



prevueTM
snapshot

Assess to Succeed, Melbourne, Victoria, Australia

Serviced By:
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Melbourne,
Victoria, Australia

Assessment Taken:
1/28/2016

Assessment Printed:
1/17/2017

Carol Sample

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Report Design Options Selected for this Report

Report Family: Screening & Selection

Type: Candidate Snapshot Report

Scope: Abilities, Interests & Personality (WNSIP)

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

Prevue Assessments presented in this report:

- ▶ Prevue Abilities Assessments that examine four cognitive Abilities scales
- ▶ Prevue Interests Assessment that examines three scales of occupational Interests/Motivations
- ▶ Prevue Personality Assessment that provides information on thirteen Personality scales

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

Part 1 - Understanding this Report

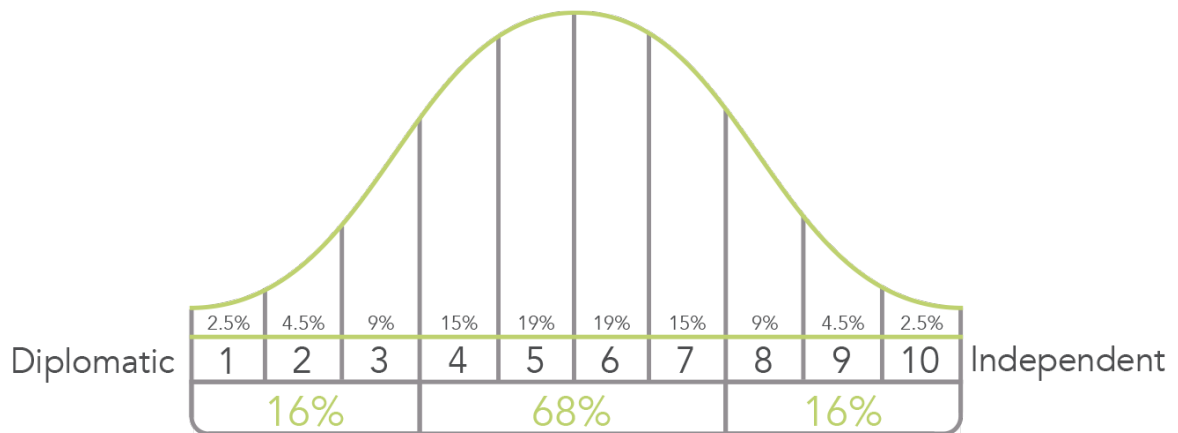
Introduction

The Candidate Snapshot Report provides work related information that will assist management in understanding Carol Sample's unique work profile. It is designed to assist in conducting an effective interview, making a knowledgeable hiring decision and onboarding the candidate. The report provides insight into the candidate's cognitive ability, occupational interests and personality profile in Parts 2 to 4. Part 5 provides additional information on Carol Sample's response to a number of work related subjects or situations.

Prevue Assessments

The Prevue Results Graph in Part 2 of this report shows Carol Sample's 'sten' score on each of the Prevue Assessments scales considered in the report. A sten score is a candidate's score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard tenths ('standard tenths' is shortened to 'sten') for the Diplomatic vs. Independent Personality Scale. The diagram also shows the percentage of the general working population that will typically score in each sten.

Prevue Scoring



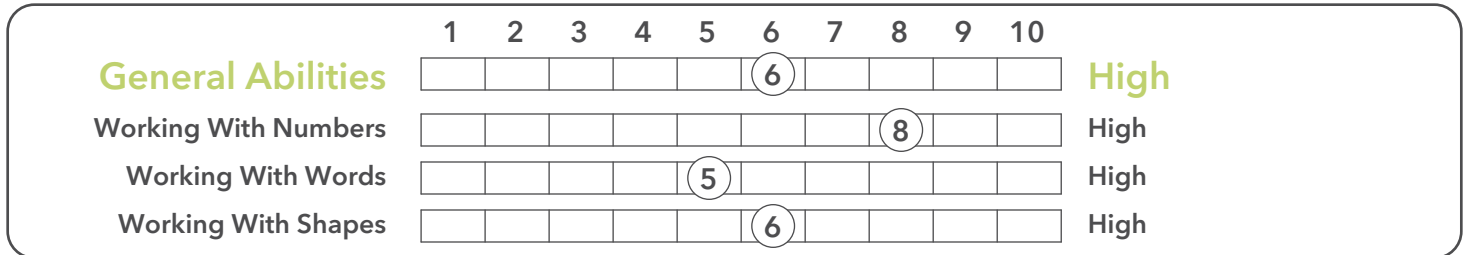
The assessment results collected from a very large sample of the general working population, when graphed, produces a bell shaped curve shown in the above diagram. The bell curve is divided into standard tenths ('stens') and the percentage of the population that will score on each sten is shown in the diagram.

Approximately 16% of the population will have sten scores in the 1-3 ranges and 16% in the 8-10 ranges. The other 68% will score in the middle ranges 4-7.

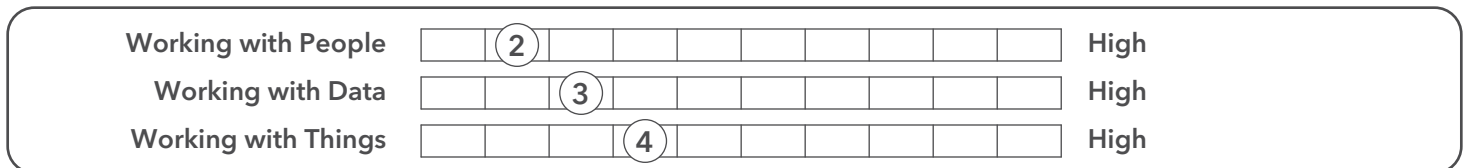
Part 2 - Prevue Results Graph

Carol Sample's scores are shown in the circled numbers on each of the Prevue Scales presented below. The Total Person Description in Part 3 and the Individual Characteristics section in Part 4 of this report provide information on the significance of each of the scores.

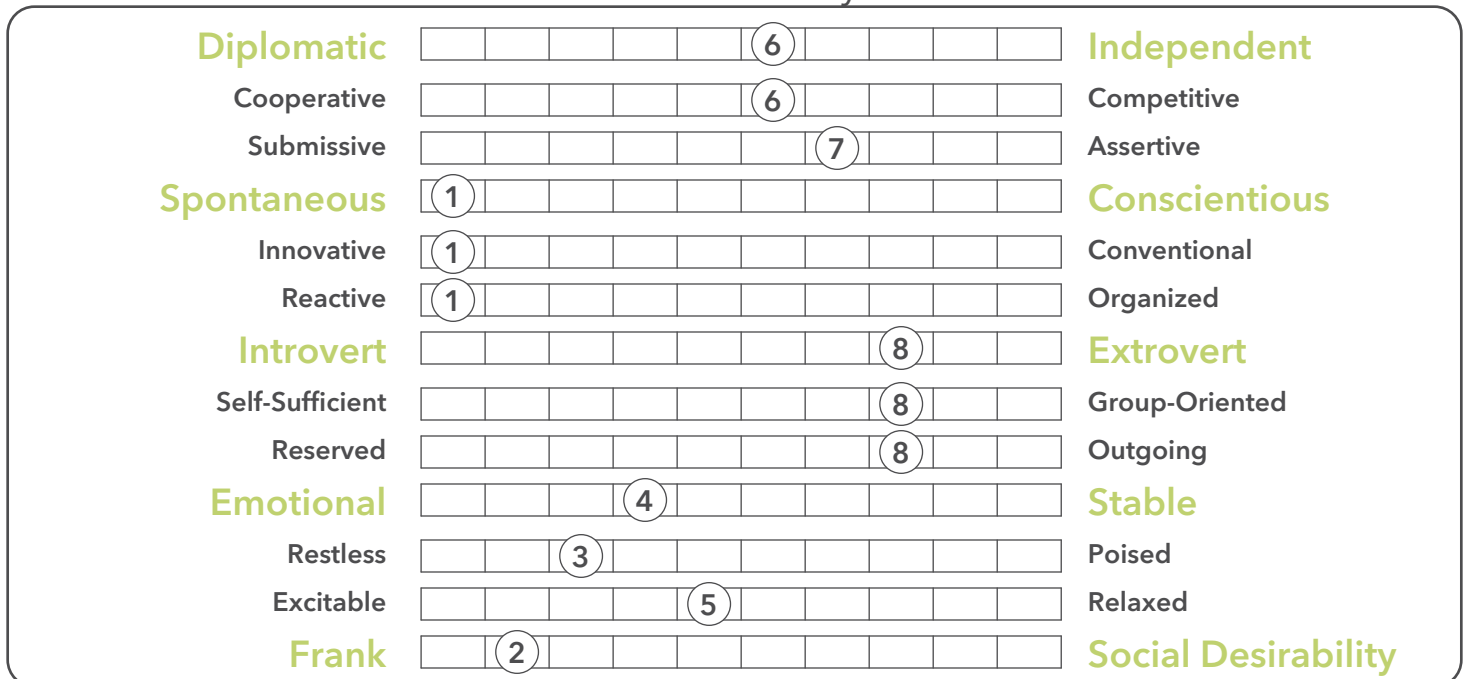
Abilities



Motivation/Interests



Personality



Part 3 - Total Person Description

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

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.

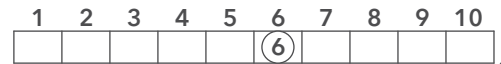
For the most part, Ms. Sample is composed and appears able to handle stress well. She may take setbacks personally. If personally involved in a dispute, however, she may find it difficult to be objective and rational. Work pressures and social demands will worry her. Carol Sample will not cope well with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

Part 4 - Individual Characteristics

This section of the report provides more detailed information about Carol Sample’s scores on each of the four Abilities, three Interests/Motivation and thirteen Personality scales in the Prevue Assessments that were completed by Carol Sample. For each scale there is a review of each score compared to those of the general working population followed by a Management Tip that speaks to the significance of the score in a working environment.

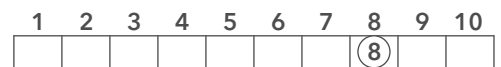
General Abilities

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.



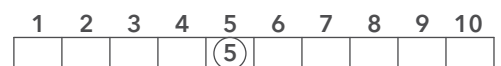
Working With Numbers

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.



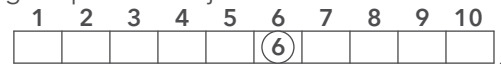
Working With Words

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.



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.

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| | | 3 | | | | | | | |

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.

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| | | | 4 | | | | | | |

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.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | 6 | | | | |

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.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | 6 | | | | |

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.

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| | | | | | | 7 | | | |

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.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | | | | | | | | | |

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.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | | | | | | | | | |

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.

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| 1 | | | | | | | | | |

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.

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| | | | | | | | 8 | | |

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.

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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.

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| | | | | | | | 8 | | |

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.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | 4 | | | | | | |

Restless / Poised

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

| | | | | | | | | | |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | 3 | | | | | | | |

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.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | 5 | | | | | |

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.

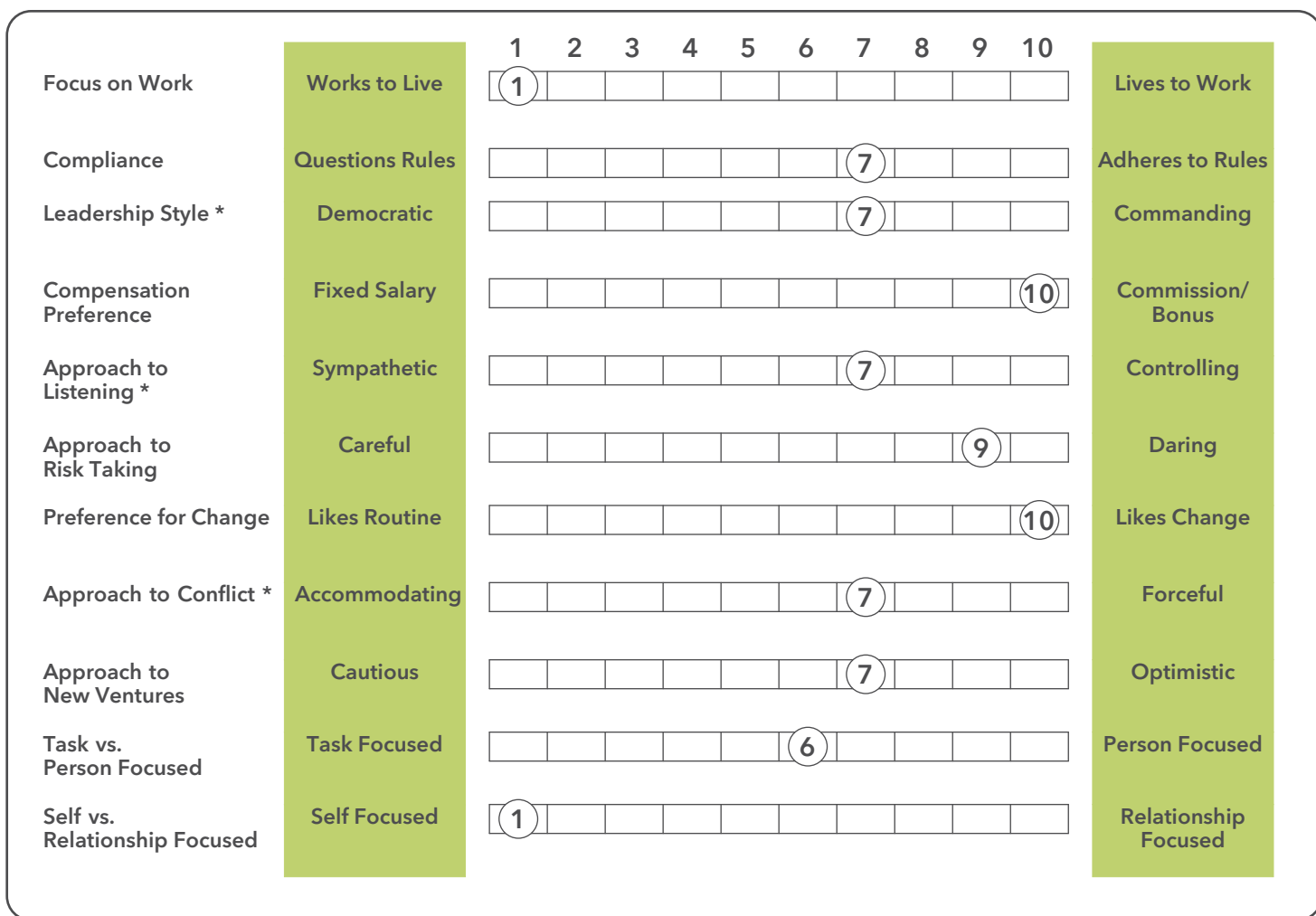
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Part 5 - Approach to Work

Introduction

This section of the report provides information on Carol Sample's response to a number of work-related subjects or situations. Each of the Approach to Work scales is derived from one or a composite of the Prevue Personality Scales reviewed in the Total Person and Individual Characteristics sections of the report.

A manager can use the information provided within this section to understand Carol Sample's natural approach to several significant work situations or requirements that are experienced in most types of employment.



* See Aspects of Assertiveness

Focus on Work

WORKS TO LIVE (1) vs. LIVES TO WORK (10):

The Focus on Work scale provides information on the importance of work to Ms. Sample.

Some see work as a means to an end while others define themselves by their work. Carol Sample's career is more often a means to an end and only rarely becomes a defining characteristic of her life. If there is a conflict between home and work, her personal life will usually take precedence over her career. Home, family and leisure activities are highly significant for her and probably help her to deal with a greater variety of business problems.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| (1) | | | | | | | | | |

Compliance

QUESTIONS RULES (1) vs. ADHERES TO RULES (10):

The Compliance scale identifies an individual's inclination to adhere to rules set by an employer and resist the temptation of intentionally engaging in behaviors that are considered to be detrimental to an organization's productivity or workforce attitudes.

With familiar routines and a balanced schedule, Carol Sample will work productively in a moderately structured work environment. This person has a good work ethic and will usually follow rules and procedures. As a prudent employee, Carol Sample values job security, sets high standards, and tries to avoid risk while still maintaining expediency. However, this person may have perfectionist tendencies and will struggle when work must be done "on the fly" or with completely new methods. Similarly, being quietly ambitious and rather formal—even slightly aloof—Carol Sample will likely have fewer social interactions and could miss indirect cues to workplace behavior. Carol Sample is motivated to deal calmly and effectively with difficult situations, but prolonged or extreme pressure can cause apprehension and anxiety, especially if less compliant co-workers do not share the same workplace values.

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|---|---|---|---|---|---|-----|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | (7) | | | |

Compensation Preference

FIXED SALARY (1) vs. COMMISSION/BONUS (10):

The Compensation Preference scale identifies whether Carol Sample is more motivated to work by a secure salary or by performance based remuneration.

Carol Sample much prefers striving for profit-sharing or performance-based remuneration rather than being on salary. She really enjoys taking chances and relishes the excitement of incentive-based bonus. Given a compensation package largely or exclusively salary, she will need support to see the value in this. Keep in mind that she will find ways to get around obstacles, even if that requires bending the rules. She rarely counts the costs and can be a demanding leader.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | (10) |

Approach to Risk Taking

CAREFUL (1) vs. DARING (10):

This Approach to Risk scale is measured from 1 for avoidance of risky behavior to 10 for willingness to engage in risk.

Carol Sample is somewhat inclined to be daring and impulsive, occasionally without considering the consequences of her actions. She tends to believe that "the end justifies the means," and may be less concerned about the downside of her actions or decisions. She is probably a confident person with good social skills, which are vital assets in business. Her venturesome behavior could add creative impetus to reaching corporate goals.

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|---|---|---|---|---|---|---|---|-----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | (9) | |

Preference for Change

LIKES ROUTINE (1) vs. LIKES CHANGE (10):

This scale identifies where Ms. Sample fits in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

Carol Sample greatly enjoys change and values innovation. The only way she can tolerate mundane tasks is if she can look for new ways to deal with daily routines. She likes to take control of events and will react proactively to new trends. For the most part, she tends to seek change for its inherent excitement, rather than because it is necessary.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | (10) |

Approach to New Ventures

CAUTIOUS (1) vs. OPTIMISTIC (10):

This scale distinguishes those who approach new ventures or issues with caution from those who approach new ventures with optimism. Because Carol Sample finds excitement in new ventures, Carol Sample generally sees the business world as having more opportunities than dangers. She tends to react quickly to problems and will try new methods to boost performance and productivity. She realizes, however, that singular actions can have negative consequences. As a result, Carol Sample will not adopt new practices merely because they are novel: she must be persuaded that they are also timely and effective.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | 7 | | | |

Task vs. Person Focused

TASK FOCUSED (1) vs. PERSON FOCUSED (10):

This team characteristic scale distinguishes those who focus on the needs of the task or project in hand from those who are focused on their own and their team members' needs.

With balanced focus on both people and tasks, Carol Sample can adapt to a range of work environments, from fairly busy to nearly quiet. This person will likely be most productive with a mix of routine tasks, some challenging assignments, and intermittent contact with others. Generally good-natured and communicative, Carol can be outspoken with familiar people. This person is objective and more often prefers to be a peacemaker rather than a decision maker. Carol Sample takes a balanced approach to both people and tasks, and this is a good asset for a team.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | 6 | | | | |

Self vs. Relationship Focused

SELF FOCUSED (1) vs. RELATIONSHIP FOCUSED (10):

This team characteristic scale distinguishes those who are self focused from those who are inclined to focus on others on the team.

Driven to succeed, Carol Sample is apt to focus on self-created plans rather than others' views and relationships. This person will likely develop a personal agenda and make it a high priority. Employees with intense self-focus can be edgy, and somewhat untidy, but they are also creative and can provide strong leadership. Carol will often think ahead and ask questions such as "Where will I get the resources?" or "When I reach this goal, what is my next move?" Decisions are usually pragmatic, based on evidence and performance. Carol Sample will prefer job roles that offer personal latitude and reward individual achievement.

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|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | | | | | | | | | |

Aspects of Assertiveness

SUBMISSIVE (1) vs. ASSERTIVE (10):

This personality scale influences a person's response to the following important work situations or circumstances:

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | 7 | | | |

LEADERSHIP STYLE - DEMOCRATIC (1) vs. COMMANDING (10):

Leadership Style is measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding Leadership Style.

Carol Sample has a nearly balanced approach to leadership with a moderate inclination to be explicit and directive. In a crisis, she can take command and make certain that the team knows what must be done and when. On the other hand, when a gentle approach is needed, she will function as the "guide on the side" with a more democratic style.

APPROACH TO LISTENING - SYMPATHETIC (1) vs. CONTROLLING (10):

The Approach to Listening scale is measured from 1 for a person who is an exceptionally sympathetic listener to 10 for a person who tends to dominate a conversation.

Carol Sample tends to be enthusiastic about her own ideas and sometimes leaves little opportunity for others to express theirs. Being outspoken and self-confident, she may well talk for others if they hesitate to speak. Similarly, if peers or subordinates are strident, she may only hear the tone of their words and could miss their meaning. She could be encouraged to develop her active listening skills such as paraphrasing, questioning, and neutral repetition. Setting specific goals to promote more dialogue would increase the involvement and contributions of others.

APPROACH TO CONFLICT - ACCOMMODATING (1) vs. FORCEFUL (10):

This scale distinguishes those who avoid conflict by being accommodating from those who are forceful in their approach to conflict.

While Carol Sample does not lack soft skills, she prefers a direct, even somewhat forceful, approach to conflict. Because she is sure of herself, she is efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations, she should be able to switch to a more moderate, accommodating style of conflict resolution.

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.