



Hiring Solutions LLC



Occupational Assessments and Services to Support Selection, Coaching, Training, and Development

Personalized Report For:
Dave Sample



INTRODUCTION

The CBI is a cost-effective screening procedure for identifying job applicants whose behavior, attitudes, and work-related values are likely to interfere with their success as employees. CBI consists of an objective questionnaire with 140 true/false items that can be completed by a job applicant in 10-15 minutes. The test is administered, scored, and interpreted via the internet.

Part One of the CBI Report is the Profile. The Profile provides a graphic "snap-shot" representation of an applicant's scores and the level of concern about those scores.

Part Two of the CBI Report is the individual scale scores with interpretive information for each scale.

Part Three of the CBI Report is the follow-up questions. For each question asked in the CBI (except for the Good Impression questions), follow-up behavioral interview questions are provided. If the CBI reveals scores in the Concern or Serious Concern areas, asking appropriate follow-up questions are critical to the success of the selection process. Administrator's who regularly use the CBI's follow-up interview questions often discover valid reasons why an applicant scored high on one or more of the scales.

The appropriate interview questions are produced automatically based on the applicant's answers. You may choose to print any individual CBI report with or without the follow-up interview questions.



VALIDITY CONCERNS

Name: Dave Sample

Date: 6/27/2014

Position: Hiring Solutions CBI

Test Validity Concerns	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Good Impression GI Score					X																	

SCALE SCORE	Dependability (Dp) Concerns	Aggression (Ag) Concerns	Substance Abuse (SA) Concern	Honesty (Hh) Concerns	Computer Abuse (CA) Concerns	Sexual Harassment (SH) Concerns	Scale Score
20							20
19							19
19							18
17							17
16							16
15							15
14							14
13							13
12							12
11							11
10							10
9		X					9
8							8
7				X		X	7
6			X				6
5					X		5
4							4
3	X						3
2							2
1							1
0							0
SCALE SCORE	Dependability (Dp) Concerns	Aggression (Ag) Concerns	Substance Abuse (SA) Concern	Honesty (Hh) Concerns	Computer Abuse (CA) Concerns	Sexual Harassment (SH) Concerns	SCALE SCORE

Overall Score	0-38	39-59	61-120
		X	

Color Key		
Little/No Concerns Scores in this shaded area indicate that the applicant is not likely to engage in counterproductive behavior.	Concerns Scores in this shaded area indicate that the applicant may engage in counterproductive behavior.	Serious Concerns Scores in this shaded area indicate that the applicant is likely to engage in counterproductive behavior.

WARNING: Information contained on this CBI profile is intended for confidential use only.



SCALE SCORE INTERPRETATION

3 Dependability Scale Score

Concerns About Dependability

Low scorers are dependable, conscientious, and reliable. High scorers can be undependable, careless, lazy, and disorganized.

- **Scores of 4 and below** on the Dependability Scale indicate that the applicant's responses give little or no concern in the area of dependability. The score suggests that the applicant will be conscientious, dependable, reliable, and organized at work.
- **Scores of 5 to 8** on the Dependability Scale indicate that the applicant's responses raise concerns about dependability. The applicant may be less than completely reliable, dependable, conscientious, or organized at work. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 9 and above** on the Dependability Scale indicate that the applicant's responses raise serious concerns about dependability. The applicant is likely to be unreliable, undependable, lacking in conscientiousness, and/or disorganized at work.

9 Aggression Scale Score

Concerns About Aggression

Low scorers handle their feelings well and are unlikely to be disruptive. High scorers can be aggressive, hostile, disruptive, and have poor control of their anger.

- **Scores of 8 and below** on the Aggression Scale indicate that the applicant's responses give little or no concern that the applicant will exhibit aggressive behavior towards others on the job. The score suggests that the applicant handles hostile feelings well, keeps a level head, and is unlikely to be disruptive at work through anger or aggression.
- **Scores of 9 to 10** on the Aggression Scale indicate that the applicant's responses raise concerns about the handling of anger and hostility. The applicant may be less than completely in control of anger and hostility at work. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 11 and above** on the Aggression Scale indicate that the applicant's responses raise serious concerns about the handling of anger and hostility. The applicant is likely to be hostile, be ready to anger, have poor self-control, and be disruptive at work.

6 Substance Abuse Scale Score

Concerns About Substance Abuse

Low scorers have no problems with alcohol and/or illegal drugs. High scorers report substantial use of alcohol and/or illegal drugs and may be disruptive.

- **Scores of 4 and below** on the Substance Abuse Scale indicate that the applicant's responses give little or no concern in the area of substance abuse. The score suggests that the applicant is unlikely to use alcohol or illegal drugs in the workplace and is unlikely to be disruptive at work because of substance abuse.
- **Scores of 5 to 9** on the Substance Abuse Scale indicate that the applicant's responses raise concerns about the use of alcohol and illegal drugs in the workplace. The applicant might be a user of illegal drugs or alcohol at work and may be too willing to tolerate their use by others. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 10 and above** on the Substance Abuse Scale indicate that the applicant's responses raise serious concerns about his or her use of illegal drugs and alcohol at work. The applicant is likely to abuse illegal drugs and alcohol at work and condone their use by others.



SCALE SCORE INTERPRETATION

7 Honesty Scale Score

Concerns About Honesty

Low scorers have no problem with workplace dishonesty. High scorers have the potential for dishonest behavior in the workplace.

- **Scores of 8 and below** on the Honesty Scale indicate that the applicant's responses raise little or no concern about dishonesty. The score suggests that the applicant is likely to be honest at work and is unlikely to cause problems at work in this area.
- **Scores of 9 to 11** on the Honesty Scale indicate that the applicant's responses raise concerns about the possibility of dishonesty in the workplace. The applicant might steal from an employer and may be too willing to condone such behavior by others at work. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 12 and above** on the Honesty Scale indicate that the applicant's responses raise serious concerns about the potential for dishonesty at work. These concerns are especially important in a work situation that presents opportunities for employee theft. The applicant is likely to be dishonest and condone dishonesty by others.

5 Computer Abuse Scale Score

Concerns About Computer Abuse

Low scorers use their workplace computers only for work-related uses. High scorers use their computers in ways that are unrelated to their work activities or are disruptive to their work.

- **Scores of 5 and below** on the Computer Abuse Scale indicate that the applicant's responses give little or no concern in the area of computer abuse. The score suggests that the applicant is unlikely to misuse the computer at work and is unlikely to cause work problems in this area.
- **Scores of 6 to 10** on the Computer Abuse Scale indicate that the applicant's responses raise concerns about the likelihood of misusing the computer in the workplace. The applicant might use the computer in an inappropriate or disruptive fashion and may be willing to condone such behavior by others at work. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 11 and above** on the Computer Abuse Scale indicate that the applicant's responses raise serious concerns about the potential for using the workplace computer in a disruptive or inappropriate manner. If the applicant has access to computers in the workplace, the applicant is likely to misuse the computer and condone misuse by others.

7 Sexual Harassment Scale Score

Concerns About Sexual Harassment

Low scorers treat others in their workplace, especially members of the opposite sex, with respect and courtesy. High scores can cause problems by inappropriate remarks, jokes, by offensive behaviors and the like.

- **Scores of 8 and below** on the Sexual Harassment Scale indicate that the applicant's responses give little or no concern in the area of sexual harassment. The score suggests that the applicant is unlikely to sexually harass co-workers, either physically or verbally, and is unlikely to cause work problems in this area.
- **Scores of 9 to 10** on the Sexual Harassment Scale indicate that the applicant's responses raise concerns about the likelihood of engaging in sexual harassment in the workplace. The applicant does not have a well-developed sense of what is appropriate in dealing with co-workers of the opposite sex, is likely to engage in behaviors that are seen by others as sexual harassment, including inappropriate remarks, the telling of sexually-oriented jokes, and more clear-cut sexually provocative acts.. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 11 and above** on the Sexual Harassment Scale indicate that the applicant's responses raise serious concerns about the potential for engaging in sexual harassment that will be disruptive in the workplace. The applicant is likely to be seen by others, particularly those of the opposite sex, as often engaging in sexual harassment of a serious nature.



SCALE SCORE INTERPRETATION

41 Overall Score

Overall Concerns

Low scorers report few instances of workplace deviance. High scorers report a wide range of deviant behaviors in the workplace and are likely to be problematic employees. (The Overall Score is included in the profile in order to help identify applicants whose individual scale scores might all fall below the cutting score for inclusion in the Concern category, but whose total score does identify them as worthy of special attention. It is important to note that high Overall Scores still require a close examination of the five individual scale scores.)

- **Overall Scores of 38 and below** indicate that if the applicant has no other scores in the concerns or serious concerns range on any of the above content scales, there is little or no concern about workplace deviance in general. This score suggests that the applicant is not likely to cause problems in the workplace through disruptive behavior.
- **Overall Scores of 39 to 59** indicate that the applicant's responses raise concerns about the potential for engaging in workplace deviance in one or more areas. The scores in each of the five scales should be checked for potential problems. If none of the applicant's scores on the five scales shows any area of concern or serious concern, the scales with the highest scores should be used for further exploration of potential problems. Each area of potential concern should be further explored using the CBI behavioral interview question(s).
- **Overall Scores of 60 and above** indicate that the applicant's responses raise serious concerns regarding the potential for workplace deviance and for disruptive or inappropriate behavior on one or more scales. The applicant's score on each of the five content areas should be carefully evaluated to determine in which of the areas workplace deviance is most likely to occur.

4 Good Impression Scale Score

Understanding and Using the CBI Good Impression Scale

The CBI Good Impression (GI) Scale measures an applicant's tendency to underreport counter-productive behaviors on the survey. Low scorers are open about acknowledging their normal faults and imperfections. High scorers deny normal shortcomings and exaggerate personal virtues, suggesting that their scores on the other scales may be artificially depressed (underreported) by their efforts to make a good impression. Scores on this scale are to be used to determine the degree of confidence that should be placed in the remainder of the CBI Profile.

- **Scores of 14 and below** on the Good Impression Scale suggest that the applicant's answers on the CBI were forthright and free from distortion and defensiveness. Applicants with GI scores in this range provide confidence that their scores are not artificially depressed or underreported.
- **Scores of 15 to 16 on** the Good Impression Scale suggest that the applicant's answers may be somewhat distorted by defensiveness and a desire to give a "good impression." The applicant should be considered to have underreported, to some degree, troublesome behavior. Scores in the 15-16 range should never be used to disqualify a candidate from consideration. Because most applicants want the jobs for which they apply, conscious or unconscious efforts to create a "good impression" may be present. It is the responsibility of each administrator to determine how much risk or distortion can be tolerated before declaring the CBI Profile invalid.
- **Scores of 17 and above** on the Good Impression Scale suggest that the applicant's answers significantly underrepresent his or her potential for disruptive behavior in the workplace. There is little likelihood that any confidence can be placed in the accuracy of the applicant's reported scores. The Profile is not to be considered valid with GI scores in this range.



INTERVIEW FOLLOW-UP QUESTIONS

Dependability

Question: 15

Answer: False

It's easy for me to keep my focus on my work.

It's often difficult to keep your focus on what you're doing on the job. Can you tell me about when that happens to you? How often does that happen?

Question: 71

Answer: True

At work, I often daydream.

How often do you daydream? To what extent does that interfere with doing your job?

Question: 86

Answer: False

I always follow the rules that apply to my work.

Tell me about a time when you were able to figure out a way to do something your own way at work. How often does that happen?

Aggression

Question: 4

Answer: True

It's hard to control your feelings when you're caught up in traffic.

How do you control your feelings when you're stuck in traffic? Are there times when you've "lost it"? What happens as a result?

Question: 17

Answer: True

Sometimes I have not realized the strength of my anger.

All of us get angry at times. Can you tell me about a recent time when you got very angry at work? Were there times when you got even angrier than that? What happened then?

Question: 31

Answer: True

At least once I have hit someone just for the fun of it.

Tell me about a time when you might have just hit someone, just for the fun of it. What happened then?

Question: 59

Answer: True

I can imagine a situation in which I could hit or punch a co-worker.

Give me an example of when you got really angry at a co-worker. Did you ever actually hit or punch a co-worker because you "lost it"?

Question: 74

Answer: True

While driving, I sometimes become enraged at other drivers.

Tell me about a recent instance when you became enraged at another driver. How did it end up? How often does this happen?

Aggression

Question: 115

Answer: True

I curse at my co-workers sometimes.

Tell me about a time when you cursed at a co-worker. What happened as a result?

Question: 116

Answer: True

There have been times when I could not control my temper.

Tell me about a time when you could not control your anger at work. How often does that occur? What happens as a result?

Question: 129

Answer: True

My co-workers know enough to steer clear of me when I'm in a bad mood.

Tell me about what happens when you're in a bad mood at work. How do others know about this? What happens as a result? How does it usually end up?

Question: 130

Answer: True

People are too sensitive about racial jokes.

How often do you tell racial jokes at work? Do you think that some people mind them? Does that tend to stop you from telling them those jokes?

Substance Abuse

Question: 5

Answer: True

At least once in my life, my use of alcohol has interfered with my doing my job at work.

Tell me about a time when alcohol has interfered with your doing your job at work. How often does this occur?

Question: 33

Answer: True

The use of most illegal drugs should be legalized.

Why do you think that most drug use should be legalized? What problem might emerge if this were done? How is your own use of drugs involved in coming to this view?

Question: 104

Answer: False

I have never brought an illegal drug to my place of work.

Tell me about a time when you brought an illegal drug to work. What happened as a result? How often does this occur?

Question: 118

Answer: True

Getting a small amount of an illegal drug at work is OK, provided it's not used at work.

Have you ever gotten small amounts of illegal drugs at your place of work? When did you use them? Is there any risk involved in doing this?

Question: 131

Answer: True

Over the past year, I have used marijuana at work or shortly before going to work.

Tell me about a time when you've used marijuana at work or just before you went to work. How often does this happen? How does this affect your on-the-job performance?

Substance Abuse

Question: 132

Answer: True

I could work just as safely on the job if I had recently used an illegal drug.

Tell me about a time when you used an illegal drug on the job. How did this affect your performance? Were there any safety issues involved?

Honesty

Question: 8

Answer: True

Everyone uses sick leave for other purposes.

Tell me about a time when you used your sick leave even though you were not really sick. How often does that occur?

Question: 63

Answer: True

In a store, I have been tempted to take merchandise without paying for it.

How often are you tempted to take things in a store without paying for them? How often do you actually do it? Have you ever gotten caught taking things from a store?

Question: 105

Answer: True

Most people think about stealing things from the company, even though they don't actually do it.

When people think about stealing from the company, what prevents them from actually doing that? How often have you been tempted to steal from the company? How often have you ever done that?

Question: 119

Answer: True

I have knowingly overdrawn my bank account.

How often do you overdraw your bank account? What causes that to happen? Does this concern you?

Question: 120

Answer: True

Most people lie a little at work to protect themselves.

Tell me about a time when you saw someone lying at work in order to protect themselves. What did you do about that? Tell me about a time when you yourself did that? What happened as a result?

Honesty

Question: 133

Answer: True

Most people have taken home tools or equipment belonging to the company for their own use.

Tell me about a time recently when someone took some tools or other company equipment for their own use. What did you do about it? Tell me about a time when you've done that.

Question: 134

Answer: True

Most people look the other way when a co-worker steals something on the job.

Tell me about a time recently when you saw a co-worker steal something on the job. What did you do about it? Tell me about a time when you stole something on the job.

Computer Abuse

Question: 51

Answer: False

I have not used my company computer to play computer games.

How often do you play computer games at work? What problem does this cause? Has anyone ever objected to this?

Question: 65

Answer: True

I have routinely used my computer at work to keep in touch with family and friends.

Tell me about how you use your company computer to keep in touch with your family and friends. Is this against company policy? What would happen if your supervisor found out about this?

Question: 121

Answer: True

Too much is made of visiting porn websites.

How often do people visit pornography websites at work? Have you done this? Do your supervisors care about this? What would happen if they found out?

Question: 122

Answer: True

If I need some company information, there's no harm in getting it even if I'm not authorized.

Tell me about a time when you were about to get some confidential company information without permission? How often has this happened? Did anyone know about this?

Question: 136

Answer: True

I have shared confidential information about my company with others.

Tell me about a time when you shared confidential company information with others, even when you knew you shouldn't. What were your reasons for this? What happened as a result?

Sexual Harassment

Question: 11

Answer: True

I have occasionally hugged a co-worker to whom I felt close

Tell me about a time when you hugged a fellow worker to whom you felt close. How did that person react?

Question: 40

Answer: True

It is expected that co-workers will do a little socializing after a hard day's work.

Give me an example of when you socialized after work with co-workers. How did it work out? Did everybody go? If someone did not go, was that OK with the rest?

Question: 82

Answer: True

At work I have hugged a member of the opposite sex.

Give me an example of a time when you hugged a co-worker of the opposite sex. How did that person react? How often do such things happen? Is the reaction always the same?

Question: 96

Answer: True

I have complimented a co-worker of the opposite sex on how attractive he or she appeared.

Tell me about a time when you complimented a co-worker of the opposite sex on his or her appearance. How did that person react? How do you think the person really felt? How often do you do this? Do you think that doing this is a good idea?

Question: 110

Answer: True

I have put my arm around a member of the opposite sex at work.

Give me an example of a time when you put your arms around a member of the opposite sex at work. How did that person react? What was the outcome of this situation? Are there circumstances in which doing this would clearly be inappropriate?

Sexual Harassment

Question: 123

Answer: True

Most reports of sexual harassment are just attempts to get attention.

Are there ever circumstances of real sexual harassment? Have you ever been involved in one? What happened? Do you see most women as exaggerating what happens to them at work?

Question: 124

Answer: True

I have asked sexual questions of a co-worker of the opposite sex.

Give me an example of a time when you asked a sexual question of a co-worker of the opposite sex. How did that person react? What happened then? Were there any negative consequences? Are there circumstances when asking such questions would not be appropriate?

Good Impression

Question: 28

Answer: False

I have done things in anger that I have later regretted.

Question: 97

Answer: True

If I receive too much change, I always give it back.

Question: 125

Answer: True

I don't tell lies, even to gain an advantage.

Question: 126

Answer: True

I have never put anything off until the last minute.
