



prevue[™]
learning + reasoning

AssessAdvantage

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**Laura Sample
Accounting**

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Report Design Options Selected for this Report

Report Family: Screening & Selection
 Type: Learning & Reasoning Report
 Scope: Abilities (WNS)
 Format: Comprehensive (from choice of Comprehensive, Summary, or Graph)
 Style: Other (from choice of Management, Sales, Customer Service or Other)

Prevue Assessments presented in this report:

- ▶ Prevue Abilities Assessments that examine four cognitive Abilities scales

For more information about Prevue Assessments and design options for Prevue reports see www.prevuehr.com

Part 1 - Understanding this Report

Introduction

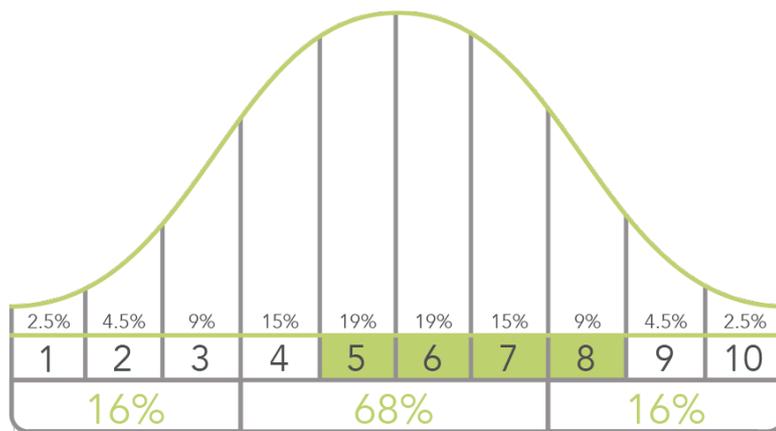
The Prevue Learning & Reasoning Report provides important information about an individual's capacity to learn and use information, develop skills, solve problems and understand instructions. It examines four cognitive dimensions: General Mental Ability, Working with Numbers, Working with Words and Working with Shapes.

The Prevue Benchmark for the Learning & Reasoning Report is a profile of the preferred levels of mental abilities for the Accounting position at AssessAdvantage. This Benchmark has been scientifically designed with Prevue Assessment tools and customized by AssessAdvantage management. The Benchmark shows the preferred range of score on the four mental abilities scales noted above.

Prevue Scores

The Prevue Results Graph on the next page shows Laura Sample's 'sten' score on each of the Prevue Assessments scales considered in this report. A sten score is a candidate's score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard tenths ('standard tenths' is shortened to 'sten'). The diagram also shows the percentage of the general working population that will typically score in each sten.

Prevue Benchmark



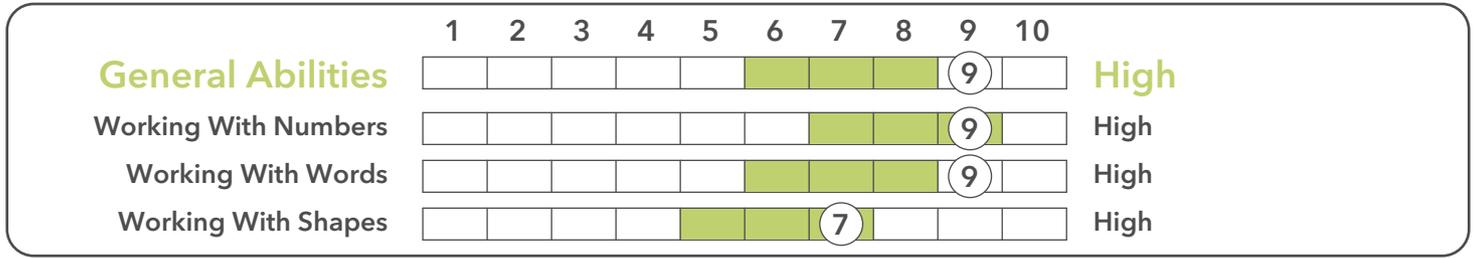
The Prevue Benchmark shows the preferred characteristics of an employee for a particular position. These characteristics are displayed as a range of desired sten scores on each scale. This range is shaded and forms the benchmark for the scale. The candidate's assessment results are shown as circled numbers and compared to the shaded ranges. The Benchmark Suitability Score is derived from a formula analyzing the candidate's sten scores on the benchmark (circled score is inside the shaded range) versus those scores that are off the benchmark (circled score is outside the shaded range).

Example: The benchmark for the Diplomatic vs. Independent scale (shown above) is the shaded range of stens from 5 to 8. Scores 5,6,7 or 8 will be on the benchmark. Scores of 1,2,3,4,9 and 10 will be off the benchmark.

Part 2 - Learning & Reasoning Profile

Laura Sample's ability scores are shown in the circled numbers on each of the prevue scales presented below. The Prevue Benchmark for the Accounting position is indicated by the green shaded ranges on each scale which are preferred scores for this position. A score inside a shaded range is on the benchmark. A score outside the shaded range is off the benchmark.

Abilities



Benchmark Suitability Score

The Benchmark Suitability Score quantifies Laura Sample's overall fit to the benchmark for the Accounting position.

Note: Laura Sample's Prevue Assessments results, including the Benchmark Suitability Score should comprise no more than one-third of the selection decision process. Refer to Best Practice Information for details.

86%

Interview Guide

Part 3 - Suggested Interview Questions

Planning the Interview

Planning the interview requires identifying concerns about the candidate's work history, references, and scores off the Prevue Benchmark for the Accounting position. Use the available candidate information in addition to this report to structure the interview and make the best possible hiring decision.

This section provides suggested interview questions to address the following:

- ▶ First to examine those areas where Laura Sample's score did not fall on the benchmark for the position.

You should customize the interview questions as needed for this position at AssessAdvantage. **You may wish to take a copy of Part 3 to have it available for the interview.**

Scores off the Benchmark

Laura's scores fell off the Benchmark for the following scales. This indicates that the candidate could encounter challenges in these areas. Review each score description set out below and consider the suggested interview questions. The more distant the score is from the benchmark for a scale, the more important it is for you to probe these areas.



Laura Sample's very high score is above the benchmark for General Ability. This implies fast, accurate learning with easy acquisition of new skills, prompt reaction to changing business issues, and first-rate processing of corporate information. Challenging work that requires ongoing training, decision-making, and advanced skills is suggested.

1. The Accounting position currently offers limited application for your exceptional General Ability. Will this affect your job satisfaction? How will you deal with the limited opportunities to work with shapes on the job?
2. Given that challenging tasks will be few or infrequent, how will you apply your excellent General Ability?

Your Comments:



Laura Sample is above the given benchmark and has outstanding ability for Working with Words. In the top rank of employees for verbal accuracy and learning speed, the candidate is likely to work well with complex written procedures and tasks requiring advanced language skills. This level of ability supports very good proficiency for verbal tasks in the Accounting position.

1. The Accounting position currently offers limited application for your outstanding verbal ability. Will this affect your job satisfaction? How will you deal with the limited opportunities to work with words on the job?
2. If written work is infrequent or not challenging, how will you apply your superior verbal ability?

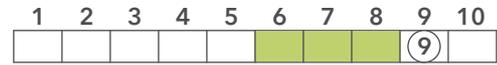
Your Comments:

Part 4 - Individual Characteristics

The Individual Characteristics descriptions provide more information about Laura Sample’s scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight Laura’s strengths for the Accounting position. Scores that are two or more stens off the Prevue Benchmark for any scale highlight prospective areas of challenge for Laura and should be addressed in the interview.

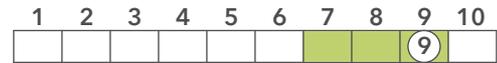
General Abilities

Laura is quicker and more accurate in reasoning skills than the majority of others. Laura is generally quick to learn and can absorb new information much faster than most. The candidate is likely to be very efficient and able to deal well with change in their working requirements and under conditions of high mental workload.



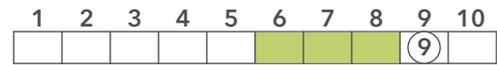
Working With Numbers

Laura shows a very high capacity for Numerical Reasoning when compared with other adults in the general working population. The candidate is quicker and more accurate than most when reasoning with information derived from simple numbers.



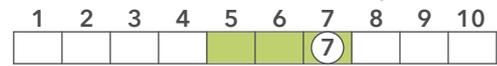
Working With Words

This score indicates a well above-average level of ability to use language as a vehicle for reasoning and problem solving. When compared with other adults in the general working population, Laura has extremely quick and accurate language skills.



Working With Shapes

A sten score of seven is in the high-average range for spatial ability. Typically this means an enhanced ability to imagine how objects will appear even after they have been rearranged. The candidate should feel at ease working with plans and diagrams, and should be able to relate working drawings and schematics to actual objects and products.



Part 5 - Best Practice Information

Assessment Administration: Best Human Resources practice recommends that assessments be administered to candidates in a controlled environment under the supervision of a proctor to ensure that:

- ▶ The person who completes the assessment is in fact the candidate.
- ▶ A candidate's responses to the assessment questions are not affected by collusion with others or by other actions that would invalidate the assessment.
- ▶ The supervisor is able to address unexpected conditions or problems affecting a candidate and to provide reasonable accommodation for candidates where required.

Where a candidate completes the assessments without supervision the accuracy of the results cannot be guaranteed. In such circumstances you may wish to have the candidate retake the Prevue Assessments in a controlled environment at the time they attend your offices for an interview. For more information on the administration of the Prevue Assessment, please see "Administering the Prevue Assessments" in the Prevue How To Guides posted at www.prevueonline.com.

Assessment Weighting: The weight given to the Prevue Assessments in any human resource selection or other high stakes decision should not exceed one-third of the total decision making process. The remainder of the process, including the candidate's work history, interview, background checks, etc., should be considered together with the results of this report.

Ensuring Fairness: When properly administered, the use of the Prevue Assessments will help to ensure that job applicants are treated fairly without regard to race, colour, religion, sex or national origin. The Prevue Assessments have been designed and developed to conform to the human rights legislative and best practice requirements prevailing in the various countries where the Prevue Assessments are distributed. This includes the EEOC Guidelines, the Americans With Disabilities Act, and the standards for test development published by the American Psychological Association, the British Psychological Society, and the Association of Test Publishers.