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Positive Options, Inc.

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C Price
Operations Manager



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Report Design Options Selected for this Report

Report Family: Screening & Selection

Type: Selection Report

Scope: Abilities, Interests & Personality (WNSIP)

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

Style: Management (from choice of Management, Sales, Customer Service or Other)

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

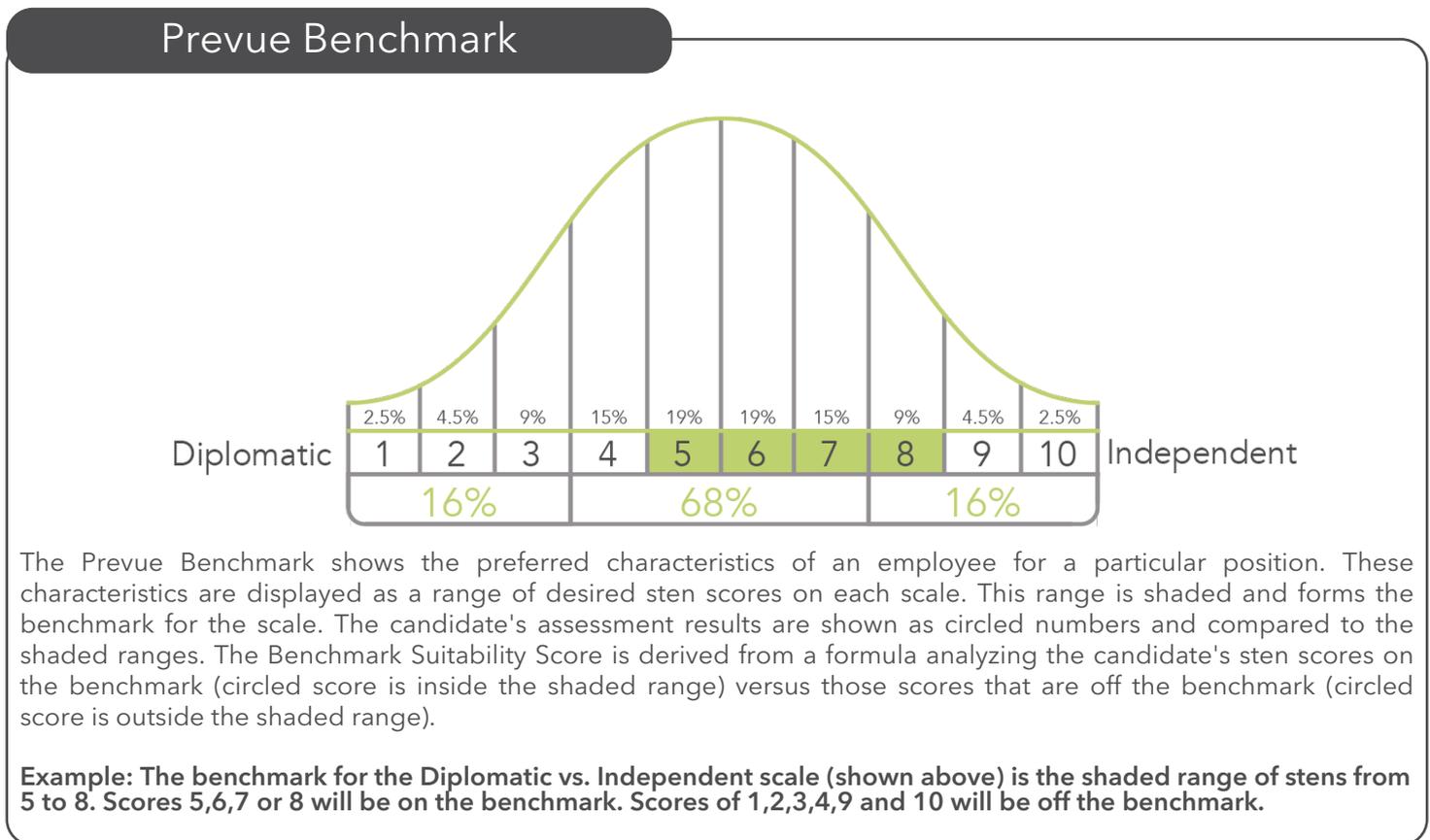
Part 1 - Understanding this Report

Introduction

This Selection Report describes C Price’s suitability for the Operations Manager position at Positive Options, Inc.. The information in this report comes first from reviewing the scores on each of the scales of the Prevue Assessments that were completed by C Price and second from comparing those scores to the Prevue Benchmark for the position. Both the scores on the Prevue Assessments and the comparison of those scores to the Prevue Benchmark are exhibited graphically in the Prevue Results Graph in Part 2.

Prevue Assessments

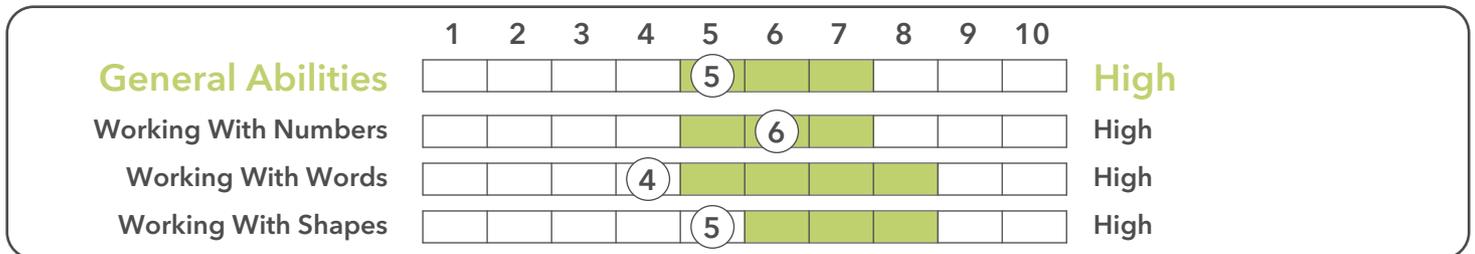
The Prevue Results Graph shows C Price’s ‘sten’ score on each of the Prevue Assessments scales considered in the report. A sten score is a candidate’s score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard tenths (‘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.



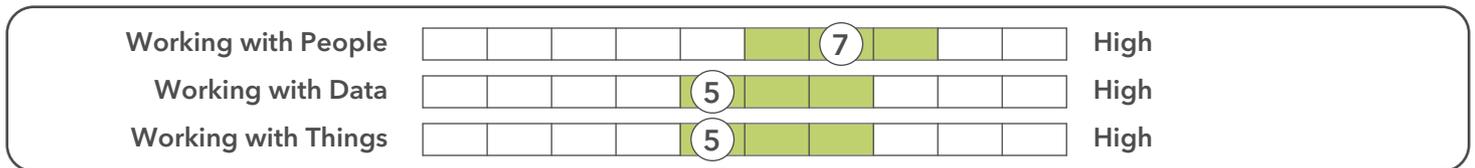
Part 2 - Prevue Results Graph

C Price's scores are shown in the circled numbers on each of the Prevue scales presented below. The Prevue Benchmark for the Operations Manager position is indicated by the green shaded ranges on each scale, which are preferred scores for this position. A score inside a shaded range is on the benchmark. A score outside a shaded range is off the benchmark.

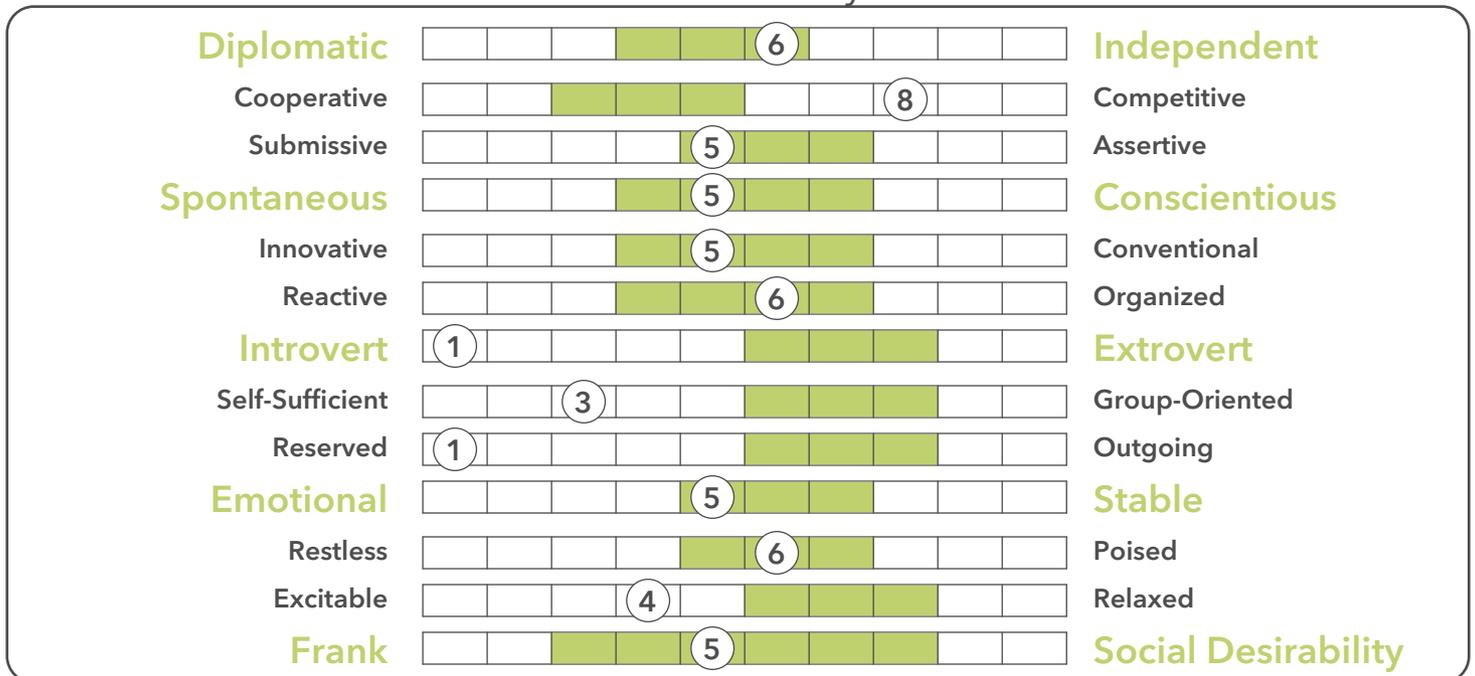
Abilities



Motivation/Interests



Personality



Benchmark Suitability Score

The Benchmark Suitability Score quantifies C Price's overall fit to the benchmark for the Operations Manager position.

Note: C Price's Prevue Assessments results, including the Benchmark Suitability Score should comprise no more than one-third of the selection decision process. Refer to Best Practice Information for details.

74%

Part 3 - Total Person Description

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

Ms. C Price has above average numeric skills, combined with moderate verbal and spatial skills. She is well equipped for challenging numeric assignments and able to work with complex spreadsheets and data tables. Her average ability with words means that common paperwork, most office duties, and written material are within her scope. Similarly, because she is reasonably proficient in tasks that require mental manipulation of shapes and objects, she will be able to follow simple diagrams, to estimate space requirements, and to read blueprints. She should not require extra instruction, guidance, or time to achieve competence in routine work. Overall, Ms. Price will perform best when the environment and work practices change slowly.

Ms. Price is strongly interested in people and would be most happy in a job that involves contact with others. She is moderately motivated to work with data and things. This means that she could process abstract information and use technology so long as she still had opportunities for social interaction. She would perform best where she could take advantage of her preference for interpersonal activity. In a computer context, Ms. Price would prefer direct communication with others via Internet connections, E-mail, and word processing.

Ms. Price is highly competitive and moderately assertive. She wants to win, but will prefer to do so tactfully. Although a strong team player, she still wants individual recognition. C Price can be quite outspoken and will promote her own ideas, particularly in non-threatening situations and with people she knows well. On the whole, she prefers compromise over conflict and C Price will use diplomacy to maintain harmony in the workplace. Her leadership style is marked by persuasion and encouragement. She is equally comfortable being either a team member or a decision-maker.

C Price generally operates within established policies and procedures. When necessary, however, she can be flexible and innovative. She is less flexible in the area of scheduling as she prefers to have a plan with a fair degree of detail. This is a strong combination, Ms. Price has the consistency and time management that is the foundation of productivity for most organizations, while at the same time she can adapt to unusual needs or changing circumstances.

Ms. Price is self-sufficient, quiet, and reserved. She only occasionally solicits companionship. She is courteous to other people who seek her out, but she will rarely initiate conversation or other social contact. In the workplace, she will not need a great deal of interaction with others. She will be content to deal with the routine, either on her own or in a small group.

C Price has a good combination of emotional awareness in herself and others, and moderate sensitivity to stress. Although usually calm and not easily flustered, Ms. Price can be upset by prolonged stress or exceedingly demanding tasks. In these conditions, she will strive to regain her composure as quickly as possible and her sense of urgency will be in proportion to what needs to be done. While fairly trusting and open with others, she is sensitive to anyone trying to take advantage of her and she will resist such behavior. Her reactions to stress are variable but, in the main, she copes well and even does some of her best work when she is stimulated by adversity.

Interview Guide

Part 4 - Suggested Interview Questions

Planning the Interview

Planning the interview requires identifying concerns about the candidate's work history, references and scores off the Prevue Benchmark for the Operations Manager position. Use the available candidate information plus this report to structure the interview and make the best hiring decision.

This section provides suggested interview questions to address the following:

- ▶ First to examine those areas where C Price's score did not fall on the benchmark for the position.

You should customize the interview questions as needed for this position at Positive Options, Inc.. **You may wish to take a copy of Part 4 to have it available for the interview.**

Scores off the Benchmark

C Price's scores fell off the Benchmark for the following scales. This indicates that the candidate could encounter challenges in these areas. Review each score description set out below and consider the suggested interview questions. The more distant the score is from the benchmark for a scale the more important it is for you to probe these areas.



With below average ability for Working with Words, C Price falls below the given benchmark but may still be reasonably competent for many verbal tasks. This level of ability usually translates to moderate performance on word recognition tasks such as finding and recording employee names and correcting common spelling errors. However, more time is necessary for processing written information such as new corporate policy and procedures. Advanced tasks, including complicated correspondence and paperwork, require training and support. A good manager will either compensate or delegate to offset weak language skills.

1. When sending a corporate-wide announcement, how do you make sure that spelling and grammar are correct?
2. Consider a new, multipart form to be used for temporary employees. If no training were provided, how would you teach yourself to use the new form?
3. Describe how you read a manual for safety procedures at work.

Your Comments:



C Price has average ability for Working with Shapes but does not meet the requirement of the given benchmark. Often this means reasonable speed and accuracy for shape recognition tasks such as visualizing objects or relating symbols or diagrams to operations. Simple arrangements of physical objects should also be acceptable. Spatial challenges such as using or creating complex diagrams or charts will require instruction and regular practice or refresher training.

1. If you are given a flow chart of how a leave of absence request is processed, do you review it before handing it out to staff? If you have questions about the chart, how do you get answers?
2. Think of a line and column graph with last quarter’s corporate performance as columns and performance targets for the current quarter as a line above the columns. How would you show current actual performance? Ideally, where would current performance be?
3. Describe how to arrange shared office equipment—printer, paper supplies, fax machine, reference materials, worktable, etc.—for efficiency.

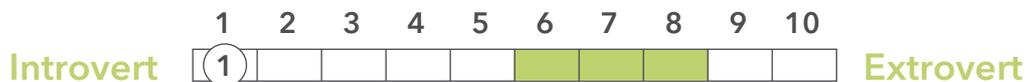
Your Comments:



Ms. Price plays to win and will tend to be a bad loser.

1. Describe a situation where your need to win did not demonstrate appropriate team work.
2. What goals have you set for yourself? How about for your department? Explain how these two plans can work together.
3. Please recall a management situation when your competitive nature became counter-productive.

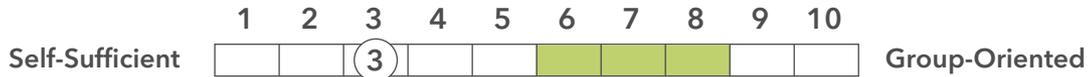
Your Comments:



Ms. Price is likely to prefer her own company and working in a quiet, calm environment, seeking out involvement when she chooses.

1. Describe the role you typically take in your team meetings. Why?
2. Describe the surroundings in which you will work best with your staff
3. Describe your fundamental management philosophy, and how this approach enhanced relations with your employees.

Your Comments:



Occasionally C Price will seek the company of others or a stimulating social environment, but in general she prefers her own company to that of others.

1. Describe your level of tolerance of staff who like to talk and interact with you while you're trying to do your job.
2. What percentage of time during the week do you spend on the floor or in the field? What do you do to create more of these opportunities?
3. Can you expand on the role you like to take during team meetings or company/employee functions?

Your Comments:



Ms. Price describes herself as someone who is quiet and reserved and feels that life is stimulating enough without seeking out exciting activities.

1. Describe the management situations where you are likely to regularly initiate contact and conversation.
2. What do you feel is the most difficult part of motivating your staff?
3. Please explain how you usually develop rapport with your employees.

Your Comments:



Except for certain circumstances, people like this will handle most things in a calm and relaxed manner.

1. Illustrate the type of employee that you have a hard time getting along with.
2. Describe the last time you almost lost your temper when dealing with an angry worker.
3. Discuss the things or activities you do to deal with the pressure of working with others.

Your Comments:

Part 5 - Individual Characteristics

The Individual Characteristics descriptions provide more information about C Price's scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight C Price's strengths for the Operations Manager position. Scores that are two or more stens off the Prevue Benchmark for any scale highlight prospective areas of challenge for this candidate and should be addressed in the interview.

General Abilities

C Price has an average level of speed and accuracy in reasoning and problem solving. She can learn and absorb new information without too much difficulty. She is as able as most, which means you will find her to be efficient working in an environment that makes reasonable demands. However, should this Operations Manager position demand very high levels of mental work load, she may find it difficult to cope.



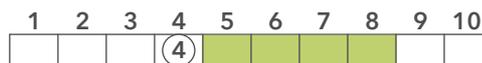
Working With Numbers

Ms. Price has an average capacity for numerical reasoning. This indicates that she is as able as most adult workers to deal 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

Ms. Price's speed and accuracy in using spatial material indicates that she is as able as most adult workers in dealing with information that involves manipulating shapes and objects.



Working With People

Ms. Price shows a high average interest in work that involves dealing with people. She is likely to prefer employment that involves a reasonable degree of contact with others and would not be happy working on her own. She will enjoy work that requires difficult and demanding interpersonal skills.



Working With Data

Ms. Price has some interest in working with data. Such a person should be able to relate and balance this limited interest in data to those tasks in the job that require working with people or working with machinery and equipment. She would not necessarily feel the need to work with data to form the major part of her job.



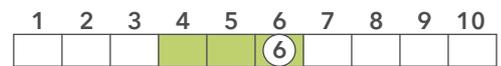
Working With Things

C Price expresses an 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.



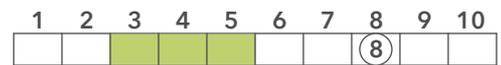
Diplomatic / Independent

Ms. Price 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

This person describes herself as a hard driving competitor with a strong, individual need to win. She has less concern to win as part of a team.



Submissive / Assertive

C Price is somewhat submissive and may avoid speaking out on some issues. Ms. Price may refrain from promoting herself in leadership roles. In disputes, she may be willing to compromise to maintain relationships with others.



Spontaneous / Conscientious

She balances the need to do things well in the quickest possible way within the rules. This leads to solutions that are innovative without implementing radical changes. Such people are quite dependable, adaptive and innovative.



Innovative / Conventional

Ms. Price is balanced in her attitude toward change and innovation. While happy to be working in a traditional manner and following the rules, she can be flexible and accept change when necessary.



Reactive / Organized

Being reasonably well organized and able to work in a controlled manner, she can also be flexible. She will be able to respond very well to some unpredictable events.



Introvert / Extrovert

Ms. C Price avoids large social gatherings and group activities. She is most comfortable in a quiet environment where the surroundings are familiar. She is quite content to be alone, reflecting on her own thoughts and ideas. Individuals like C Price prefer the company of a few close friends. She is very reserved and introverted.



Self-Sufficient / Group-Oriented

Such people are happy to work on their own and in quiet places, and tend to avoid noisy situations and group activities. They prefer their own company to that of others.



Reserved / Outgoing

Ms. Price is an extremely reserved person who prefers her work to be familiar, safe and secure. She would not like being the center of attention, and may therefore keep in the background at social or business gatherings, or avoid them altogether.



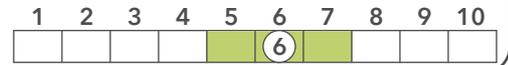
Emotional / Stable

Ms. C Price is stable and calm under normal situations, but may become apprehensive and emotional when conditions become unsettled. She is generally accepting of people, but with a degree of caution. Such people are usually stable under moderate stress.



Restless / Poised

In the face of difficult situations, Ms. Price has an average balance between calm objectivity and any tendency to be upset and take things personally.



Excitable / Relaxed

Ms. Price is occasionally excitable and anxious. Any suspicions or stress she may feel under pressure are likely to be moderate. Individuals like Ms. Price may find it hard to cope with very demanding high-pressure jobs.



Social Desirability

C Price describes herself as someone who is aware of social rules and expectations, although not always conforming to them. There is no indication that Ms. Price has not presented a reasonably frank picture of herself on the other scales.



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.