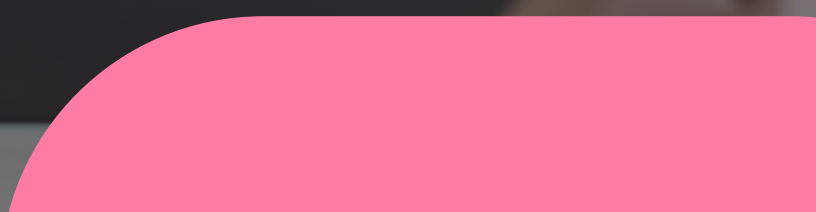




RECRUITMENT

# How To Find The Right EA For Your Working Style



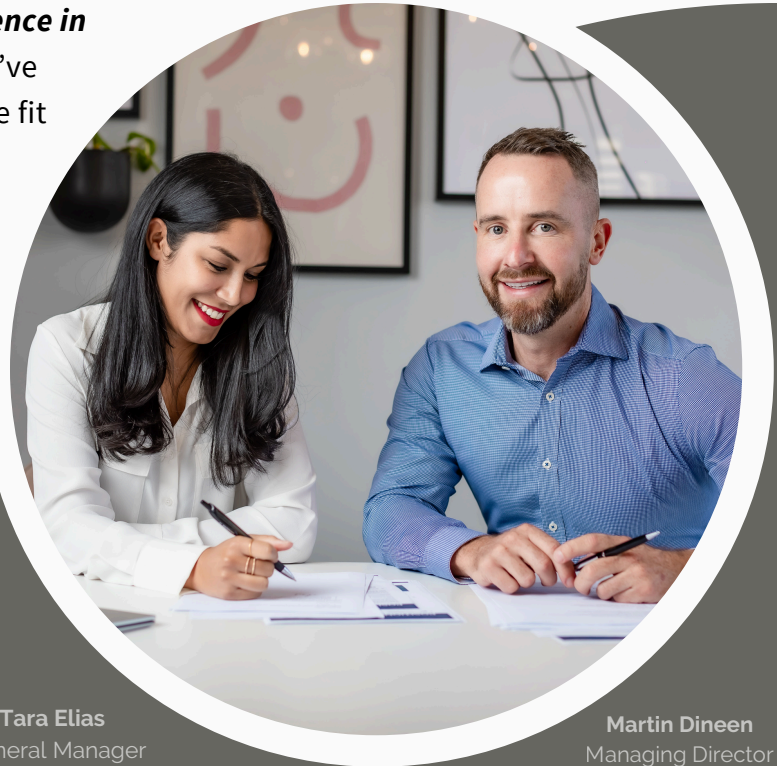
# Why finding the right EA for your working style is important



The right Executive Assistant has the power to transform the way you work. They ensure your day runs smoothly and efficiently, allowing you to fully focus on strengthening your organisation, rather than wasting time drilling down into the small details of everyday tasks.

A great EA can also be a valuable sounding board for new ideas, especially as they often have the best ‘birds eye’ view of the entire company. But finding the **right** EA is often difficult.

***Our team has over 80 years of combined experience in helping busy executives hire new assistants***, we’ve discovered the key to a successful and productive fit all comes down to one important thing: great chemistry. If you possess this and effectively ‘gel’ when it comes to your work style the results can be outstanding.



Tara Elias  
General Manager

Martin Dineen  
Managing Director

# Finding the right fit



The best way to determine if an existing or potential EA is the right fit for you, is to undertake an honest assessment of your own behavioural characteristics when it comes to work.

The better you know yourself, the easier it will be to identify the core characteristics in an EA that will complement your working style.

Psychometric tests are the easiest way to identify your behaviour type, and in turn, discover the most suitable EA.



# Why use psychometric tests?



Psychometric tests are scientifically based standardised tools to help measure a person’s capabilities and behavioural style. These self-report style questionnaires are used extensively across the business realm to ensure a potential hire is the best fit for the incumbent role. They’re used precisely because they are objective and effectively eliminate human bias and error.

But savvy executives have started to realise the true value of completing such tests themselves as part of their process when recruiting an EA. They’ve discovered that understanding and uncovering their own personal motivators, attributes and preferred leadership style - and matching those with EA candidates - is paramount to ongoing success.

For example, if you are a natural delegator, looking for an EA that enjoys working autonomously is advisable.

So, how exactly can psychometric tests help you discover more about yourself to help you find an EA that is a great fit?

# DISC testing



DISC is an assessment model based on an extensively researched theory of human behaviour. It is **designed to determine your preferred way of working, communicating and responding to common work situations**, i.e. how you problem solve or make decisions.

The model is based on four specific behavioural styles, however some styles can vary according to the company at which you take the test. You are required to fill out a short, self-reporting test that offers instant insights into your particular behavioural mix.

## How DISC testing works



After completing the DISC assessment, an automatic report is generated based on the following four fundamental areas and your preference for each:

### **D Style (Dominance):**

The D Style is characterised by assertiveness, intensity, and ambition. Individuals with this style are typically pragmatic and results-focused, working swiftly and making firm, objective decisions. They value independence and may feel drained by expectations to collaborate extensively. They also prefer to be in control rather than reacting to others.

### **I Style (Influence):**

The I Style is enthusiastic, cheerful, and outgoing. These individuals are usually easy going and relaxed when interacting with others. They have a genuine interest in people and possess an emotional nature. They tend to be expressive in their speech and actions, enjoying being the centre of attention.

### **S Style (Steadiness):**

The S Style is known for being steady, stable, and predictable. These individuals are even-tempered, friendly, and sympathetic, often showing great generosity towards loved ones. They are understanding and good listeners, rarely becoming angered or excited, and strive to maintain a peaceful and harmonious environment.

### **C Style (Conscientiousness):**

The C Style is objective, skeptical, and logical in behaviour. Individuals with this style are highly pragmatic and often solve problems using an analytical, fact-based approach. They tend to be more reserved in groups and may take a significant amount of time to build trust and open up to others.

# So which type of EA will suit your working style?



**We have summarised each combination of DISC profiles below** so that once you have identified your own working style and that of a potential EA, you can check whether you would work well together.

**Dominance & Dominance:** A relationship between two individuals of the dominance kind will contain a measure of tension, as each vies for the dominant position. This tension can often break out into conflict. Two dominant characters will only work well together if they have goals in common, and each has a defined area of authority.

**Dominance and Influence:** This can be a tricky pairing. Each of these characters are assertive and demanding of the other. To be dominance is to be interested in material and business success, while the influence character focuses on social success. With guidance from a 3rd party (manager / HR) it's possible for these two to form an effective partnership.

**Dominance and Steadiness:** This is an effective pairing in terms of results. This is because the steady person has strengths in preparing detailed plans and considering their implications while the dominance person possesses an assertive approach which is needed to put these plans into effect. On a personal level, the degree of difference between these two styles can make it difficult for them to respect each other's personalities.

**Dominance and Conscientiousness:** In a business sense, this is an effective partnership. The Conscientiousness (analyst) has strengths working with structure and detail. The Dominance partner has drive and determination. Both compliment each other's weaknesses. Both are also controlled in their approach which can give way to a mutual respect. On a personal level however, you are less likely to gel.

**Influence and Influence:** The relationship between two people with the influence characteristic is generally good. These characters are outgoing and friendly and there is no more harmonious combination of two people of the same type. Two influences can encourage a light hearted sense of competition in a vow for attention, however this rarely escalates into conflict. In a business sense, the sense of fun associated with the influence personality means that productivity in a team could suffer and impact performance.

**Influence and Steadiness:** Generally, this is a successful partnership. The steady, reliable style of the steadiness helps to keep the Interactive person from losing sight of their goals, the influence has the extroversion which is necessary to build a meaningful personal relationship. The steadiness can sometimes become dependent on the steadiness.

**Influence and Conscientiousness:** These two styles are drastically different. They have completely opposite styles and values. It can be difficult for these two to form an effective work relationship. Skills wise, the relative skills and abilities held by each style can complement one another. If, on the rare occasion these two styles can form a harmonious working relationship, the results can be astounding.

**Steadiness and Steadiness:** The steadiness is a loyal and dependable character with a sympathetic attitude. Multiply this and these two steadiness' will work well together, forming a strong partnership. A problem that could arise is the need for time for both steadiness' to plan and consider. This can mean a long process before both parties come to a mutual decision and action is taken.

**Steadiness and Conscientiousness:** This can be a complementary partnership, but at the same time unpredictable. Both styles are receptive and this provides the foundation for a working relationship. Specific factors can sometimes work to undermine this (for example, the steadiness might be looking for a strong personal tie, while the Conscientiousness type would have no particular interest in such a relationship).

**Conscientiousness and Conscientiousness:** Conscientiousness types are not naturally competitive. But, when two come into contact with one another, a type of competition can evolve. This can normally consist of attempts on either side to demonstrate superior skills or knowledge. If they are able to overcome this, conscientiousness types can build a workable and productive team.

# Where to from here



Sharni Brownlie  
Recruitment Consultant

We hope we've helped you gain an appreciation of the benefits of using a DISC behavioural assessment to learn more about yourself and support you in your search for an EA that compliments your working style.

Professionals worldwide are putting their trust in DISC, so if you'd like to gain insights into building stronger and more fulfilling work relationships you can complete a [free DISC assessment here](#).

At MJD, we believe that the DISC assessment is a valuable addition to the recruitment process, particularly when hiring an EA. The MJD Recruitment team provide both clients and candidates the option to complete the DISC assessment when engaging with our services.

With over 60 years of combined experience, the MJD Recruitment team have worked across the executive office support recruitment space and intimately understand the importance of these business critical roles.

Please get in touch as we'd love to help you save time, money and energy in finding your 'best-fit' EA.

## Our Contact (Head Office)



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