



thomas TM
your business. your people. but better

Our story

Over the past **30 years** Thomas International has become a global provider of objective management systems and business assessment tools that help organisations recruit, retain, develop and train their people.

Thomas system enables employers to understand, realise and develop the full potential of their staff. We give managers the tools to motivate, stimulate and encourage individuals in the work environment by raising people's self awareness, self esteem and confidence.

The System has proved its validity with assessment of more than 4 mln. employees, **30 000 clients**, represented in over **60 countries** and applied in **56 different languages**.

Since **2004 TACK & TMI Bulgaria** is the official sub-distributor of Thomas International for the territories of Bulgaria, Serbia and Montenegro and Croatia.

Main tools of the system

The Thomas System uses three main assessment tools, providing the users with a number of reports:

PPA

Personal Profile Analysis /PPA/ is the perfect tool for ensuring an adequate recruitment and selection process and determining your employees' individual training and career development needs.

JQb

Human Job Analysis /HJA/ provides a description of the behavioural requirement of a job.

Tea

Team Audit is used for developing existing teams and assuring the right selection of individuals for the formation of new ones.

Using Thomas

- Employ the right people and make your **Recruitment process** easier, faster and more reliable.
- Improve the **Assessment and Performance** appraisal procedures. Identify your key employees.
- Asses the Training needs of your staff and design **Development plans** which will make them more successful at work. Retain your key personnel.
- Learn how to **Manage and motivate** each individual in a way that they perform better and are happy in their job.

PP◁ Personal profile analysis

Personal Profile Analysis PP◁ provides an insight into **how people behave at work** answering questions such as – What are their strengths and limitations? Are they self starters? How do they communicate? What motivates them?

PPA enables your people to become more aware of their work style. Only by improving their self awareness will they have the means to consolidate their working strengths and compensate for their behavioural limitations. It can be used to improve your recruitment process, increase staff retention and enable more effective people management.

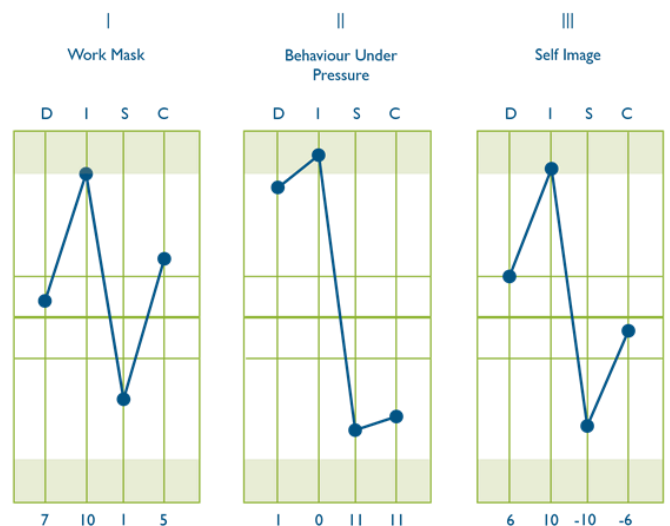
The insights gained from PPA will lead to a greater understanding of why your people behave the way they do and can be used to hone and modify managers' communication skills.

key benefits

- **Fast, accurate and cost effective**
- Takes only **8-10 minutes** to complete
- Eliminates need for guesswork
- Enables more effective people management

Outcome of the PP◁

The result from the PPA is a profile, which contains 3 graphs, describing one's self-image, work mask and behaviour under pressure. The model, based on the DISC theory, predicts the typical reaction in each of these cases depending on the location of the four factors on the graphs. Out of this profile, the Thomas software can produce numerous reports.



Some available reports

PPA Profile

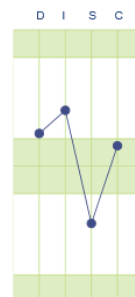
The PPA profile creates a comprehensive assessment of an individual including working strengths, fears, motivators and the value that person brings to an employer. It also includes how they are likely to perform under pressure, how they modify their behaviour in their current job and any frustrations or problems they may be facing.



PPA PROFILE: Thomas Sample

08/06/2012
Private & Confidential

SELF IMAGE - GRAPH III



Thomas Sample is an integrative leader of others who uses persuasion and fact to get his point across. There is an inherent ability both to absorb and share information on a variety of subjects. He is naturally outgoing and assertive. However, while appearing to be somewhat lighthearted, this person will tend to abide by the rules. He can, in fact, be quite conventional in approach. Though detail-oriented, there is a need for variety in both tasks and situations. Thomas Sample is quite mobile and enjoys travelling.

He is normally assertive and positive but will give in to more authoritative personalities and established authority. Being a persuader rather than a director, the emphasis is on winning wars not battles i.e. this person will give in order to gain. A good promoter of images, he is likely to be an effective motivator of people. He has a tendency to gravitate toward areas of endeavour which involve people rather than things.

Thomas Sample will probably prefer to start rather than finish projects. While quite happy to make decisions based on fact, there is an indication that harsh and unpopular decisions will be avoided where possible. When absolutely necessary, the approach will be somewhat indirect with an effort made to shift blame/responsibility. This should not be read as a suggestion that he cannot make decisions. Thomas Sample is outgoing and gregarious by nature and gets on a first-name basis easily. He enjoys the limelight and public recognition of achievement.

Executive Summary

It is a similar assessment to the PPA profile but is formatted in a bullet point summary.

How to Manage

Guidance on how to manage a person, what form of supervision will be successful, motivation to be used and the style of communication best received by them.

Strengths and Limitations

A powerful tool that provides a fast and effective overview of the behavioural strengths and limitations of an individual. This report is extremely useful in appraisal.

Leadership Skills

This is the newest report which gives information on personal leadership style, Likely Leadership Strengths, Potential Leadership Limitations, General Communication style, Presentation Style, Decision Making Style, Meeting Deadlines and Time Management, Goal Focus, Administration, Planning and Problem Solving, Ensuring Quality and Accuracy, Handling Criticism and Aggression

Sales Audit

Details a person's likely ability to open and close a sale and service clients as well as reporting on their presentation style and administrative ability.

Admin/Technical Audit

The profile is described in its application to a role in an administrative or technical capacity.

Compatibility

It highlights the working strengths of two individuals then goes into the details of how two people perceive each other and communicate as well as giving advice on how to improve their working relationship.

Training Needs Analysis

Identifies likely training needs and details competences and weaknesses.

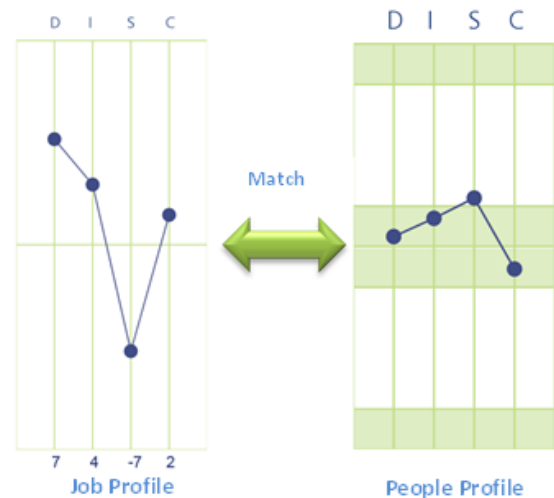
Full range of Thomas reports you can find at: <http://www.thomasinternational.net/en-gb/Samplerreports.aspx>

Job Profiling enables you to quickly and effectively profile the job you are recruiting for. It gives you a template for a job into which you place a candidate with the best fit in terms of PPA profile.

Job Profiling is designed to help you think of a job in a natural and intuitive way. It is unique in its capability to quickly and effectively profile the job you are recruiting for. Before you can recruit the right person to the right job you must understand not only the candidate's profile but also that of the job itself. Just as PPA enables you to understand the behavioural characteristics of an individual, job profiling helps you identify the behavioural requirements of a job.

Delivered either via software, it provides an extremely objective view of the characteristics required for the role. Like the PPA, the results are plotted on a graph. You can then compare the PPA profile against that of the job profile to assess how well that person would 'fit' the role.

To assist in analysing 'fit' Thomas has designed a guideline ('Goodness of Fit') that offers external, expert opinion on how good a fit there is. The guideline reports five levels of fit, enabling you to see on a scale of one to five how good a match the PPA is to the role you are recruiting for.



Some available reports related with Jqb

Job Profiling

This report identifies the behavioral requirements of a job. There are two quick and easy ways to do this: completing an HJA job description or via an interactive programme to create the perfect job role. We also have a behavioral goodness of fit quotient in this report as well.

Job/Candidate Comparison

This report identifies the behavioural requirements of a job. There are two quick and easy ways to do this: completing an HJA job description or via an interactive programme to create the perfect job role. We also have a behavioural goodness of fit quotient in this report as well.

Management / Sales / Interview Questionnaires

Provides a series of structured behavioural type questions to be used at an interview. The questionnaires get behind the candidate's mask at interview. It helps you to question their ability to do the job. Can be specified for interviews of management, sales or general roles.

Full range of Thomas reports you can find at: <http://www.thomasinternational.net/en-gb/Samplerreports.aspx>

The Thomas Team Audit System allows an organization to identify the ideal team culture, assess an actual team culture and provide a gap analysis in terms of behavioural and role fit shortfall. It also assesses every team member against the team culture. Its unique strength is that the system gets to the root cause of team problems in hours rather than months.

key benefits

- Increases the performance levels of teams by matching them to the ideal culture needed.
- Dramatically reduces the cost of team building by identifying root cause team problems.
- Unique in that it takes hours rather than months to assess a team.
- Predicts a team's reaction to change and allows organisations to plan change with confidence.
- Can be used at any level in an organisation.
- Removes subjective team assessments.

Use Thomas Team Audit:

- When teams are not performing
- When strategy calls for a cultural change
- If an organisation is not performing
- To remove internal conflicts
- After mergers and acquisitions
- When team membership changes
- As part of annual appraisal

The Team Audit system assesses

Ideal team culture:

- You create the ideal culture with our simple questionnaire
- Ideal team roles

Actual team culture identifies:

- Strengths
- Team reaction to change
- Preferred team leader
- Team values
- Team limitations

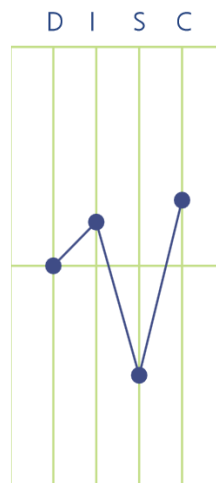
Ideal v.s. actual cultures creates

- Culture comparison and graphs
- Team role charts
- Shortfall analysis

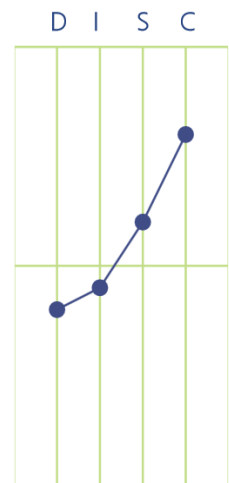
Compatibility of team members:

- With team
- To role factors
- Contribution to team
- Working in and with the team.

Ideal Team - Adjusted



Actual Team - Adjusted



How to use Thomas

1. Use Thomas as a service

Using Thomas as an external for the company system means using the Personal Profile Analysis, Human Job Analysis and Team Audit as tools, provided to your company by the TACK & TMI Bulgaria certified consultants.

OR

2. Independent and in-house use of the Thomas HRM System

Obtaining the Thomas System by your company and ability to use it independently, with no participation of external consultant. This option includes training and certifying one or more professionals (usually human resource specialists) to work with the system, obtaining web account to the on-line version of the Thomas system and getting options for purchasing of units for profiling and generating reports.

For more information please contact our consultants



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