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Fairwinds Training & Development

Assessment Taken:
2/2/2007

Assessment Printed:
6/4/2019

Mary Sample Sample

Table of Contents

Report Design Options Selected for this Report

Report Family: Screening & Selection
Type: Selection Report
Scope: Abilities, Interests & Personality (WNSIP)
Format: Comprehensive (from choice of Comprehensive, Summary, Interview or Graph)
Style: Management (from choice of Management, Sales, Customer Service or Other)
Prevue Assessments presented in this report:

‣ Prevue Abilities Assessments that examine four cognitive Abilities scales
‣ 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
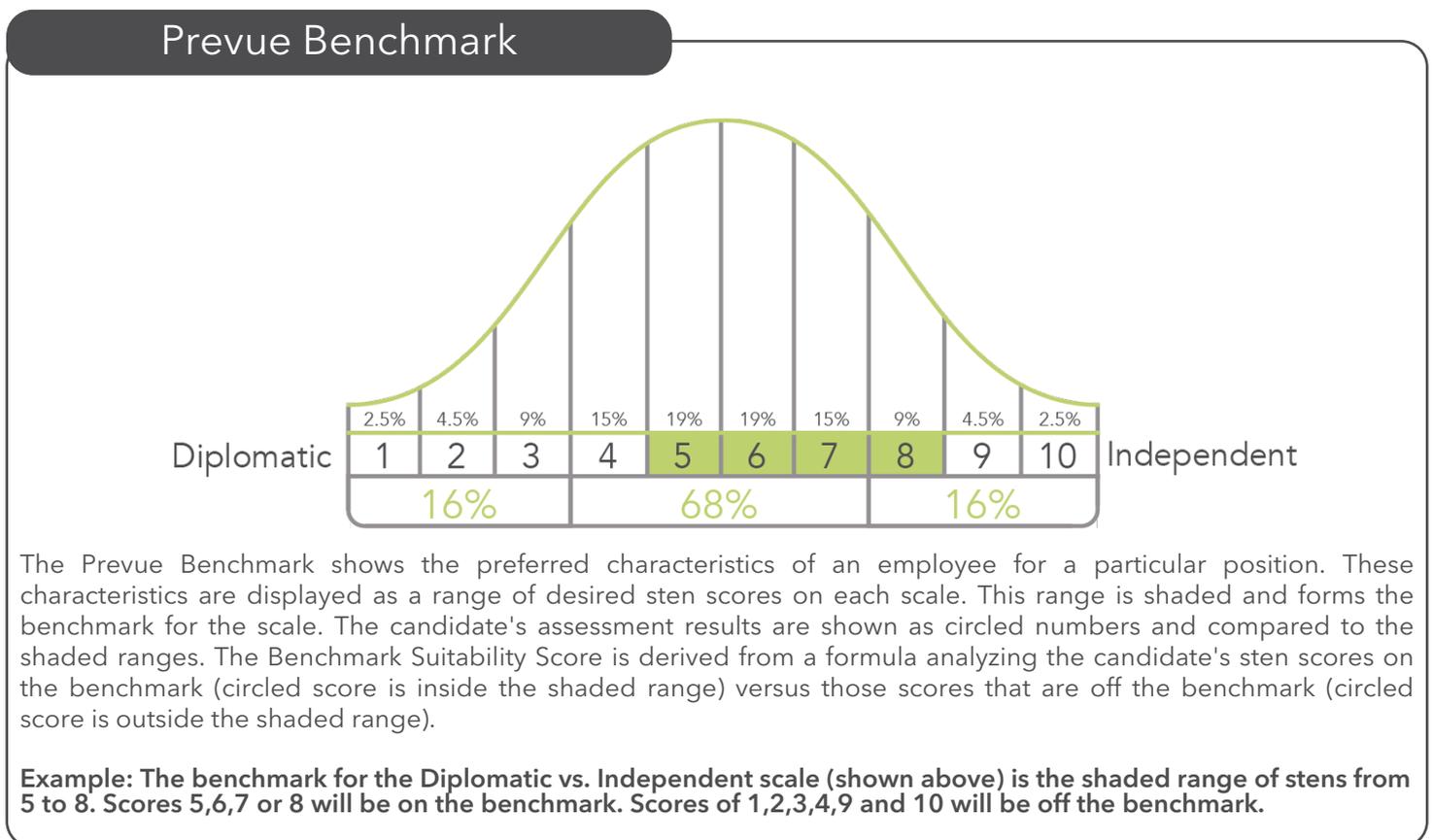www.prevuehr.com

Part 1 - Understanding this Report

Introduction

This Selection Report describes Mary Sample's suitability for the Sample position at Fairwinds Training & Development. 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.
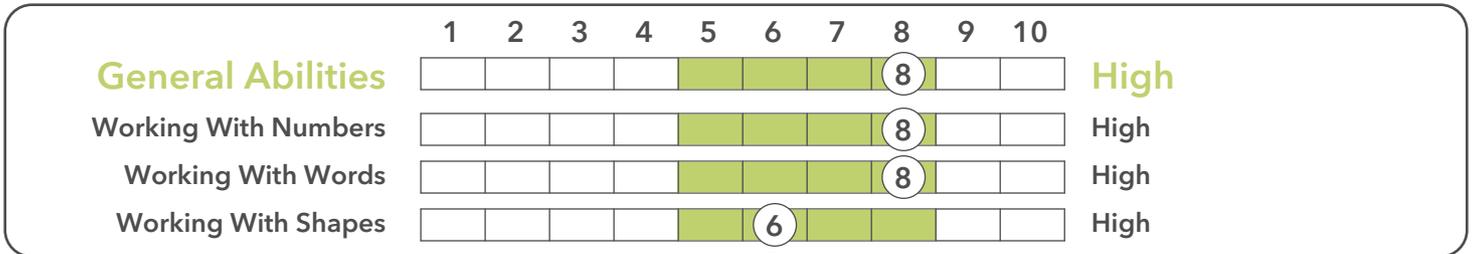
Prevue Assessments

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.

Prevue Benchmark

2.5%	4.5%	9%	15%	19%	19%	15%	9%	4.5%	2.5%

Diplomatic | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Independent

16%   68%   16%

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.
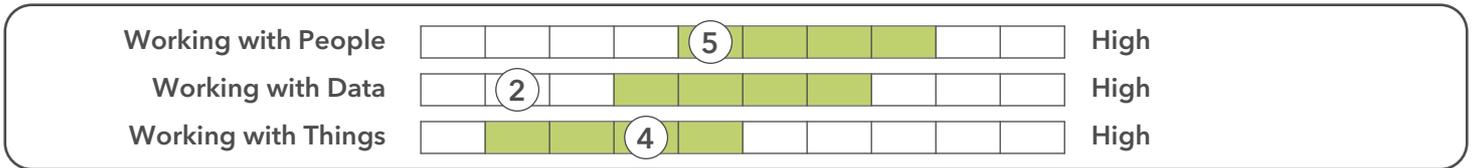
Part 2 - Prevue Results Graph

Mary Sample's scores are shown in the circled numbers on each of the Prevue scales presented below. The Prevue Benchmark for the Sample 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.
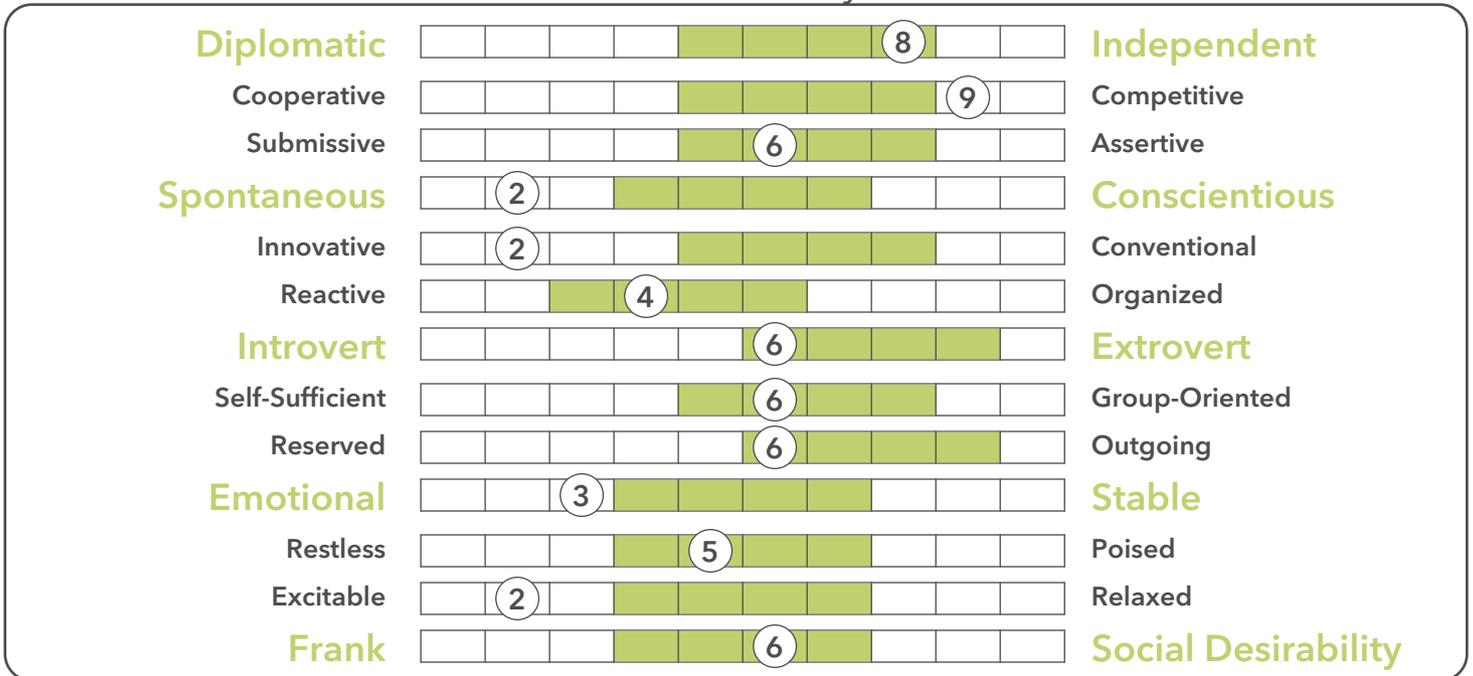
Abilities

	1	2	3	4	5	6	7	8	9	10	
General Abilities								⑧			**High**
Working With Numbers								⑧			High
Working With Words								⑧			High
Working With Shapes					⑥						High

Motivation/Interests

Working with People					⑤						High
Working with Data		②									High
Working with Things				④							High

Personality

Diplomatic								⑧			**Independent**
Cooperative									⑨		Competitive
Submissive						⑥					Assertive
Spontaneous		②									**Conscientious**
Innovative		②									Conventional
Reactive				④							Organized
Introvert						⑥					**Extrovert**
Self-Sufficient						⑥					Group-Oriented
Reserved						⑥					Outgoing
Emotional			③								**Stable**
Restless					⑤						Poised
Excitable		②									Relaxed
Frank						⑥					**Social Desirability**

Benchmark Suitability Score

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

82%

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.

Ms. Mary Sample has superior verbal and numeric skills, and above average spatial skills. Assignments that involve reading and writing will be easy for her. She should excel at any kind of paperwork and creating written material. She is also well able to do challenging numeric assignments such as designing complex spreadsheets and advanced data tables. She is almost as proficient in tasks that require mental manipulation of shapes and objects. These could include reading blueprints, interpreting graphs, and following moderately difficult diagrams.

Overall, Mary Sample has superior, versatile skills. She should learn quickly and perform well at almost any task in the workplace.

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

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

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

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

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

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 Sample position. Use the available candidate information plus this report to structure the interview and make the best 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 Fairwinds Training & Development.**You may wish to take a copy of Part 4 to have it available for the interview.**

Scores off the Benchmark

Mary Sample'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.

	1	2	3	4	5	6	7	8	9	10	
Working with Data		②									High

People like Ms. 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. Illustrate how you have used a computer in previous management position.

Your Comments:

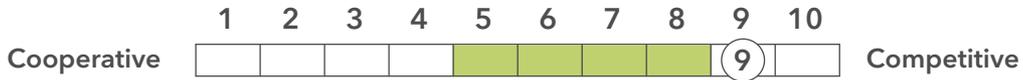_____

_____

_____

_____

	1	2	3	4	5	6	7	8	9	10	
Cooperative									⑨		**Competitive**

Ms. Sample plays to win and will tend to be a bad loser.

1. Describe a situation where your need to win did not demonstrate appropriate team work.
2. What goals have you set for yourself? How about for your department? Explain how these two plans can work together.
3. Please recall a management situation when your competitive nature became counter-productive.
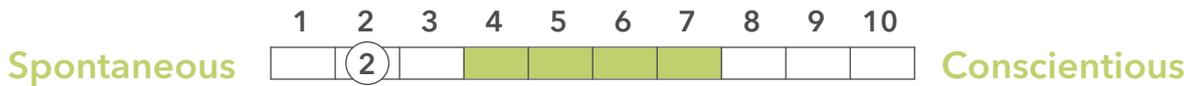
Your Comments:

_____
_____
_____
_____

	1	2	3	4	5	6	7	8	9	10	
Spontaneous		②									**Conscientious**

Ms. 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 where you have felt it necessary to overlook some policies or procedures because they got in the way of reaching a team goal.
3. Your preference is to reach a solution in the quickest possible way. Describe a situation where this has been effective in reaching your team's objectives.
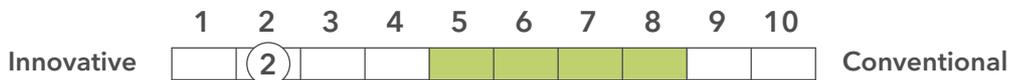
Your Comments:

_____
_____
_____
_____

	1	2	3	4	5	6	7	8	9	10	
Innovative		②									**Conventional**

Ms. Sample sees herself as innovative and flexible.

1. Do you see yourself seeking new ways to solve employee problems rather than following the traditional methods? Describe how your experiences have shown that this approach is more productive.
2. Please explain what you do to make sure things don't get overlooked during your busy workday.
3. You describe yourself as creative and impulsive. Provide an example of using this creativity to resolve an employee complaint.

Your Comments:

_____
_____
_____
_____

	1	2	3	4	5	6	7	8	9	10	
Emotional			③								**Stable**
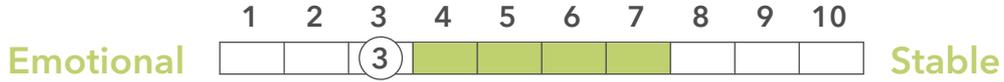
Ms. Sample is likely to be someone who is hard to fool and consequently somewhat suspicious of new people and new situations.
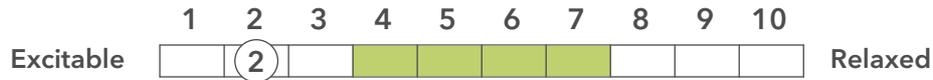
1. Describe how you feel about meeting new and difficult situations.
2. Everybody experiences adversity or setbacks on the job. Explain how you reacted to the most recent example of this.
3. Explain, by example, what qualities you look for when beginning to work with a new employee.

Your Comments:

_____
_____
_____
_____

	1	2	3	4	5	6	7	8	9	10	
Excitable		②									**Relaxed**

On the whole Ms. Sample sees herself as a rather emotional, often anxious person.

1. Describe how you handle the effects of a stressful staff supervisory situation.
2. Discuss the employee behavior or complaints that cause you to become anxious.
3. What was your favorite supervisory 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 Sample's strengths for the Sample position. Scores that are two or more stens off the Prevue Benchmark for any scale highlight prospective areas of challenge for this candidate and should be addressed in the interview.

General Abilities

Ms. Sample has scored in the higher range, which indicates a speed and accuracy typical of the top one-third of her fellow employees when handling information, reasoning and problem solving. Her learning speed is very quick and she will absorb new information with little difficulty. Ms. Sample's ability to reason will not be affected should her duties regularly change.

1	2	3	4	5	6	7	8	9	10
							⑧		
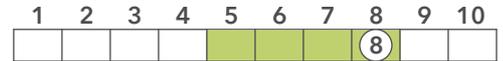
Working With Numbers

Mary Sample has a high capacity for numerical reasoning. This indicates that she can reason with both speed and accuracy when dealing with information derived from simple numbers.

1	2	3	4	5	6	7	8	9	10
							⑧		
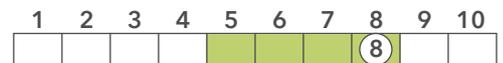
Working With Words

This score in working with words indicates a level of competence in the written language that is extremely proficient. In fact, Mary Sample ranks in the top third of the employees in the work force in accuracy and learning speed.

1	2	3	4	5	6	7	8	9	10
							⑧		

Working With Shapes

Ms. Sample has an average capacity for working with spatial material when compared to others in the general adult working population. Her speed and accuracy in using spatial material indicates that she is as able as most adult workers to deal with information that involves thinking about and manipulating shapes and objects.

| 1	2	3	4	5	6	7	8	9	10
					⑥				

Working With People

Ms. Sample shows an average level of interest in work that involves dealing with people. She is likely to prefer employment that involves contact with others. However, she is unlikely to want interaction with other people to be the major function of her work.

1	2	3	4	5	6	7	8	9	10
				⑤					

Working With Data

Mary Sample indicates she is a person who has a below average level of interest in working with data. Individuals like Ms. Sample usually avoid jobs where they spend time analyzing or compiling and computing figures, symbols, statistics, and accounts.

1	2	3	4	5	6	7	8	9	10
	②								
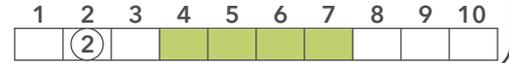
Working With Things

Mary Sample 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.

1	2	3	4	5	6	7	8	9	10
			④						

Diplomatic / Independent

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

1	2	3	4	5	6	7	8	9	10
							⑧		
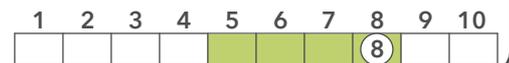
Cooperative / Competitive

She describes herself 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.

1	2	3	4	5	6	7	8	9	10
								⑨	

Submissive / Assertive

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

1	2	3	4	5	6	7	8	9	10
					⑥				
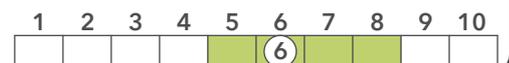
Spontaneous / Conscientious

Mary Sample is a spontaneous and innovative individual, who works well in changing situations. She is adaptable and responsive to circumstances as they arise, while providing creative and yet sometimes radical solutions. Ms. Sample may appear disorganized at times.

1	2	3	4	5	6	7	8	9	10
	②								

Innovative / Conventional

Such people 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.

1	2	3	4	5	6	7	8	9	10
	②								
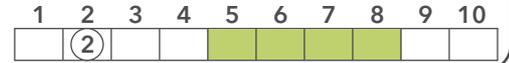
Reactive / Organized

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

1	2	3	4	5	6	7	8	9	10
			④						

Introvert / Extrovert

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

1	2	3	4	5	6	7	8	9	10
					⑥				

Self-Sufficient / Group-Oriented

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

1	2	3	4	5	6	7	8	9	10
					⑥				

Reserved / Outgoing

She can be talkative and outgoing. She would prefer some variety in her work. These people like to choose the situations in which they will take center stage, as they are comfortable in the company of others, but they do not seek constant attention from others.

1	2	3	4	5	6	7	8	9	10
					⑥				
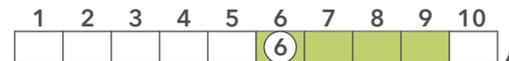
Emotional / Stable

This individual is likely to be someone who is not easily misled. She tends to be suspicious of new people and wary of new situations. She may not easily accept adversity and setbacks. When under pressure, she can become anxious, sometimes reacting with irritation.

1	2	3	4	5	6	7	8	9	10
		③							

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 take things personally.

1	2	3	4	5	6	7	8	9	10
				⑤					
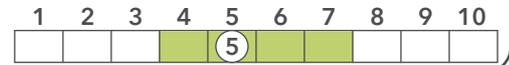
Excitable / Relaxed

Ms. Sample 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 Ms. Sample avoid work situations in which there are likely to be prolonged periods of high pressure.

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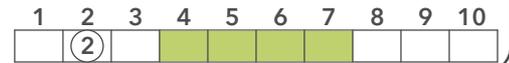
Social Desirability

Mary Sample describes herself as someone who is usually considerate. Such individuals are aware of social rules and expectations.

1	2	3	4	5	6	7	8	9	10
					⑥				

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.