

DR. MERRILL'S PERSONALITY TEST FOR PROFESSIONALS

1. When talking to a client or co-worker....

- a. I maintain eye contact the whole time.
- b. Alternate between looking at the person and looking down
- c. I look around the room a good deal of the time.
- d. I try to maintain eye contact, but look away from time to time.

2. If I have an important decision to make....

- a. I go with my gut instincts.
- b. I consider the impact it will have on other people before deciding.
- c. I think it through completely before deciding.
- d. I run it by someone whose opinion I respect before deciding.

3. My office or work area has mostly..

- a. Calendars and project outlines displayed.
- b. Family photos and inspirational items displayed.
- c. Graphs and charts displayed.
- d. Inspirational art posters and awards displayed.

4. If I am having a conflict with a co-worker or client....

- a. I confront it right away so that I can get it resolved as soon as possible.
- b. I stay calm and try to understand the cause of the conflict.
- c. I try to avoid discussing the issue that caused the conflict.
- d. I try to help the situation along by focusing on the positive.

5. When I talk on the phone at work...

- a. I keep the conversation focused on the purpose of the call.
- b. I am in no hurry to get off the phone and don't mind chatting about personal things.
- c. I try to keep the conversation as brief as possible.
- d. I will spend a few minutes chatting before I get down to business.

6. If a co-worker is upset.....

- a. I feel uncomfortable and hope he gets over it soon.
- b. I ask if I can do anything to help.
- c. I leave him alone because I don't want to intrude on his privacy.
- d. I try to cheer him up and help him to see the bright side.

7. When I attend meetings at work...

- a. I put all my cards on the table so that my opinion is well known.
- b. I try to support the ideas of other people in the meeting.
- c. I sit back and think about what is being said before offering my opinion.
- d. I express my opinion enthusiastically, but listen to others' ideas as well.

8. When I am making a presentation in front of a group...

- a. I am direct, specific, and sometimes loud.
- b. I speak relatively quietly.
- c. I am clear and concise.
- d. I am often entertaining and humorous.

9. When a client is explaining a problem to me...

- a. I listen carefully for the main issue so that I can find a solution.
- b. I try to understand and empathize with how she is feeling.
- c. I look for the specific facts pertaining to the situation.
- d. I use my body language and voice so that I can show her that I understand.

10. When I attend training programs or presentations...

- a. I get bored if the person moves too slowly.
- b. I try to be supportive of the speaker, knowing how hard the job is.
- c. I look for the logic behind what the speaker is saying.
- d. I want it to be entertaining as well as informative.

11. When I want to get my point across to a client or co-worker...

- a. I strongly state my opinion so that they will know where I stand.
- b. I listen to their point of view first and then express my ideas gently.
- c. I explain the thinking and logic behind what I am saying.
- d. I try to persuade them without being too forceful.

12. When I am late for a meeting or an appointment....

- a. I get very upset and rush to get there as soon as possible.
- b. I feel bad about keeping the other person waiting.
- c. I don't panic but call ahead to say that I will be a few minutes late.
- d. I apologize profusely once I arrive.

13. I set goals and objectives at work....

- a. I need to achieve as part of a bigger objective.
- b. Will make me feel good when I achieve them.
- c. I think I can realistically attain.
- d. I feel are challenging and that I can realistically attain.

14. When explaining a problem to a co-worker whom I need help from...

- a. I explain how I would like the problem to be solved.
- b. I try to explain how the problem makes me feel.
- c. I explain the problem in as much detail as possible.
- d. I sometimes exaggerate to make my point.

15. If clients or co-workers are late for a meeting with me at my office...

- a. I get upset that the person is wasting my time.
- b. I assume they were delayed a bit and don't get upset.
- c. I call to make sure I have the correct information (time, date, etc..)
- d. I keep myself busy by making phone calls or working until they arrive.

16. When I am behind on a project and feel pressure to get it done...

- a. I block out everything else and focus 100% on the work I need to do.
- b. I become anxious and have a hard time focusing on my work.
- c. I make a list of everything I need to do, in what order, by when.
- d. I set a date to get the project done by and go for it.

17. If I feel verbally attacked by a client or co-worker...

- a. I tell her to stop it.
- b. I feel hurt but usually don't say anything about it.
- c. I ignore my co-worker's anger and try to focus on the facts of the situation.
- d. I let that person know in strong terms that I don't like their behavior.

18. When I see a co-worker or client whom I have not seen in a while and like....

- a. Give a firm but quick handshake.
- b. I give them a friendly hug.
- c. Greet them but don't shake their hand.
- d. Give them an enthusiastic handshake that lasts a few minutes.

Sum up your answers for each letter. These should add up to 18.

Score -> a:_____b:_____c:_____d:_____

The letter in which you scored highest is your workplace personality.

a is Driver, b is Amiable, c is Analytical and d is Expressive.
