

Sample Company

Prevue Report

- Selection

Personal Development

Individual

Succession Planning

Working Characteristics

on

Mr. Daniel Adams

regarding the position of

Business Manager

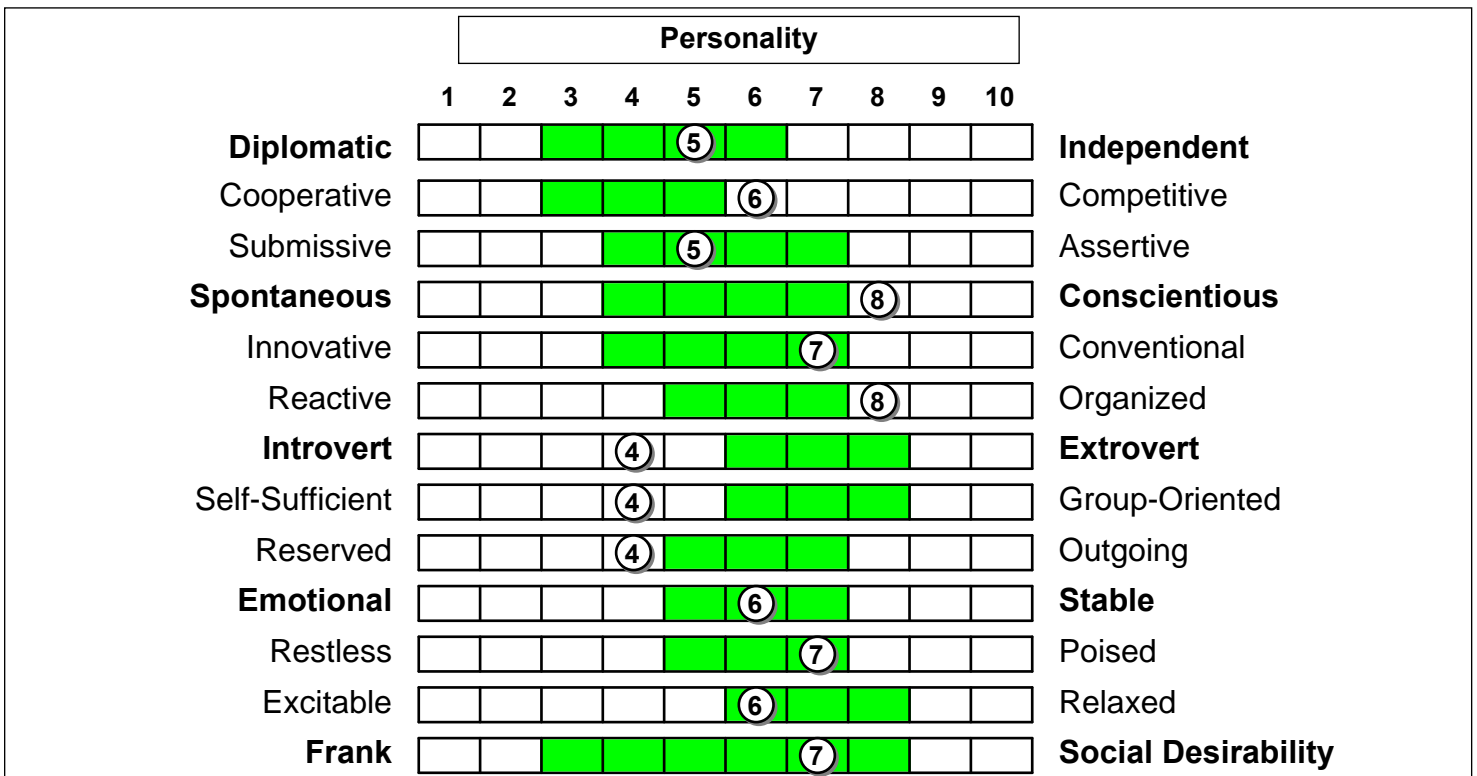
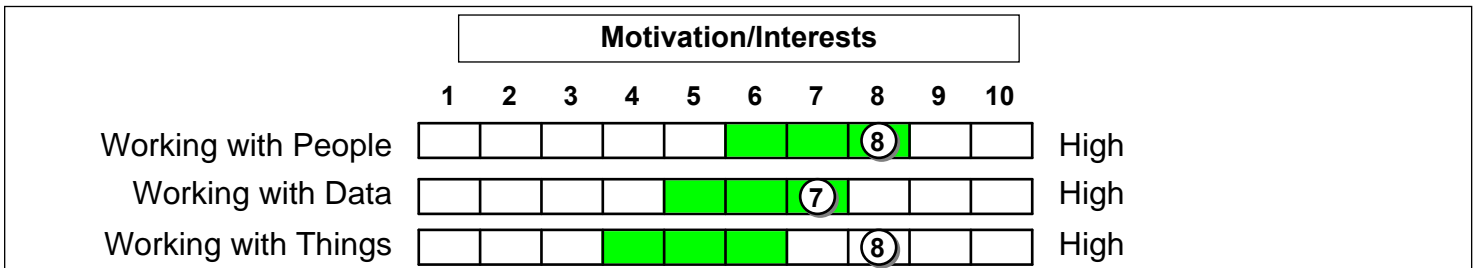
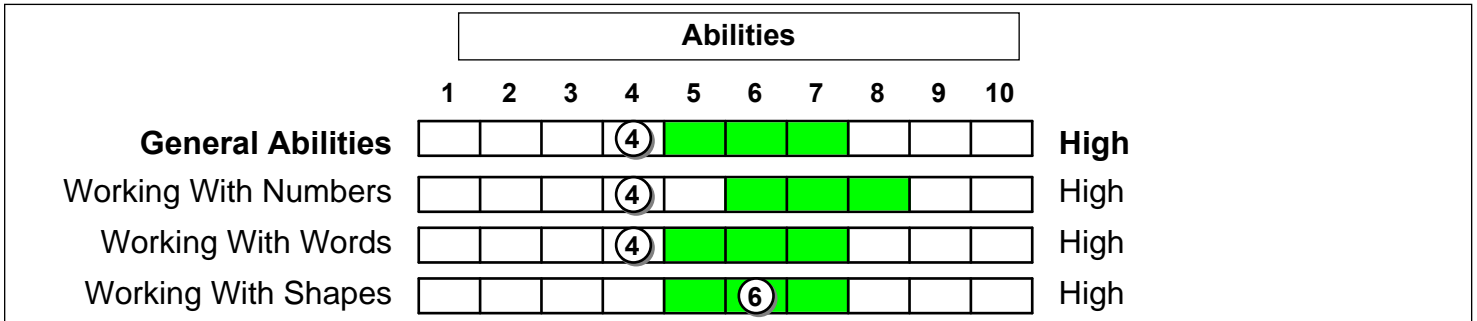
Thursday, December 17, 2009



Prevue Benchmark

Daniel Adams

Business Manager



A Prevue benchmark illustrates the required characteristics for this job as decided by management. The shadowed areas above graphically represent the benchmark for this Business Manager position. The number on each scale is Daniel Adams's actual score. The following percentage reflects the degree of suitability of his scores when compared to this benchmark.

Prevue Job Suitability

The Prevue benchmark suitability should comprise not more than one-third of the selection decision process. The other aspects of the selection decision process, including the job interview, candidate history and background check, should be furnished by management.

Benchmark Suitability

79%

Planning the Interview

Your interview should be a formal meeting with the objective of assessing Mr. Adams qualifications for this Business Manager position. Planning for the interview should begin with an examination of any areas of confusion or concern identified in the previous steps in the selection process, including your review of his resume or reference checks. This background information, in conjunction with this report, will assist you in determining this candidate's overall suitability for this position.

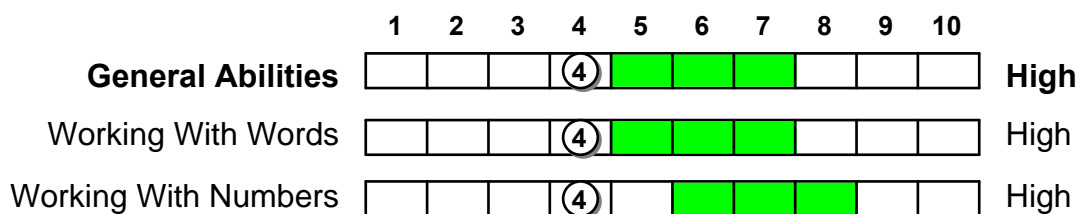
How to Use the Prevue Assessment in the Interview Process

Good hiring and promoting practices require that the personality traits, interests and abilities of job candidates should be matched to those required for the job for which the candidate is being considered. This can be accomplished by creating a Benchmark of the characteristics that your experience has confirmed are required for the job and that are evident in people who may have prior success in the job. The more closely Mr. Adams scores match the Benchmark, the higher is his suitability for that specific job. Scores that are off the Benchmark should provoke closer scrutiny.

Interview questions directed to specific on-the-job conduct will improve the selection process. In most cases you should customize these questions for this particular Business Manager position. Mr. Adams responses should be clarified with further behavioral questions until you are comfortable you can make a proper decision on his overall job suitability.

Areas Off the Benchmark

The following are areas where Mr. Adams did not match this Business Manager benchmark. A brief explanation of the score result and Benchmark is followed by suggested behavioral interview questions.



It will be evident that Mr. Adams does not fall within the Benchmarks for all of the dimensions of Abilities for this Business Manager position.

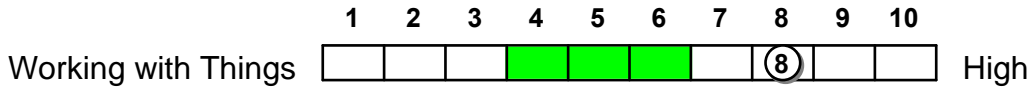
A score above any of the Abilities Benchmarks will not generally be detrimental to overall performance. However, consideration should be given to whether the position will provide sufficient challenge, stimulation and opportunity for Mr. Adams.

A score below any of the Abilities Benchmarks could be significant. Such results suggest Mr. Adams may have difficulty in quickly and effectively addressing and completing those aspects of the job where he is below the Benchmark.

The Interview

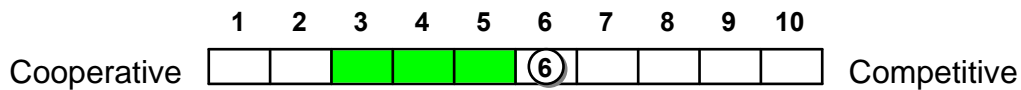
Daniel Adams

Business Manager



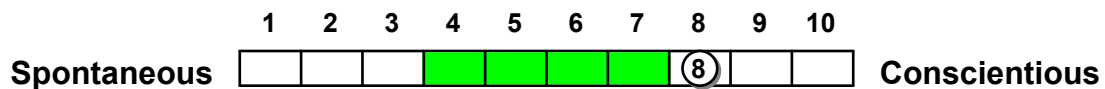
Mr. Adams expresses a high level of interest in work which deals with inanimate objects such as electronic devices, machinery, tools, and equipment.

1. What new equipment have you introduced to your team?
2. Explain, by example, how you have used technology to make your previous management position easier.
3. Describe how you like to use a computer in your management role.



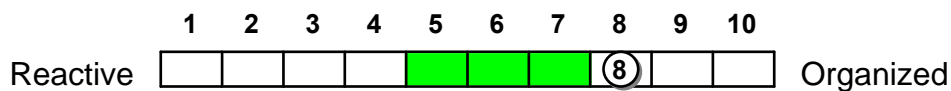
Mr. Adams is an effective competitor who can also maintain helpful relationships with others.

1. Describe an occasion when your need to win did not demonstrate an appropriate management philosophy.
2. Explain how the people in your department help you to reach your personal goals?
3. Describe a situation where you provided persuasive direction to an irate subordinate.



Mr. Adams is likely to be extremely conscientious, well organized, tidy, and detail conscious.

1. In your previous employment, what type of situations caused you to vary from your normal routine?
2. Describe how you have handled situations where an employee's actions exceeded policy.
3. As a Business Manager you will be allowed a certain amount of flexibility, and we expect many occasions when you will have to 'think on your feet'. Describe how you have accommodated these types of situations before.



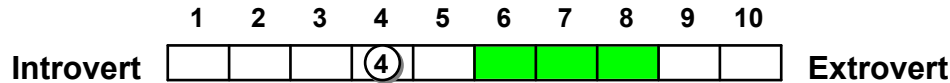
Mr. Adams regards himself as being a very tidy, well-organized Business Manager who works from a controlled and rational base.

1. Describe how you keep track of the ongoing projects of all team members.
2. Describe how you discipline an employee when you have not had enough time to prepare properly.
3. What employee situation do you recall where an emergency upset your normal, planned routine?

The Interview

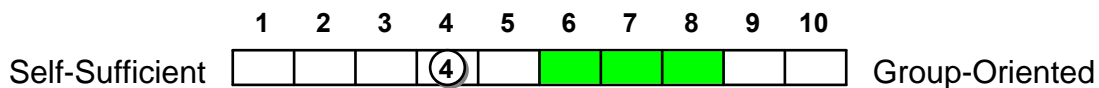
Daniel Adams

Business Manager



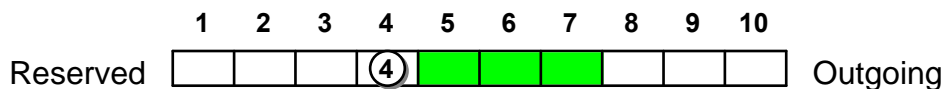
Mr. Adams will contribute socially without drawing too much attention to himself.

1. Describe your preference for the amount of social contact in a work situation.
2. Which aspect of working with others appeals the most to you?
3. Give an example of an employee who never seemed to get to work, typically socializing on the job too much. How did you handle this?



Mr. Adams describes himself as a person whose preference is work on his own, but occasionally enjoys a more stimulating work environment.

1. How often do you meet with each of your people?
2. Describe what you typically do to stay busy during slow periods in the workday.
3. Describe the aspects of working with your employees that you found satisfying. What parts did you find difficult?



Mr. Adams describes himself as someone who is fairly quiet and reserved, preferring infrequent periods of social contact.

1. Please give me some examples of the techniques you use to motivate your staff.
2. How important were the social aspects of your previous job? Describe where you are likely to initiate contact and conversation in this Business Manager position.
3. Describe the aspects of supervising people that appeal to you the most.

Total Person Description

Daniel Adams

Business Manager

Note:

The Total Person is a combination of all the elements Mr. Daniel Adams completed in his Prevue Assessment.

Mr. Daniel Adams has good spatial skills, and average ability with numbers and words. He is best equipped for assignments that involve mental manipulation of shapes or objects. These could include reading blueprints, interpreting graphs, and following moderately difficult diagrams. He would also be good at estimating space requirements. Being reasonably proficient with numbers, Mr. Adams will be able to do simple arithmetic and to work with routine spreadsheets, data tables, etc. His similar level of ability with words means that common paperwork and some writing are well within his scope. Unless the presentation is graphic, Mr. Adams will need an average amount of time to learn new procedures and information. Overall, he has average abilities and Mr. Adams will make the best use of those skills in a stable environment that changes slowly.

Mr. Adams is happiest when working with people and also very interested in operating machinery or tools. In addition, he has a strong inclination to work with data, to collect, organize, and analyze information. Nonetheless, he prefers a direct, hands-on approach to problem-solving whenever possible. Daniel Adams should work in a populated, social environment where he can interact with others and use tools or technology. Regarding computer tasks, because he enjoys performing tasks that require tools or machines, he is better suited to use as many peripheral devices as possible. Being intensely interested in people, he would prefer direct communication with others via Internet connections, E-mail, and word processing. Having a marked interest in data, he would also enjoy working with spreadsheets, databases, or any detailed paperwork. For maximum performance, any long-term assignments for Daniel Adams should include contact with people. Because of his good motivation to work with all three major factors in the workplace, he should enjoy a wide range of occupations.

Mr. Adams is competitive and moderately assertive. While he may be a strong team player, he still enjoys individual recognition. His leadership style is marked by persuasion and encouragement, with emphasis on cooperation. In non-threatening situations and with people he knows well, Daniel Adams can be quite outspoken and will vigorously promote his own ideas. On the whole, he prefers to avoid rather than confront conflict, choosing tact and diplomacy to maintain harmony in the workplace. He is equally comfortable being either a team member or a decision-maker.

Daniel Adams is meticulous with details, preferring to have a well-thought-out plan before beginning any project. He values punctuality, and may resent tardiness in others or unexpected changes in the schedule. Dealing with spontaneous events will be frustrating for him. He prefers working with proven procedures and established policies. He tends to be uncomfortable in unstructured situations, although he will strive to bring order out of chaos. Mr. Adams can deal with procedural changes if they are carefully explained and justified.

Total Person Description

Daniel Adams

Business Manager

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

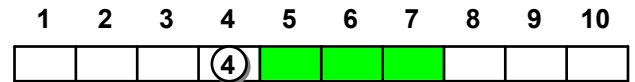
Daniel Adams is generally rational and calm. He can take criticism quite well and, because he strives to be objective, he is usually able to shrug off rejection and continue with his work. Most times he is relaxed and able to cope well with pressure but can become anxious when things do not go well. Although he can work on demanding, high-pressure projects that require dealing with people openly and objectively, Mr. Adams may feel some anxiety in such circumstances.

NOTE:

The individual traits on the following pages are descriptions of Mr. Adams'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.

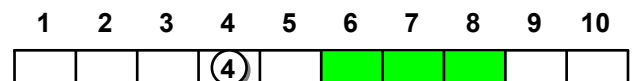
General Abilities

Mr. Adams is likely to be reasonably competent, but tends to learn slightly more slowly than the average person, finding it hard at times to absorb new information. He may have difficulty coping with problems that require mental reasoning combined with time pressures. Mr. Adams is likely to be very efficient working within a structured environment, where there are opportunities to develop his skills at his own pace.



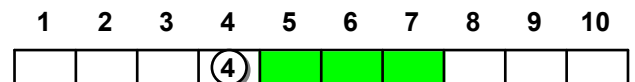
Working With Numbers

Daniel Adams is in the low average range for Numerical Reasoning. This indicates that his speed and accuracy is typical of the lower third of his fellow employees in the ability to work with information derived from simple numbers.



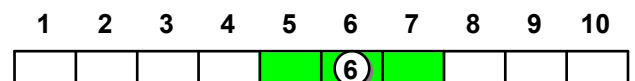
Working With Words

A sten score of four indicates a low average ability for working with words. People with this capacity are likely to be reasonably competent in dealing with written material, and their learning speed could be acceptable. When under time pressure they are more likely to make mistakes.



Working With Shapes

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



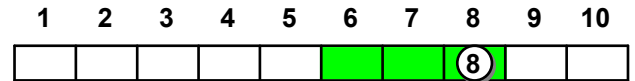
Individual Traits

Daniel Adams

Business Manager

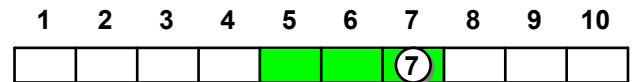
Working With People

Mr. Adams is likely to be very interested in work that involves considerable contact with people. This may be at a complex level rather than just making contact. People with scores in this range are unlikely to feel satisfied in jobs in which interaction with people does not play a significant role.



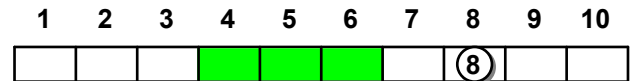
Working With Data

Mr. Adams has an above average interest in working with data. Such a person may relate this interest in data to its application in working with people and/or machinery and equipment. They would be unlikely to enjoy a position that did not provide an opportunity for this type of work.



Working With Things

Daniel Adams has a high level of interest in work that involves inanimate objects such as machinery, tools and equipment. Such people are likely to be interested in a hands-on approach to designing, managing or working with things.



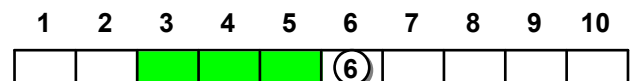
Diplomatic / Independent

To achieve his point of view, Daniel Adams occasionally can be an individual competitor, both controversial and argumentative. In other situations, Mr. Adams can also be concerned with maintaining the team spirit and coordinating the team effort. This score indicates an employee who is good at getting things done while taking into account the needs of others.



Cooperative / Competitive

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



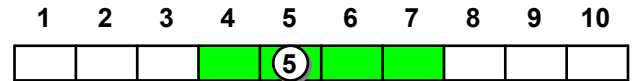
Individual Traits

Daniel Adams

Business Manager

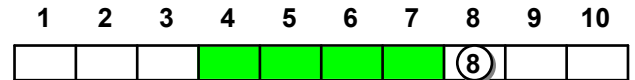
Submissive / Assertive

Daniel Adams is somewhat submissive and may avoid speaking out on some issues. Mr. Adams may refrain from promoting himself in leadership roles. In disputes, he may be willing to compromise to maintain relationships with others.



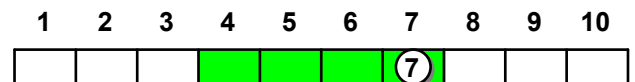
Spontaneous / Conscientious

This individual has a strong moral code plus an adherence to traditional methods and values. Thus, he is careful to obey rules. A Business Manager of this type is very dependable, and often meticulous in his attention to detail. Preferring to be well prepared, he is likely to be a good adapter, rather than an innovator.



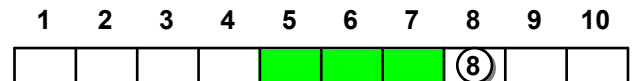
Innovative / Conventional

Mr. Adams sees himself as a Business Manager who is somewhat conventional. He can cope with change when necessary. Overall, Mr. Adams will prefer the status quo to change.



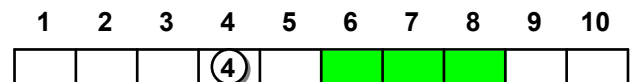
Reactive / Organized

Such people are systematic and meticulous. They are reliable and predictable, and work best in situations where they have had the chance to plan ahead and be organized.



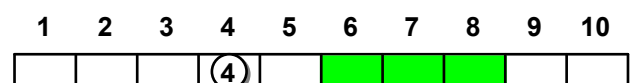
Introvert / Extrovert

Daniel Adams is often content to work alone. At times he may need an audience to stimulate his ideas. He would rather be in the company of a few close friends rather than part of a large social gathering. He often behaves in a quiet and reserved manner.



Self-Sufficient / Group-Oriented

He will be content working in situations where there is reasonable interaction with others.



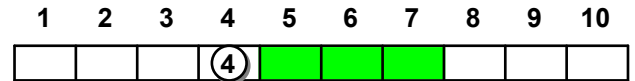
Individual Traits

Daniel Adams

Business Manager

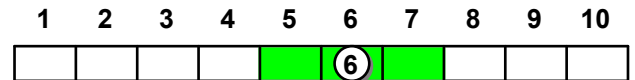
Reserved / Outgoing

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



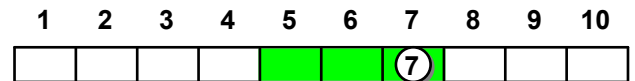
Emotional / Stable

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



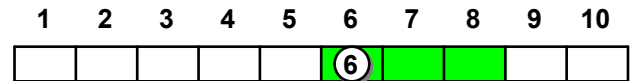
Restless / Poised

Daniel Adams is fairly calm and unruffled. A Business Manager like this will remain objective in all but the most difficult work related situations.



Excitable / Relaxed

This is a person who remains calm and relaxed in response to normal situations. For the most part, such people are able to manage their problems without undue anxiety. Occasionally, they will not always assume the best of other people, and will feel the need to check their motives. However, any level of suspicion or stress is likely to be moderate.



Social Desirability

This level of score, suggests that Daniel Adams has presented a moderately frank picture of himself 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 8.
- 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.prevueonline.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.