



Assessments Online



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## ASSESSMENTS ONLINE

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**John Sample**  
**Software Engineer/Analyst Programmer**

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## 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](http://www.prevuehr.com)

# Part 1 - Understanding this Report

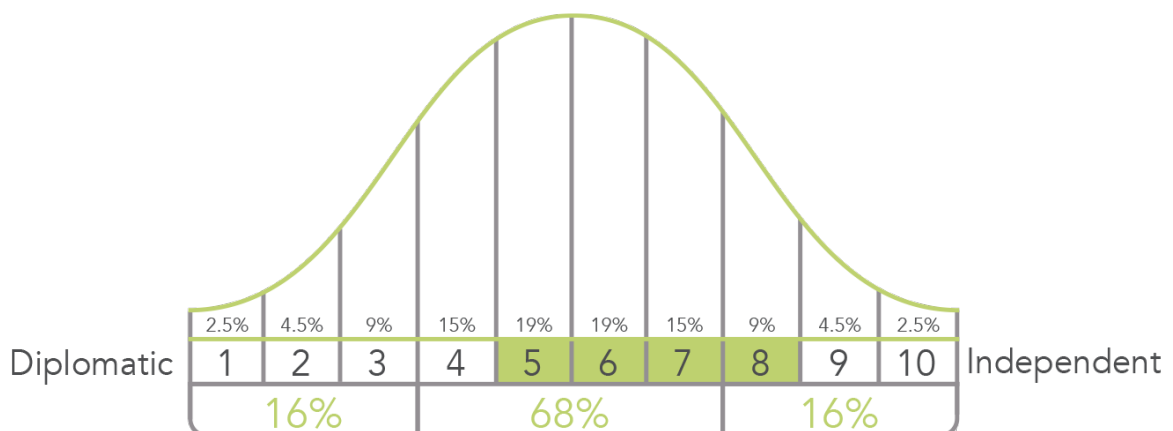
## Introduction

This Selection Report describes John Sample's suitability for the Software Engineer/Analyst Programmer position at ASSESSMENTS ONLINE. The information in this report comes first from reviewing the scores on each of the scales of the Prevue Assessments that were completed by John 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 John 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



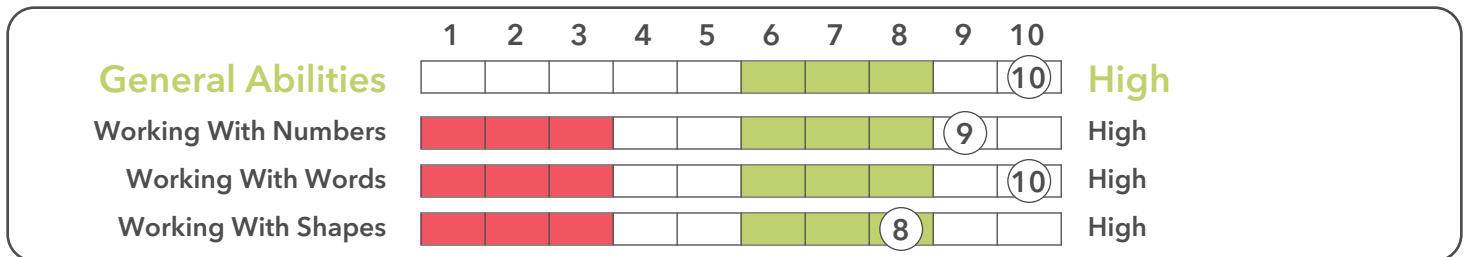
The Prevue Benchmark shows the preferred characteristics of an employee for a particular position. These characteristics are displayed as a range of desired sten scores on each scale. This range is shaded and forms the benchmark for the scale. The candidate's assessment results are shown as circled numbers 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

John Sample's scores are shown in the circled numbers on each of the Prevue scales presented below. The Prevue Benchmark for the Software Engineer/Analyst Programmer 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.

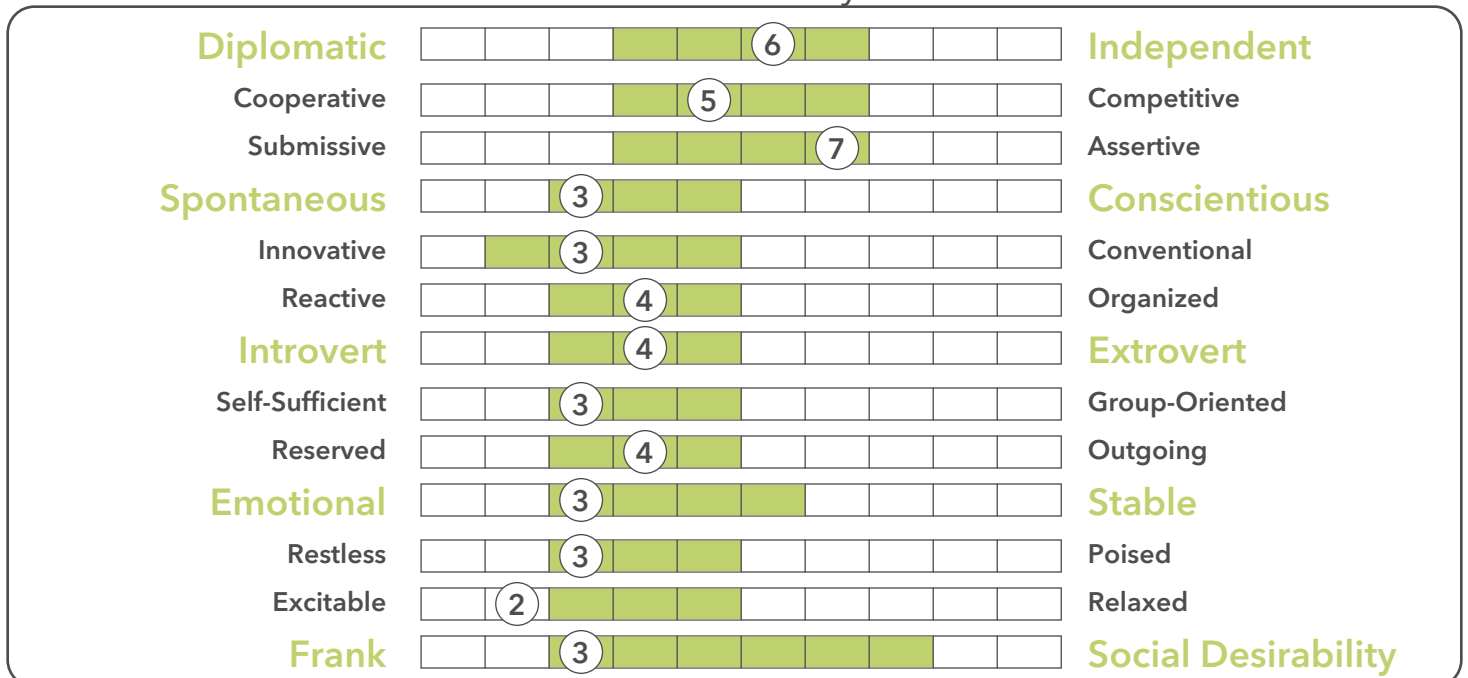
### Abilities



### Motivation/Interests



### Personality



### Benchmark Suitability Score

The Benchmark Suitability Score quantifies John Sample's overall fit to the benchmark for the Software Engineer/Analyst Programmer position.

Note: John 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.

**80%**

## Part 3 - Total Person Description

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

Mr. John Sample has superior verbal, numeric, and spatial skills. Assignments that involve reading and writing will be easy for him. He should excel at any kind of paperwork and written material. He is also well able to do challenging numeric assignments such as creating complex spreadsheets and advanced data tables. He is equally proficient in tasks that require mental manipulation of shapes and objects. He will have no difficulty doing any work requiring visual imagery. He would also be quick to interpret and create multi-use graphs, to follow intricate diagrams, to read blueprints, and to estimate space requirements. These tasks would allow Mr. Sample to make the most of his superb spatial reasoning.

Overall, John Sample has distinguished, versatile skills. He should learn quickly and perform well at almost any task in the workplace.

Mr. Sample has balanced, average interests in working with people, data, and things. He is equally comfortable interacting with other people, collecting and processing information, or working directly with material objects such as tools or machinery. None of his motivations is intense. Consequently, he can function well with or without social contact, and while using either abstract thought or material objects.

Mr. Sample is a good team player, assertive yet still considerate of others. Relationships are important to him, and he sees mutually cooperative efforts as being the most effective. He will put himself forward in some situations but not so far as to compromise team spirit. With appropriate encouragement, Mr. Sample can assume the role of group leader. He can deal with confrontation except in the most extreme cases. He will often be outspoken but, in very competitive situations with new acquaintances, John Sample is more likely to defer to others.

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

While John Sample can work with others, he generally prefers to work alone. For highest productivity, he should work in an orderly fashion in a quiet environment. He is not bored by routine tasks but he prefers some variety. In a group situation, Mr. Sample will work unobtrusively, without drawing attention to himself. With familiar people, he will be conversational and outgoing, but he will rarely seek to be the center of attention.

Stress or unusually difficult tasks will upset Mr. Sample. In these conditions, he will be irritable, but he will soon strive to regain his composure. He may take setbacks personally and criticism of his work must be judicious or else it will be perceived as a personal affront. He will usually be tense under pressure and may find it hard to unwind after the work day ends. Work pressures and demands will worry him and John Sample will not cope well with a demanding, high pressure job.

# 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 Software Engineer/Analyst Programmer 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 John Sample's score did not fall on the benchmark for the position.

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

### Scores off the Benchmark

John 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.



John Sample's very high score is above the benchmark for General Ability. This implies fast, accurate learning with easy acquisition of new skills, prompt reaction to changing business issues, and first-rate processing of corporate information. Challenging work that requires ongoing training, decision-making, and advanced skills is suggested.

1. The Software Engineer/Analyst Programmer position currently offers limited application for your exceptional General Ability. Will this affect your job satisfaction? How will you deal with limited opportunities to work with shapes on the job?
2. Because challenging tasks will be few or infrequent, how will you apply your excellent General Ability?

**Your Comments:**

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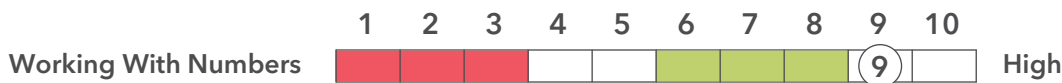
John Sample's score is very high and is on the given benchmark for General Ability. This implies fast, accurate learning with easy acquisition of new skills, prompt reaction to changing business issues, and first-rate processing of corporate information. Challenging work that requires ongoing training, decision-making, and advanced skills is strongly suggested.

Your Comments:

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John Sample is above the given benchmark and shows an excellent ability for Working with Numbers. This is likely to translate to fast, accurate performance for any tasks requiring arithmetic skills and number recognition. These could include budgeting, estimating costs and staffing for projects, effective use of statistics, and trend-spotting based on numeric data. There should be full competence for numerical work in the Software Engineer/Analyst Programmer position.

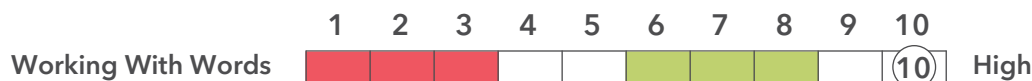
1. The Software Engineer/Analyst Programmer position currently offers limited application for your excellent numerical ability. Will this affect your job satisfaction? How will you deal with limited opportunities to work with numbers on the job?
2. If number tasks are infrequent or not challenging, how will you apply your superior numerical ability?

Your Comments:

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John Sample is above the given benchmark and has outstanding ability for Working with Words. In the top rank of managers for verbal accuracy and learning speed; this candidate is likely to work well with complex written procedures involved in strategic concepts, reports, or instructions. There should be quick identification of critical issues in corporate reports, business policies, and competitor information. This level of ability supports very good proficiency for verbal tasks in the Software Engineer/Analyst Programmer position.

1. The Software Engineer/Analyst Programmer position currently offers limited application for your outstanding verbal ability. Will this affect your job satisfaction? How will you deal with limited opportunities to work with words on the job?
2. If written work is infrequent or not challenging, how will you apply your superior verbal ability?

Your Comments:

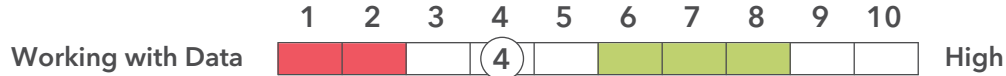
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Mr. Sample indicates he has some interest in working with data.

1. Describe the type of data entry you have done on your current job.
2. Could you describe how you previously checked the accuracy of your employee's work?
3. Describe the frequency with which you researched questions from employees.

Your Comments:

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Mr. Sample expresses some interest in work which deals with inanimate objects such as machinery, tools, and equipment.

1. Describe the equipment that you were required to use in your management function.
2. Describe the most difficult and technical equipment you have used. How has the computer affected your career?
3. Describe the least interesting part of learning new products or equipment.

Your Comments:

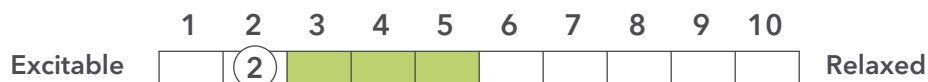
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On the whole Mr. Sample sees himself as a rather emotional, often anxious person.

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:

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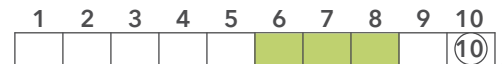
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## Part 5 - Individual Characteristics

The Individual Characteristics descriptions provide more information about John Sample's scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight John Sample's strengths for the Software Engineer/Analyst Programmer 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.

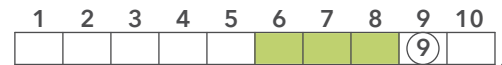
### General Abilities

This score is at the highest level of General Ability. John Sample is quicker and more accurate in reasoning skills than most. He is generally quick to learn and can absorb new information easily. Mr. Sample is likely to be very efficient and able to deal well with change in his working requirements and under conditions of high mental workload.



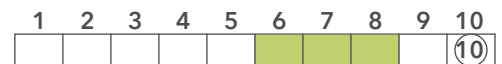
### Working With Numbers

John Sample shows a very high capacity for numerical reasoning when compared with other adults in the general working population. He is quicker and more accurate when reasoning with information derived from simple numbers.



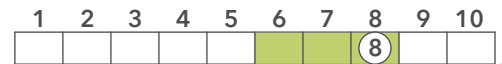
### Working With Words

This score indicates the highest level of ability to use language as a vehicle for reasoning and problem solving.



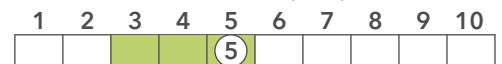
### Working With Shapes

Mr. Sample has excellent reasoning abilities when dealing with information that involves mentally manipulating shapes and objects. He will feel at ease working with plans and diagrams and be able to relate working drawings and schematics to actual objects and products.



### Working With People

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



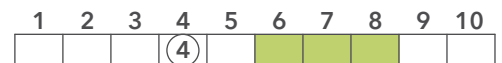
### Working With Data

Mr. Sample has some interest in working with data. Such a person may be able to relate and balance this limited interest in data to those tasks in the job that require working with people or working with machinery and equipment. He would not necessarily feel the need to work with data to form the major part of his job.



### Working With Things

John 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.



### Diplomatic / Independent

Mr. Sample shows balance between a desire to compete and win, and a wish to coordinate team goals. He may occasionally be controversial and argumentative when advancing his own point of view, but in other circumstances will be more concerned with maintaining the team spirit and team effort. Such people are good at getting things done while respecting the needs of those around them.



### Cooperative / Competitive

He describes himself as a person who is both competitive and team-minded. He can work quite well motivating himself, while building team spirit and cooperation. He compromises his need to achieve with the need to maintain relationships.



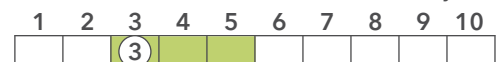
### Submissive / Assertive

Depending on the situation, he can be assertive and outspoken. In groups, Mr. Sample is likely to promote himself as the leader or spokesperson. In disputes, he will tend to affirm his position.



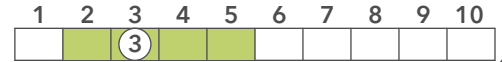
### Spontaneous / Conscientious

He is often a spontaneous and innovative individual, who works well in changing situations. He is flexible and responsive to circumstances as they arise, and will produce creative and unorthodox solutions. As a result, he may be impulsive.



**Innovative / Conventional**

Mr. Sample sees himself as innovative and flexible, with a casual attitude toward the rules. John Sample is likely to seek new ways to solve problems rather than follow traditional methods. He will enjoy change and should operate best in a fast moving and unpredictable work environment.

**Reactive / Organized**

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

**Introvert / Extrovert**

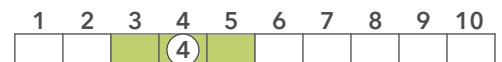
John Sample is often content to work alone. At times he may need an audience to stimulate his ideas. He would rather be in the company of a few close friends rather than part of a large social gathering. He often behaves in a quiet and reserved manner.

**Self-Sufficient / Group-Oriented**

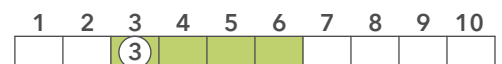
Such people are happy to work on their own and in quiet places, and tend to avoid noisy situations and group activities. They prefer their own company to that of others.

**Reserved / Outgoing**

Although he is comfortable in the company of others, he does not seek their attention. An individual like this can be talkative and outgoing in limited job situations.

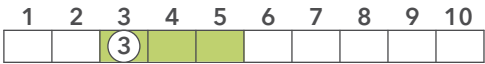
**Emotional / Stable**

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



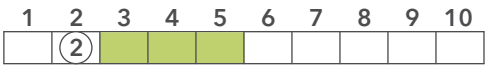
Restless / Poised

Mr. Sample has a degree of sensitivity to feelings and emotions. A person like this may become easily unsettled and irritated, taking criticism personally. However, any irritation and upset is usually short-lived.



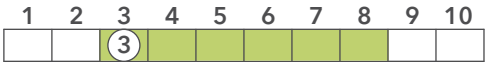
Excitable / Relaxed

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



Social Desirability

Individuals like Mr. Sample are fairly accepting of their own mistakes, and tend not to feel the need to deny them. Given this level of score, there is reason to believe that Mr. Sample has presented a reasonably frank picture of himself on the other scales.



## Part 6 - Approach to Work

### Introduction

This section of the Prevue Selection Report provides information on John Sample's approach to a number of work related subjects that can significantly impact job performance. A manager can use this information to better understand this candidate's natural response to these important work requirements or situations and overall suitability for the Software Engineer/Analyst Programmer position.

Each of the Approach to Work scales addressed in this section is derived from one or a composite of the Prevue Personality scales reviewed in the Total Person and Individual Characteristics sections of this report.

There are no Prevue Benchmarks developed to identify the preferred score ranges on the Approach to Work scales. It is expected the hiring manager will have sufficient understanding of the Software Engineer/Analyst Programmer Benchmark position to know what the position and the company culture requires.

		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 7 - 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](http://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.