



prevue[™]
corporate coach

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Coach's Copy

Mary Sample

UNDERSTANDING THIS REPORT

The Purpose of This Report

The Prevue Corporate Coach Report provides information that will assist a Coach in understanding Mary Sample's unique profile. It can also provide the candidate with a better understanding of themselves. The report provides insight into Mary's personality profile and important work related characteristics. It is intended to assist the coaching or mentoring relationship by providing a starting point for meaningful discussion about the candidate's values, needs, and objectives. Furthermore, the report should assist the Coach to ask pertinent questions and provide relative feedback and ideas that are tailored to Mary.

Where Does The Information in This Report Come From?

The information in this report is derived from Mary Sample's responses to the Prevue Assessment. The Prevue Assessment is a psychometric test battery developed in the early 1990's by Prevue HR Systems Inc. under the direction of Dr. David Bartram, one of the world's leading psychometricians. The Prevue Assessment is the cornerstone of a number of established and respected employment and vocational assessment products, including the Prevue Assessment system and the Career Mapper Assessment. Those products have been used to assess more than two million people in North America alone. For more information about the Prevue Assessment, see www.prevueassessments.com.

Recommendation

Both the Coach and the Coaching Candidate should read their copies of this Assessment carefully. We generally recommend the candidate be encouraged to have their Assessment reviewed by a spouse or personal friend. Candidates are often surprised to find that the Assessment presents such an accurate profile.

Total Person Description

Mary Sample

Mary Sample has little interest in working with abstract information and data. While none of the candidate's preferences are marked, Mary is moderately inclined to work with people and with material objects. Mary is equally likely to solve problems through interaction with others or through direct hands-on action, preferably involving tools or machinery.

Mary Sample is intensely competitive and requires a high level of individual recognition. While this individual can enjoy team work, especially if they are the leader, they may have difficulty in situations that demand close cooperation. Mary handles most confrontation easily and enjoys making decisions. The candidate is assertive and usually direct in saying what they think, but Mary will compromise to maintain harmony in the workplace.

Mary Sample is an original and innovative thinker. As far as Mary is concerned, the rules are subject to interpretation and unforeseen developments are more likely to stimulate than intimidate. Therefore, this individual will often seek new ways to solve problems rather than follow established methods. Although preferring to act spontaneously, Mary is reasonably well organized and tidy. The candidate can make plans and work in a controlled manner, but they are not upset if they have to abandon those plans to cope with unexpected events. Mary is stimulated by new developments and a changing work environment.

Mary Sample enjoys the company of other people and can be troubled by extended periods of solitude. Most people will find this individual to be friendly and personable. Mary is quick to talk to others and enjoys their attention. While the candidate can listen effectively when concentrating, their instinct is to be the one doing the talking. Mary's enthusiasm is a tremendous advantage when presenting ideas. Though conversational and outgoing, Mary is also self-reliant and does not require constant social interaction. In a group setting, the candidate will occasionally command attention, but Mary is also comfortable as a quiet observer.

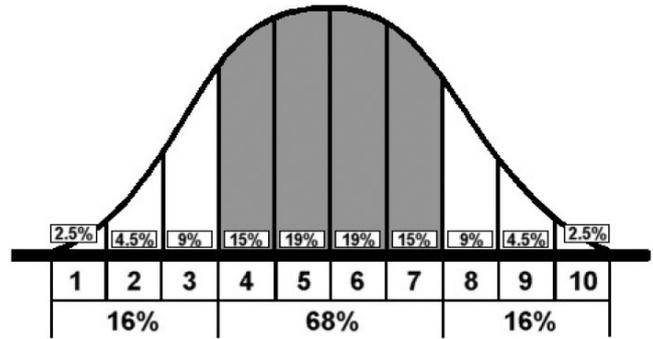
Usually calm and unruffled, Mary Sample will be upset by prolonged stress or exceedingly demanding tasks. In these conditions, this individual will be irritable, although they will strive to regain their composure. Because the candidate finds it difficult to trust others, they are easily embarrassed and particularly sensitive to anyone trying to take advantage of them. Mary may take setbacks personally, and because of these attitudes, may not be objective and rational if involved in a personal dispute. The candidate will likely worry about the demands of a high pressure job. Mary will be tense when stressed and may find it hard to unwind after the work day ends.

The components of this Total Person Description are graphically displayed on the next page.

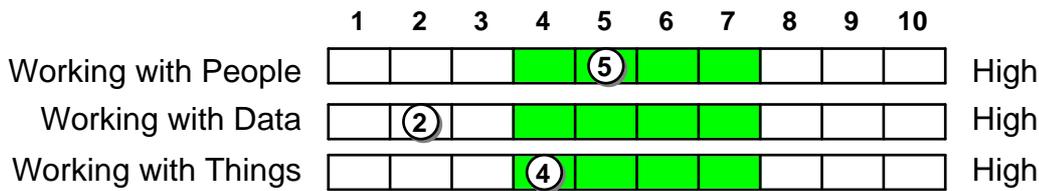
Total Person Description

Mary Sample

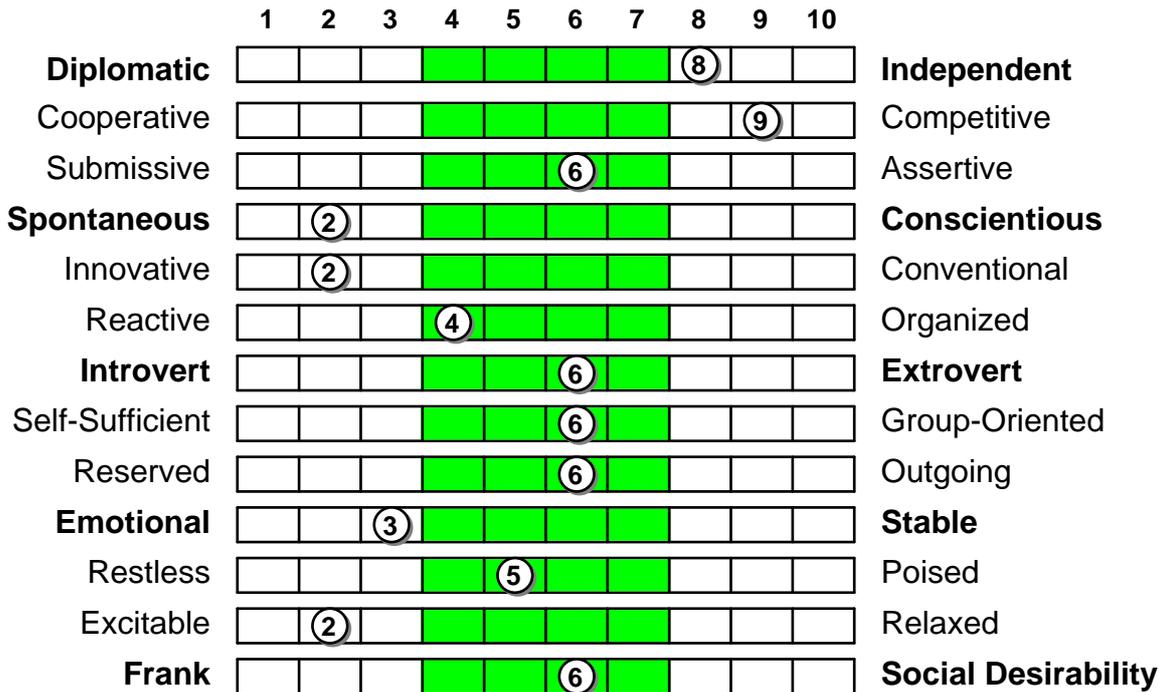
When graphed, the assessment scores collected from a large sample of the population produce a bell-shaped curve as shown in the diagram to the right. The bell curve can be divided into ten equally wide dimensions called "standard tenths" or "stens". The 1 to 10 scoring scale is used throughout the Prevue Corporate Coach Assessment. Approximately 16% of the population will have sten scores in the 1-3 ranges and 16% will have scores in the 8-10 ranges. The other 68% will score in the middle 4-7 ranges.



Motivation/Interests



Personality



Each of the personality and interest dimensions displayed above are examined in more detail in the next section of the report and describe Mary Sample's Individual Characteristics.

Individual Characteristics

Mary Sample

This section of the report provides more detailed information on each of the interests and personality dimensions shown on the preceding graph. First is a review of Mary Sample's responses to three recognized interest scales: working with people, working with data, and working with things. This is followed by an examination of twelve personality dimensions which are based on four established major personality scales: independence, conscientiousness, extroversion, and stability (ICES). These major scales provide a measure of the overall structure of personality. Each of the major scales is supported by two related minor scales that provide a richer description of personality. The examination of the personality scales is followed by a social desirability scale which checks for consistency in the responses to the questions in the personality section. For more information on the origin and development of the interests and personality scales, see www.prevueassessments.com.

Working With People

Mary Sample will likely focus on tasks that require less work with people or more detached relations with others. Although unlikely to avoid social contact, Mary is inclined to downplay interpersonal relations. This slightly below average interest in people is a positive factor for solitary work and remote social contact. If key tasks require face-to-face contact with people, building up the candidate's moderate interest in others would increase the candidate's job satisfaction.

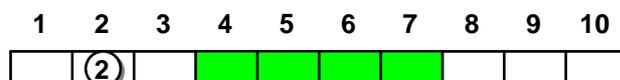
COACH'S TIP: You may want to explore how Mary perceives work. The candidate may view social contact at work as less important than solitary effort. If so, coaching might be as simple as helping the candidate to appreciate personal contact as a vital part of the job. You may want to model social interest to encourage this in Mary. If strong interest in working with people is required, Mary could be advised to study group dynamics, body language, and active listening.



Working With Data

Mary Sample is only slightly interested in working with data. This could be an advantage if peers or clients share the candidate's low concern for information. Being disinclined to work with data, Mary may find job scheduling, detailed paperwork, and record maintenance to be onerous chores.

COACH'S TIP: If the job requires work with data, you might want to investigate Mary's lack of enthusiasm for information. The avoidance of data-related chores may be due to the candidate needing updating in information management. If so, you could recommend a course in logic as this is a more stimulating approach to data gathering and analysis. Similarly, training in file management and data structures would help Mary to keep orderly statistics and accounts. On the other hand, you may find that the candidate only needs technical or clerical support to give more attention to administrative duties.



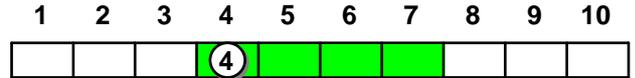
Individual Characteristics

Mary Sample

Working With Things

Mary Sample is moderately interested in working with machinery, tools, and equipment. This could be an advantage in that the candidate will be inclined to delegate hands-on work and will be left free for more thoughtful tasks.

COACH'S TIP: You may want to offer Mary training in the mechanical aspects of any equipment that might have to be used in presentations, seminars, or other aspects of the job. If taking a leadership role in the use of computer tools, the candidate will benefit from thorough training to build confidence and proficiency. You may find that Mary's lack of enthusiasm for tools is due only to insufficient training and a need for complete understanding of the overall assignment.



Diplomatic / Independent

Mary Sample tends to act independently. With a strong determination to win and to reach goals, the candidate is often ready to argue for a their own point of view. Holding convictions firmly, Mary can be skeptical of debate. This may lead subordinates to view the candidate as hard-headed, but Mary still believes in team effort and will not knowingly alienate others. Although ambitious, Mary can be considerate of others and is therefore entirely competent if applying the right trait at the right time.

COACH'S TIP: Because Mary can be hard-driving and determined, you may want to focus on specific abilities - such as listening skills and goal setting - to ensure the most effective use of Mary's will to win. The candidate may particularly need support when leading a team of a highly competitive subordinates. If so, you may want to encourage Mary to further develop diplomatic skills.



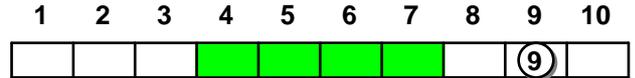
Individual Characteristics

Mary Sample

Cooperative / Competitive

Mary Sample identifies as a very competitive, goal-oriented person. The candidate plays to win and hates to lose. Mary strives for success and may seem to have minimal concern for others. These traits are invaluable in meeting deadlines or leading a fractious team.

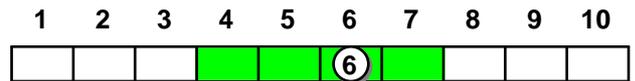
COACH'S TIP: If Mary has the perception of competing with subordinates, the candidate's will to win may be counter-productive. You might consider training that preserves this need to succeed while encouraging the candidate to be more cooperative. In addition, if warranted, you could work on Mary's soft skills to improve listening and negotiating techniques, as well as goal setting for the group rather than the individual.



Submissive / Assertive

Mary Sample is both self-assured and tactful. Although tending to promote the candidate's own views, Mary will yield to others when that is the best course. Business problems sometimes require an individual to stand one's own ground, and Mary will usually do so.

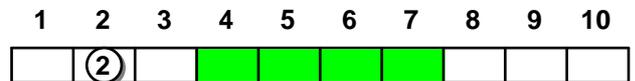
COACH'S TIP: While Mary's views may be sufficiently democratic, if a particular assignment calls for extreme tact you may want to focus on the value of the candidate's moderately compliant nature. Similarly, if a project calls for strong leadership, you could consider advanced assertiveness training to strengthen Mary's confidence in resolving conflict.



Spontaneous / Conscientious

Mary Sample is very comfortable in an unstructured environment. Flexible and responsive to change, the candidate should be creative in crisis management, but may not cope as well with mundane tasks. Mary tends to prefer unorthodox work habits.

COACH'S TIP: Being markedly spontaneous, you may find that Mary is tempted to disregard corporate policies or procedures. If this behavior becomes counter-productive, you could offer self-help materials on impulse control. Similarly, if you perceive that the candidate's unorthodox work habits are tending to sloppiness, you might conclude that training in planning and time management would be beneficial.



Individual Characteristics

Mary Sample

Innovative / Conventional

Mary Sample is unusually innovative and flexible, believing that rules can be interpreted loosely. The candidate will seek new solutions to problems rather than following traditional methods. While this can be a good approach to many problems, appearing overly casual about guidelines or regulations may detract from Mary's leadership ability.

COACH'S TIP: If Mary works in a highly structured environment, you may want to reinforce the value of due process and the importance of company procedures and policies. Alternatively, if Mary is in a fast-paced, ever-changing job with few guidelines, you may only need to act as a sounding board for the candidate's new ideas.



Reactive / Organized

Although fairly well organized, Mary Sample will prefer to react quickly to last minute changes or unforeseen developments. The candidate usually finds the right balance between administrative tasks and professional objectives, but may be inclined to focus on the overall picture and overlook details.

COACH'S TIP: If Mary's slightly above-average reactivity could lead to problems, you might advise a course in situational management. Also, journal-keeping and advanced time management could be used to increase the candidate's nearly-average organizational skills. Alternatively, if the role demands an extreme level of reactivity, you may want to encourage this trait with brainstorming, open discussion, and other creativity exercises.



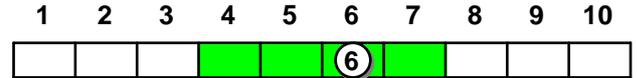
Individual Characteristics

Mary Sample

Introvert / Extrovert

Mary Sample is moderately extroverted and enthusiastic about being with people, yet also values working alone. The candidate can contribute easily to social interaction and most likely has above-average interpersonal and communication skills. For the most part, Mary will balance the need for companionship with the need to work alone.

COACH'S TIP: Mary's people skills are likely to be good for most interactions, but if the candidate will have to deal with frequent and possibly emotionally-charged meetings, you could consider a short course in facilitation. Alternatively, if Mary has many repetitious or mundane tasks requiring solitary effort, you could try reinforcing the importance of commonplace work and advise scheduling techniques that will allow varying the time and sequence of administrative duties.



Self-Sufficient / Group-Oriented

Although self-sufficient enough to work alone, Mary Sample likely prefers varying tasks in a lively environment. When setting goals, the candidate will probably be more motivated to reach corporate objectives. Without the recognition of the group, however, Mary may be less inclined to give full effort in detailed work.

COACH'S TIP: If required to do monotonous and/or exacting tasks in isolation, Mary may need your support to develop more autonomy and tolerance for repetition. However, if the candidate usually works with others in an open plan setting, you may find that this average appreciation of teamwork can be readily increased by studying group dynamics and role recognition. Also, scheduling additional working lunches and informal meetings could enhance Mary's people skills.



Individual Characteristics

Mary Sample

Reserved / Outgoing

Outgoing and talkative with a sociable person, Mary Sample can still hold back and be quiet when dealing with co-worker who is "strictly business." While able to handle most routine tasks well, Mary probably prefers some variety and challenge in assignments. Generally, the candidate will be cautious about taking risks and will not rely exclusively on their own judgement.

COACH'S TIP: If many of Mary's tasks require restraint and formality, you can readily build on this inclination to be reserved, but the candidate will likely need less support for ad hoc assignments. If you think that Mary should develop a more forceful leadership style with greater tolerance for risk, you might want to advise an Outward Bound type of endurance course.



Emotional / Stable

Sometimes wary of new people and new situations, Mary Sample's latent skepticism can be an advantage, making the candidate hard to fool. Unfortunately, Mary may suffer more than others when faced with adversity. While seeming to take mishaps in stride, the candidate could be hiding sensitivity.

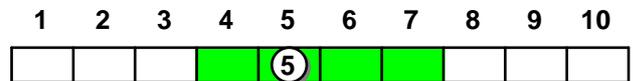
COACH'S TIP: Mary may cope well with most on-the-job problems, but if the candidate appears to be having difficulty with job stress, you might consider auto-suggestion to build confidence, stress management, and physical exercise to ease tension.



Restless / Poised

Although Mary Sample may be upset by prolonged stress or exceedingly demanding tasks, the candidate is generally composed. If involved in a personal dispute, Mary will strive to remain objective. While this is exemplary behavior in most situations, there are times when this lack of belligerence could work against the candidate.

COACH'S TIP: If Mary seeks your assistance, you encourage being more alert to other's motives. However, if Mary needs an even higher degree of self-control, you might want to advocate stress and anger management courses.



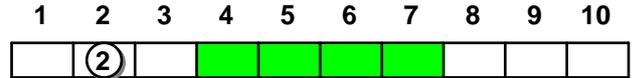
Individual Characteristics

Mary Sample

Excitable / Relaxed

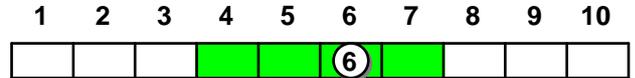
In stressful situations, Mary Sample can be anxious and excitable. If others do not share this sense of urgency, the candidate could become suspicious and agitated, but will strive to keep a business-like attitude. Mary will work better if not exposed to long periods of high pressure.

COACH'S TIP: If Mary asks for your help with controlling anxiety, you might recommend relaxation techniques, stress management, and trust exercises.



Social Desirability

The candidate describes themselves as being well aware of social rules and expectations and generally conforming to them. The candidate has presented a frank and fair picture of themselves in this assessment.



Approach To Work

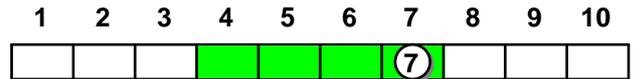
Mary Sample

This section of the Prevue Corporate Coach Report provides information on your response to a number of work related subjects or situations. Each of the Approach to Work scales is derived from one or a composite of the personality scales reviewed in the Total Person and Individual Characteristics sections of this report. The information in this section should provide a better understanding of your natural approach to several significant work situations or requirements that are experienced in various types of employment.

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 Ms. Sample.

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



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, Mary Sample generally sees the business world as having more opportunities than dangers. She tends to react reasonably quickly to problems and will consider new methods to boost performance and productivity. She realizes, however, that singular actions can have negative consequences. As a result, Mary Sample must be convinced that new practices are timely and effective.



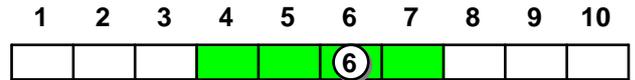
Approach To Work

Mary Sample

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.

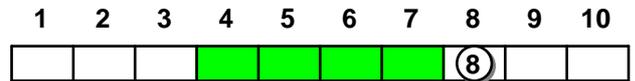
Mary Sample is a well-balanced leader with a slight inclination to be explicit and directive. In a crisis, she can take command and make certain that the team knows what must be done and when. On the other hand, when a gentle approach is needed, she will excel as the "guide on the side" with a completely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



Preference for Change

LIKES ROUTINE (1) VS. LIKES CHANGE (10):- This scale identifies where Ms. Sample fits in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

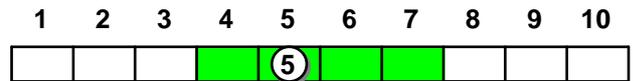
Mary Sample usually enjoys change and values innovation. Given mundane tasks, she will look for new ways to deal with routine work. She prefers to take control of events and will react proactively to new trends. She may tend to seek change for its inherent excitement, rather than because it is necessary.



Approach to Conflict

FORCEFUL (1) VS. ACCOMMODATING (10):- This scale distinguishes those who are forceful in their approach to conflict from those who avoid conflict by being accommodating.

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



Approach To Work

Mary Sample

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.

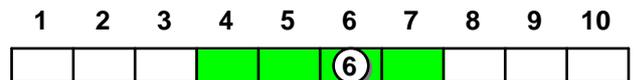
Mary Sample enjoys striving for performance-based remuneration, but she also likes having some regular income. A modest salary with a good bonus or commission plan should suit her well. If most of her compensation is steady income rather than profit-sharing or performance-based earnings, she will need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



Approach to Self Promotion

RELUCTANT (1) vs. ASSURED (10):- People who score 1 on this scale are reluctant to put themselves forward while those who score 10 are extremely assured.

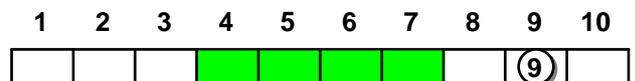
Often willing to present her own ideas or products, Mary Sample is generally successful at selling herself. When she is reluctant to put herself forward, this hesitation comes not from lack of commitment but more likely from concern about her audience. Thorough preparation and, if necessary, rehearsal would build her confidence and help her to do her best work.



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 her actions. She tends to believe that "the end justifies the means," and may be less concerned about the downside of her actions or decisions. She is probably a confident person with good social skills, which are vital assets in business. Her venturesome behavior could add creative impetus to reaching corporate goals.



Approach To Work

Mary Sample

Approach to Listening

CONTROLLING (1) VS. SYMPATHETIC (10):- The Approach to Listening scale is measured from 1 for a person who tends to dominate a conversation to 10 for a person who is an exceptionally sympathetic listener.

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



Validity

Mary Sample

The rules for identifying patterns of responses in the Personality Section of the Prevue Assessment which might be "invalid" include systematic, but non-meaningful response patterns, omissions and excessive use of the "B" answer option. Systematic, but non-meaningful response patterns occur when the distribution of the responses differ from the norm and are considered unusual. The omission rule occurs if more than three responses are omitted in a given scale, making the results appear more average than they are. The "B" answer rule is affected by the total number of "B" responses selected. The candidate had the choice of an "A", "B", or "C" response for every question in the Personality Section of the Prevue Assessment. The second option, the "B" choice, is always an unsure or in-between answer.

The total number of "B" responses chosen for this report was: 6

This number of "B" choices is within acceptable levels and the results of the Personality Section of this report had meaningful response patterns. Therefore the data presented in this Prevue Corporate Coach report can be considered accurate and reliable.