



Assessments Online



prevueTM
approach to work

ASSESSMENTS ONLINE

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John 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 John 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

Introduction

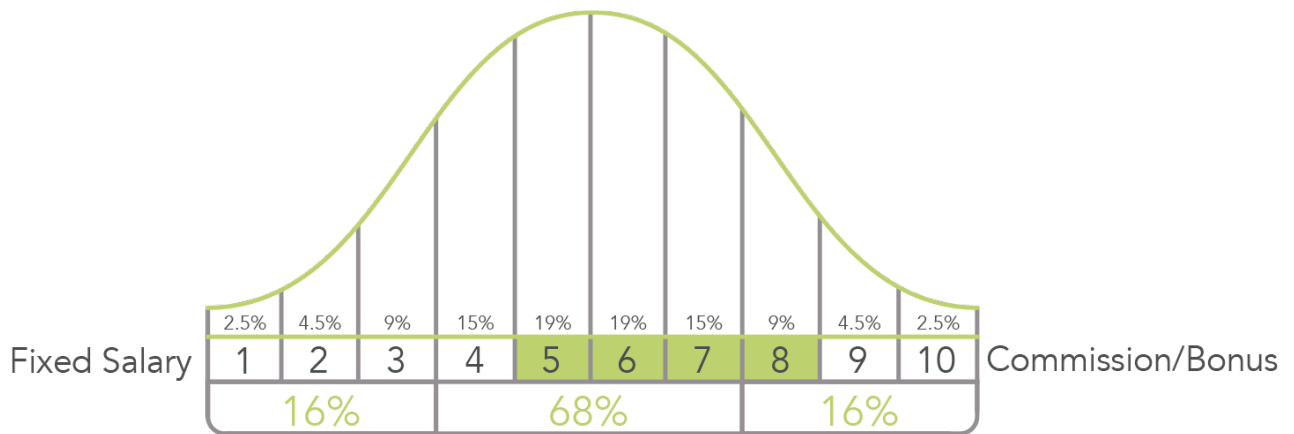
This report provides information on John Sample's approach or response to a number of work-related subjects. The information is provided to assist management in gaining a better understanding of the candidate to support selection and development decisions. The Approach to Work Report will help to answer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

Approach To Work Scales

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. The candidate's scores on the Approach to Work scales should provide a better understanding of the candidate's natural approach to several significant work situations or requirements that are experienced in most types of employment.

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

Introduction

This section of the report provides information on John Sample's 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 Prevue Personality Scales.

A manager can use the information provided in this report to understand John Sample's natural approach to several significant work situations or requirements that are experienced in most types of employment.

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

Some see work as a means to an end while others define themselves by their work. John Sample's career is a means to an end, not a defining characteristic of his life. If there is a conflict between home and work, his personal life will often take priority. Home, family and leisure activities are important to him and probably help him to deal with a greater variety of business problems.

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

Compliance

QUESTIONS RULES (1) vs. ADHERES TO RULES (10):

The Compliance scale identifies an individual's inclination to adhere to rules set by an employer and resist the temptation of intentionally engaging in behaviors that are considered to be detrimental to an organization's productivity or workforce attitudes.

John Sample likes variety and challenge, and often prefers a minimally structured work environment. If rules and procedures seem to hinder expediency, this person may question or even disregard some guidelines to achieve goals. John Sample seeks new experiences and will be inclined to tackle work in a personal way rather than following a set protocol or established practice. Completing frequent routine or repetitive tasks may be difficult to tolerate for this person. They tend to improvise, be impulsive, and take risks. John Sample could resent long working hours and may react negatively to heavy pressure. This could include carelessness, moodiness, or disruptive behavior such as finding fault in others. Under heavy stress, John Sample could be less attentive and less motivated to follow the rules than more compliant employees.

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

Compensation Preference

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

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

John Sample enjoys gambling on performance goals, but he also wants some regular income. A modest salary with a good bonus or commission plan should suit him well. If most of his compensation is steady income rather than profit-sharing or performance-based earnings, he will need some support to accept this. While enjoying the excitement of incentive-based earnings, he will not risk things of real importance. He likes the challenge of new ventures as long as he can think things through and be ready for potential problems.

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

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.

Although not given to risky behavior or quick decisions, John Sample will act appropriately in a crisis. He will scrupulously avoid unnecessary risk, particularly if it could lead to accidents, damage or loss. He prefers to refrain from ad hoc solutions but, if matters are pressing, he can react swiftly, even impulsively. Those who value steadiness will like his typically mindful approach. Others, who want quick answers and fast actions, will find his performance satisfactory.

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

Preference for Change

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

This scale identifies where Mr. Sample fits in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

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

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.

John Sample is a well-grounded individual who is inclined to hold some pessimistic views. Although he could be uneasy about voicing negative opinion, he would not hide his concerns. Given his regard for consequences, he will proceed cautiously with new and potentially risky ventures. He recognizes that there are dangers in the business world but it is largely an exciting, rather than hostile, place for him.

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

Task vs. Person Focused

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

This team characteristic scale distinguishes those who focus on the needs of the task or project in hand from those who are focused on their own and their team members' needs.

With more focus on the task in hand than on people, John Sample tends to stay in the background at work. This person enjoys moderate contact with others and needs some variety, but getting the job done is their main concern. Although social interaction may be difficult with new acquaintances and particularly discussing personal topics, John is acceptably communicative and will strive to be objective. This person's best asset for a team is their focus on completing tasks.

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

Self vs. Relationship Focused

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

This team characteristic scale distinguishes those who are self focused from those who are inclined to focus on others on the team.

Driven to succeed, John Sample is apt to focus on self-created plans rather than others' views and relationships. This person will likely develop a personal agenda and make it a high priority. Employees with intense self-focus can be edgy, and somewhat untidy, but they are also creative and can provide strong leadership. John will often think ahead and ask questions such as "Where will I get the resources?" or "When I reach this goal, what is my next move?" Decisions are usually pragmatic, based on evidence and performance. John Sample will prefer job roles that offer personal latitude and reward individual achievement.

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

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
						(7)			

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.

John Sample has a nearly balanced approach to leadership with a moderate inclination to be explicit and directive. In a crisis, he 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, he will function as the "guide on the side" with a more 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.

John Sample tends to be enthusiastic about his own ideas and sometimes leaves little opportunity for others to express theirs. Being outspoken and self-confident, he may well talk for others if they hesitate to speak. Similarly, if peers or subordinates are strident, he may only hear the tone of their words and could miss their meaning. He could be encouraged to develop his active listening skills such as paraphrasing, questioning, and neutral repetition. Setting specific goals to promote more dialogue would increase the involvement and contributions of others.

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.

While John Sample does not lack soft skills, he prefers a direct, even somewhat forceful, approach to conflict. Because he is sure of himself, he is efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations, he should be able to switch to a more 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.