



prevueTM
approach to work

Assess Advantage

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Mary Sample

Table of Contents

Part 1	Understanding this Report General information about this report and Prevue Assessments.	3
Part 2	Approach to Work Information about Mary Sample's scores on the Approach to Work scales.	4
Part 3	Best Practice Information Guidelines for using Prevue Assessments and understanding this report.	7

Report Design Options Selected for this Report

Report Family: Screening & Selection
Type: Approach To Work Report
Scope: Personality (P)
Format: Comprehensive

Prevue Assessments presented in this report:

- ▶ Prevue Personality Assessment that provides information on thirteen Personality scales

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

Part 1 - Understanding this Report

This report provides information on Mary Sample's approach or response to a number of work-related subjects. The information is provided to assist management in gaining a better understanding of the candidate to support selection and development decisions. The Approach to Work Report will help to answer questions such as:

- ▶ Is the candidate inclined to take risks?
- ▶ Does the candidate live to work or work to live?
- ▶ Is the candidate better motivated by a fixed salary or flexible income?

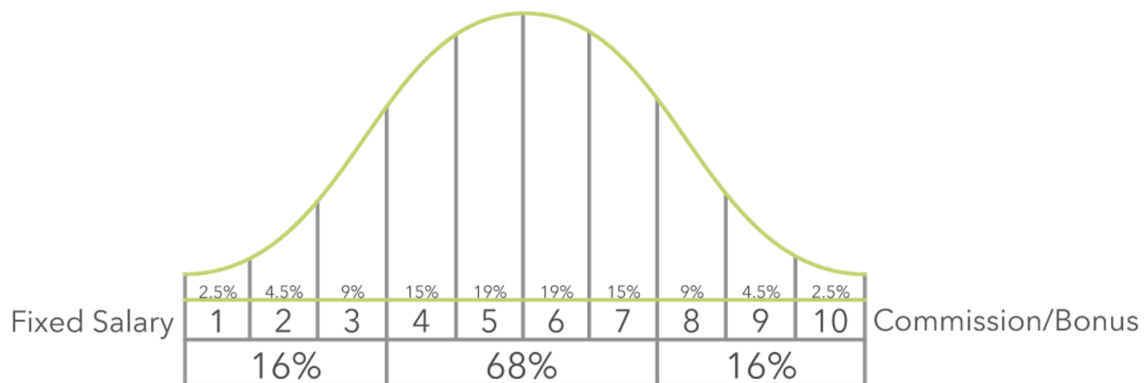
The Approach to Work scales are derived from one or a composite of the Prevue Personality scales that are addressed in the Prevue Personality Assessment.

There are in fact two types of scales included in this Approach to Work report:

1. Eight of the eleven scales are composite scales. Each composite scale is composed of a combination of Prevue personality trait scales that are displayed in Prevue Selection and other Prevue reports. One might say therefore that a composite scale is a recipe comprised of portions of personality traits.
2. The other three scales in Approach to Work are referred to as "Aspects of Assertiveness" as they are all derived from the Submissive vs. Assertive personality scale that is exhibited in Prevue Selection and other Prevue reports.

The Prevue major and minor personality scales that are considered in Prevue Selection and other Prevue reports are trait scales that describe a candidate's personality traits or characteristics from which we infer certain behaviors. Composite scales, on the other hand, are a combination of personality traits that examine particular work subjects or situations which are significant to effective performance in most jobs.

Prevue Scoring



The assessment results collected from a very large sample of the general working population, when graphed, produces a bell shaped curve shown in the above diagram. The bell curve is divided into standard tenths ('stens') and the percentage of the population that will score on each sten is shown in the diagram.

Approximately 16% of the population will have sten scores in the 1-3 ranges and 16% in the 8-10 ranges. The other 68% will score in the middle ranges 4-7.

Example: A score of 9 in the Compensation Preference scale shown above would indicate that the candidate was more inclined to be paid by way of commission than 93% (the sum of the percentages for sten 1 to 8) of the general working population.

Part 2 - Approach to Work

This section of the report identifies Mary Sample’s scores on each of the Approach to Work Scales followed by an explanation of the significance of each score.

You may occasionally observe what appear to be conflicts between the description of a score on a trait scale in the Prevue Selection or other reports and the description of a candidate’s score on an Approach to Work composite scale. This apparent conflict arises out of the fact that there are several Prevue trait scales being considered in each composite scale and that the scale descriptions for the more significant components of the composite scale can appear to conflict with the description of the score on the composite scale.

Generally, scores and descriptive text for the composite scales should take precedence where there is an apparent conflict with the description of a score on a trait scale, because composite scales are examining very specific aspects of job performance and are able to take relationships between scales into account. Also, composite scales usually have higher coefficients of reliability than individual trait scales.

For more information on the Approach to Work scales and their relationship to the personality trait scales utilized in Prevue Selection and other Prevue reports, please see Understanding Approach to Work Scales.

		1	2	3	4	5	6	7	8	9	10	
Focus on Work	Works to Live							7				Lives to Work
Compliance	Questioning						6					Compliant
Leadership Style *	Democratic						6					Commanding
Compensation Preference	Fixed Salary								8			Commission/ Bonus
Approach to Listening *	Sympathetic						6					Controlling
Approach to Risk Taking	Careful									9		Daring
Preference for Change	Likes Routine								8			Likes Change
Approach to Conflict *	Accommodating						6					Forceful
Approach to New Ventures	Cautious						6					Optimistic
Task vs. Person Focused	Task Focused				4							Person Focused
Self vs. Relationship Focused	Self Focused	1										Relationship Focused

* See Aspects of Assertiveness

Focus on Work

WORKS TO LIVE (1) vs. LIVES TO WORK (10):

The Focus on Work scale provides information on the importance of work to Mary Sample.

Some see work as a means to an end, while others define themselves by their work. Mary takes pride in professional accountability, putting a significant emphasis on work compared with other activities. The candidate is not so zealous as to let career precede all aspects of life, but will try to get the job done even if this inconveniences friends and family. Leading a full social and business life, Mary may sometimes be overextended, but the social skills developed in leisure activities should translate well to business.

1	2	3	4	5	6	7	8	9	10
						7			

Compliance

QUESTIONING (1) vs. COMPLIANT (10):

The Compliance scale indicates the most likely behavior regarding acceptance of an employer's rules and procedures.

Mary Sample usually prefers to stay within guidelines and only rarely takes chances that require deviating from established procedures. While generally avoiding breaking rules, this practical candidate will sometimes bend rules and improvise. Competent for routine work and repetitive tasks, Mary can also adapt to varied assignments and often responds well to both explicit directives and indirect cues for workplace behavior. Prolonged or extreme job stress will cause tension, but the candidate is likely to follow protocol for dealing with most situations.

1	2	3	4	5	6	7	8	9	10
					6				

Compensation Preference

FIXED SALARY (1) vs. COMMISSION/BONUS (10):

The Compensation Preference scale identifies whether Mary Sample is more motivated to work by a secure salary or by performance-based remuneration.

Mary Sample enjoys striving for performance-based remuneration, but also likes having some regular income. A modest salary with a good bonus or commission plan should suit the candidate well. If most of the compensation is steady income rather than profit-sharing or performance-based earnings, Mary will need support to accept this. Given the excitement of incentive-based pay, the candidate will always find ways around obstacles but will not risk things of real importance.

1	2	3	4	5	6	7	8	9	10
							8		

Approach to Risk Taking

CAREFUL (1) vs. DARING (10):

This Approach to Risk scale is measured from 1 for avoidance of risky behavior to 10 for willingness to engage in risk.

Mary Sample is somewhat inclined to be daring and impulsive, occasionally without considering the consequences of actions. The candidate tends to believe that "the end justifies the means," and may be less concerned about the downside of actions or decisions. Mary is probably a confident person with good social skills, which are vital assets in business. The candidate's venturesome behavior could add creative impetus to reaching corporate goals.

1	2	3	4	5	6	7	8	9	10
								9	

Preference for Change

LIKES ROUTINE (1) vs. LIKES CHANGE (10):

All workplaces change. Change is lower and slower in structured settings with a steady rate of fixed routines. It is higher and faster in dynamic environments with a swift pace of variable tasks. This scale shows the level of change that supports optimal performance for Mary Sample.

Mary is well suited for a flexible system with varying demands that occasionally require prompt responses. The candidate can also do many ordinary tasks, especially if there is latitude for ingenuity. Faced with personnel replacements, reorganization, downsizing, or expansion, Mary tends to be proactive. The candidate will usually maintain performance while working through unexpected developments.

1	2	3	4	5	6	7	8	9	10
							8		

Approach to New Ventures

CAUTIOUS (1) vs. OPTIMISTIC (10):

This scale distinguishes those who approach new ventures or issues with caution from those who approach new ventures with optimism. Because Mary Sample is largely enthusiastic about new ventures, the candidate generally sees the business world as having more opportunities than dangers. Mary tends to react reasonably quickly to problems and will consider new methods to boost performance and productivity. Mary realizes, however, that singular actions can have negative consequences. As a result, the candidate must be convinced that new practices are timely and effective.

1	2	3	4	5	6	7	8	9	10
					6				

Task vs. Person Focused

TASK FOCUSED (1) vs. PERSON FOCUSED (10):

An employee's focus may range from the inanimate factors of the current assignment to the human aspects of the people doing the work. This scale shows where Mary Sample is most often focused when performing a task.

With slightly more focus on task than people, Mary will be moderately concerned with getting the job done while still interacting well with the team. The candidate will readily participate in team activities when projects are being developed and implemented. Mary's best asset is staying attentive to teamwork to support the overall team performance.

1	2	3	4	5	6	7	8	9	10
			4						

Self vs. Relationship Focused

SELF FOCUSED (1) vs. RELATIONSHIP FOCUSED (10):

A team member's work focus ranges from a wholly internal view (looking only at themselves) to a fully external view (considering relationships with others on the team). This scale shows where Mary Sample is most likely to be focused when working with a team.

Mary has a mainly internal focus, emphasizing self-created plans rather than exploring others' views. The candidate is inclined to develop personal tactics and make them a high priority. Employees with extreme self-focus can be edgy and somewhat unruly, but they are usually purposeful and determined to do well. Mary's decisions are often based on evidence (rather than intuition or the opinions of others) and are derived from answering questions such as "Where will I get the resources?" or "After I reach this goal, what is my next move?". The candidate likely prefers job roles that offer personal latitude and recognize individual merit.

1	2	3	4	5	6	7	8	9	10
1									

Aspects of Assertiveness

SUBMISSIVE (1) vs. ASSERTIVE (10):

This personality scale influences a person's response to the following important work situations or circumstances:

1	2	3	4	5	6	7	8	9	10
1					6				

LEADERSHIP STYLE - DEMOCRATIC (1) vs. COMMANDING (10):

Leadership Style is measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding Leadership Style.

Mary Sample is a well-balanced leader with a slight inclination to be explicit and directive. In a crisis, the candidate can take command and make certain that the team knows what must be done and when. On the other hand, when a gentle approach is needed, the candidate will excel as the "guide on the side" with a completely democratic style.

APPROACH TO LISTENING - SYMPATHETIC (1) vs. CONTROLLING (10):

The Approach to Listening scale is measured from 1 for a person who is an exceptionally sympathetic listener to 10 for a person who tends to dominate a conversation.

Mary Sample tends to be enthusiastic about particular ideas but still leaves room for others to express theirs. Being outspoken and self-confident, the candidate will invite debate and probe for complete understanding of other points of view. In short, Mary is a good listener who may only require some skill enhancement to be really effective at obtaining and analyzing other people's ideas. The candidate could be encouraged to recognize that others' hesitancy to speak out usually indicate shyness, not lack of commitment.

APPROACH TO CONFLICT - ACCOMMODATING (1) vs. FORCEFUL (10):

This scale distinguishes those who avoid conflict by being accommodating from those who are forceful in their approach to conflict.

Mary Sample balances soft skills with a direct approach to conflict. Possessing strong self-confidence, the candidate is efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations Mary should be able to switch easily to a moderate, accommodating style of conflict resolution.

Part 3 - 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.