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**Positive Options, Inc.**

**Assessment Taken:**  
11/12/2008

**Assessment Printed:**  
2/26/2019

**Mike Moore**  
**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](http://www.prevuehr.com)

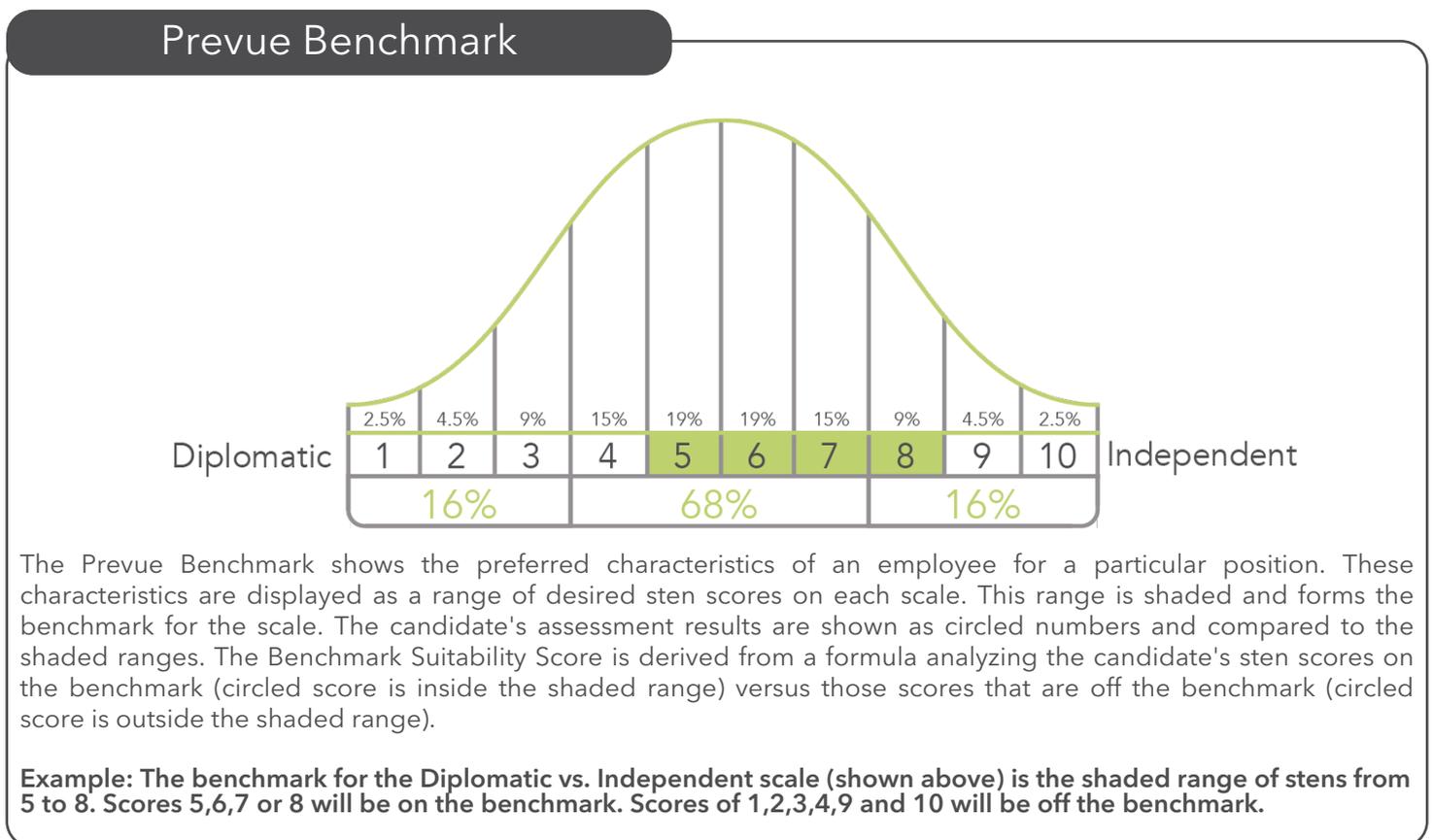
# Part 1 - Understanding this Report

## Introduction

This Selection Report describes Mike Moore’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 Mike Moore 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

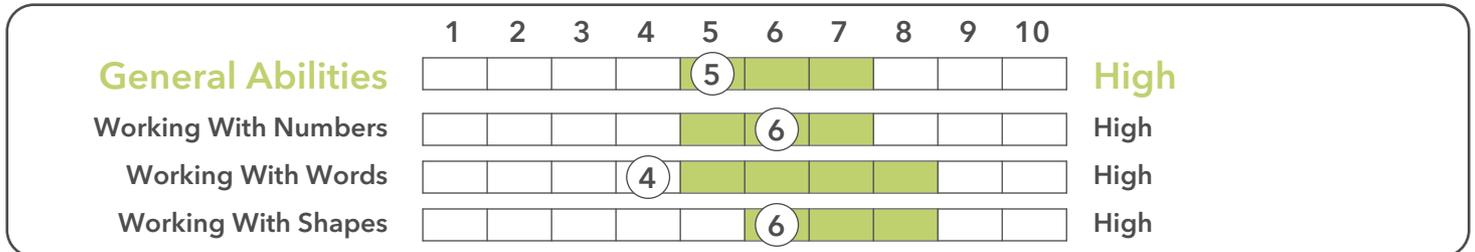
The Prevue Results Graph shows Mike Moore’s ‘sten’ score on each of the Prevue Assessments scales considered in the report. A sten score is a candidate’s score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard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



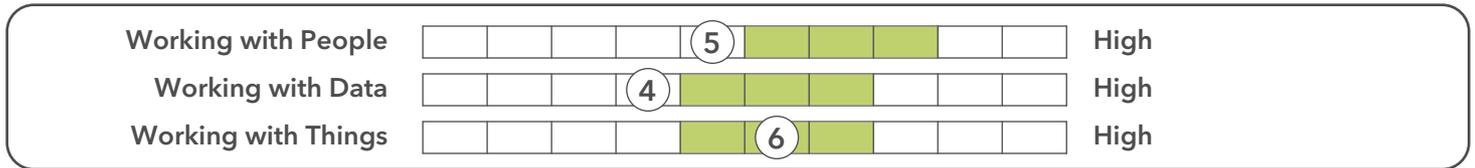
# Part 2 - Prevue Results Graph

Mike Moore'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.

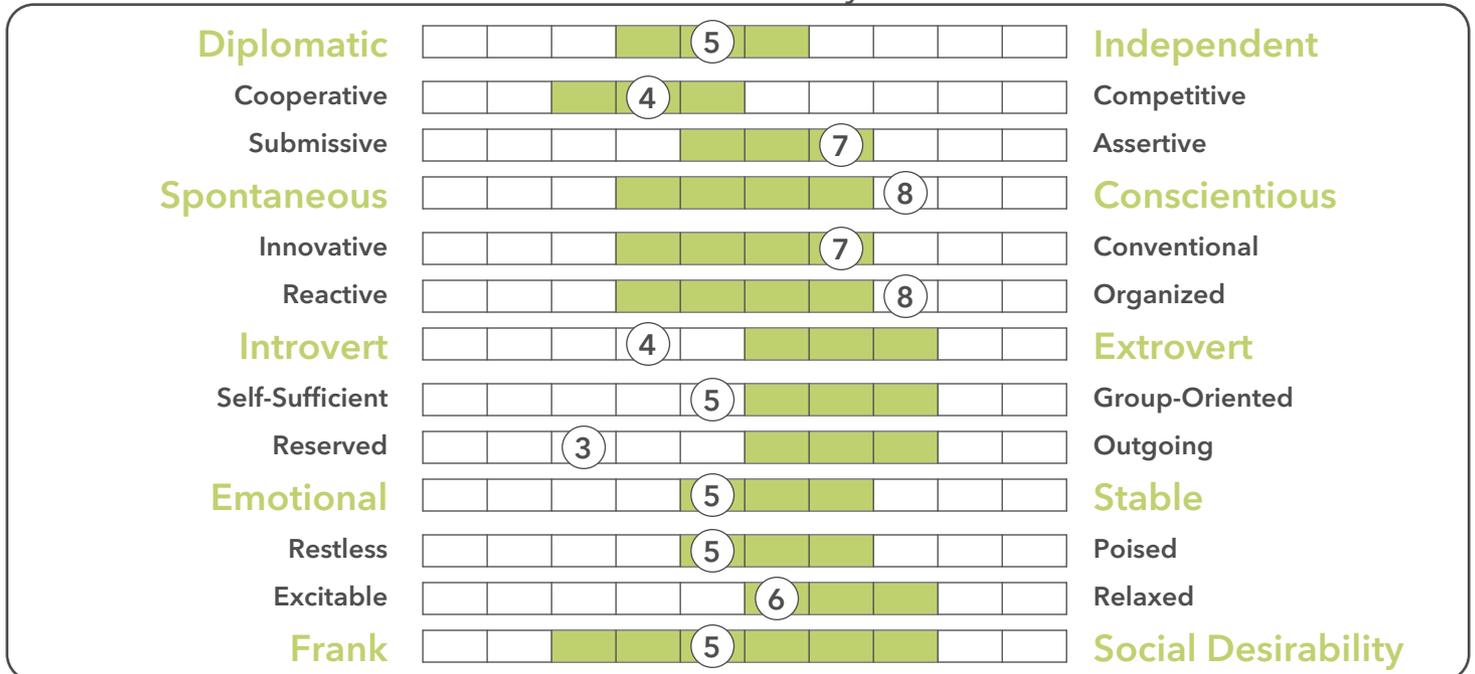
## Abilities



## Motivation/Interests



## Personality



## Benchmark Suitability Score

The Benchmark Suitability Score quantifies Mike Moore's overall fit to the benchmark for the Operations Manager position. Note: Mike Moore'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.

**84%**

## Part 3 - Total Person Description

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

Mr. Mike Moore has above average skills in both numeric and spatial reasoning, and average skills in verbal reasoning. He is well equipped for challenging numeric assignments and able to work with complex spreadsheets and data tables. He is similarly competent 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 and packaging items, storing inventory, and arranging displays. His average ability with words means that common paperwork, most office duties, and written material are within his scope. He should learn most new tasks quickly and only written work will require extra effort. Mr. Moore has good skills and will perform best when his environment and work practices change slowly.

Mr. Moore has balanced, average interests in working with people and with data. He has more motivation to work directly with material objects such as tools or machinery. He is mechanically inclined and will prefer a hands-on approach whenever possible. If a practical solution is available, he may view the collection of further information as inefficient. Similarly, he may think that discussion with other people is a less effective method of problem-solving.

Mr. Moore is a good team player, assertive yet still considerate of others. Relationships are important to him, and he sees mutually cooperative efforts as being the most effective. He will put himself forward in some situations but not so far as to compromise team spirit. With appropriate encouragement, Mr. Moore can assume the role of group leader. He can deal with confrontation except in the most extreme cases. He will often be outspoken but, in very competitive situations with new acquaintances, Mike Moore is more likely to defer to others.

Mike Moore 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. Moore can deal with procedural changes if they are carefully explained and justified.

While Mike Moore enjoys being in a group, he is rarely the center of attention. As a team member, he will contribute readily, but he needs time alone to reflect on his efforts and plan his offerings. He is self-reliant and reserved and only occasionally solicits companionship. He is courteous to other people who seek him out, but he will not regularly initiate conversation or other social contact. In the workplace, he does not need a great deal of interaction with others. He will be content to deal with the routine, either on his own or in a small group.

Mike Moore is sensitive to the emotions of others and himself, but this is kept in perspective. Certainly, inappropriate criticism can upset his equilibrium, but he is not bothered by the normal give and take of human relations. He is generally calm and, while aware of stress, he does not let it stop him from achieving his goals. Mr. Moore exemplifies an effective combination of emotional awareness without excessive vulnerability. He tolerates stress without being indifferent to it. Whether he is required to give a fast response to a crisis or methodical attention to a routine task, Mr. Moore will work well under most pressures.

# 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 Mike Moore'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

Mike Moore'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, Mike Moore 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:

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Mr. Moore describes himself as a person who has some interest in working with others.

1. Describe the type of employee who is the hardest for you to deal with.
2. Often, when working in a busy environment, there are opportunities for conflict. Describe the most recent situation where a disagreement occurred.
3. What part of working with people do you like the most? The least?

Your Comments:

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Mr. Moore indicates he has some interest in working with data.

1. Describe the type of data entry you have done on your current job.
2. Could you describe how you previously checked the accuracy of your employee's work?
3. Describe the frequency with which you researched questions from employees.

Your Comments:

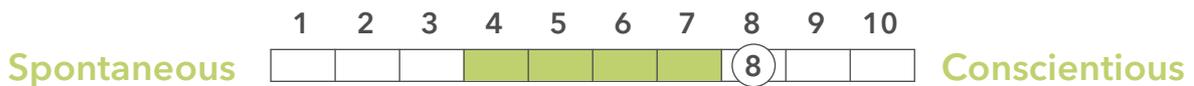
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Mr. Moore is likely to be extremely conscientious, well organized, tidy, and detail conscious.

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 an Operations 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.

Your Comments:

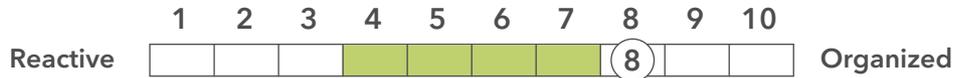
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Mr. Moore regards himself as being a very tidy, well-organized Operations Manager who works from a controlled and rational base.

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?

Your Comments:

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Mr. Moore 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?

Your Comments:

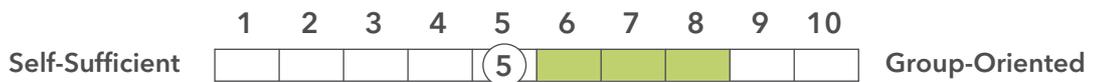
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Mr. Moore describes himself as a person whose preference is work on his own, but occasionally enjoys a more stimulating work environment.

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?

Your Comments:

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Mr. Moore describes himself 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:**

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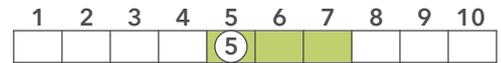
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# Part 5 - Individual Characteristics

The Individual Characteristics descriptions provide more information about Mike Moore’s scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight Mike Moore’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

Mike Moore has an average level of speed and accuracy in reasoning and problem solving. He can learn and absorb new information without too much difficulty. He is as able as most, which means you will find him 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, he may find it difficult to cope.



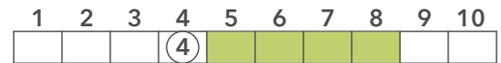
## Working With Numbers

Mr. Moore has an average capacity for numerical reasoning. This indicates that he is as able as most adult workers to deal with information derived from simple numbers.



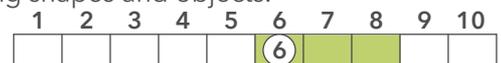
## Working With Words

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

Mr. Moore 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.



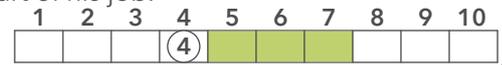
## Working With People

Mr. Moore shows an average level of interest in work that involves dealing with people. He is likely to prefer employment that involves contact with others. However, he is unlikely to want interaction with other people to be the major function of his work.



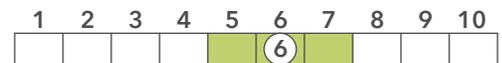
### Working With Data

Mr. Moore has some interest in working with data. Such a person may 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. He would not necessarily feel the need to work with data to form the major part of his job.



### Working With Things

Mike Moore 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.



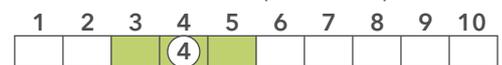
### Diplomatic / Independent

To achieve his point of view, Mike Moore occasionally can be an individual competitor, both controversial and argumentative. In other situations, Mr. Moore 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.



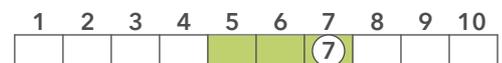
### Cooperative / Competitive

He can be described as an individual within the team environment. He is somewhat competitive, and will play hard to win for the good of the team. Such people may down play their own achievement to instill the cooperative spirit.



### Submissive / Assertive

Depending on the situation, he can be assertive and outspoken. In groups, Mr. Moore is likely to promote himself as the leader or spokesperson. In disputes, he will tend to affirm his position.



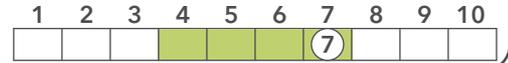
### Spontaneous / Conscientious

This individual has a strong moral code plus an adherence to traditional methods and values. Thus, he is careful to obey rules. A person with this score 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.



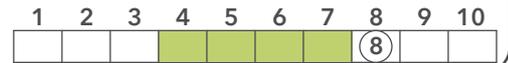
Innovative / Conventional

Mr. Moore sees himself as somewhat conventional. He can cope with change when necessary. Overall, Mr. Moore 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

Mike Moore 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.



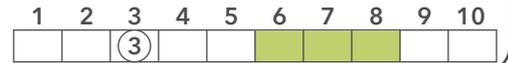
Self-Sufficient / Group-Oriented

While he is someone who occasionally enjoys a stimulating work environment, he requires time to reflect and enjoy his own company.



Reserved / Outgoing

He describes himself as one who is reserved. He may respond to other people if he is sought out, but is unlikely to initiate contact. Such people generally prefer to stay in the background in social and job situations. They prefer to work in a quiet, orderly manner.



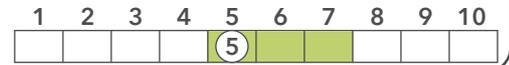
Emotional / Stable

Mr. Mike Moore is stable and calm under normal situations, but may become apprehensive and emotional when conditions become unsettled. He is generally accepting of people, but with a degree of caution. Such people are usually stable under moderate stress.



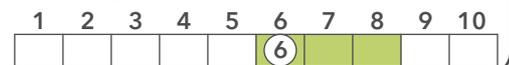
**Restless / Poised**

Such people can remain calm and poised in the face of unpleasant circumstances, yet at times have a tendency to become upset and take things personally.



**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**

Mike Moore describes himself as someone who is aware of social rules and expectations, although not always conforming to them. There is no indication that Mr. Moore has not presented a reasonably frank picture of himself 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](http://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.