

Hiring Solutions

Prevue Report

Selection

- Personal Development

Individual

Succession Planning

Working Characteristics

Short Form Personality

on

Ms. Sara Sample

regarding the position of

Sales

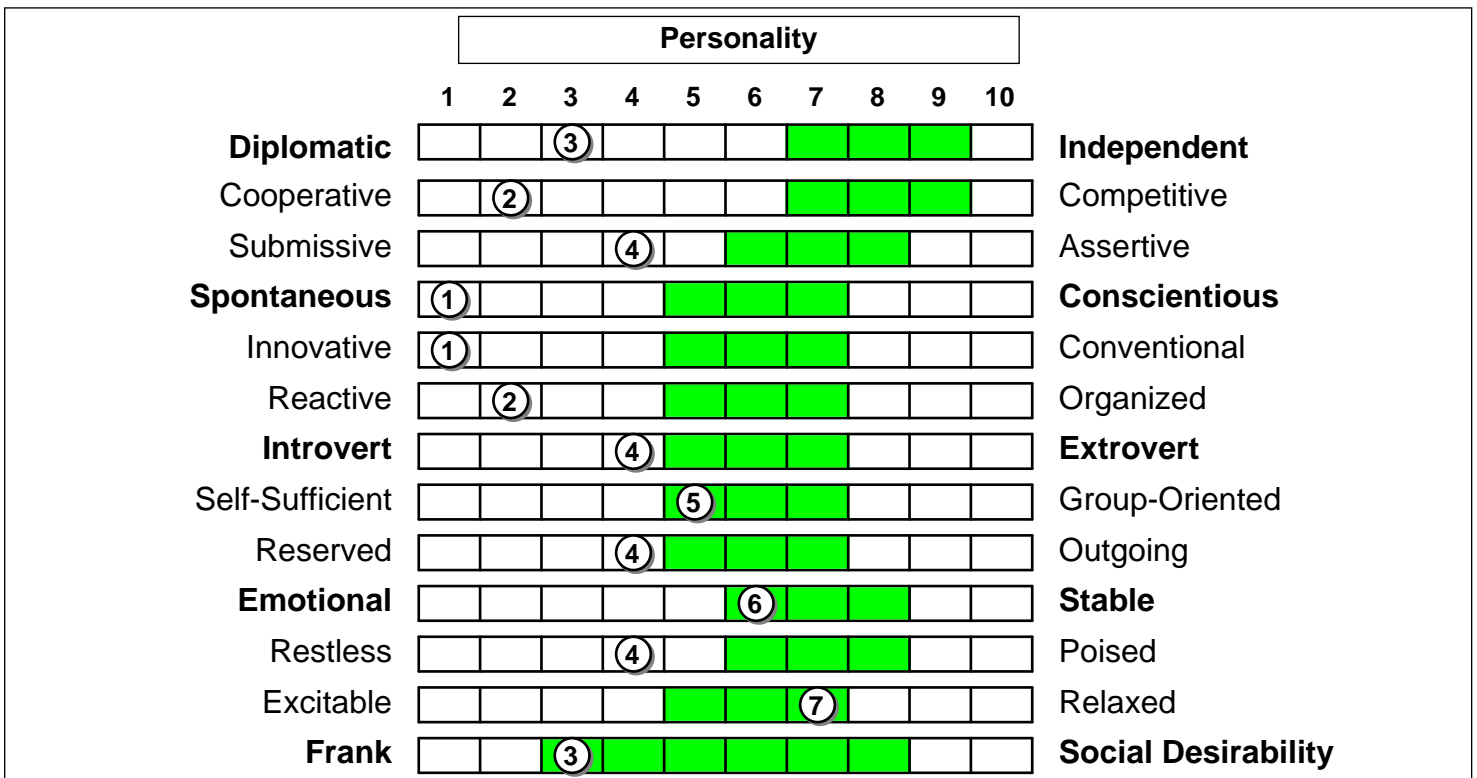
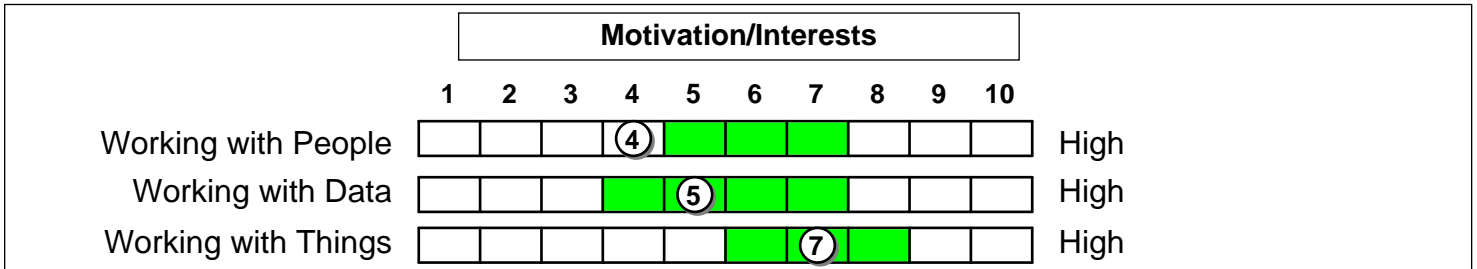
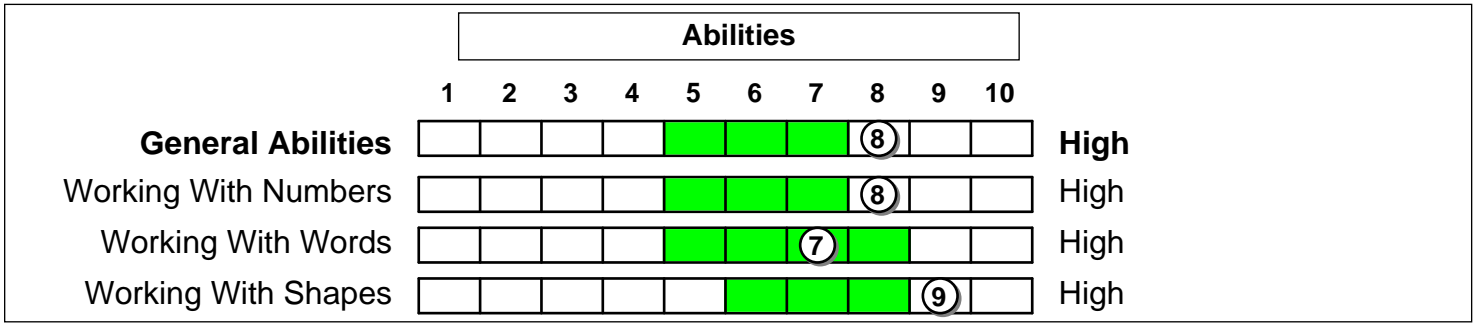
Monday, October 15, 2012



Prevue Benchmark

Sara Sample

Sales



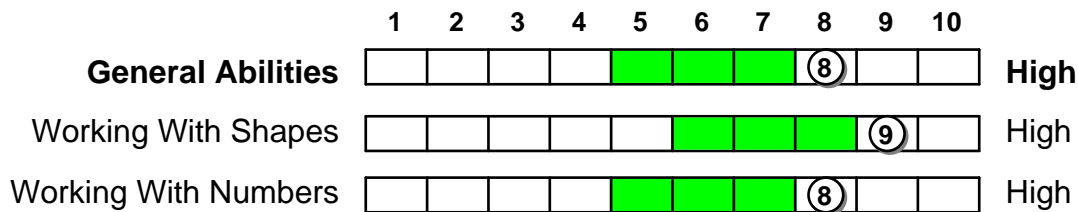
A Prevue benchmark illustrates the required characteristics of various jobs as decided by management. The shadowed areas above graphically represent the benchmark for this Sales position. The number on each scale is Sara Sample's actual score.

How to Use the Prevue Assessment in the Coaching / Training Process

One of the challenges management faces in coaching and training individuals is the process of correctly identifying developmental needs. The Prevue Personal Training Report provides specific coaching and training information by simply matching Ms. Sample's assessment to this Sales benchmark. For each particular requirement in the benchmark the manager or training professional is provided with a starting point that identifies the appropriate skills or competencies required for the Sales position.

Coaching Areas Off the Benchmark

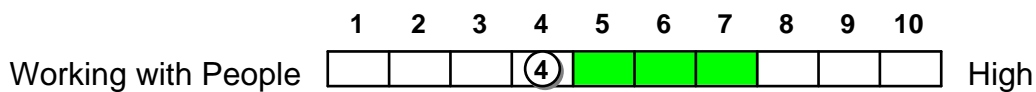
The following are areas where Ms. Sample did not match this benchmark. A brief explanation of the benchmark and score result is followed by suggestions and statements which may assist you in coaching her future performance as a Sales.



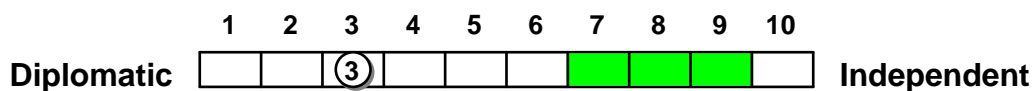
It will be evident that Ms. Sample does not fall within the Benchmarks for all of the dimensions of Abilities for this Sales position.

A score above any of the Abilities Benchmarks will not generally be detrimental to overall performance. If this is the case for Ms. Sample, consideration should be given to whether the position provides her with sufficient challenge, stimulation and opportunity.

A score below any of the Abilities Benchmarks suggests Ms. Sample may have difficulty in quickly and effectively addressing and completing those aspects of the job where she is below the Benchmark. Courses at local colleges coupled with tutoring in the subject areas where Ms. Sample has scored below the Benchmark should be considered.



Sara Sample is moderately motivated to work with people. This average preference for working with others could be useful in areas of professional business which require a balance of solitary effort and social contact. However, if Ms. Sample is required to work in prolonged proximity with clients or co-workers, she will require coaching to develop the necessary social skills of a Sales. Because she already exhibits interest in working with people, greater motivation could be stimulated through study of group dynamics, various behavioral cues, etc.

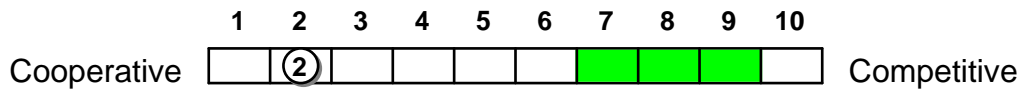


Ms. Sample tends to be considerate and helpful, but she may be evasive about important issues if these could generate conflict. Her diplomatic approach might be impractical when dealing with customer complaints or adhering to company policy. Ms. Sample would benefit from assertiveness training. Also, if she is leading a team, training in conflict resolution would increase her effectiveness.

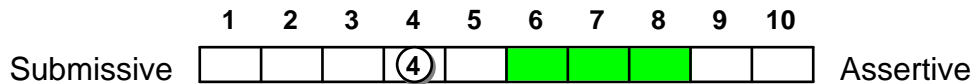
Coaching / Training

Sara Sample

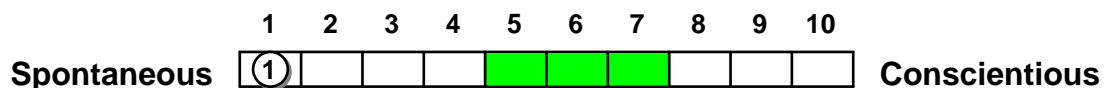
Sales



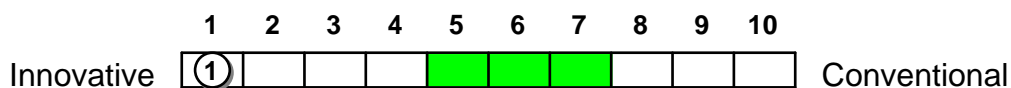
Cooperative and non-competitive, Sara Sample is a team spirited Sales who enjoys the company of others. While these are positive attributes for a team player, she tends to value personal relationships more than overall success. This view may limit her ambition. She may be reluctant to impel co-workers or clients because she may see this as jeopardizing personal connections. Coaching for Ms. Sample should stimulate her competitive drive and emphasize corporate goal setting.



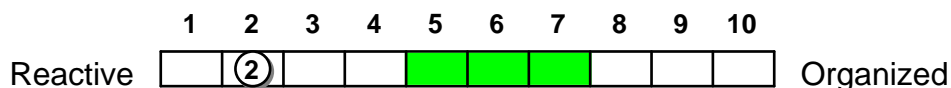
Ms. Sample tends to be reserved. She will not promote herself or her ideas too forcefully, yet she can be mildly assertive when necessary. Her usual tact and helpfulness make her well able to deal with most issues in the workplace, but she prefers to avoid controversy. If this Sales must frequently deal with dissension or complaints, coaching should emphasize conflict resolution and promote assertiveness.



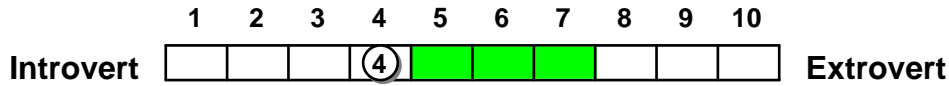
This Sales is more comfortable in a less structured environment. Flexible and responsive to change, Sara Sample should be creative in crisis management but she may not cope as well with mundane tasks. With her preference for unorthodox work habits, Ms. Sample may be tempted occasionally to disregard corporate policies or procedures. If this behavior becomes counter-productive, she could try using self-help materials (books or tapes) on impulse control. Training in planning and time management might also be beneficial for her.



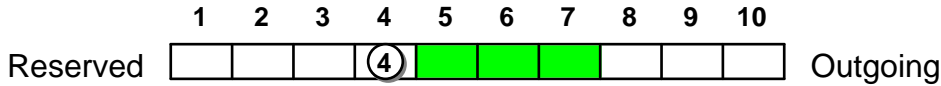
Ms. Sample is innovative and flexible, believing that rules can be interpreted loosely. She will often seek new solutions to problems rather than following traditional methods. Coaching may be required if Ms. Sample works in a highly structured rather than a changing environment. Coaching should emphasize the value of due process and reinforce the importance of company procedures and policies.



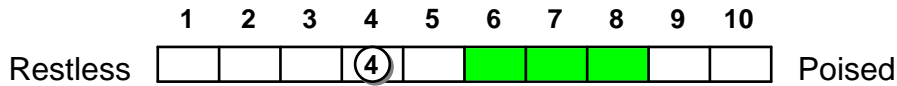
As a creative, intuitive person, Sara Sample probably prefers to react to events rather than to plan for them. She likes to concentrate on the "Big Picture" and leave the details to others. While this attitude may yield original, even profitable solutions, it might also result in overlooked details, missed deadlines, or incomplete records. A course in situational management, to promote scheduling, record keeping and organizational skills, is recommended.



While Ms. Sample enjoys meeting people and being with a group, she does not draw attention to herself and may prefer not to initiate conversation. Although her social and verbal skills may well be adequate for a Sales, any tendency to avoid contact with others can hinder performance. Ms. Sample would benefit from a public speaking course or participation in business-related social or sports activities.



Fairly quiet and reserved, Sara Sample does not need constant social contact but she does enjoy working with others. While she will be comfortable handling routine tasks, she will also enjoy the varied challenges of ad hoc assignments. Coaching should encourage her to capitalize on the outgoing aspects of her personality. If a more dynamic style of leadership is required, an Outward Bound type of endurance course might be helpful.



Generally calm and composed, Sara Sample may be upset by prolonged stress or exceedingly demanding tasks. If involved in a personal dispute, she could find it difficult to remain objective. While these adverse situations may not occur frequently, Ms. Sample should be prepared for them. Stress and anger management courses are suggested. Relaxation techniques, such as breathing exercises, which can be done on the job, are also recommended.

Total Person Description

Sara Sample

Sales

Note:

The Total Person is a combination of all the elements Ms. Sara Sample completed in her Prevue Assessment.

Ms. Sara Sample has superior numeric skills, superior spatial ability, and above average verbal skills. She is well equipped to do challenging numeric assignments such as creating complex spreadsheets and advanced data tables. She is equally competent for advanced assignments that require mental manipulation of shapes or objects. She will have no difficulty doing any work requiring visual imagery. She 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 Ms. Sample to make the most of her superb spatial reasoning. In addition, her above average ability with words means that moderately difficult paperwork, general office duties, and most writing assignments are well within her scope.

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

Ms. Sample has balanced, average interests in working with people and with data. She has more motivation to work directly with material objects such as tools or machinery. She is mechanically inclined and will prefer a hands-on approach whenever possible. If a practical solution is available, she may view the collection of further information as inefficient. Similarly, she may think that discussion with other people is a less effective method of problem-solving.

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, Sara 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.

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

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

Total Person Description

Sara Sample

Sales

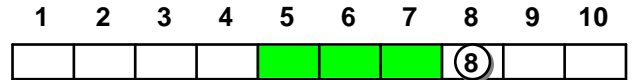
Sara Sample is sensitive to the emotions of others and herself, but this is kept in perspective. Certainly, inappropriate criticism can upset her equilibrium, but she is not bothered by the normal give and take of human relations. She is generally calm and, while aware of stress, she does not let it stop her from achieving her goals. Ms. Sample exemplifies an effective combination of emotional awareness without excessive vulnerability. She tolerates stress without being indifferent to it. Whether she is required to give a fast response to a crisis or methodical attention to a routine task, Ms. Sample will work well under most pressures.

NOTE:

The individual traits on the following pages are descriptions of Ms. Sample's characteristics as determined by the Prevue Assessment. The 1 - 10 scoring scale used throughout the Prevue Assessment is called a sten scale. Sten simply means the standard tenth of a normal bell curve. Approximately 16% of the population would have sten scores in the 1 - 3, and 16% in the 8 - 10 ranges. The other 68% of the population will score in the middle ranges 4 - 7.

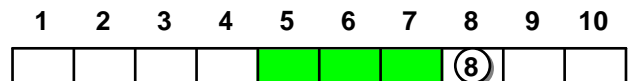
General Abilities

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



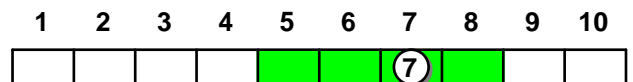
Working With Numbers

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



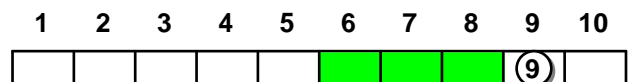
Working With Words

Ms. Sample is talented in using language as a vehicle for reasoning and problem solving. She demonstrates a good level of speed and accuracy when dealing with written language.



Working With Shapes

This indicates exceptional skills in spatial ability when compared with other adults in the general working population. Ms. Sample has excellent capacity in both speed and accuracy when reasoning with information that involves thinking about manipulating shapes and objects. She will feel at ease working with plans and diagrams and be able to relate working drawings and schematics to actual objects and products.



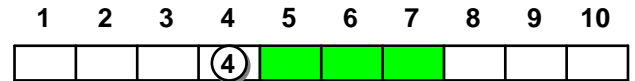
Individual Traits

Sara Sample

Sales

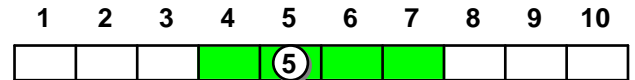
Working With People

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.



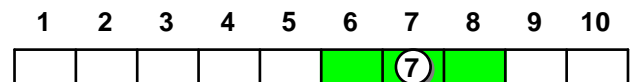
Working With Data

Ms. Sample has some interest in working with data. Such a person should 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. She would not necessarily feel the need to work with data to form the major part of her job.



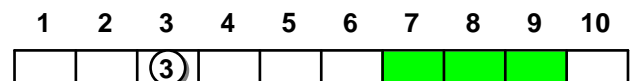
Working With Things

Sara Sample expresses an above average level of interest in work that deals with inanimate objects such as machinery, tools or equipment. Such people are likely to be interested in a hands-on approach to designing, managing or working with things.



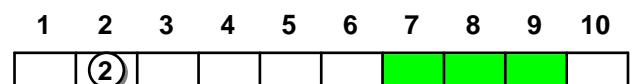
Diplomatic / Independent

Individuals like Ms. Sample are generally likable, diplomatic and good-natured. Sara Sample is a considerate and cooperative person, and is capable of pulling people together. She gets her way by encouraging and persuading others, rather than forcefully asserting her own views. She may skirt important issues to avoid conflict.



Cooperative / Competitive

Sara Sample describes herself as a cooperative, non-competitive person who is unlikely to be concerned about personally winning or losing. Such individuals are, for the most part, team players and enjoy cooperative ventures.



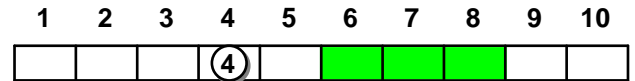
Individual Traits

Sara Sample

Sales

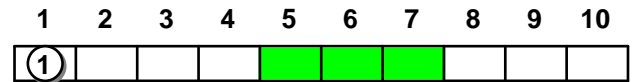
Submissive / Assertive

Sara Sample may be submissive, and avoids speaking out on issues. She seldom seeks leadership roles. In disputes, she will be willing to compromise.



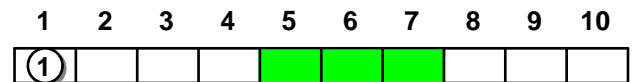
Spontaneous / Conscientious

Expect some measure of chaos as a part of the creativity and flexibility this individual brings to the job. While extremely spontaneous and innovative, Ms. Sample will have little regard for the traditional way of doing things. In fact, she 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.



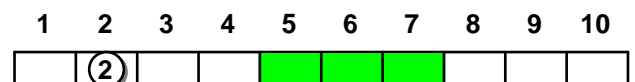
Innovative / Conventional

Ms. Sample sees herself as extremely innovative. She does not feel limited by traditional and accepted methods. Seeing new ways of doing things, she will reach solutions without being restricted by established rules.



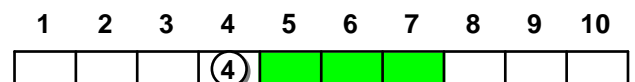
Reactive / Organized

She regards herself as a spontaneous person who reacts to events as they occur. She does not like to plan ahead, feeling that some degree of chaos is expected. Such people tend to feel stifled by too much planning and organization. She prefers to focus on the overall picture, while leaving the details to others. To others, she may appear somewhat disorganized.



Introvert / Extrovert

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



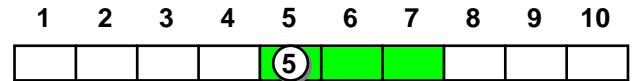
Individual Traits

Sara Sample

Sales

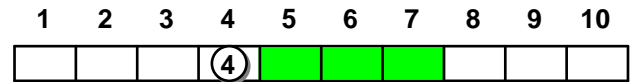
Self-Sufficient / Group-Oriented

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



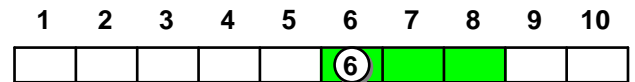
Reserved / Outgoing

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



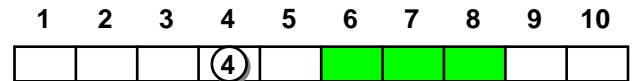
Emotional / Stable

In most situations, Sara Sample accepts people in a calm and stable manner. There will be circumstances when she becomes apprehensive and emotional, even wary about some people, particularly their motives. In general, she is secure in herself, remaining quite relaxed under moderate stress.



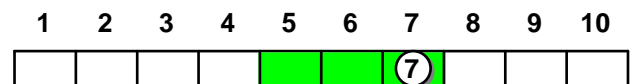
Restless / Poised

She has a tendency to get upset and irritated in difficult situations. Occasionally it is difficult for her to be objective and rational about situations in which she is personally involved.



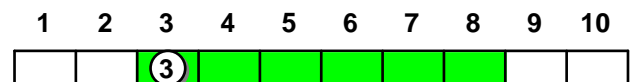
Excitable / Relaxed

Usually she is calm and relaxed in response to most situations. For the most part, such people are able to manage their problems without anxiety. It should not be difficult for her to cope with very demanding and high-pressure jobs.



Social Desirability

Individuals like Ms. 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 Ms. Sample has presented a reasonably frank picture of herself on the other scales.



VALIDITY INTRODUCTION:

- The rules for identifying patterns of responses in the Personality Section of the Prevue Assessment which might be "invalid" include systematic, but non-meaningful response patterns, omissions and excessive use of the "B" answer option. Systematic, but non-meaningful response patterns occur when the distribution of the responses differ from the norm and are considered unusual. The omission rule occurs if more than three responses are omitted in a given scale, making the results appear more average than they are. The "B" answer rule is affected by the total number of "B" responses selected. The candidate had the choice of an "A", "B", or "C" for every question in the Personality Section of the Prevue Assessment. The second option, the "B" choice, is always an unsure or in-between answer.

VALIDITY COMMENTARY:

- The total number of "B" responses chosen by the candidate in the course of completing the Prevue Assessment Questionnaire, including questions that were not answered, was 10.
- This number of "B" choices is within acceptable levels and the results of the Personality section of this report had meaningful response patterns. Therefore the data presented in this Prevue Assessment can be considered accurate and reliable.

BEST PRACTICE RECOMMENDATIONS:

- **Assessment Administration:** Best practice protocol 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 an Assessment is administered without the recommended supervision, the accuracy of the report cannot be guaranteed. If the report is a significant consideration in any final selection or other high stakes decision, you might wish to have the candidate retake the Prevue Assessment in a controlled environment;

For more information on the administration of the Prevue Assessment, please see "Administering the Prevue Assessment" in the Prevue User Guide posted at www.prevueassessments.com.

- **Assessment Weighting:** The weight given to the Prevue Assessment in any human resource selection or other high stakes decision should not exceed one-third of the total process. The remainder of the process, including the candidate's work history, interview, background checks, etc., should be considered in association with the results of this report.
- **Ensure Fairness:** When properly administered, the use of the Prevue Assessment will help to ensure that applicants are treated fairly without regard to race, colour, religion, sex or national origin. The Prevue Assessment was designed and developed to conform with the human rights legislative and best practice requirements prevailing in the various countries where the Prevue Assessment is distributed. This includes the EEOC Guidelines, the Americans for Disabilities Act and the standards for test development and administration published by the American Psychological Association, the British Psychological Society and the Association of Test Publishers.