

# HUMAN FACTORS IN 4 DIMENSIONS (HF4D) INSTRUCTIONS

HEMP (Helzberg Entrepreneurial Mentoring Program)  
2000 Baltimore Avenue, Suite 200 Kansas City, MO 64108 816-471-HEMP (4367)

**Instructions:** The questionnaire you are about to complete is not a test. It does not measure intelligence or aptitude. There are no right or wrong answers. It is intended to indicate the way you use your skills and abilities to accomplish tasks and adapt to demands made upon you. Answer from the viewpoint of a work setting.

On the reverse side you will find 24 questions, each containing a group of four words. **In each group, circle the "M" beside the word that is "Most" like you. Then circle the "L" beside another word that is "Least" like you. You must select two different words from each group of four.**

For Example:

1. M L Docile  
Ⓜ L Bold  
M L Loyal  
M Ⓛ Charming

2. M L Confident  
M L Sympathetic  
Ⓜ L Tolerant  
M Ⓛ Assertive

You can expect to feel at times that all four words are like you and sometimes none are like you. However, **you must choose only one.**

In other words you are forced to make a choice by circling one "M" and one "L" for each group of four words. It is this forced choice that adds validity to the results.

As you review the choices, focus on yourself as you really are -- not the way people expect you to be. Focus on yourself in a work environment. If you have not had any work experience, focus on how you think you would be in a work environment.

While many factors influence a successful career, research shows that the best career choice occurs when individuals receive guidance based on their behavior patterns and internal motivation. Understanding yourself is the foundation for establishing realistic career goals. You will receive a complete profile and individualized interpretive report that delivers powerful professionally written descriptions of your key strengths and weaknesses. Your personalized report will answer questions like:

- Is my behavior suited for the career I am considering, or could I be more effective in a different field?
- What can be done to help me improve performance and obtain more personal fulfillment from my career?
- How can I change my behavior in order to improve my career?
- What are the things that will give me the most satisfaction in my work?
- How do I handle antagonism or the expressed opposition of others?

**Now, turn to the next page and begin.**

**Fax Completed Profile to: 816.471.4372**

# HUMAN FACTORS IN 4 DIMENSIONS (HF4D)

Full Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date: \_\_\_\_\_

## Fax Completed Profile to: 816.471.4372

**Note:** Read the instructions on page 1 before beginning the questionnaire. Circle **one** "M" and **one** "L" for each group of four words.

- |   |  |
|---|--|
| <p>1. M L Persuasive      Influencing others to take a desired action<br/> M L Gentle            Mild and serene; not rough.<br/> M L Humble            Modest; no pretensions of self importance.<br/> M L Original            Creative and new; without precedent.</p> <p>2. M L Aggressive      Forceful or vigorous response to resistance.<br/> M L Life of the party    Outgoing, likes to be in the limelight.<br/> M L Easy mark          Willingly gives help to others.<br/> M L Fearful            Overly cautious or concerned about the unknown.</p> <p>3. M L Sweet            Pleasing, winning, and gentle.<br/> M L Cooperative        Willing to work with others for a common goal.<br/> M L Stubborn           Not easily swayed; determined.<br/> M L Attractive          Appealing in physical appearance or personality.</p> <p>4. M L Cautious          Aware of and alert to danger.<br/> M L Determined        Firm of purpose; resolute.<br/> M L Convincing        Persuading through authority, argument, or evidence.<br/> M L Good--natured     Pleasant disposition; not easily provoked or irritated.</p> <p>5. M L Docile           Complies willingly to requests of others; gentle.<br/> M L Bold                Courageous; fearless; nervy.<br/> M L Loyal                Faithful; trusting; supportive.<br/> M L Charming          Attractive; alluring; fascinating.</p> <p>6. M L Willing            Readily and gladly responding to requests of others.<br/> M L Eager                Having intense desire; ready to act.<br/> M L Agreeable          Pleased to cooperate at; inclined to accommodate others.<br/> M L High--spirited     Fun-loving; full of energy; courageous.</p> <p>7. M L Will power        Strength to control ones' actions; unconquerable.<br/> M L Open--minded      Receptive to new ideas.<br/> M L Obliging            Disposed to accommodate the wishes of others.<br/> M L Cheerful            Joyous; happy; good-humored.</p> <p>8. M L Confident        Assured; certain.<br/> M L Sympathetic        A compassionate feeling for others; humane.<br/> M L Tolerant            Unprejudiced; willing to accept others' opinions.<br/> M L Assertive          Acting with positive confidence; firm when challenged.</p> <p>9. M L Even--tempered    Not quickly angered or excited; placid; calm.<br/> M L Precise            Painstaking effort to be accurate.<br/> M L Nervy                Bold in the face of danger or antagonism.<br/> M L Jovial                Good-natured; jolly; mirth-loving.</p> <p>10. M L Well--disciplined    Careful to comply with rules; polite.<br/> M L Generous            Willing to give unselfishly; charitable.<br/> M L Animated            Full of life and spirit; energetic and active.<br/> M L Persistent          Resolved to persevere in a chosen course of action.</p> <p>11. M L Competitive        Wanting to win in fair and friendly rivalry.<br/> M L Outgoing            Exhibiting friendship; sociable and approachable.<br/> M L Considerate        Thoughtful respect for others' feelings.<br/> M L Harmonious        Agreeable; compatible; congenial.</p> <p>12. M L Admirable        Worthy of praise; virtuous; commendable.<br/> M L Kind                Good; charitable: benevolent; helpful.<br/> M L Resigned            Accepting what comes without complaint.<br/> M L Force of Character    Determined in the face of opposition.</p> | <p>13. M L Obedient        Willing to submit in order to maintain harmony.<br/> M L Fussy                Complaining; fretful.<br/> M L Unconquerable      Relentless; tenacious; not giving up.<br/> M L Playful             Lively and frisky; cheerful; joking.</p> <p>14. M L Respectful      With deferential regard; reverent; dutiful.<br/> M L Pioneering        Being one of the first; willing to try new ideas.<br/> M L Optimistic        Happily expectant; seeing favorable aspects.<br/> M L Accommodating    Obliging; amiable; helpful.</p> <p>15. M L Brave            Fearless; courageous; bold; valiant.<br/> M L Inspiring            Uplifting; encouraging; cheering.<br/> M L Submissive        Willingly yielding to power or authority.<br/> M L Timid                Lacking self-confidence; shy; uncertain.</p> <p>16. M L Adaptable        Willing to conform; adjustable to change.<br/> M L Argumentative     Quarrelsome; contentious.<br/> M L Nonchalant        Without outward concern; casual.<br/> M L Lighthearted        Free from care; of good cheer.</p> <p>17. M L Gregarious      Fond of being with others; socially outgoing.<br/> M L Patient             Steady; self-controlled; calmly enduring.<br/> M L Self--reliant        Independent; counting on one's own capabilities.<br/> M L Soft--spoken        Smoothly polite; courteous.</p> <p>18. M L Contented        Satisfied; mind at ease; not easily perturbed.<br/> M L Trusting            Believing; confident in the motives of others.<br/> M L Peaceful            Not belligerent; soothing; tranquil.<br/> M L Positive            Confident and looking on the bright side.</p> <p>19. M L Adventurous     Bold; daring; reckless.<br/> M L Receptive            Responds favorably to instruction or suggestions.<br/> M L Cordial             Warm and sincerely friendly.<br/> M L Moderate            Temperate; no; extreme not strongly partisan.</p> <p>20. M L Lenient          Merciful or mild: tolerant.<br/> M L Cultured            Cultivated taste refined; polished; aesthetic.<br/> M L Vigorous            Strong and active in body and mind; energetic.<br/> M L Good mixer          Enjoys the company of other people.</p> <p>21. M L Talkative        Chatty; loquacious; verbose.<br/> M L Controlled         Self-restrained; temperate; laid back.<br/> M L Conventional        Acting according to commonly accepted or approved ways.<br/> M L Decisive            Definite, unequivocal, and prompt in coming to conclusions.</p> <p>22. M L Restrained        Holding back until it is deemed correct; moderate.<br/> M L Accurate            Exact; precise; conforming exactly to standards.<br/> M L Outspoken          Bold or free of speech; frank not reserved.<br/> M L Companionable     Social and friendly; neighborly hospitable.</p> <p>23. M L Diplomatic      Skillful and tactful in dealing with people.<br/> M L Daring              Bold; acting with courage; defiant.<br/> M L Polished            Refined in manner and style; smooth.<br/> M L Satisfied            Content; comfortable; not easily perturbed.</p> <p>24. M L Restless          Unsettled; impatient for change; unquiet.<br/> M L Popular             Widely accepted; in favor; sought-after.<br/> M L Neighborly         Sociable; willing to share.<br/> M L Devout              God-fearing; worshipful; reverent.</p> |
|---|--|