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Assess Advantage

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**Mary Sample
Manager**

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Report Design Options Selected for this Report

Report Family: Screening & Selection

Type: Selection Report

Scope: Interests & Personality (IP)

Format: Comprehensive (from choice of Comprehensive, Summary, Interview or Graph)

Style: Other (from choice of Management, Sales, Customer Service or Other)

Prevue Assessments presented in this report:

- ▶ Prevue Interests Assessment that examines three scales of occupational Interests/Motivations
- ▶ 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

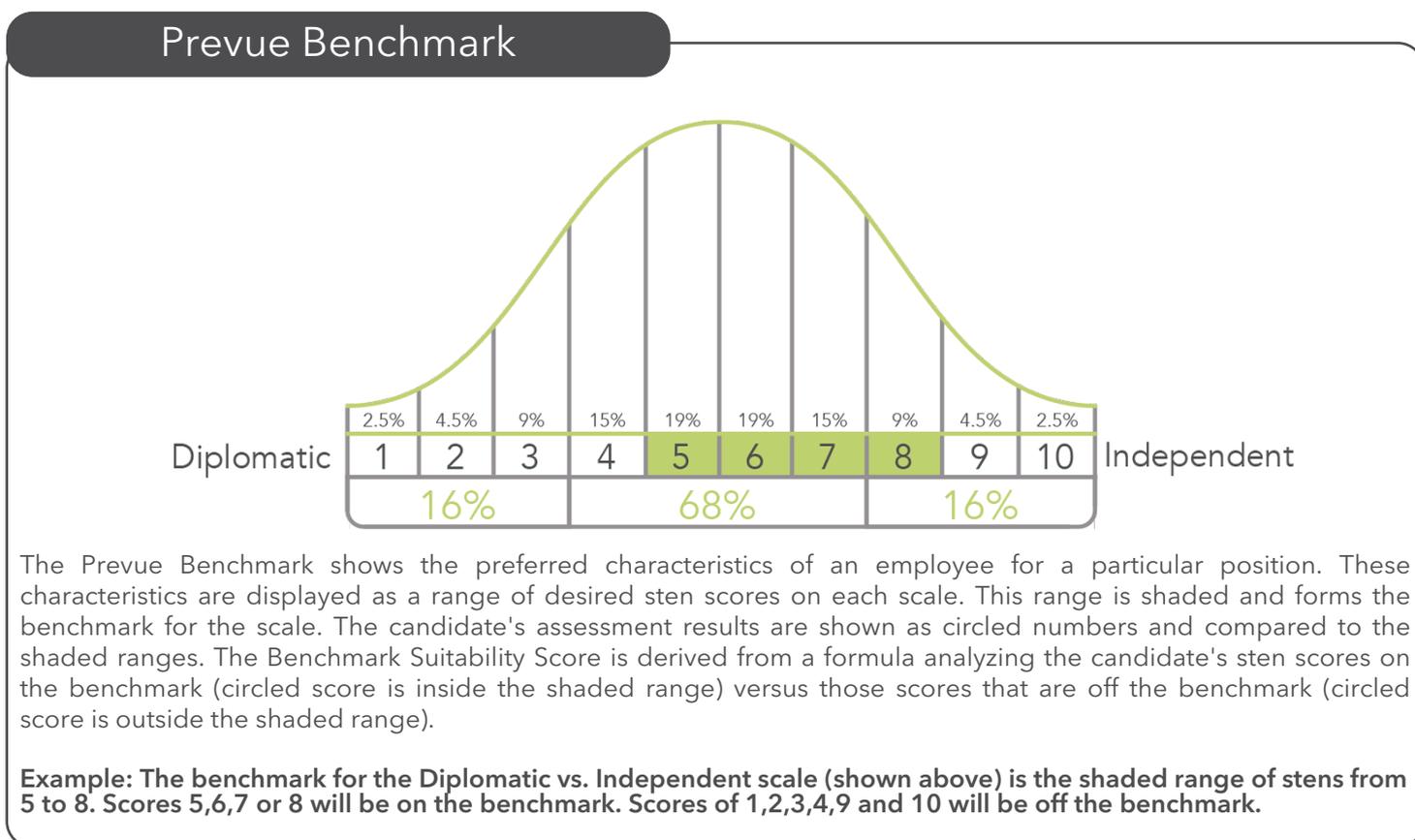
Part 1 - Understanding this Report

Introduction

This Selection Report describes Mary Sample’s suitability for the Manager position at Assess Advantage. The information in this report comes first from reviewing the scores on each of the scales of the Prevue Assessments that were completed by Mary Sample and second from comparing those scores to the Prevue Benchmark for the position. Both the scores on the Prevue Assessments and the comparison of those scores to the Prevue Benchmark are exhibited graphically in the Prevue Results Graph in Part 2.

Prevue Assessments

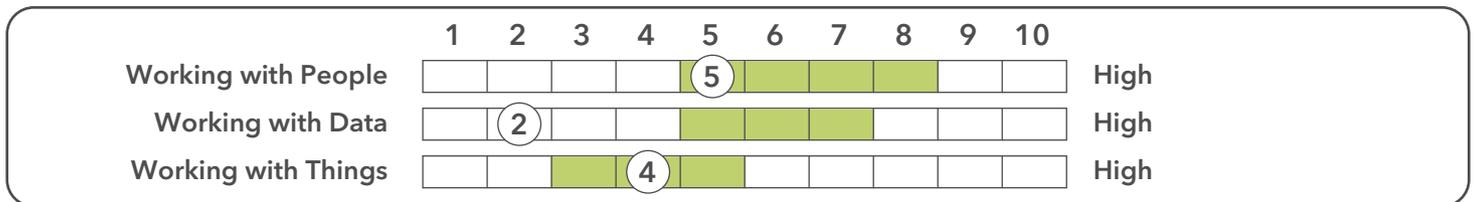
The Prevue Results Graph shows Mary Sample’s ‘sten’ score on each of the Prevue Assessments scales considered in the report. A sten score is a candidate’s score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard tenths (‘standard tenths’ is shortened to ‘sten’) for the Diplomatic vs. Independent Personality Scale. The diagram also shows the percentage of the general working population that will typically score in each sten.



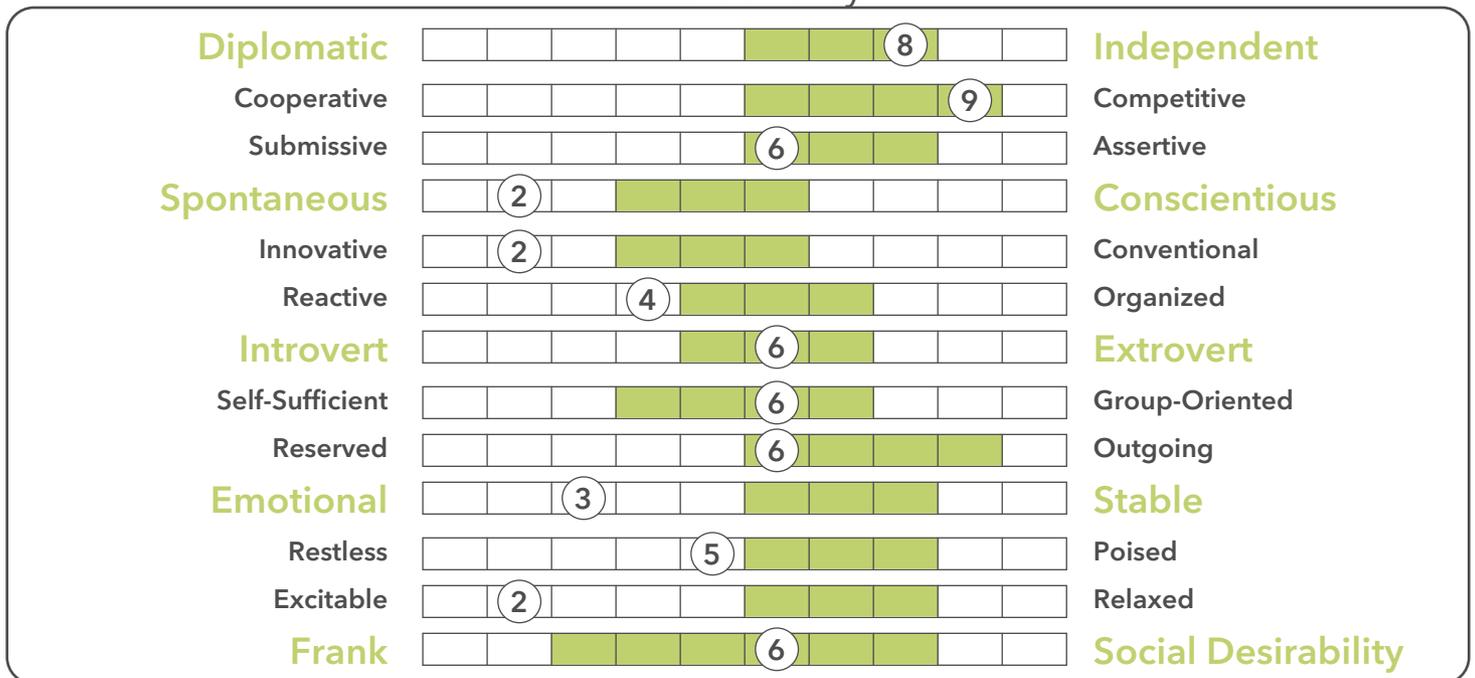
Part 2 - Prevue Results Graph

Mary Sample's scores are shown in the circled numbers on each of the Prevue scales presented below. The Prevue Benchmark for the Manager 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 a shaded range is off the benchmark.

Motivation/Interests



Personality



Benchmark Suitability Score

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

Note: Mary 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.

71%

Part 3 - Total Person Description

The Total Person Description provides an overview of Mary Sample compared to the general working population. This profile is derived from the scores shown on the Prevue Results Graph.

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.

Interview Guide

Part 4 - 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 Manager 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 Mary Sample's score did not fall on the benchmark for the position.

You should customize the interview questions as needed for this position at Assess Advantage. **You may wish to take a copy of Part 4 to have it available for the interview.**

Scores off the Benchmark

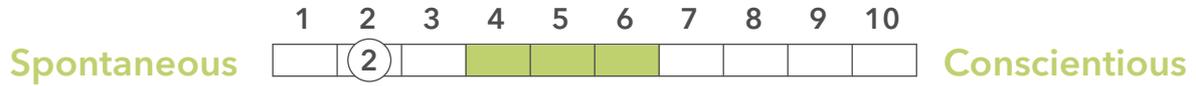
Mary's scores fell off the Benchmark for the following scales. This indicates that the candidate could encounter challenges in these areas. Review each score description set out below and consider the suggested interview questions. The more distant the score is from the benchmark for a scale, the more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



People like Mary Sample usually avoid jobs where they have to spend a lot of time dealing with figures, statistics, or accounts.

1. What types of problems are difficult for you?
2. Please describe how you check the accuracy of your work.
3. Describe the systems that you have introduced to your job.

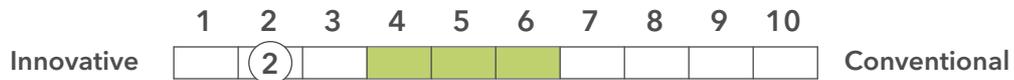
Your Comments:



Mary Sample is likely to be flexible and responsive to situations as they arise, and may produce creative and radical solutions to situations.

1. Describe what you have done in the past to make your job easier.
2. Explain the circumstances in which you have felt it necessary to overlook some policies or procedures because they got in the way of reaching a goal.
3. Your preference is to reach a solution in the quickest possible way. Describe a situation where this has been ineffective in meeting your goals.

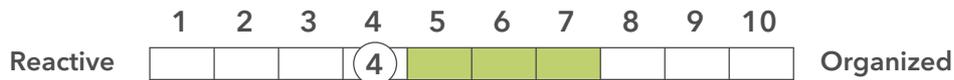
Your Comments:



The candidate sees themselves as innovative and flexible.

1. Do you see yourself seeking new ways to solve work-related problems rather than following the traditional methods? Describe how your experiences have shown this approach to be more productive.
2. Please explain what you do to make sure things don't get overlooked.
3. You describe yourself as creative and impulsive. Provide an example of the most unique solution that you have developed for a problem.

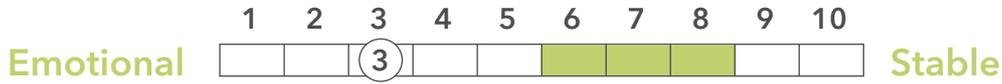
Your Comments:



The candidate regards themselves as a reasonably reactive person, capable of responding to spontaneous and unpredictable events.

1. How do you complete your planned activities when you are interrupted?
2. Describe the last situation where a deadline was not met because your day simply got out of control.
3. How much paperwork was there in your last job? Describe how you kept it organized.

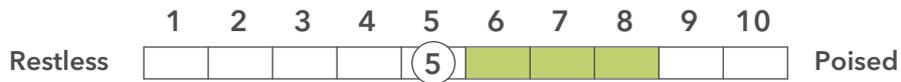
Your Comments:



Mary Sample is likely to be someone who is hard to fool, and is consequently somewhat suspicious of new people and new situations.

1. Describe how you feel about dealing with new on-the-job situations.
2. Everybody experiences adversity or setbacks on the job. Explain how you reacted to the most recent example of this.
3. How do you know when to trust someone?

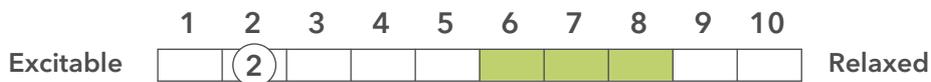
Your Comments:



Mary Sample has a degree of sensibility to feelings and emotions.

1. Describe a typical workplace situation that would irritate you.
2. What caused the last disagreement you had with a boss?
3. Describe how you remain calm while dealing with a irritated coworker.

Your Comments:



On the whole, the candidate see themselves as a rather emotional, often anxious person.

1. When you feel the effects of a stressful meeting with your supervisor, how do you relieve the pressure?
2. Describe the coworker behavior or complaints that cause you anxiety.
3. What was your favorite work environment? Why?

Your Comments:

Part 5 - Individual Characteristics

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

Working With People

Mary shows an average level of interest in work that involves dealing with people. Mary is likely to prefer employment that involves contact with others. However, the candidate is unlikely to want interaction with other people to be the major function of their work.



Working With Data

Mary indicates having a below-average level of interest in working with data. Individuals like the candidate usually avoid jobs where they spend time analyzing or compiling and computing figures, symbols, statistics, and accounts.



Working With Things

Mary expresses a slightly below-average level of interest in work that deals with inanimate objects, such as machinery, tools, or equipment. Such people are likely to be comfortable in handling goods or equipment, but would not see that interest being central to their work.



Diplomatic / Independent

Mary tends to act independently. The candidate has a strong determination to control, win, and to reach goals, as well as a willingness to argue and debate their point of view. Mary can be skeptical and hard-headed at times.



Cooperative / Competitive

The candidate describes themselves as a very competitive, goal-oriented person. Although such people have a strong personal need to win, they seldom participate as part of a team.



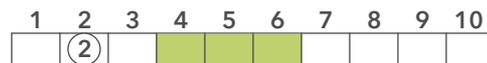
Submissive / Assertive

You will find that, depending on the situation or the people involved, Mary can be assertive and outspoken. In groups the candidate may promote herself as the leader.



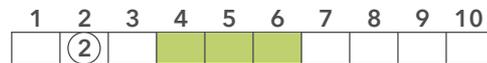
Spontaneous / Conscientious

Mary is a spontaneous and innovative individual who works well in changing situations. The candidate is adaptable and responsive to circumstances as they arise, and will provide creative and yet sometimes radical solutions. Mary may appear disorganized at times.



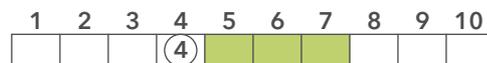
Innovative / Conventional

People such as Mary are likely to see new ways to solve problems and are not bound by traditional methods. An unconcerned attitude toward rules and guidelines allows them to be very flexible when reaching solutions. They are innovative and enjoy change.



Reactive / Organized

Mary prefers to focus on the overall picture rather than deal with the fine details. The candidate does some degree of planning, yet remains capable of responding to spontaneous events.



Introvert / Extrovert

Individuals like Mary show moderate levels of enthusiasm and liveliness, contributing to social interaction without drawing undue attention to themselves.



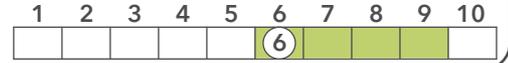
Self-Sufficient / Group-Oriented

Mary is a person who enjoys the company of others, but who also needs time to be alone. These needs are fairly evenly balanced, and the candidate is happiest working in situations where there is a moderate amount of contact with other people.



Reserved / Outgoing

Mary can be talkative and outgoing, and prefers some variety in work. The candidate likes to choose the situations in which they will take center stage, as they are comfortable in the company of others. However, they do not seek constant attention from others.



Emotional / Stable

Mary tends to be suspicious of new people and wary of new situations, and is unlikely to be easily misled. The candidate may not easily accept adversity and setbacks. When under pressure, Mary can become anxious, sometimes reacting with irritation.



Restless / Poised

Such people can remain calm and poised in the face of unpleasant circumstances, yet at times have a tendency to become upset and to take things personally.



Excitable / Relaxed

Mary is a rather excitable and anxious person who is wary and cautious of others. Such people find it difficult to cope with high levels of pressure without becoming tense and anxious. It is best that the candidate avoid work situations that will likely have prolonged periods of high pressure.



Social Desirability

The candidate describes themselves as someone who is usually considerate. Such individuals are aware of social rules and expectations.



Part 6 - 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.