



Personal Assessment

AIReady Me

Personal AI Readiness

SAMPLE

PREPARED FOR

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Operations Director · Example Company Inc.

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Before you read

This is a sample report, created with fictitious answers and data to show the format and content of the deliverable.

The indices, stages, profiles, comparisons and recommendations do not describe any real person or company and must not be used for decisions.

The official report is generated from the buyer's own answers, without a watermark, and sent to the e-mail given in the order.

See the products at www.ideavus.com.br/en/loja

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Summary

The essentials of this report on one page.

INDEX

55

STAGE

Developing

PROFILE

Intuitive practitioner

Three strengths

Workflow integration and productivity	79
Critical evaluation of outputs	75
Practical use at work	58

Three priorities

Understanding of AI	25
Continuous learning and adaptation	46
Ethics, data and security	46

FIRST ACTION, THIS WEEK

Explain to a colleague, in three sentences, how generative AI produces answers.

Your result

The index ranges from 0 to 100 and summarizes your answers on the six pillars. The stage shows where you are in your development today, by your own reading.

55

out of 100

STAGE

Developing

You use AI often, but still unevenly across tasks.

The six stages



What this stage calls for now

- Build a personal library of prompts that work
- Define your own checklist for reviewing answers
- Measure the time saved on one task

This is a personal development assessment. It describes behaviors at work, not personality traits.

The six pillars

Each bar shows your result in the pillar, from 0 to 100. The color shows where to focus your development.

Understanding of AI

Priority attention



Practical use at work

Developing



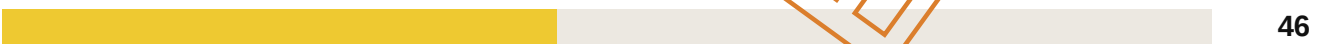
Critical evaluation of outputs

Strength



Ethics, data and security

Developing



Workflow integration and productivity

Strength



Continuous learning and adaptation

Developing



STRONGEST POINT

Workflow integration and productivity · 79

POINT THAT NEEDS THE MOST ATTENTION

Understanding of AI · 25

Your profile

The combination of your pillars forms a behavior pattern. It does not define who you are; it describes how you tend to act at work today, and it can change.

Intuitive practitioner

You use AI daily and get good results by trial and error. This brings speed. Where it tends to stall is the foundation: without knowing why the tool fails or how it evolves, it is hard to go beyond what you already do.

Core recommendation

Set aside 30 minutes a week to understand one feature or limitation of the tool you use most.

What shaped this profile

PILLARS PULLING AHEAD

Practical use at work 58

PILLARS HOLDING BACK

Understanding of AI 25

Continuous learning and adaptation 46

Your profile at a glance

The shape shows your profile. The more regular it is, the more balanced; peaks and dips show where you rely on strengths and where there is room to grow.

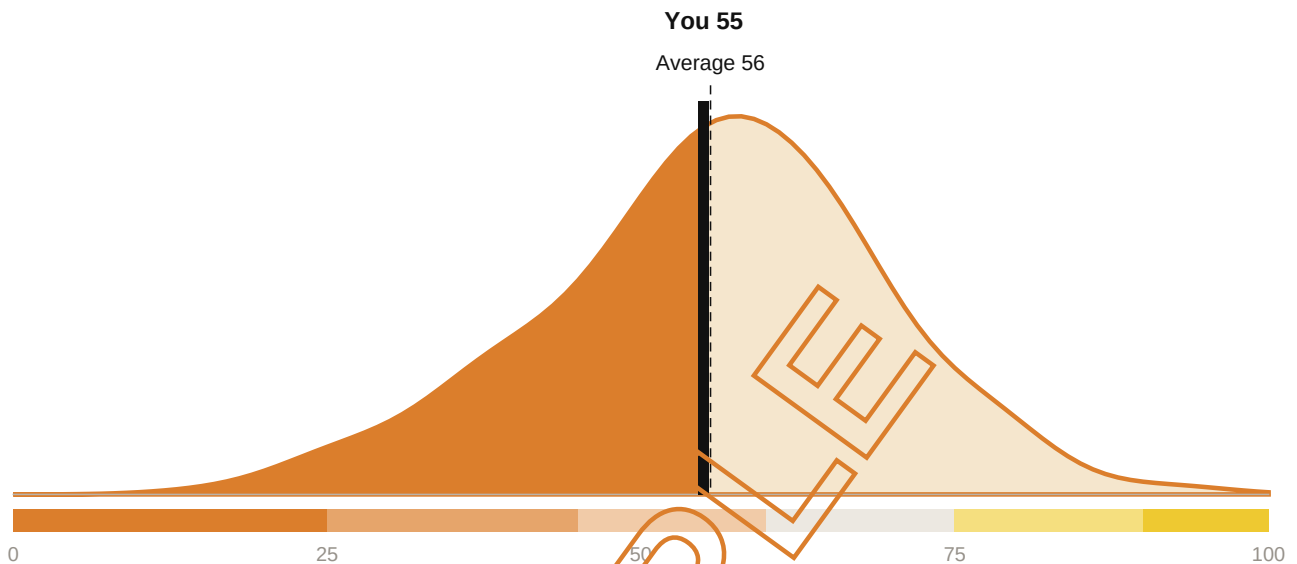


Profile balance

Gap between the highest and lowest pillar: 54 points. Profile with strong contrasts: one or two pillars are well below the rest and tend to limit the others. Start with them.

How you compare

The curve shows how the indices of people who have taken this assessment are distributed. The marker shows your position.



Your index is higher than 43% of respondents.

Comparison base: 240 respondents. Example with a fictitious base, for demonstration only.

Your pillars compared to the average



The comparison shows relative position, not absolute quality. Comparison bases change over time and with the profile of respondents.

Heat map of your answers

Each square is one statement, grouped by pillar. Colors go from orange (disagree) to gold (agree) and show where each pillar result comes from.



Statements that stand out

The statements with the highest and lowest answers. They help turn the index into concrete day-to-day examples.

Where you recognize yourself most

- 5** I check facts, figures and sources before using an AI answer.
Critical evaluation of outputs
- 5** I have identified repetitive tasks in my work that can be done with AI support.
Workflow integration and productivity
- 4** I choose the most suitable AI tool for each type of task.
Practical use at work
- 4** AI helps me deliver work of higher quality than I would without it.
Practical use at work
- 4** I notice when an AI answer sounds convincing but is wrong or made up.
Critical evaluation of outputs

Where you recognize yourself least

- 2** I can explain to a colleague, in simple words, what an AI tool does and what it does not do.
Understanding of AI
- 2** I can tell when I am using a system with AI and when I am using ordinary software.
Understanding of AI
- 2** I understand that generative AI answers come from patterns learned from data, not from real understanding.
Understanding of AI
- 2** I can name typical strengths and limitations of AI in tasks from my field.
Understanding of AI
- 2** I understand why the same question asked to AI can produce different answers.
Understanding of AI

Pillar by pillar

Understanding of AI

25

Priority attention

What this result usually indicates

You use AI without knowing well what to expect from it. This leads to too much distrust or blind trust in its answers.

Recommended actions for the next 90 days

1. Take a free introductory course on generative AI and note three lessons that apply to your work
2. Explain to a colleague, in five minutes, how AI produces answers and where it often fails
3. List three tasks in your role where AI helps and three where it does not

Practical use at work

58

Developing

What this result usually indicates

You use AI fairly often and get good results in some tasks. In others, you still give up quickly when the answer does not fit.

Recommended actions for the next 90 days

1. Refine each prompt at least twice before dropping AI help
2. Test two different tools on the same task and compare results
3. Use AI to analyze a spreadsheet or long document from your work

Critical evaluation of outputs

75

Strength

What this result usually indicates

You treat AI as a starting point, not the final word. Your deliverables keep quality and clear ownership.

Recommended actions for the next 90 days

1. Teach your team your checking method in a short hands on session
2. Test AI with hard cases from your field to map where it fails
3. Agree with your team on minimum review criteria for AI assisted material

Ethics, data and security

46

Developing

What this result usually indicates

You handle data carefully most of the time. There are still gray areas, such as copyright and transparency about AI use.

Recommended actions for the next 90 days

1. Adopt a standard note stating when material had AI support
2. Study basic copyright rules for AI generated text and images
3. Discuss with your team a real AI use case that raised an ethical question

Workflow integration and productivity

79

Strength

What this result usually indicates

AI is built into the way you work and frees time for higher value activities. Others can learn from your routines.

Recommended actions for the next 90 days

1. Redesign one full team process including AI steps
2. Measure your team's time gain in a 60 day pilot
3. Connect AI to other tools you already use, such as spreadsheets or calendar

Continuous learning and adaptation

46

Developing

What this result usually indicates

You keep up irregularly. You learn well when you have time, but practice still depends on specific moments.

Recommended actions for the next 90 days

1. Set a 90 day study plan with one AI topic per month
2. Ask a colleague for feedback on work done with AI
3. Record each month what changed in your AI use and why

What your set of results indicates

More than each pillar alone, the combination says a lot about what to do first.

Strengths to use in your favor

Your highest pillars are Workflow integration and productivity and Critical evaluation of outputs. Use these strengths as leverage: they are the shortest path to improving the lowest pillars.

What may be holding the rest back

Understanding of AI is the pillar with the lowest result. When one pillar is far below the others, it tends to limit the effect of everything that already works well.

Combination worth attention

The largest gap is between Workflow integration and productivity (79) and Understanding of AI (25). Use the first to support the development of the second in the coming weeks.

Consistency of answers

Your answers vary little within each pillar. Each pillar result is a good summary of what you marked.

SAMPLE

From the current stage to the next

For the two lowest pillars, what day-to-day looks like at the current level and what it looks like at the next.

Understanding of AI · 25

TODAY

- You have a vague idea of what AI does.
- You confuse AI with ordinary software or with magic.
- You do not know why AI makes mistakes.

AT THE NEXT LEVEL

- You understand the basics of how AI works.
- You know some limitations, but not the typical ones in your field.
- You explain AI in general terms.

Ethics, data and security · 46

TODAY

- You avoid clearly confidential data.
- You know the general rules but not the details.
- You sometimes disclose AI use, depending on the case.

AT THE NEXT LEVEL

- You anonymize data before using any tool.
- You use only tools approved by the organization.
- You consider the effect of AI use on the people involved.

Your first week

Small actions to start now, tied to the pillar that needs the most attention. Each one takes less than an hour.

Understanding of AI

DAY 1	Explain to a colleague, in three sentences, how generative AI produces answers.	☐ Done
DAY 2	List three tasks in your field where AI tends to get things wrong.	☐ Done
DAY 3	Ask the AI the same question three times and compare the answers.	☐ Done
DAY 4	Watch a short video about the limits of language models.	☐ Done
DAY 5	Identify which systems you use already have AI features.	☐ Done

Your 90-day plan

A plan in three waves, starting with the pillars with the lowest results. Set dates, choose someone to follow your progress and review every 30 days.

Days 1 to 30

Focus: Understanding of AI

1. Take a free introductory course on generative AI and note three lessons that apply to your work

Who supports me: _____ Deadline: ____/____

2. Explain to a colleague, in five minutes, how AI produces answers and where it often fails

Who supports me: _____ Deadline: ____/____

3. List three tasks in your role where AI helps and three where it does not

Who supports me: _____ Deadline: ____/____

Days 31 to 60

Focus: Ethics, data and security

1. Adopt a standard note stating when material had AI support

Who supports me: _____ Deadline: ____/____

2. Study basic copyright rules for AI generated text and images

Who supports me: _____ Deadline: ____/____

3. Discuss with your team a real AI use case that raised an ethical question

Who supports me: _____ Deadline: ____/____

Days 61 to 90

Focus: Continuous learning and adaptation

1. Set a 90 day study plan with one AI topic per month

Who supports me: _____ Deadline: ____/____

2. Ask a colleague for feedback on work done with AI

Who supports me: _____ Deadline: ____/____

3. Record each month what changed in your AI use and why

Who supports me: _____ Deadline: ____/____

Follow-up and reflection

Use this page to record what changed. Come back to it at 30, 60 and 90 days.

1. Which result in this report surprised me most, and why?

2. What recent situation shows my strongest pillar well?

3. What stops me today from advancing on the lowest pillar?

4. Who will I talk to about this report in the next two weeks?

5. How will I know in 90 days that I have improved?

Checkpoint	What I did	What changed	Next step
30 days			
60 days			
90 days			

Pillar glossary

What each pillar means and why it matters.

Understanding of AI

Understanding AI means knowing, in simple terms, what artificial intelligence does, how it produces answers and where it usually fails. This understanding prevents both exaggerated fear and blind trust.

Practical use at work

Practical use is applying AI tools to real tasks in your work, with well-written requests. This is where knowledge turns into saved time and better quality.

Critical evaluation of outputs

Critical evaluation is checking, correcting and questioning what AI delivers before you use it. It protects you from errors, fabrications and biases that look convincing.

Ethics, data and security

Ethics, data and security means using AI while respecting confidentiality, company rules and the people affected. A single slip with data can cost more than all the productivity gained.

Workflow integration and productivity

Workflow integration is building AI into your routines in a stable way, not just for one-off uses. It is what turns isolated experiments into real productivity gains.

Continuous learning and adaptation

Continuous learning is keeping up with how tools evolve and adjusting the way you work. Because AI changes fast, what you know today loses value if it is not updated.

Your next steps

A report shows today's picture. Progress shows up when you measure again.

Retake this assessment every 6 months

Behaviors and practices change over time. Retake it twice a year, around April 2027 and October 2027, and the new report shows your progress pillar by pillar compared with this one.

[Retake the assessment](#)

Assessments that complement this one

AIReady Index

Whether the company is ready to create value with AI.

[Learn more >](#)

Innovator Profile

How you turn ideas into results at work.

[Learn more >](#)

DualDrive

How you balance today's delivery and exploring the new.

[Learn more >](#)

Want a reading of the whole company?

With many people answering, the diagnostic shows where the organization stands, the differences between areas and an action plan for leadership.

[Diagnostics for companies](#)

How to use this report

This report shows how you see yourself today. Self-assessments tend to be more generous or harsher than the view of those who work with you, so use the result as a starting point for conversations, not as a verdict.

It is designed for personal development. It should not be used for hiring, promotion or performance review.

To track your progress, answer again in six months, thinking about how you actually act, not how you would like to act.

Want to take this to your team?

Talk to Ideavus: contato@ideavus.com.br · www.ideavus.com.br

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