



prevueTM
job-fit

Zeker Pty Ltd

Assessment Taken:
6/28/2010

Assessment Printed:
10/15/2018

Jane Sample
Financial Controller



Table of Contents

Part 1	Understanding this Report General information about this report, Prevue Assessments and Prevue Benchmarks.	3
Part 2	Prevue Results Graph A visual comparison of Jane Sample's Prevue Assessments scores to the Prevue Benchmark for the Financial Controller position, and the Benchmark Suitability score for Jane Sample's overall fit to the Financial Controller position.	4
Part 3	Total Person Description Jane Sample's overall profile based on the results of the Prevue Assessments considered in this report.	5
Part 4	Suggested Interview Questions Interview questions to explore areas where Jane Sample does not match the Prevue Benchmark for the Financial Controller position.	6
Part 5	Individual Characteristics Details of Jane Sample's scores on each of the scales addressed in this report and an overview of the strengths Jane brings to the position.	9
Part 6	Best Practice Information Guidelines for using Prevue Assessments and understanding this report.	12

Report Design Options Selected for this Report

Report Family: Screening & Selection

Type: Selection Report

Scope: Interests & Personality (IP)

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

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

Prevue Assessments presented in this report:

- ▶ Prevue Interests Assessment that examines three scales of occupational Interests/Motivations
- ▶ Prevue Personality Assessment that provides information on thirteen Personality scales

For more information about Prevue Assessments and design options for Prevue reports see www.prevuehr.com

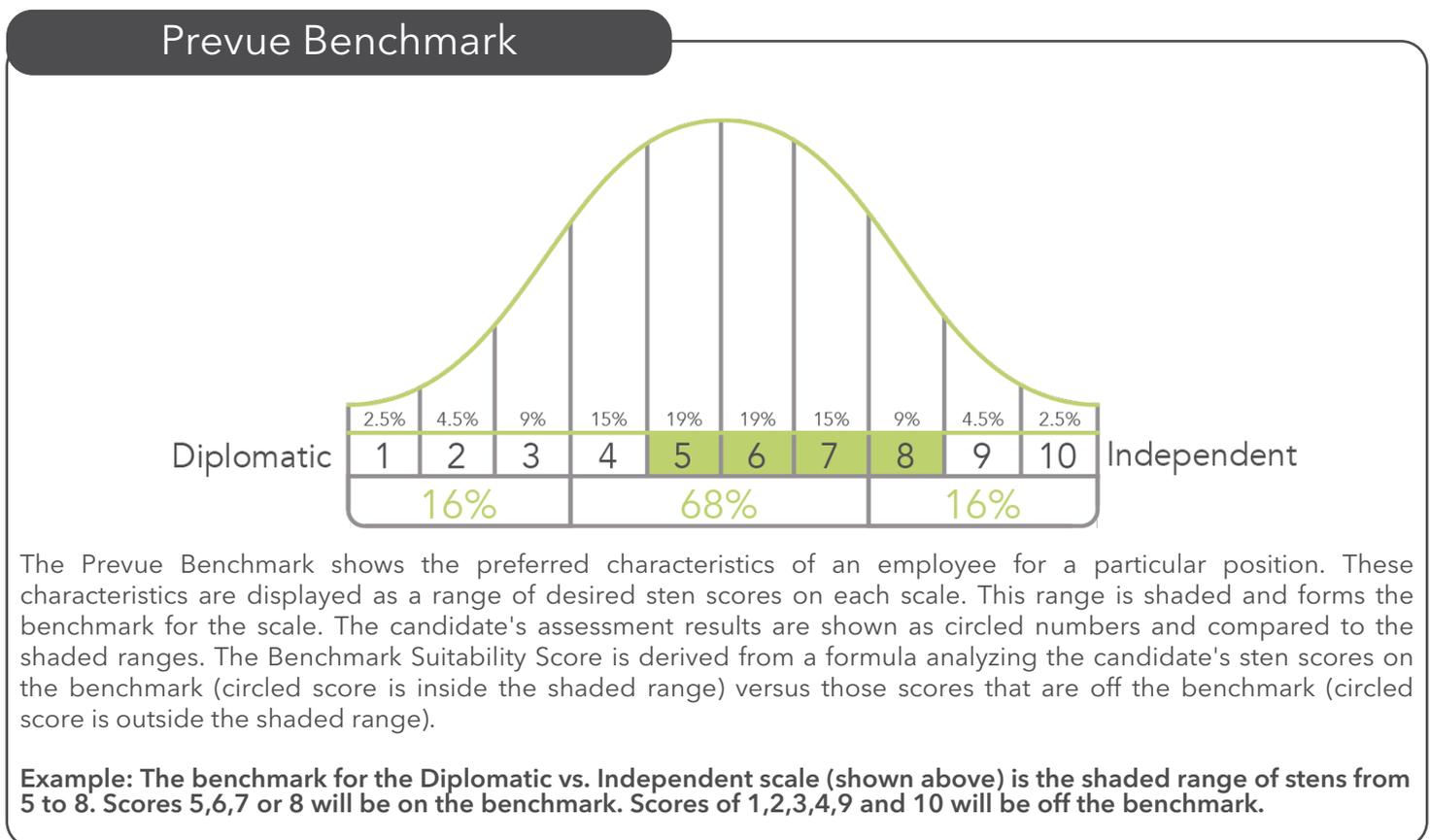
Part 1 - Understanding this Report

Introduction

This Selection Report describes Jane Sample’s suitability for the Financial Controller position at Zeker Pty Ltd. The information in this report comes first from reviewing the scores on each of the scales of the Prevue Assessments that were completed by Jane 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

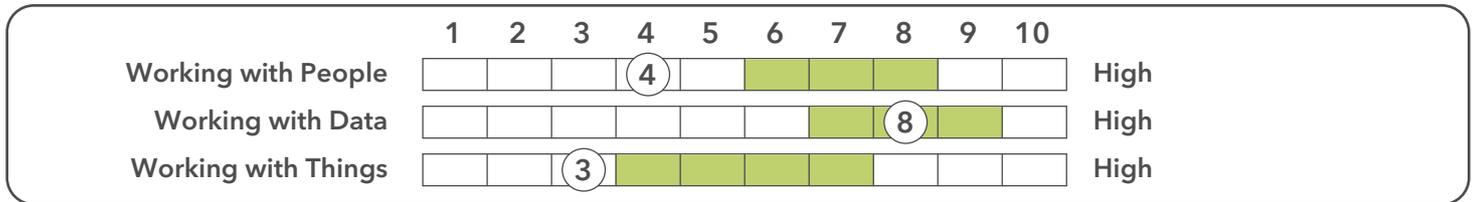
The Prevue Results Graph shows Jane Sample’s ‘sten’ score on each of the Prevue Assessments scales considered in the report. A sten score is a candidate’s score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard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



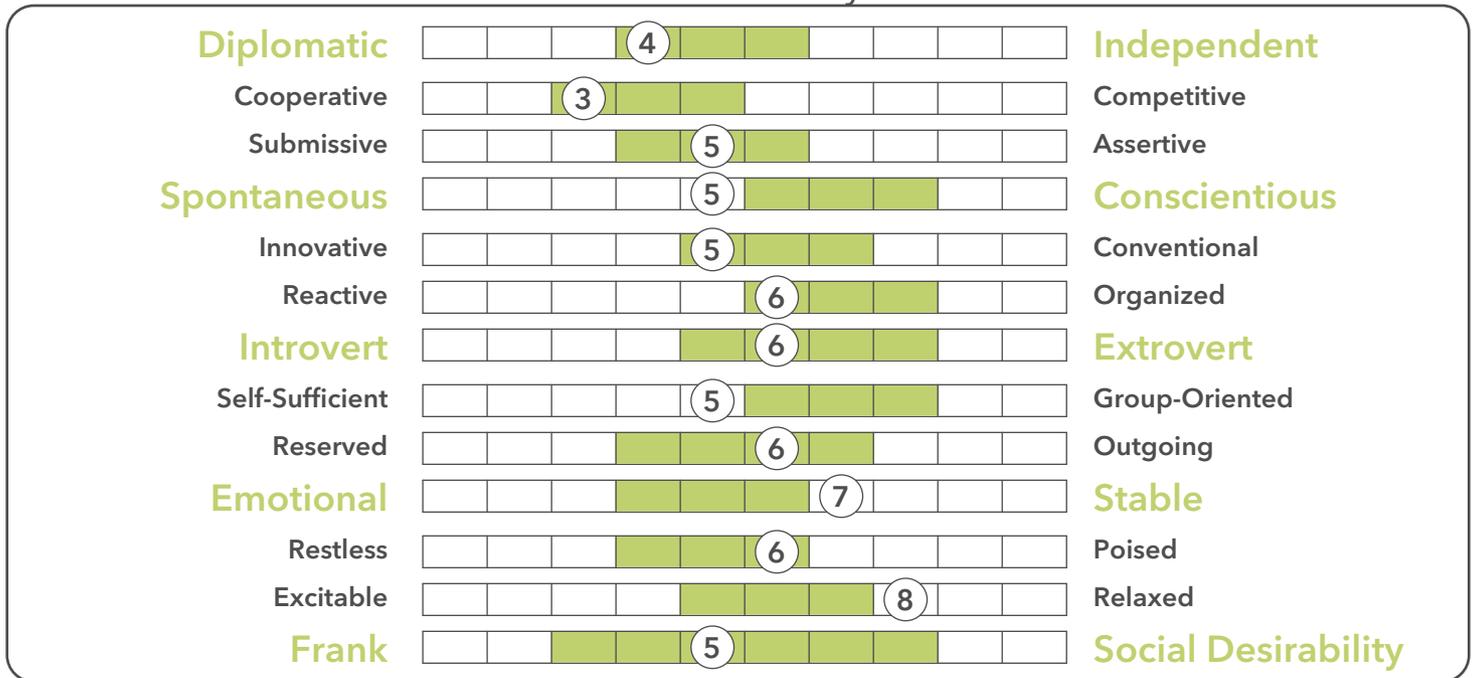
Part 2 - Prevue Results Graph

Jane Sample's scores are shown in the circled numbers on each of the Prevue scales presented below. The Prevue Benchmark for the Financial Controller position is indicated by the green shaded ranges on each scale, which are preferred scores for this position. A score inside a shaded range is on the benchmark. A score outside a shaded range is off the benchmark.

Motivation/Interests



Personality



Benchmark Suitability Score

The Benchmark Suitability Score quantifies Jane Sample's overall fit to the benchmark for the Financial Controller position. Note: Jane 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.

87%

Part 3 - Total Person Description

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

Ms. Sample strongly prefers collecting information and analyzing data before acting on any problem. She may work with other people, but this is primarily to gather additional information and only secondarily for social interaction. She is least interested in working with material objects such as equipment or machinery. In fact, any equipment she operates should be relatively simple and reliable, as she is not mechanically inclined.

Ms. Sample sees herself as a cooperative and spirited team player who puts the team's goals ahead of her own aims. She will use persuasion and encouragement to pull others together and to achieve goals. She will generally avoid conflict but will be prepared to speak out when necessary. However, Jane Sample can be gently assertive in non-threatening situations and with familiar people. She is likely to be valued for her diplomacy, and to have a useful role as peacemaker or mediator. While she does not seek to be a leader, she might act alone if she feels the team is lagging.

Jane Sample generally operates within established policies and procedures. When necessary, however, she can be flexible and innovative. She is less flexible in the area of scheduling as she prefers to have a plan with a fair degree of detail. This is a strong combination, Ms. Sample has the consistency and time management that is the foundation of productivity for most organizations, while at the same time she can adapt to unusual needs or changing circumstances.

While Jane Sample enjoys being in a group, she is rarely the center of attention. As a team member, she will contribute readily, but she needs time alone to reflect on her efforts and plan her offerings. She has the ability to present her ideas with enthusiasm, while at the same time listening for feedback or discussion. Jane Sample would be seen as friendly and easygoing by most fellow workers. Though talkative and outgoing, Jane Sample is also self-reliant and does not require constant social interaction. Ms. Sample has balanced needs for privacy and companionship. Extended periods of isolation or total immersion in group projects would be equally frustrating for her.

Jane Sample is generally positive, rational, and calm. She takes criticism well and she strives to be objective. She is usually able to shrug off rejection and continue with her work. She is so relaxed and copes so well with pressure that some might misinterpret her lack of excitability as indifference. Less scrupulous people may attempt to exploit her easy trust and remarkable patience. Ideally, she should work on demanding, high pressure, long-term projects that require dealing with people openly and objectively. Whether she is required to give a fast response to a crisis or methodical attention to a routine task, Ms. Sample will work effectively under pressure.

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 Financial Controller 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 Jane Sample's score did not fall on the benchmark for the position.

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

Scores off the Benchmark

Jane 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.



Ms. Sample describes herself 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?

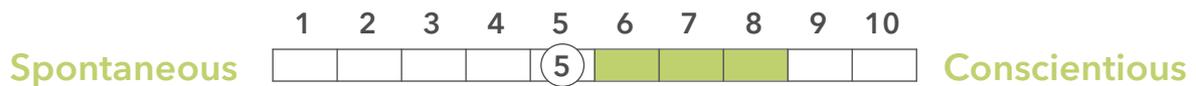
Your Comments:



Ms. 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:



Ms. Sample balances the need to do things well in the quickest possible way with remaining within the rules.

1. Previously, how often did your management or supervisory responsibilities change? Describe the impact that these changes had on your team.
2. Your management style is to resolve solutions in the quickest possible way. Discuss how this has been effective.
3. Explain what has happened when, due to the demands of your position, things might have been missed or overlooked.

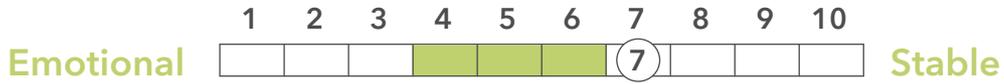
Your Comments:



Ms. Sample describes herself as a person whose preference is work on her 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?

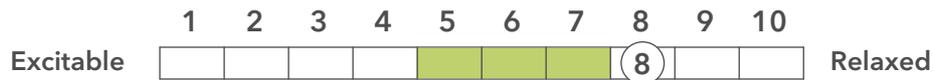
Your Comments:



Ms. Sample tends to be fairly relaxed, easygoing, and generally able to face setbacks with calmness and ease.

1. What staff predicaments tend to irritate you or get you upset?
2. Can you describe how you deal with an irate employee whose interpretation of a situation is different from actuality?
3. Describe the last criticism you received from your manager.

Your Comments:



Ms. Sample sees herself as very relaxed, untroubled, and well able to cope with life's pressures.

1. Can you explain the activities that you do to control stress.
2. Getting started on projects, particularly if things are busy, is often difficult. Describe the last situation where your manager thought you did not get started on a project quickly enough.
3. When supervising others, there always will be unpleasant situations. Describe how you manage difficult employees.

Your Comments:

Part 5 - Individual Characteristics

The Individual Characteristics descriptions provide more information about Jane Sample’s scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight Jane Sample’s strengths for the Financial Controller 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.

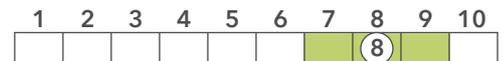
Working With People

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



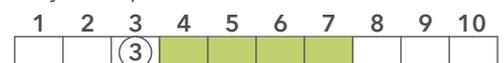
Working With Data

Ms. Sample has an very high level of interest in working with data. Such people are often interested in data for its own sake and they enjoy working with figures, symbols, statistics and accounts. They would very likely enjoy employment that provided an opportunity for this type of work.



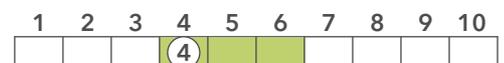
Working With Things

Jane 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.



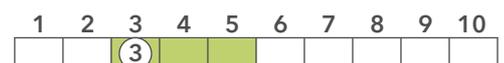
Diplomatic / Independent

Jane Sample is a diplomat who will seek to further personal relationships within a team. She is capable of getting her own way, although she typically is a considerate and cooperative person.



Cooperative / Competitive

She describes herself as a cooperative, non-competitive person who enjoys the company of others. Such people are team players and enjoy cooperative ventures.



Submissive / Assertive

Jane Sample is somewhat submissive and may avoid speaking out on some issues. Ms. Sample may refrain from promoting herself in leadership roles. In disputes, she may be willing to compromise to maintain relationships with others.



Spontaneous / Conscientious

She balances the need to do things well in the quickest possible way within the rules. This leads to solutions that are innovative without implementing radical changes. Such people are quite dependable, adaptive and innovative.



Innovative / Conventional

Ms. Sample is balanced in her attitude toward change and innovation. While happy to be working in a traditional manner and following the rules, she can be flexible and accept change when necessary.



Reactive / Organized

Being reasonably well organized and able to work in a controlled manner, she can also be flexible. She will be able to respond very well to some unpredictable events.



Introvert / Extrovert

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



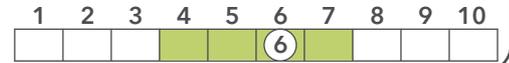
Self-Sufficient / Group-Oriented

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



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.



Emotional / Stable

As a relaxed and easygoing person, she is able to face most setbacks with calmness and ease. She rarely gets irritable or upset, as she is fairly secure in herself, and self-assured even under normal stress.



Restless / Poised

In the face of difficult situations, Ms. Sample has an average balance between calm objectivity and any tendency to be upset and take things personally.



Excitable / Relaxed

She is a relaxed, easygoing individual who copes well with most work related pressures. She is likely to be accepting of most people and to be generally trusting. For the most part, people like Ms. Sample are able to keep their troubles in proportion and not worry unduly.



Social Desirability

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



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.