

**P.A. TEST INTERNATIONAL SALES AGENT SELECTION  
FOGLIO PER LE RISPOSTE**

**DATI ANAGRAFICI DELLA PERSONA CHE RISPONDE AL TEST:**

Nome e Cognome: \_\_\_\_\_ N° tel. \_\_\_\_\_

Età: \_\_\_\_\_ / Sesso: M  F  Mansione: \_\_\_\_\_

Ai sensi della legge 675/96 acconsento al trattamento dei miei dati personali \_\_\_\_\_

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| 1.□□□  | 42.□□□ | 83.□□□  | 124.□□□ | 165.□□□ | 207.□□□       |
| 2.□□□  | 43.□□□ | 84.□□□  | 125.□□□ | 166.□□□ | 208.□□□       |
| 3.□□□  | 44.□□□ | 85.□□□  | 126.□□□ | 167.□□□ | 209.□□□       |
| 4.□□□  | 45.□□□ | 86.□□□  | 127.□□□ | 168.□□□ | 210.□□□       |
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| 40.□□□ | 81.□□□ | 122.□□□ | 163.□□□ | 204.□□□ | 246.□□□       |
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Analisi per assunzione senior

Analisi per assunzione junior

Analisi Interna

INVIARE VIA FAX AL NUMERO 051/725060

# H.T. ANALYSIS

## HUMAN TALENT ANALYSIS

### Instructions:

- Be sure to understand each question: read it as many times as necessary.
- Answer every question.
- Do not spend too much time on the same question. Answer as soon as you have grasped it and go on to the next one.
- When a reply would be different if considering the past rather than the present, for the past as opposed to the present, give the answer that applies to the present.
- For each answer choose only one of the three options. Unless indicated otherwise in the question, the answers have the following meanings:

**A** = Yes, more yes than no or I agree

**B** = Maybe, neither yes nor no, not sure

**C** = No, more no than yes or I don't agree

1. Are you involved in so many activities that others often have to remind you about things?
2. When you buy something do you generally "bargain"?
3. Is it easy for you to just do nothing?
4. At times do you forget where you put things?
5. Does it annoy you to have to sacrifice what you want for what someone else wants?
6. Are you afraid that something unpleasant might happen to you?
7. When looking at something that you like, do you often think, "Tomorrow that will be mine"?
8. Are you easily distracted from what you are doing by outside interference?
9. Do others often complain that you don't pay them enough attention?
10. Do you insist on having things done exactly the way you want rather than compromising?
11. Are you relaxed about having to leave on a journey without having booked the hotels?
12. Do you jump when something unexpected happens?
13. Do you try to keep peace and harmony at any price?
14. Are there people close to you about whom, to be honest, you know very little?
15. Do you often find yourself having to do things at the last minute?
16. Are you very selective about those to whom you offer your unconditional help?
17. When you are planning something, do you give in easily to the insistence of other people?
18. Do you get pleasure from the things you choose to do?
19. Do you enjoy telling others the latest gossip about your workmates?
20. Do you find it easy to express your feelings?
21. Are there only a few people about whom you care a lot?
22. Do you ever have periods of several days when you are more active than usual?
23. Are you able to "cope with" difficult situations?
24. Do you find it easy to be impartial?
25. Do you know how to get your own way in your relationships with other people?
26. Do you completely disapprove of someone because in your dealings with him he is your rival or opponent in some way?
27. Does it sadden you when your friends go through difficult situations?
28. Do you openly appreciate beautiful things?
29. Do you feel qualified to make decisions for other people?
30. Are you prone to jealousy?
31. Do you usually make a mental note of things you have to do rather than writing them down?
32. Do you prefer to abide by the wishes of others rather than trying to do what you want?
33. Does your interest go from one thing to another?
34. Are you quick to notice when someone needs your encouragement?
35. Do you sometimes give away things that are not, strictly speaking, yours?
36. Does the idea of speaking in front of an audience make you feel nervous?
37. Is there anything about yourself on which you are touchy?
38. Do you have few interests or activities that are your personal choice?
39. Do your friends often have to wait for you?
40. Do you accept criticism easily and without resentment?
41. Are you prejudiced in favour of your own school, university, club, team, etc.?
42. Do you usually let others start the conversation?
43. Do you like to plan things reasonably well in advance?
44. Do you have few worries?
45. When you have trusted people, have you often been let down?
46. Are you logical and scientific in your way of thinking?
47. Do you throw things away only to find that you need them?
48. Would you suffer an injustice for the sake of a quiet life rather than complain or protest?
49. Do you resist the inclination to complain when someone is late for an appointment?
50. Does emotional music have much effect on you?
51. Do you prefer to take a passive role in a club or organisation to which you belong?
52. Do you ever wonder if you are really important to someone?
53. Do you sometimes feel impelled to pass on an interesting fact or piece of news?
54. Do you think young people today have more opportunities than those of the previous generation?
55. When others get upset, do you stay fairly calm?
56. Do you do what you are doing because you like it or because you have to do it? a) you like it b) not sure c) you have to do it
57. Do you find it easy to meet deadlines?
58. Do you sometimes think you talk too much?
59. Are you easily satisfied?
60. Do others complain about your untidiness?
61. Do you sometimes get excited over little things?
62. To have your trust, does someone have to earn it first?
63. Do you have any difficulty in concentrating when reading or studying?

64. Do you usually feel it necessary to justify or substantiate an opinion that you have expressed?
65. Do you often sing or whistle, just for the pleasure of doing so?
66. Do your friends consider you to be a warm person?
67. Does your facial expression change, rather than always staying the same?
68. Does it rarely occur to you that the people around you should have a different attitude or way of doing things?
69. Can you see things from another person's point of view, when you want to?
70. Is there anything in particular that you hate or that frightens you?
71. Would a disagreement affect your overall relationship with someone?
72. Do your own minor failings rarely annoy you?
73. Do you browse through railway timetables, lists or dictionaries just for fun?
74. Do you try to fill every minute of your life?
75. Do you often think that you don't have enough time to do all that you should?
76. Do you talk less than your friends do?
77. Is the effectiveness of a person in a group influenced much by the effectiveness of the people around him?
78. Is your behaviour towards other members of your family always courteous?
79. Do you tend to exaggerate your complaints, even when they are justifiable?
80. Do you take much interest in other people?
81. When you do things, do you sometimes feel that you always do them in the same order?
82. Do you often dwell on painful past experiences?
83. Do you have the habit of tidying up in other people's houses?
84. Do you feel uncomfortable when you are around children?
85. Do you work in spurts, staying relatively idle, then working furiously for a couple of days?
86. When you travel, do you have the habit of taking with you things that will probably not be really necessary?
87. If you see something in a shop which has obviously been incorrectly marked with a lower price than the real one, would you try to buy it at that price?
88. Is it very important to you in your work or in your life to keep the esteem of others?
89. Do you openly and sincerely admire beauty in other people?
90. Do you tend to be careless?
91. Does it usually hurt you to acknowledge a mistake and accept responsibility for it?
92. Are your decisions swayed by your personal interests?
93. Is there a particular noise that gets on your nerves?
94. Do you feel very uncomfortable in untidy surroundings?
95. Do you often think about past mishaps?
96. Do you have a strong influence on the way of thinking of your family, colleagues or friends?
97. At times do you completely fail to enter into the spirit of things?
98. Is it wrong to change people to your way of thinking?
99. Should one be careful of placing too much trust in people?
100. Do you greet people in an expansive manner?
101. Do you ever have an isolated thought that keeps going through your mind for several days?
102. Do you always hoard things that "might come in useful"?
103. Is your voice monotonous rather than modulated?
104. In making plans do you tend to base them on realities rather than on dreams or aims?
105. Do people like to be in your company?
106. Are you the sort who stops in traffic to let others through?
107. Are you able to take your mind off a pressing problem when you have to concentrate on something else?
108. Do you keep spare light bulbs in your house?
109. Do you try to make other people change their commitments to fit in with your needs rather than the opposite?
110. In the event of a disagreement, do you find it hard to understand how the other person can fail to see your point of view and agree with you?
111. Do others rule you with a rod of iron?
112. At times do you feel sad or discouraged for no apparent reason?
113. Do you tend to hide your feelings?
114. Do you waste a lot of time "worrying without reason"?
115. Would you like to start a new activity in the area where you live?
116. Do you have a tight circle of friends rather than a large number of friends and acquaintances?
117. Are you suspicious of people who ask you to lend them money?
118. Do you "keep a close eye" on your belongings which you have lent to friends?
119. When you tell amusing stories, do you find it easy to imitate the expression and accent of the original?
120. Do you remember the good points of most people and rarely speak disparagingly of them?
121. Does just thinking about fear and apprehension provoke physical responses in you?
122. Normally, when you ask your relatives, friends or colleagues for something, do you do so respectfully?
123. Are details of minor importance?
124. Do you usually criticise a film or show that you go to see or a book that you read?
125. Can you allow someone the pleasure of finishing the famous "last two words" of a crossword without interfering?
126. Would you be very worried about having to start something again from the very beginning?
127. Could other people think of you as being very active?
128. Do you accept excuses from you friends but judge others more harshly?
129. Do you remember negative events for some time?
130. Are your voice, manner and expression friendly?
131. Do you readily take an interest in other people's conversations?
132. Do you rarely voice your complaints?
133. Are you rather inclined to laugh and smile?
134. Can you trust your judgement in a situation where you are emotionally involved?
135. Do people speak critically of you with others?
136. Even though things are going badly, are you nevertheless able to remain self-confident?
137. Even after a disagreement has been settled, do you continue to be in a bad mood for a while?

138. Do you hope that "something will turn up" rather than take a pro-active approach to the matter?
139. In a social gathering, do you mingle and talk with many people?
140. Would you criticise and point out the shortcomings and negative points of another person's character or work?
141. Do you often smile?
142. Do people consider you to be very competitive when it comes to games, business or interpersonal relationships with others?
143. Are you usually up-to-date on everyday affairs?
144. Can you rest without being disturbed by outside noises?
145. Would you help a fellow traveller rather than leave the job to the officials?
146. Do you like to tell others what to do even in matters in which, to be honest, you are not much of an expert?
147. Do you find it difficult to start a job that must be done?
148. If you were involved in a minor vehicle accident, would you trouble to see that any damage that you had caused was repaired?
149. Are you rarely suspicious of the actions of others?
150. Would you prefer to be in a position where you do not have the responsibility for making decisions?
151. Are you very methodical and precise in collecting together and filing your own personal papers and documents?
152. Do you freely spend more than you earn?
153. Do you think that some people are distinctly unfriendly towards you and work against you?
154. Are your interests and fields of knowledge so important that they leave little time for anything else?
155. Are you friendly only with your intimate friends, if at all?
156. Do you plan things in advance and then carry them out?
157. Are there only a few things that make you enthusiastic?
158. Do you think that you can offer a valid opinion "off the cuff"?
159. Apart from the times when you have good reason for it, are you usually unhappy?
160. Are you sometimes so sure of yourself that your attitude could annoy others?
161. Are you able to "break the ice" at a social gathering?
162. If you are not able to do something do you feel frustrated, instead of finding something else to do or another way of doing it?
163. If you are asked to make a decision, are you influenced by your like or dislike of the person in question?
164. Do you ever find that wind noises or "creakings" in the house disturb you?
165. Would you stop to find out if a person needs help, even if he had not openly asked you to do so?
166. Do outside noises rarely interfere with your concentration?
167. Do you bite your nails or chew pencils?
168. Does it annoy you to realise that you are running out of something in the house and haven't yet got a replacement?
169. Are you generally considered to be a "cold person"?
170. Is it easy for you to get into action?
171. Are you sometimes considered to be a "spoilsport" or a "pain in the neck" by other people?
172. When everything seems unreal to you, do you ever get the feeling that it is all a dream?
173. Do you often avoid doing something that you want to do because of what other people want?
174. Do your past mistakes still annoy you?
175. Do you often tell other people to be careful because, with all that is going on these days, you never know what might happen?
176. Do you sometimes feel that you are the only one who takes responsibility for things?
177. Do you recover quickly from the effects of bad news?
178. Do you often find yourself wanting to do everything at once?
179. Do you take into consideration the common good rather than your own personal advantage?
180. Does life seem to you rather vague and unreal?
181. If you lose something, do you feel that "someone" has stolen it from you or lost it?
182. Is your opinion of your ability lower than the facts show?
183. Do you think that things should be done "on impulse"?
184. Do mere acquaintances turn to you for help or advice on how to solve their problems?
185. Are you able to take a "calculated risk" without worrying too much?
186. Is your life a continual struggle for survival?
187. Do you think you have a lot of friends?
188. Do you think you have fewer opportunities than your parents?
189. Are you easily able to convince other people of your opinions?
190. Would you prefer to be a spectator rather than actively taking part in a sport?
191. Given that the distance is not too long, would you prefer to take a means of transport instead of walking?
192. When you criticise, do you try to encourage at the same time?
193. Are you embarrassed by a warm greeting, like a kiss, a hug or a pat on the back, if given in public?
194. Are you upset for a while after accidents or other unpleasant things have happened?
195. Are you usually sincere with other people?
196. Do you try hard to make other people laugh or smile?
197. Do you have periods of sadness and depression, rather than keeping more or less on the same level?
198. When attending a meeting, do you sometimes think that the speaker is addressing just you?
199. Do you feel uncomfortable when you have to take a decision against the majority view?
200. Do you often think that others are looking at you or speaking about you when, indeed, it is not so?
201. I reached the objectives I set myself in my current/last job. (course of studies in the case of someone looking for his first job)
202. Owners and managers should give bonuses equally to all the staff, rather than have a system that rewards only the ones who do more.
203. Selling a little without any delivery problems is better than selling a lot with significant delivery problems.

204. My earnings have tended to fall in the course of the last twelve months.
205. When dealing with customers, account should be taken above all of the profitability of the company we are working with.
206. A customer should be given more than he expects.
207. The work for which I am applying is in the same sector as my last job.
208. If an employee loses confidence in his boss he should deal with the matter or leave.
209. When I am working I get more satisfaction from quantity than quality.
210. I often "dream" about how I would like things to be in the future.
211. A good employee is judged by the results obtained.
212. Someone else or something else is responsible for the situation in which I find myself.
213. My financial situation is better than it was two years ago.
214. Expansion is not always desirable.
215. It is normal for a person's mood to be different at work and at home.
216. Financially speaking, if my work only goes as well this year as last year, I could consider myself satisfied.
217. If the productivity of an employee remains the same, year after year, he should be rewarded.
218. It is better to be an employee whose productivity is above average but lacks accuracy, than an employee whose productivity is average but accurate.
219. I stayed in my last job at least two years.
220. A good leader wouldn't hesitate to sacrifice a single individual for the benefit of the group.
221. If you didn't have liquid funds available and the bank offered you a loan, would you invest 20,000 Euro in your branch of activity when the profit is 85% sure but in the case of a loss you would lose three quarters of the capital?
222. From my curriculum it is evident that I have been assigned positions of ever increasing responsibility in the company.
223. A good senior should check the quality of all the work of his subordinates.
224. Ensuring that a customer gets good service justifies breaking even a thousand rules.
225. For the last three years I have always worked in the same sector.
226. For a salesman, an increase in his market share is more important than the commissions.
227. If you were a military leader, would you prefer to control a continent militarily, having many problems as there are often rebellions and the risk of you being deposed or to have total control over a region without any risk of rebellion?  
a) continent with risks of being deposed b) not sure c) region without risk of rebellion.
228. I have some recrimination about things that have happened in the past.
229. Carrying out the managers' orders is always and whatever happens the first priority of a good employee.
230. To reward people only on the basis of their results and not also on the basis of their commitment is wrong.
231. You get more out of people by giving them clear instructions than with good sense.
232. The company's rules of conduct must be: a) followed b) ignored c) interpreted.
233. Is it probable that events are controlled by fate?
234. Is discipline necessary?
235. In following a clearly-defined procedure a person should: a) apply it in a way that works, b) use it exactly c) further develop it
236. Is it necessary to understand why something works to make it work?
237. In studying the manual of a machine a person should: a) find out what he can use of it b) adapt it to his own use of the machine c) learn to use it exactly.
238. To whom should the credit be given for inventing Windows?  
a) Microsoft technicians b) Bill Gates  
c) prior knowledge
239. In managing something it is better to: a) follow exactly the established rules of conduct b) develop your own procedures c) be sensible.
240. It is better to: a) carry out a programme received from the management b) improve a programme received from the management c) find carefully your own way.
241. Thomas Edison invented the electric light bulb: a) personally b) as a member of a team c) copying older inventions.
242. In applying a company's well-defined directive a person should: a) use good sense b) apply it exactly c) improve it if possible.
243. A General Manager should manage the firm:  
a) by himself b) as a member of a board c) according to the will of its directors.
244. Which of the following things would best help a student: a) the instructor's brilliance b) the instructor's helpfulness c) the instructor's insistence.
245. An employee would be best helped by: a) the manager's agreeableness b) the manager's intelligence c) the manager's orders.
246. Is it necessary to have anyone in charge?
247. To find out how to make a newly acquired washing machine work a) would you read the instructions? b) would you work it out for yourself? c) would you get someone else to do it?
248. My future will be better than my past.