

**Assess to Succeed,  
Melbourne, Victoria,  
Australia**

**Prevue Report**

Selection  
**- Personal Development**  
Individual  
Succession Planning  
Working Characteristics

on

**Ms. Carol Sample**

regarding the position of

**HR Admin & Recruitment**

**Tuesday, January 17, 2017**

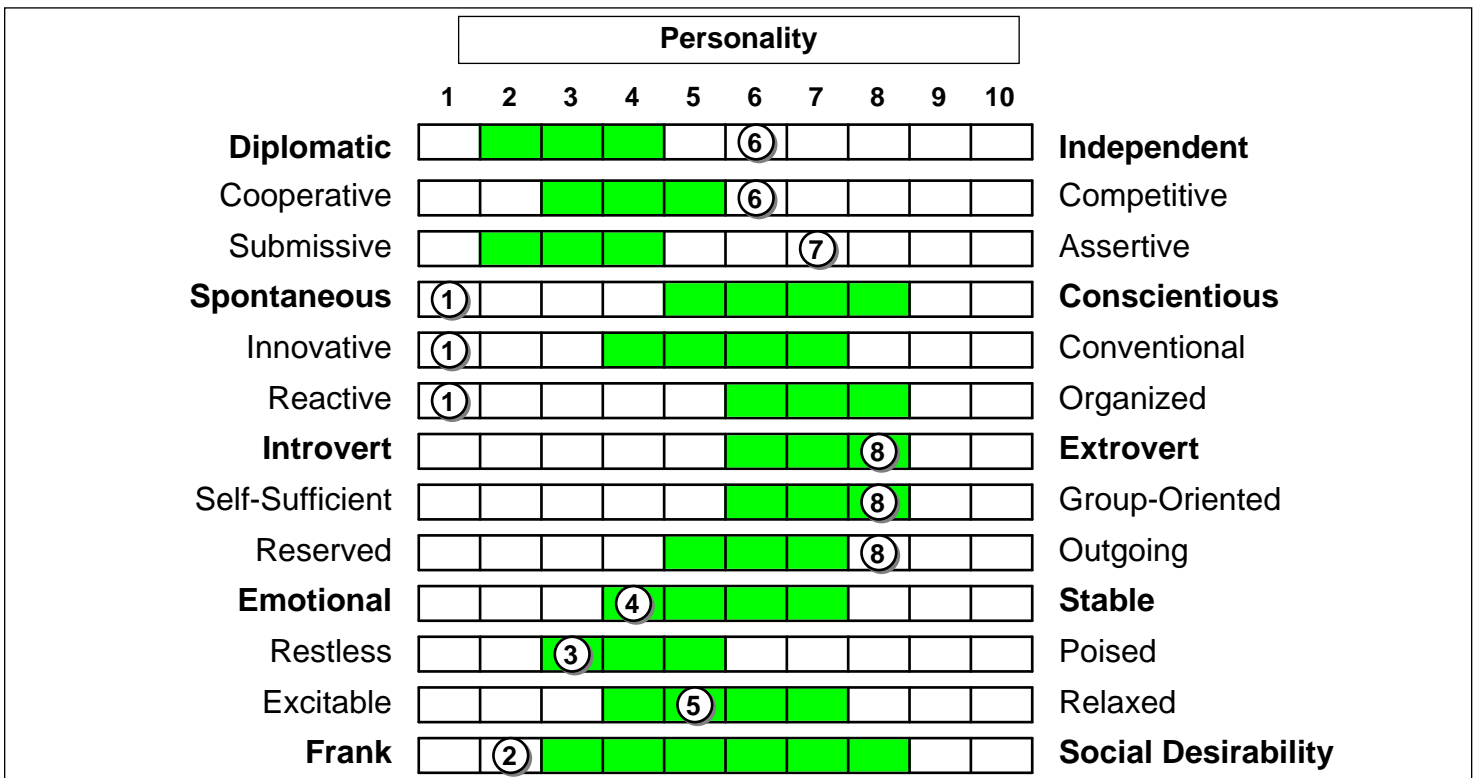
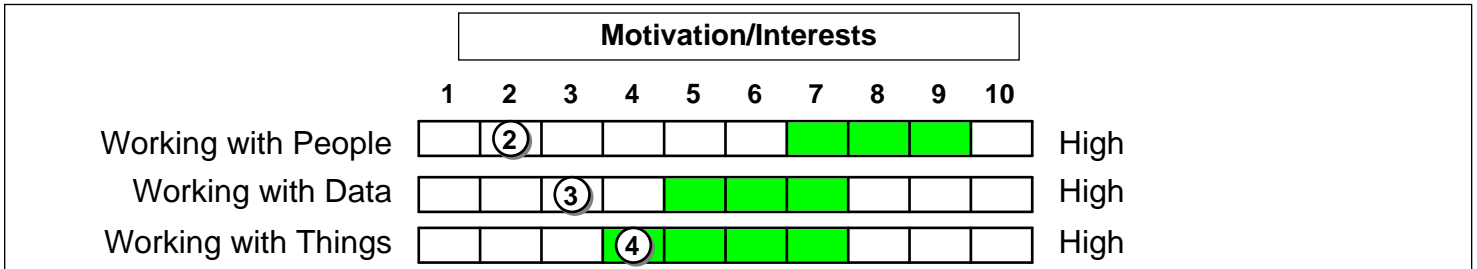
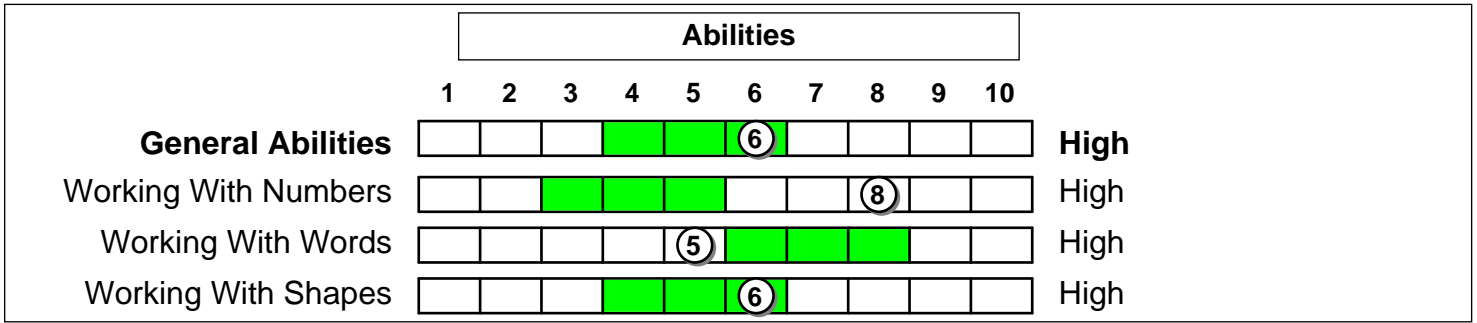
**Serviced By:** Assess to Succeed  
Melbourne,  
Victoria, Australia



# Prevue Benchmark

Carol Sample

HR Admin & Recruitment



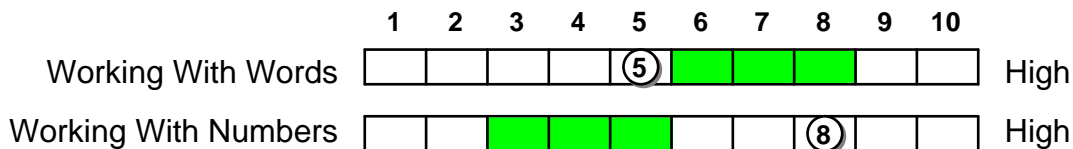
A Prevue benchmark illustrates the required characteristics of various jobs as decided by management. The shadowed areas above graphically represent the benchmark for this HR Admin & Recruitment position. The number on each scale is Carol Sample's actual score.

## 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 HR Admin & Recruitment 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 HR Admin & Recruitment position.

### Coaching Areas Off the Benchmark

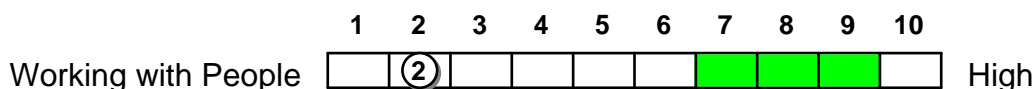
The following are areas where Ms. Sample did not match this benchmark. A brief explanation of the benchmark and score result is followed by suggestions and statements which may assist you in coaching her future performance as a HR Admin & Recruitment.



It will be evident that Ms. Sample does not fall within the Benchmarks for all of the dimensions of Abilities for this HR Admin & Recruitment 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.

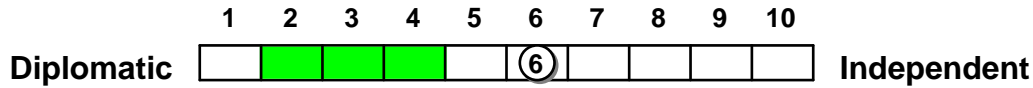
A score below any of the Abilities Benchmarks suggests Ms. Sample may have difficulty in quickly and effectively addressing and completing those aspects of the job where she is below the Benchmark. Courses at local colleges coupled with tutoring in the subject areas where Ms. Sample has scored below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



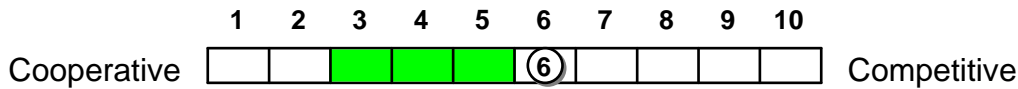
Carol Sample has little interest in working with people. In areas of business, which require minimal or indirect social contact, her lack of interest in others could be advantageous. She will be most comfortable with administrative tasks or paperwork, which can be done in solitude. However, if this HR Admin & Recruitment is required to work closely with clients or others, she will require coaching to develop more interest in people. This motivation could be stimulated through study of group dynamics, responding to body signals, etc., as well as participation in discussion groups, workshops, or seminars.



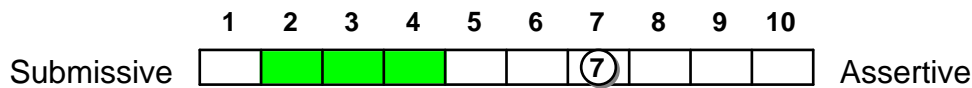
Ms. Sample is disinclined to work with data or abstract symbols. She may regard organizing appointments, time management, and maintaining records or ledgers to be tedious chores. A HR Admin & Recruitment should be reasonably interested in data management. A course in logic (possibly a night school program) might remedy this problem. Similarly, training in file management and data structures would help her to keep orderly statistics and accounts. Coaching should encourage attention to administrative duties and paperwork. With appropriate training, Ms. Sample could develop an interest in working with data.



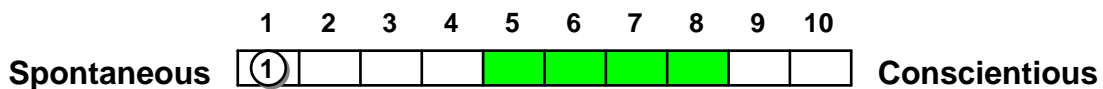
Ms. Sample is ambitious and proficient at getting things done, but she usually respects the needs of others. Because she can be hard-driving and determined, training should focus on specific abilities such as listening skills and goal setting to ensure the most effective use of her will to win. Coaching for this HR Admin & Recruitment should encourage her to develop her diplomatic skills.



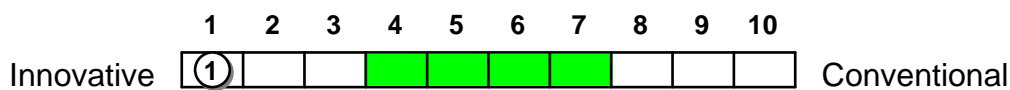
Although she is ambitious, Carol Sample maintains helpful relationships with others. She prefers to be a front runner and this will-to-win could interfere with corporate goals. A personality profile to make her more aware of her competitive traits is recommended. An Outward Bound team endurance course would also promote this HR Admin & Recruitment's cooperative spirit.



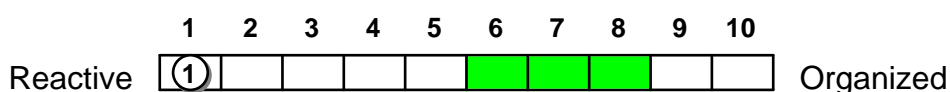
Ms. Sample is both self-assured and tactful. She can yield to others when that is the best course, but her inclination is to promote her own views. Guidance should focus on the value of her compliant nature. This HR Admin & Recruitment should also be assisted to build on her thoughtful, rather than forceful, proficiencies.



This HR Admin & Recruitment is more comfortable in a less structured environment. Flexible and responsive to change, Carol 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.

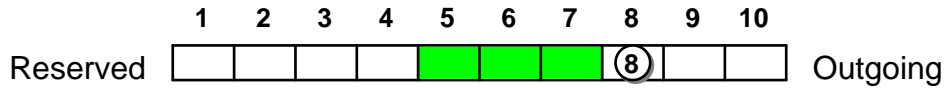


As a creative, intuitive person, Carol Sample probably prefers to react to events rather than to plan for them. She likes to concentrate on the "Big Picture" and leave the details to others. While this attitude may yield original, even profitable solutions, it might also result in overlooked details,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

# Coaching / Training

Carol Sample

HR Admin & Recruitment



Outgoing and talkative, Ms. Sample is an impulsive person who likes meeting new people and doing new things. She prefers work that offers variety and challenge, but a HR Admin & Recruitment also has to work alone at repetitive tasks and she must not disclose company data. Training for Ms. Sample should focus on inventive ways to accomplish the more routine tasks. Computer software, for example, could be used to chart progress, set objectives, and maintain correspondence files. Coaching could also include a review of confidentiality guidelines and codes of conduct.

# Total Person Description

Carol Sample

HR Admin & Recruitment

## Note:

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

Ms. Carol Sample has superior numeric skills, above average spatial skills, and average verbal skills. She is well equipped to do challenging numeric assignments such as creating complex spreadsheets and advanced data tables. Almost as adept with shapes as with numbers, she is also competent for assignments that involve mental manipulation of objects. These could include reading blueprints, interpreting graphs, and following moderately difficult diagrams. Her average ability with words means that most paperwork and many office duties are within her scope, but she will need to make extra effort in any written communication.

Overall, she has good skills. When doing numeric tasks, she will learn quickly and her job performance should be excellent. For other assignments, she has the mental capacity to do average to above average work. Ms. Sample will perform best when the environment and work practices change slowly.

Although Ms. Sample expresses only a mild inclination, she prefers working with material objects. She has little interest in working with people or with data and information. She can still work with others and may be able to process information effectively, but she will be more comfortable in situations that involve hands-on use of tools or machinery.

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

Carol 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.

Carol Sample requires continual social stimulation and only rarely does she feel a need to be by herself. Extended periods of solitude will be frustrating for her. Often wanting to be in the spotlight, she will usually lead any discussion but she is not inclined to take the role of leader all the time in every activity. She enjoys meeting new people and exploring new ideas. She often acts impulsively and long-term assignments must include variety or else she will lose interest. Ms. Sample will not tolerate a great deal of monotony and she will thrive on challenging assignments, particularly if these contain an element of risk.

# Total Person Description

Carol Sample

HR Admin & Recruitment

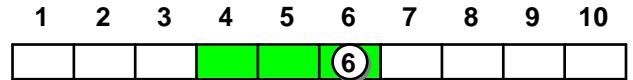
For the most part, Ms. Sample is composed and appears able to handle stress well. She may take setbacks personally. If personally involved in a dispute, however, she may find it difficult to be objective and rational. Work pressures and social demands will worry her. Carol Sample will not cope well with prolonged periods of high pressure or with situations in which she is frequently expected to meet newcomers with openness and trust.

## 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.

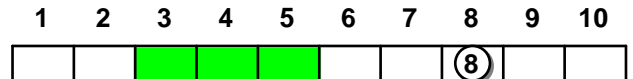
### General Abilities

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



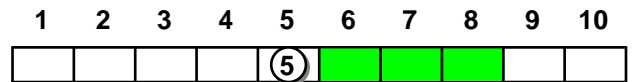
### Working With Numbers

Carol 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.



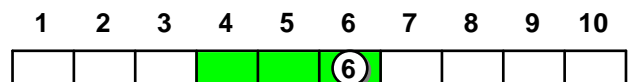
### Working With Words

This score suggests an average capacity for speed and accuracy when dealing with written information. Ms. Sample is as able as most with expression or presentation of written communication.



### Working With Shapes

Ms. Sample has an average capacity for working with spatial material when compared to others in the general adult working population. Her speed and accuracy in using spatial material indicates that she is as able as most adult workers to deal with information that involves thinking about and manipulating shapes and objects.





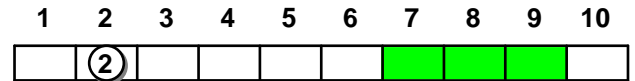
# Individual Traits

Carol Sample

HR Admin & Recruitment

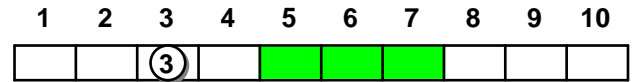
## Working With People

Ms. Sample will be content to work in a job in which there is little or no contact with people. While she would not necessarily avoid contact with other people, she would not want interpersonal relations to be a key function of her responsibility.



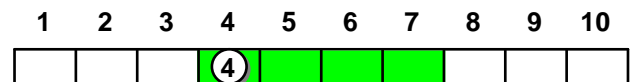
## Working With Data

Carol Sample indicates she is a person who has a below average level of interest in working with data. Individuals like Ms. Sample usually avoid jobs where they spend time analyzing or compiling and computing figures, symbols, statistics, and accounts.



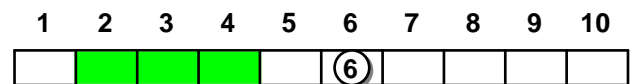
## Working With Things

Carol Sample expresses a slightly below average level of interest in work that deals with inanimate objects such as machinery, tools or equipment. Such people are likely to be comfortable in handling goods or equipment, but would not see that interest being central to their work.



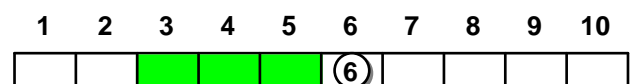
## Diplomatic / Independent

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



## Cooperative / Competitive

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



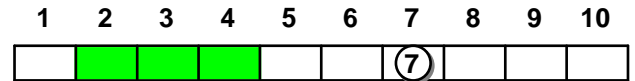
# Individual Traits

Carol Sample

HR Admin & Recruitment

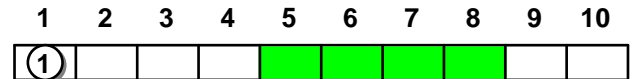
## Submissive / Assertive

Depending on the situation, she can be assertive and outspoken. In groups, Ms. Sample is likely to promote herself as the leader or spokesperson. In disputes, she will tend to affirm her position.



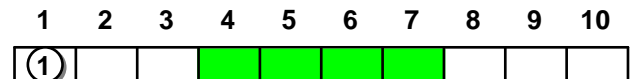
## Spontaneous / Conscientious

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.



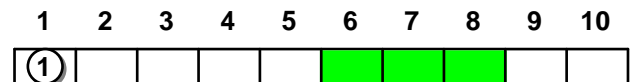
## Innovative / Conventional

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.



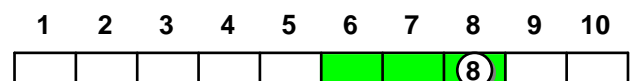
## Reactive / Organized

She regards herself as a very spontaneous individual, reacting to events as they occur. She does not plan ahead, and feels that a degree of chaos is expected. Such people feel that planning and organization restrict their innovative abilities. They see attention to detail as being something for other people to worry about, preferring to focus on the overall picture. As a result, they often appear quite disorganized.



## Introvert / Extrovert

Ms. Carol Sample is an extrovert, who seeks stimulation from the company of others. Generally energetic, she seeks to be the center of attention. Her fellow workers will see her as high-spirited and impulsive at times.



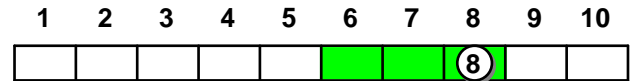
# Individual Traits

Carol Sample

HR Admin & Recruitment

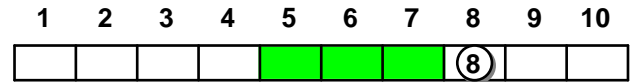
## Self-Sufficient / Group-Oriented

She is a sociable person who desires to be supported by others in a lively environment. A quiet time alone to reflect and recover is the exception rather than the rule. She is also happiest in work situations where she has considerable contact with others.



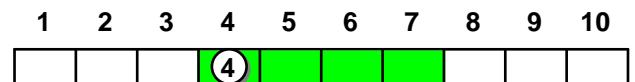
## Reserved / Outgoing

Ms. Sample will enjoy taking risks and will need stimulating work. You will find her enjoying being the center of attention, while meeting and talking to people. Sometimes her enthusiasm with talking will interfere with hearing what others have to say.



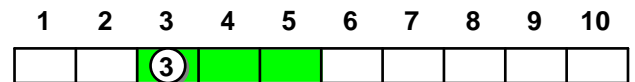
## Emotional / Stable

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



## Restless / Poised

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



## Excitable / Relaxed

In response to most circumstances, people with this score will remain calm and relaxed. It is unlikely that they would worry or become anxious when things do not go well. Any stress under pressure is likely to be moderate. Such individuals will not always assume the best of other people and will feel the need to check their motives at times.



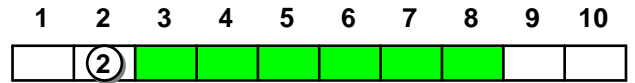
# Individual Traits

Carol Sample

HR Admin & Recruitment

## Social Desirability

Individuals like Carol Sample are accepting of their own mistakes and do not feel the need to deny them. Given this level of score, there is no reason to believe Ms. Sample has not presented a 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 5.
- 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](http://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.