



# UNDERSTANDING YOUR QUINTAX REPORTS

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# UNDERSTANDING YOUR REPORTS

## INTRODUCTION

Now that you have completed Quintax and answered our questions about your personality preferences at work, you have an opportunity to see some of the reports we have generated based upon your responses. Here are some things to consider as you read the reports – particularly the **Quintax Profile Chart** and **Type Report**.

## WHAT QUINTAX TELLS YOU

Quintax provides scores on 5 key personality 'traits' or 'scales': Extraversion, Criticality, Organisation, Intellectual Focus, and Emotional Involvement. Basic scores are calculated from your responses to the questions and these are then compared with those of a large group of people who have done the questionnaire before. This 'comparison' or 'norm' group is made up of 8840 men and women participating in selection, learning and development, or career transition contexts in UK workplaces.

## HOW YOUR SCORES ARE INTERPRETED

Your results are shown as 'sten' scores (which stands for 'standard ten') on your Quintax Profile Chart. Scores near to the middle of the range (e.g. 5 and 6) are very similar to those of people on average in the comparison group. Scores in the outer areas (e.g. 1 to 3, or 8 to 10) show where your profile is distinctive. Most people have a mixture of scores, some at the left pole (1 to 3), some in the middle (4 to 7), and some at the right pole (8 to 10). There is no special value in having a 10 rather than a 1 on a trait – it is simply a way of presenting a continuum of work behaviours in each case. There are no 'ideal profiles' on Quintax.

## WHAT YOUR SCORES IMPLY IN TERMS OF BEHAVIOUR

Ultimately the scores reflect what you have agreed and disagreed with when answering the Quintax questions, and how your answers have compared with those of people in the norm group generally. A score in the mid-range suggests a balance of preferences expressed between the poles of a scale – a tendency to see something of both styles in your behaviour. Scores at the left or right pole indicate a clear recognition of one of the poles as a 'heartland' or distinctive preference. Just because you have a score at the left or right pole does not mean that your behaviour is always of one form. It may indicate your initial reaction to a situation, or even the confidence with which you recognise your preference. We are all flexible enough to adjust our actual behaviour somewhat when required. However, situations that require us to act *against* many of our preferences regularly may become wearing, and this may make our work requirements aversive.

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## QUINTAX TYPE REPORT

Apart from a Profile, one of the other reports you may receive is the Quintax Type Report. This is an effort to summarise your style holistically across your preferences. It is necessarily 'broad brush' as it can only deal with how your profile looks overall when compared with the UK working population, but it is intended to provide some information about your key strengths and development areas at work.

## PREFERENCE, NOT CAPABILITY

All profiles are equally valid as sets of preferences that one might take into the workplace, although of course some profiles might fit in better in some jobs than in others. Despite this, preferences do not indicate capability (or lack of it) at work. They indicate one's preferred ways of behaving. In addition, we are all individuals and we all have a degree of flexibility in the way we operate at work, so our behaviour is not fully determined by our personality style. We may also have different motivations, beliefs, values, or attitudes that affect the way we work and the types of work we choose. These also help distinguish us from other people.

## SCALE AND POLE NAMES

The left and right pole titles on the Quintax Profile Chart were chosen by the authors of Quintax as a shorthand for describing the behaviours at each of the scale poles, and to provide different letters that could be used to identify the Quintax Type of a person's responses. You shouldn't assume that the scale or pole names have exactly the same meaning as they might when used every day. The key thing is to understand their underlying meaning in terms of behaviour at work, and not to worry too much about the individual words. The person giving you feedback should be able to explain these terms more fully, but the Type Report should also help.

## DON'T WORRY ABOUT THE LABELS!

An illustration is 'Calm vs Volatile' which is about feelings and how we express them at work. It describes whether frustrations, difficulties, and stresses at work affect your feelings about things or not. You may – or may not – make your feelings public. As the comparison group reflects the UK working population, a broad range of reactions can occur. These help to characterise and explain how we behave, but they rarely limit significantly our ability to work effectively. However, describing feelings or emotions gives us a more complete, and human picture of you as an individual at work. The descriptions in the reports will explain the labels more fully. Bear in mind that in any trait either pole can have advantages and disadvantages in a work situation. This applies, for example, whether you are more passionate and urgent in your approach to work or whether you are more laid-back and relaxed.

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## YOU ARE RESPONSIBLE FOR YOUR RESULTS.

If you have been frank in your answers, and you have a reasonably accurate understanding of how you and others behave at work, then the results should have a good fit with how you actually behave. The comparison of your responses with the UK working population may provide some surprises, but this is where real learning and development can occur. Bear in mind that the norm includes many people who have had wide experience of working in organisations and dealing with work demands. As a result, they may be a bit more 'battle hardened' than an unselected or broader cross-section of the UK general population of adults.

## BUT WHAT IF I STILL DISAGREE?

You may still disagree with some (we hope not all!) of your profile. This is OK, and it can happen for a number of reasons, for example if you weren't able to focus on completing the questionnaire without distraction. Stress and major changes occurring in life can also affect your responses. You may find it helpful to discuss these areas with your feedback provider – they will explain the results and encourage you to try to think about the information in an open way. Colleagues, and others can help you to reach a balanced view of the accuracy of your profile if you share it. Some aspects may reflect the current pressures and circumstances in which you work, rather more than you might have thought possible. And there is always the possibility of psychometric error, as no personality questionnaire is infallible. Discussing your results with others can provide real insights.

## HOW TO APPROACH THE FEEDBACK

A good approach to take when reading your reports is to look for the points that strike you as having particular validity, and especially if you are undertaking a development or coaching process, ask yourself if these points suggest things that you can work on in development terms. Make good use of the person who asked you to complete Quintax, and try to get as much value as you can out of the discussion of your profile with them. If it would be helpful, complete a Learning Log to record the useful points and give yourself time to review and consider them.

## A POSITIVE AFFIRMATION OF YOUR STYLE

Finally, we have written Quintax and prepared the reports with positivity in mind – we hope you will find that the reports express this philosophy, and result in an outcome that is affirming and positive for you as an individual.