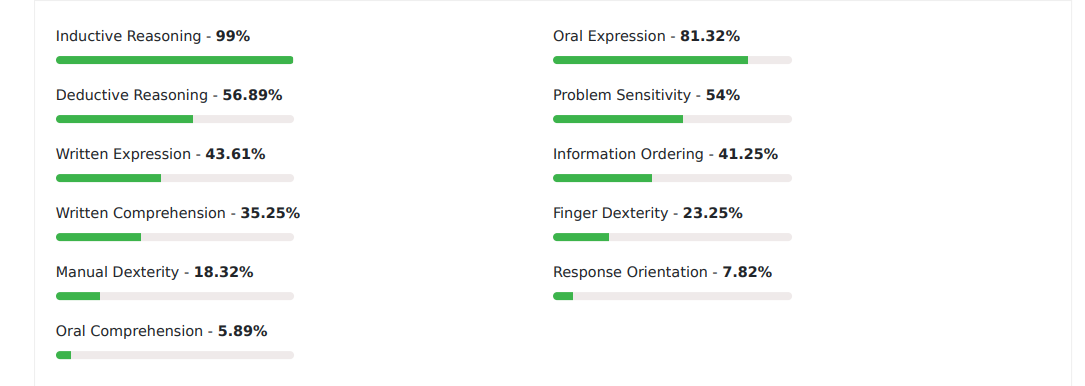
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**UNDERSTANDING OF** **WORKPLACE ESSENTIALS – SKILLS <Mention this content same as it is in the report>**

The most important employability skills are in the areas of getting along with and working well with other people, such as communication skills and other interpersonal skills. Candidates should have a willingness to learn new skills, whether those are job-specific or more general. Many of the skills employers want are needed in all types of jobs. The Candidate should discover the types of employability and occupational skills employers are looking for. With this, Candidates will be seen more positively by employers. They prefer applicants who are willing to learn new skills; will feel more confident during interviews. Besides the resumes, cover letters, and job applications will be stronger. Skills present the Candidate in more appropriate way before the employer where they can understand whether and what of the candidate to move further with their candidature. Not all of these areas will be required at all times in every job. However, it can be reasonably certain that these are likely to get need of them at some point in their career, and many of them will be needed every day. By viewing the scores here, employers can easily evaluate the Candidate. Below are few of the mostly expected Skills by the employers -

* Complex Problem Solving
* Writing Skills & Speaking Skills
* Equipment maintenance & Quality Control Analysis
* Critical Thinking, Judgment & Decision making
* Reading Comprehension, Operation & Control
* Coordination & Service Orientation
* Monitoring

**WORKPLACE ESSENTIALS – ABILITIES <Generated from 3rd Party API>**

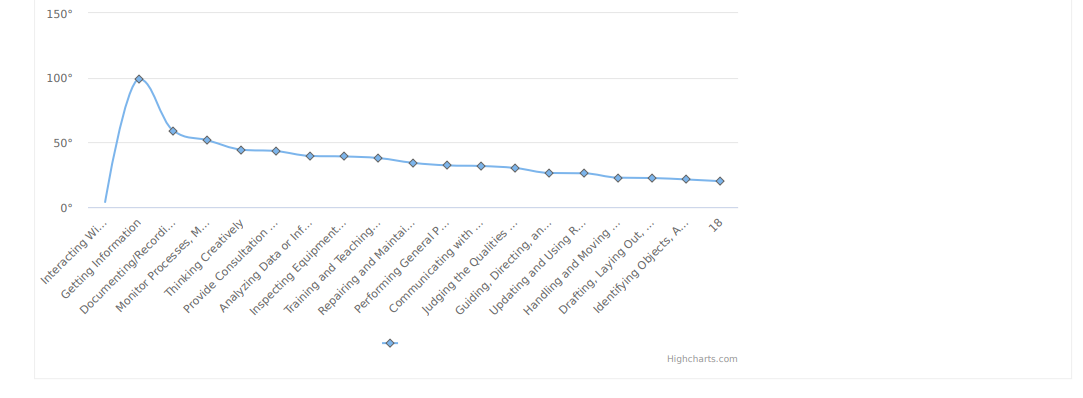
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**UNDERSTANDING OF WORKPLACE ESSENTIALS – ABILITIES <Mention this content same as it is in the report>**

We begin with a look at employee abilities and skills. Abilities and skills generally represent those physical and intellectual characteristics that are relatively stable over time and that help determine an employee’s capability to respond. Recognizing them is important in understanding organizational behaviour, because they often bound an employee’s ability to do the job. Considering both mental and physical abilities helps one understand the behaviour of people at work and how they can be better managed. The recognition of such abilities and the recognition that people have different abilities has clear implications for employee recruitment and selection decisions. The second set of variables relates to someone’s physical abilities. Included here are both basic physical abilities (for example, strength) and psychomotor abilities. The second set of variables relates to someone’s physical abilities. Included here are both basic physical abilities (for example, strength) and psychomotor abilities. It is possible to divide our discussion of abilities and skills into two sections: mental abilities and physical abilities. Mental abilities are an individual’s intellectual capabilities and are closely linked to how a person makes decisions and processes information. Included here are such factors as verbal comprehension, inductive reasoning, and memory, Dynamic strength, Explosiveness, Gross body coordination, equilibrium and others. By all means this section gives capabilities and insights of the Candidate few of them are mentioned below

* Inductive & Deductive Reasoning
* Written & Oral Expression
* Problem Sensitivity, Information Ordering
* Written & Oral Comprehension
* Finger Dexterity & Response Orientation
* Manual Dexterity

**WORKPLACE ESSENTIALS – WORK ACTIVITIES <Generated from 3rd Party API>**

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**UNDERSTANDING OF WORKPLACE ESSENTIALS – WORK ACTIVITIES <Mention this content same as it is in the report>**

Sometimes, efficiency isn't about shifting priorities or working on things in a different order. Sometimes, your workload is simply too much for one sane person to bear, and you need a little help to get everything done on time. Some professionals wear a heavy workload as a kind of badge of honor, considering it a point of pride or evidence of job security, but that isn't a valuable long-term strategy to deal with the increased load. There are many reasons why most business owners find it hard to delegate responsibilities to employees. Delegating empowers your team, builds trust, and assists with professional development. And for leaders, it helps you learn how to identify who is best suited to tackle tasks or projects. This section gives the understanding of the kind of work the Candidate is good and where the work can be efficiently used. Through this Employer clearly understands the amount of work can be fulfilled when assigned and the job fitment extent.By this Employer understands the proficiency of the Candidate. Few of them are mentioned below -

* Interacting with Computers
* Getting Information & Documenting or Recording the Information
* Monitor Processes, Materials or Surroundings
* Thinking Creatively & Provide Consultation & Advice
* Analysing Data or Information
* Training or Teaching
* Repairing & Maintaining Electronic Equipment
* Performing General Physical Activities
* Communicating with Superiors or peers
* Judging the Quality of things
* Guiding, Directing and Motivating Subordinates
* Updating and Using Relevant Knowledge

***Masterly Opinion about HireXtra’s <AI Workplace Essentials> [This should be automated so that the below info changes as needed]***

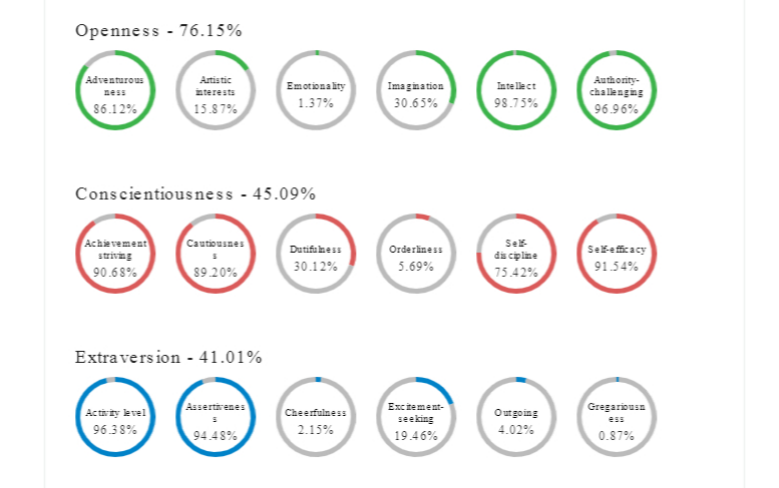
ENDORSEMENT

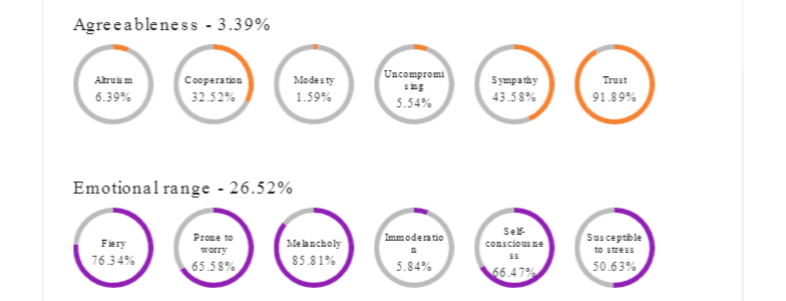
HR ADVISORY PIC, NAME & QUALIFICATION AND CERTIFICATION

**HIREXTRA’S BIG 5 AI PERSONALITY INSIGHTS OF <CANDIDATE NAME>**

****

**BIG-5 AI ANALYSIS <Generated from 3rd Party API>**

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**UNDERSTANDING OF BIG 5 AI PERSONALITY INSIGHTS <Mention this content same as it is in the report>**

This section focuses on the character of the Candidate. It gives the percentage on Candidate’s Openness, Conscientiousness, Extraversion, Agreeableness, and Emotional Range. These things give the mentality of the Candidate, which ultimately decides whether he or she can be selected or not.

**Openness:** Openness to experience refers to one’s willingness to try new things as well as engage in imaginative and intellectual activities. Those who score high on openness to experience are perceived as creative and artistic. They prefer variety and value independence. They are curious about their surroundings and enjoy traveling and learning new things. People who score low on openness to experience prefer routine. They are uncomfortable with change and trying new things so they prefer the familiar over the unknown. As they are practical people, they often find it difficult to think creatively or abstractly. They possess -

* **Adventurousness:** This is the trait of being willing to undertake things that involve risk or danger. It makes the employee to venture into new tasks or face challenges with required with vigour and confidence.
* **Artistic Interests:** exhibiting an involvement in or appreciation of art, especially the fine arts: It is taken normally excluding moral, practical, religious, political, or similar concerns. This shows certain appreciation of work done by others in the team.
* **Emotionality:** a conscious mental reaction subjectively experienced as strong feeling usually directed toward a specific object and typically accompanied by physiological and behavioural changes in the body. Emotional intelligence is an appreciable trait for an Employee.
* **Imagination:** It is the act or power of forming a mental [image](https://www.merriam-webster.com/dictionary/image) of something not present to the senses or never before wholly perceived in reality. With this the Employee can properly perceive the work assigned so as to fulfill it as per the business expectations.
* **Intellect:** It is the power of knowing as distinguished from the power to feel and to will the capacity for knowledge. The quality of the work delivered by the Employee will be authentic.
* **Authority Challenging:** The competitive interest or thought of an employee in an organization.

**Conscientiousness:** Conscientiousness describes a person’s ability to regulate their impulse control in order to engage in goal-directed behaviours. It measures elements such as control, inhibition, and persistency of behaviour. Those who score high on conscientiousness can be described as organized, disciplined, detail-oriented, thoughtful, and careful. They also have good impulse control, which allows them to complete tasks and achieve goals. Those who score low on conscientiousness may struggle with impulse control, leading to difficulty in completing tasks and fulfilling goals. It measures elements such as - 

* + **Achievement Striving:** This is the success fetching quality which an employee should always persist. Constant striving for achieving the business expectations will very much be obliged and expected by any Management.
  + **Cautiousness:** Being careful about avoiding danger or risk which an employee should possess where this quality will internally suggests between dos and don’ts.
  + **Dutifulness:** An ever expected quality by the Management which an Employee should have
  + **Orderliness:** This also goes as dutifulness which has to be perused in the given prioritized or sequence to an employee.
  + **Self-Discipline:** It’s a way of correction or regulation of oneself for the sake of improvement or work endurance for any employee in the company.
  + **Self-Efficacy:** It is the power to produce certain effect within the team or the company which will be influencing the Work and the Delivery meeting the Business expectations.

**Extraversion:** Extraversion reflects the tendency and intensity to which someone seeks interaction with their environment, particularly socially. Additionally, it also reflects the sources from which someone draws energy. Those high on extraversion are generally assertive, sociable, fun-loving, and outgoing. They thrive in social situations and feel comfortable voicing their opinions. They tend to gain energy and become excited from being around others. Those who score low in extraversion are often referred to as introverts. These people tend to be more reserved and quieter. They prefer listening to others rather than needing to be heard.

* + **Activity Level:** The work activities of the Employees should be in certain level where they will influence and support the co-mates wherein this will show its efficiency in the overall project deliveries.
  + **Assertiveness:** Assertiveness is the quality of being self-assured and confident without being aggressive. Being assertive means being able to stand up for your own or other people's rights in a calm and positive way, without being either aggressive, or passively accepting 'wrong'.
  + **Cheerfulness:** The quality or state of being noticeably happy and optimistic. The Employee should be promoting or inducing cheer within the team and make cheerful surroundings.
  + **Excitement Seeking:** It is the tendency to pursue new and different sensations, feelings, and experiences. The trait describes people who chase novel, complex, and intense sensations, who love experience for its own sake, and who may take risks to pursue those experiences.
  + **Outgoing:** friendly and energetic and finding it easy and enjoyable to be with others. This is an inculcating character which an Employee should ever possess.
  + **Gregariousness:** Tending to associate with others of similar type or someone who's outgoing, sociable, and fond of the company of others, you might want to call her gregarious.

**Agreeableness:** Agreeableness refers to how people tend to treat relationships with others. Those high in agreeableness can be described as soft-hearted, trusting, and well-liked. They are sensitive to the needs of others and are helpful and cooperative. People regard them as trustworthy and altruistic. Those low in agreeableness may be perceived as suspicious, manipulative, and uncooperative. They may be antagonistic when interacting with others, making them less likely to be well-liked and trusted. This consists of -

* + **Altruism:** Actually it is being disinterested and selfless concern for the well-being of others. This quality happens when we act to promote someone else's welfare, even at a risk or cost to ourselves.
  + **Cooperation:** Cooperation in work place is a process whereby employees or their representatives participate with management, through consultation and discussion, in resolving issues of common concern. It is a communication mechanism enabling both parties to understand each other's needs, interests and difficulties.
  + **Modesty:** It is the quality of not being too proud or confident about yourself or your abilities. This kind of quality will definitely support any employee for a balanced growth in an organization.
  + **Uncompromising:** This means that the employees are determined not to change their opinions in certain situations which might or might not be as required by the companies.
  + **Sympathy:** Sympathy is the perception, understanding, and reaction to the distress or need of co-mate. This sympathetic concern is driven by a viewpoint from a personal perspective to the over others in need.
  + **Trust:** It is an inner feel of oneself with an arrangement made that gives control or ownership of a responsibility or task to someone. This is the basis which normally adopted in many scenarios in a company.

**Emotional Range:** This can also be termed as Neuroticism which describes the overall emotional stability of an individual through how they perceive the world. It takes into account how likely a person is to interpret events as threatening or difficult. It also includes one’s propensity to experience negative emotions. Those who score high on neuroticism often feel anxious, insecure and self-pitying. They are often perceived as moody and irritable. They are prone to excessive sadness and low self-esteem. Those who score low on neuroticism are more likely to calm, secure and self-satisfied. They are less likely to be perceived as anxious or moody. They are more likely to have high self-esteem and remain resilient.

* **Fiery:** If you describe someone as fiery, you mean that they express very strong emotions in their behaviour or speech.
* **Prone to worry:** Worry prone means that some people worry even if their lives are going well and then they worry about worrying. Infact it refers to the thoughts, images, emotions, and actions of a negative nature in a repetitive.
* **Melancholy:**  It is a gloomy state of mind, especially when habitual or prolonged; depression which will never be expected in an employee in any given situations by the Management.
* **Immoderation:** This is the quality of being excessive and lacking in restraint, in other terms it can be the overindulgence of the Employee.
* **Self-Consciousness:** Self-consciousness is a heightened sense of self-awareness. It is a preoccupation with oneself, this happens when someone is strongly aware of who or what they are.
* **Susceptible to Stress:** It is a feeling of emotional strain and pressure and when an employee is subjected to or affected by stress for various reasons, while this could affect the performance of the work.

***Masterly Opinion about <AI BIG-5 Personality Insights> [This should be automated so that the below info changes as needed]***

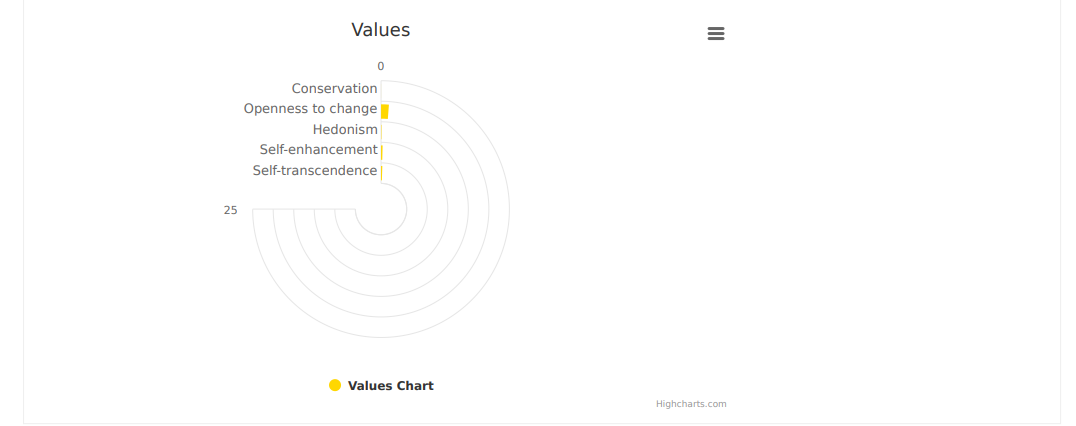
PSYCHOLOGIST PIC & NAME QUALIFICATION & CERTIFICATION

ENDORSEMENT

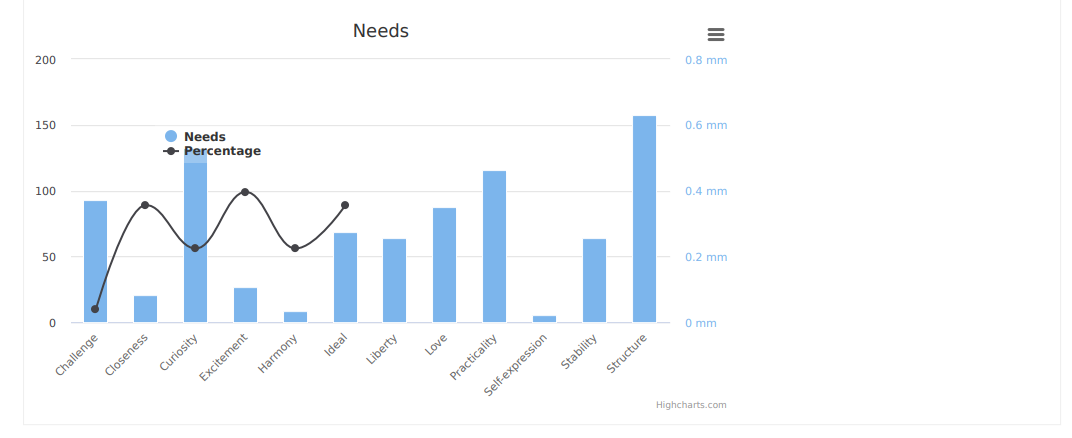
**HIREXTRA’S AI ANALYSIS OF VALUES & NEEDS OF ZSOFIA EVA BAGO**

**HIREXTRA’S AI BASED VALUES & NEEDS DERRIVATION OF <CANDIDATE NAME>**

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**UNDERSTANDING OF VALUES & NEEDS <Mention this content same as it is in the report>**

The values describe the core ethics or principles which the company and employee will abide by, no matter what. While the company inspire employees' best efforts and also constrain their actions. Employee behaviours. Values tend to be broad brushstrokes. Behaviours nail the detail of what you expect your people to do. A successful employee values and behaviours framework brings both elements together and includes clear objectives that you can hold your people accountable. Values are so much embedded in the personalities of the people that they can be inferred from people’s behaviour and their attitudes. Effective managers have to understand the values underlying the behaviour of the employees, because only then they will realize why the people behave in strange and different ways sometimes. Values give the worth of the Candidate with which the necessities and preferences of the Candidate are known. Below are certain self-inculcated traits for the employee with which it will be very obvious to estimate the suitable Candidate for the Employer.

* Self-transcendence
* Self-enhancement
* Hedonism
* Openness to Change
* Conservation

**Needs:** Employee behaviour is defined as an employee's reaction to a particular situation at workplace. Employees need to behave sensibly at workplace not only to gain appreciation and respect from others but also to maintain a healthy work culture. One needs to adhere to the rules and regulations of workplace.

* Challenge / Closeness / Curiosity / Excitement / Harmony / Ideal / Liberty / Love / Practicality / Self-Expression / Stability / Structure.

***Masterly Opinion about HireXtra’s <AI Values & Needs> [This should be automated so that the below info changes as needed]***

ENDORSEMENT

PSYCHOLOGIST PIC & NAME QUALIFICATION & CERTIFICATION

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