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Andrea Sample
Retail Store Manager

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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

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Part 1 - Understanding this Report

Introduction

This Selection Report describes Andrea Sample's suitability for the Retail Store Manager position at AssessAdvantage. The information in this report comes first from reviewing the scores on each of the scales of the Prevue Assessments that were completed by Andrea 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 Andrea 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%			
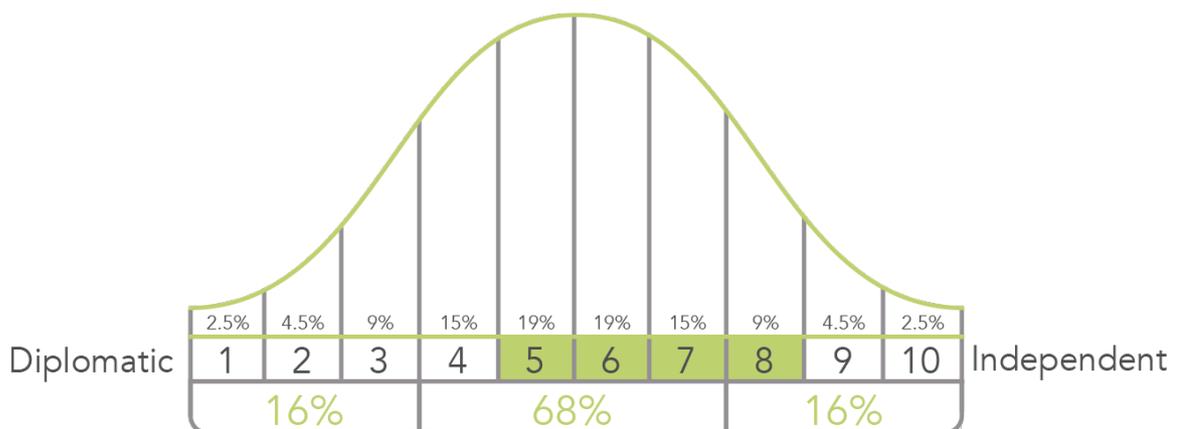
The Prevue Benchmark shows the preferred characteristics of an employee for a particular position. These characteristics are displayed as a range of desired sten scores on each scale. This range is shaded and forms the benchmark for the scale. The candidate's assessment results are shown as circled numbers 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

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

Abilities

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

Motivation/Interests

Working with People					5						High
Working with Data						6					High
Working with Things	1										High

Personality

Diplomatic						6					**Independent**
Cooperative						6					Competitive
Submissive						6					Assertive
Spontaneous	1										**Conscientious**
Innovative	1										Conventional
Reactive			3								Organized
Introvert					5						**Extrovert**
Self-Sufficient					5						Group-Oriented
Reserved					5						Outgoing
Emotional				4							**Stable**
Restless				4							Poised
Excitable				4							Relaxed
Frank					5						**Social Desirability**

Benchmark Suitability Score

The Benchmark Suitability Score quantifies Andrea Sample's overall fit to the benchmark for the Retail Store Manager position.
Note: Andrea 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.

74%

Part 3 - Total Person Description

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

Mr. Andrea Sample has above average skills in both numeric and spatial reasoning, and average skills in verbal reasoning. He is well equipped for challenging numeric assignments and able to work with complex spreadsheets and data tables. He is similarly competent for assignments that involve mental manipulation of shapes or objects. These could include reading blueprints, interpreting graphs, and following moderately difficult diagrams. He would also be good at estimating space requirements and packaging items, storing inventory, and arranging displays. His average ability with words means that common paperwork, most office duties, and written material are within his scope. He should learn most new tasks quickly and only written work will require extra effort. Mr. Sample has good skills and will perform best when his environment and work practices change slowly.

Mr. Sample enjoys collecting, collating, and analyzing data. He sees this as the primary approach to most problems. He has some interest in interacting with other people, mainly to gather more information or to explore ideas in discussion. Working directly with tools, machinery, or equipment has little appeal for him. In fact, any equipment he operates should be relatively simple and reliable, as he is not mechanically inclined.

Mr. Sample is competitive and assertive. While he may be a strong team player, he is likely to want to lead as he enjoys individual recognition. His leadership style is marked by persuasion and encouragement, but he is unafraid of argument and sometimes is willing to take on even controversial issues. In non-threatening situations and with people he knows well, Andrea Sample will be outspoken and he will vigorously promote his own ideas. On occasion, Mr. Sample will use tact and diplomacy to maintain harmony in the workplace.

Andrea Sample is innovative and flexible, believing that rules can be interpreted loosely. He often seeks new ways to solve problems rather than following traditional methods. Being creative and spontaneous, he prefers to react to situations as they develop rather than to make detailed plans. He sees the overall picture rather than focusing on the details, and he is more concerned with getting the job done than how he does it. His workspace is likely to be cluttered and untidy, and he would have to go against his own nature to do well in a structured organization with many rules, tight deadlines, and strict codes of behavior. Mr. Sample enjoys change and a shifting and unpredictable environment.

Andrea Sample is easygoing and companionable, but his need for attention also varies with his mood and the circumstances. With familiar people, he will be conversational and outgoing, and sometimes he seeks to be the center of their attention. At other times, he would rather work anonymously. His desires for privacy and for company are evenly balanced. As a team member, he will contribute readily, but he needs time alone to reflect on his efforts and plan his offerings. Most often, Mr. Sample will work unobtrusively, without drawing attention to himself or his efforts. He is not bored by routine tasks but he prefers some variety.

Although usually calm and not easily flustered, Mr. Sample can be upset by prolonged stress or exceedingly demanding tasks. In these conditions, he will be irritable, although he will strive to regain his composure as quickly as possible. While fairly trusting and open with others, he is sensitive to anyone trying to take advantage of him and he will resist such behavior. His reactions to stress are variable but, in the main, he seems to cope well and even does some of his best work when he is stimulated by adversity.

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 Retail Store Manager 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 Andrea Sample's score did not fall on the benchmark for the position.

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

Scores off the Benchmark

Andrea 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 Words				④							High

With below average ability for Working with Words, Andrea Sample falls below the given benchmark but may still be reasonably competent for many verbal tasks This level of ability usually translates to moderate performance on word recognition tasks such as finding and recording employee names and correcting common spelling errors. However, more time is necessary for processing written information such as new corporate policy and procedures. Advanced tasks, including complicated correspondence and paperwork, require training and support. A good manager will either compensate or delegate to offset weak language skills.

1. When sending a corporate-wide announcement, how do you make sure that spelling and grammar are correct?

2. Consider a new, multipart form to be used for temporary employees. If no training were provided, how would you teach yourself to use the new form?

3. Describe how you read a manual for safety procedures at work.

Your Comments:

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	1	2	3	4	5	6	7	8	9	10	
Working With Shapes							(7)				High
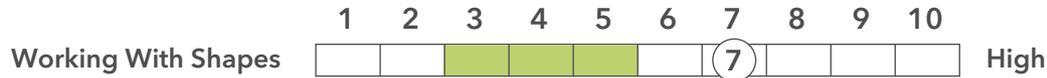
Andrea Sample is above the given benchmark and shows above-average ability for Working with Shapes. This frequently means fast and accurate shape recognition in tasks such as visualizing objects or relating symbols or diagrams to operations. Efficient arrangement of physical objects may also be expected. Exceptional spatial challenges such as using or creating complex diagrams might require training and support.

1. The Retail Store Manager position currently offers limited application for your good spatial ability. Will this affect your job satisfaction? How will you deal with limited opportunities to work with shapes on the job?

2. If work with shapes is infrequent or not challenging, how will you apply your above average spatial ability?

Your Comments:

_____

_____

_____

_____

	1	2	3	4	5	6	7	8	9	10	
Working with People					(5)						High

Mr. Sample describes himself as a person who has some interest in working with others.

1. Describe the type of employee who is the hardest for you to deal with.

2. Often, when working in a busy environment, there are opportunities for conflict. Describe the most recent situation where a disagreement occurred.

3. What part of working with people do you like the most? The least?

Your Comments:

_____

_____

_____

_____

	1	2	3	4	5	6	7	8	9	10	
Working with Things	(1)										High

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

1. What aspects of working with equipment and machines interest you the most?

2. Describe the frequency of your use of copiers, calculators, computers, and other machines.

3. What system do you use to manage your time or the projects under your responsibility?

Your Comments:

_____

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	1	2	3	4	5	6	7	8	9	10	

Spontaneous ①〔　　　▭▭▭　　　〕 **Conscientious**
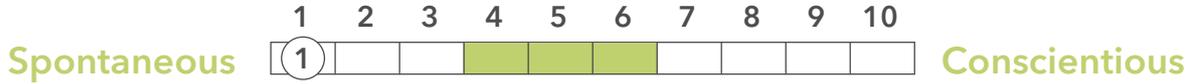
Mr. Sample is likely to be flexible and responsive to situations as they arise and may produce creative and radical solutions to situations.

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:

_____
_____
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_____

	1	2	3	4	5	6	7	8	9	10	

Innovative ①〔　　　▭▭▭　　　〕 **Conventional**
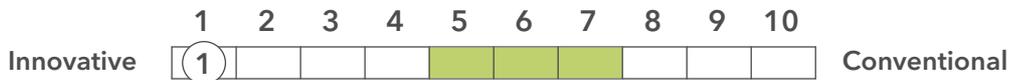
Mr. Sample sees himself as innovative and flexible.

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:

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	1	2	3	4	5	6	7	8	9	10	

Reactive 〔　　③▭▭▭　　　〕 **Organized**
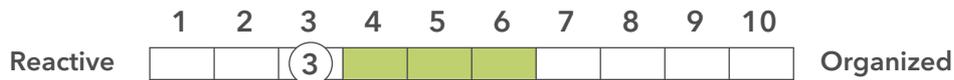
Mr. Sample regards himself as a creative, spontaneous person.

1. You feel you think best 'on your feet'. Recall a day that was totally chaotic that you managed to get through.

2. Describe the paper flow system you recommend to your team that insures things do not get lost or overlooked.

3. Occasionally things get away from all of us and we tend to overlook some planning and/or forget small details. Describe how you determine how much time you should spend on planning.

Your Comments:

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_____

|	1	2	3	4	5	6	7	8	9	10	
Introvert					⑤						**Extrovert**
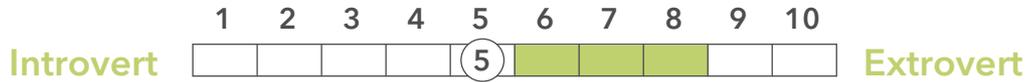
Mr. Sample will contribute socially without drawing too much attention to himself.

1. Describe your preference for the amount of social contact in a work situation.
2. Which aspect of working with others appeals the most to you?
3. Give an example of an employee who never seemed to get to work, typically socializing on the job too much. How did you handle this?

Your Comments:

_____
_____
_____
_____

	1	2	3	4	5	6	7	8	9	10	
Self-Sufficient					⑤						**Group-Oriented**
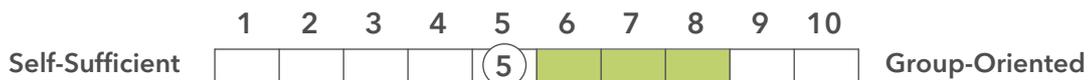
Mr. Sample describes himself as a person whose preference is work on his own, but occasionally enjoys a more stimulating work environment.

1. How often do you meet with each of your people?
2. Describe what you typically do to stay busy during slow periods in the workday.
3. Describe the aspects of working with your employees that you found satisfying. What parts did you find difficult?

Your Comments:

_____
_____
_____
_____

	1	2	3	4	5	6	7	8	9	10	
Reserved					⑤						**Outgoing**
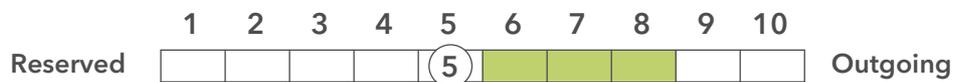
Mr. Sample describes himself as someone who is fairly quiet and reserved, preferring infrequent periods of social contact.

1. Please give me some examples of the techniques you use to motivate your staff.
2. How important were the social aspects of your previous job? Describe where you are likely to initiate contact and conversation in this Retail Store Manager position.
3. Describe the aspects of supervising people that appeal to you the most.

Your Comments:

_____

_____

_____

_____

Part 5 - Individual Characteristics

The Individual Characteristics descriptions provide more information about Andrea Sample's scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight Andrea Sample's strengths for the Retail Store Manager 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

Andrea Sample has a level of speed and accuracy in reasoning and problem solving that indicates he is as able as most other adult workers. He can learn and absorb new information without too much difficulty. He is efficient working in an environment that makes reasonable demands, however, under high levels of mental work load, he may find it difficult to cope.

1	2	3	4	5	6	7	8	9	10
					⑥				

Working With Numbers

Andrea Sample is in the high average range for Numerical Reasoning. This is typical of employees who are skilled and competent in reasoning with information derived from simple numbers.

1	2	3	4	5	6	7	8	9	10
						⑦			

Working With Words

A sten score of four indicates a low average ability for working with words. People with this capacity are likely to be reasonably competent in dealing with written material, and their learning speed could be acceptable. When under time pressure they are more likely to make mistakes.

1	2	3	4	5	6	7	8	9	10
			④						

Working With Shapes

A sten score of seven is in the high average range for spatial ability. Typically this means an enhanced ability to imagine how objects will appear even after they have been rearranged. He should feel at ease working with plans and diagrams and be able to relate working drawings and schematics to actual objects and products.

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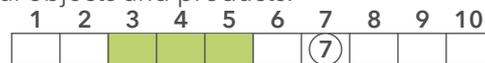
Working With People

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.

| 1	2	3	4	5	6	7	8	9	10
				⑤					

Working With Data

Mr. Sample has some interest in working with data. Such a person will 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.

1	2	3	4	5	6	7	8	9	10
					⑥				

Working With Things

Andrea Sample expresses a low level of interest in work that involves inanimate objects such as machinery, tools or equipment. Such people are not likely to be interested in working with machinery, computers and so on.

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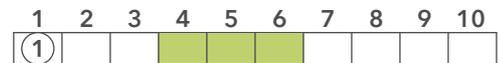
Diplomatic / Independent

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.

1	2	3	4	5	6	7	8	9	10
					⑥				

Cooperative / Competitive

He describes himself as a person who is competitive and plays to win. He is a cooperative team member. Such individuals seek compromise between their own achievements, and the need to maintain relationships with others.

1	2	3	4	5	6	7	8	9	10
					⑥				

Submissive / Assertive

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

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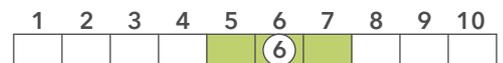
Spontaneous / Conscientious

Expect some measure of chaos as a part of the creativity and flexibility this individual brings to the job. While extremely spontaneous and innovative, Mr. Sample will have little regard for the traditional way of doing things. In fact, he will thrive in a creative, challenging situation, but may be unsuccessful in a highly structured and predictable environment. Such people tend to appear careless and not very well organized.

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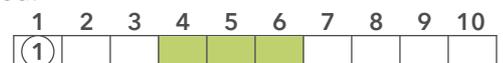
Innovative / Conventional

Mr. Sample sees himself as extremely innovative. He does not feel limited by traditional and accepted methods. Seeing new ways of doing things, he will reach solutions without being restricted by established rules.

1	2	3	4	5	6	7	8	9	10
①									

Reactive / Organized

He regards himself as a spontaneous person who prefers to react to situations as they arise, rather than to plan everything in advance. He likes to focus on the overall picture rather than deal with the fine details, and is more concerned with getting things done. To others, he may appear somewhat disorganized.

1	2	3	4	5	6	7	8	9	10
		③							
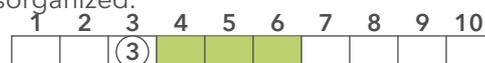
Introvert / Extrovert

Mr. Andrea Sample will compensate for solitary activity by seeking to operate within a group. Although he shows moderate levels of enthusiasm and liveliness, he can contribute to social interaction without drawing undue attention to himself. Mr. Sample will balance his need for companionship with the need to be alone.

| 1	2	3	4	5	6	7	8	9	10
				⑤					

Self-Sufficient / Group-Oriented

While he is someone who occasionally enjoys a stimulating work environment, he requires time to reflect and enjoy his own company.

1	2	3	4	5	6	7	8	9	10
				⑤					

Reserved / Outgoing

Andrea Sample will occasionally choose the situations in which he will take center stage. He can be fairly talkative and outgoing, and will prefer some variety in his work.

| 1	2	3	4	5	6	7	8	9	10
				⑤					

Emotional / Stable

He tends to maintain a general level of acceptance and optimism, but will worry about the consequences of things going wrong, particularly when under pressure. Mr. Sample accepts people only after he is satisfied they are trustworthy. He can react sensitively and emotionally to criticism.

| 1	2	3	4	5	6	7	8	9	10
			④						

Restless / Poised

He has a tendency to get upset and irritated in difficult situations. Occasionally it is difficult for him to be objective and rational about situations in which he is personally involved.

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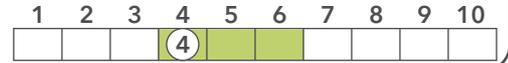
Excitable / Relaxed

Mr. Sample is occasionally excitable and anxious. Any suspicions or stress he may feel under pressure are likely to be moderate. Individuals like Mr. Sample may find it hard to cope with very demanding high-pressure jobs.

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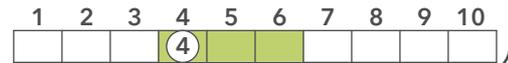
Social Desirability

Andrea Sample describes himself as someone who is aware of social rules and expectations, although not always conforming to them. There is no indication that Mr. Sample has not presented a reasonably frank picture of himself on the other scales.

1	2	3	4	5	6	7	8	9	10
				⑤					

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.