FirstView

The Advantages

Psychometric Accuracy/Completion Time

FirstView uses the most advanced psychometric methodology, with sophisticated item construction within a proven construct of measurement. *FirstView* matches the accuracy of the finest 5th Generation instruments, yet requires only 15 minutes to complete. This is critical if you are using an assessment to screen large candidate groups for entry level positions that could include: retail sales persons, fast food workers, temporary staffing employees, and others.

FirstView Measures:

- **Rules**—consistency, ability to deal with change, need for structure, ability to follow rules and policies
- **Extroversion**—need to work with others, communication of enthusiasm, ability to talk or listen
- **Assertiveness**—decision making, selling and closing abilities, ability to handle confrontation, willingness to take direction from others
- **Teaming**—teamwork, collaboration with others, competitiveness
- **Sensitivity**—emotional stability, handling of criticism and feedback, dealing with stress
- **Organization**—planning, spontaneity, time management attitudes, ability to handle details
- **Social Desirability**—an internal validity scale to determine if the candidate is being frank with their answers
- **Cognitive Ability**—an overall aggregate measure of cognitive skills

FirstView Can Be Used Effectively With No Training And No Assistance.

FirstView is plug and play. Customers can use paper assessments and scoring software or use an access code for the web application. *FirstView*'s output is direct knowledge. The candidate's behavior is described within the context of the job requirements and processes. The hiring manager has no need for expert interpretation. This is the key to obtaining buy-in across the organization and that is how assessment technology can reduce hiring costs and improve performance at the same time.

Behavioral Interview Questions Driven by Advanced Psychometric Measurements

FirstView provides state of the art behavioral interview questions automatically. *FirstView* questions are selected by advanced psychometric measurements and probe only those areas that target an individual's weaknesses in the prospective job.

FirstView™
A Job Fit Indicator Predicts Behavior in 15 Key Work Function Categories

FirstView predicts the performance of the candidate in comparison to behavior that has been observed to be most effective in 15 job categories. You select the category that best matches the position you are hiring for.

Persuasive Sales

Management

Financial

Healthcare

Production

Telemarketing Sales

Customer Service

Information Technology

Food Service

Warehouse

Retail Sales

Administrative

Engineering

Hospitality

Driver

FirstView™

Company : ABC Company

Unit/Location : PEORIA, AZ

Job Applied for : Applicant

Last Name	Sample
First Name	Beth
Completed Date	16-May-2011
Report Date	16-May-2011

Job Position : _____

There are many elements that affect job performance. Each of these must be considered when making a hiring decision. The following format will help you to evaluate each candidate on an effective range of criteria.

Rate the Candidate on each of these elements by placing a checkmark in the appropriate box. Then complete the simple calculations to generate a Relative Composite Rating for the Candidate.

	nothing like job requires	less than job requires	adequate for what job requires	more than job requires	far more than job requires
First Interview Rating					
First Impression	☐	☐	☐	☐	☐
Grooming	☐	☐	☐	☐	☐
Ability to express ideas	☐	☐	☐	☐	☐
Attitude	☐	☐	☐	☐	☐
Skills, Knowledge & Experience Rating					
Education	☐	☐	☐	☐	☐
Experience in this job	☐	☐	☐	☐	☐
General Experience	☐	☐	☐	☐	☐
FirstView Assessment Rating					
Report Information	☐	☐	☐	☐	☐
FirstView Interview Questions	☐	☐	☐	☐	☐
Count # of check marks in each column and bring down the total	☐	☐	☐	☐	☐
	X1	X2	X3	X4	X5
Multiply by the # given and bring down the total	☐ +	☐ +	☐ +	☐ +	☐

RELATIVE COMPOSITE RATING-ADD THE SCORES ABOVE AND PUT THE TOTAL HERE   ☐   **COMPARE THIS SCORE TO ALL CANDIDATES**

FirstView Summary Chart

FirstView assesses six personality traits, a measure of cognitive ability, and a measure to determine if the candidate was answering the personality questions in a frank and open manner.
The candidate's score is marked in each test dimension. A candidate's score will fall into one of three possible
classifications denoted by shade or color:
• *Least Concern*. Candidates score indicates good tendencies, well matched to the requirements of this job category.
• *Some Concern*. Candidates score indicates some low level potential for behavioral misalignment with the requirements of this job category.
• *Most Concern*. Candidates score indicates more potential for a material misalignment with the requirements of this job category.
NOTE: Social Desirability is an internal validity scale and indicates the degree to which the candidate may be
manipulating his/her answers to the implicit requirements of the job category. Scores are either in the *Least Concern* area or are in the *Most Concern* category. The test results of candidates who score in the *Most Concern*
category in the Social Desirability dimension should be viewed as potentially not accurate.
Applicant results at the bottom of the chart page show the number of dimensions a candidate scored in each of
the 3 potential categories. From these results you have a comparative measure of job fit.
NOTE: Each job category will tend to have a different pattern for the level of concern for a specific personality
trait or cognitive score. The behavioral requirements for job categories are different, and may also be subtly different from job to job within a category. FirstView results provide a good overview of job fit for a job category, but should be viewed with flexibility when considering the specific job and behavioral

| Prefers change, resists rules | X | | | | | | | | | | Prefers consistency and structure, conforms to rules |

Rules

| Less need to, communicate and work with others | | | | | X | | | | | | More need to, communicate and work with others |

Extroversion

| Less decisive and, confrontational, takes direction | | | | X | | | | | | | More decisive and, assertive, less willing to take direction |

Assertiveness

| More competitive, individualistic | | | | | | | X | | | More collborative, group oriented |
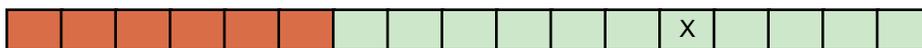
Teaming

| More stable, handles stress and criticism | | | X | | | | | | | More emotional, and sensitive to stress or criticism |

Sensitivity

| More spontaneous, less detail oriented | | | X | | | | | | More detail oriented, plans and manages time |
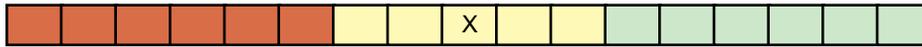
Organization

| Less likely to be shading answers to make a good impression | X | | | | | | | | More likely to be, shading answers to make a good impression |

Social Desirability

| Relative lower cognitive ability | | | | | | | | | | X | | Relative higher cognitive ability |
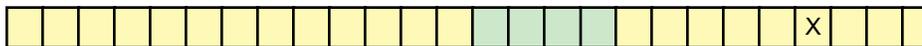
Cognitive Ability

Key

| LEAST CONCERN |
| SOME CONCERN |
| MOST CONCERN |

TOTALS
Applicant results

| 5 |
| 2 |
| 1 |

Cognitive:
- Learns more quickly than the average person, which can be beneficial in Administrative training programs
- Top third of the population in terms of reasoning speed
- Solves problems quickly, essentially allowing faster projection of the consequences of choices
- Generally more focused on long-term issues rather than on more immediate administrative problems
- Focus on strategic issues can be a problem when tactical and immediate problems are more critical
- Faster reasoning speed may be percieved as incomplete and impulsive
- May become bored with the routine of most Administrative positions
- Has to recognize the need to slow down and match the delivery to the audience
- Should continually confirm verbal communication is understood by others

Rules:
- May have difficulty following rules and policies in administrative positions
- May tend to take shortcuts and make exceptions to established procedures
- Can handle frequent change
- Can usually operate with little or no structure
- Flexibility may be valuable for trouble shooting situations or emergencies

Extroversion:
- Enjoys working with other people but can work alone when necessary
- Balanced in terms of listening and talking

Assertiveness:
- Has the ability to handle moderate levels of confrontation
- Will generally call out problems when observed
- Usually comfortable making low risk decisions when experienced and/or trained

Team:
- Usually willing to work long hours and do whatever is necessary to get the job done
- Tends to have tremendous loyalty and to put the company's needs first
- May have difficulty saying "No" to co-workers and management
- Supervisor should help set limits on work schedule to protect against over commitment

Sensitivity:
- Can handle occasional stress but should avoid situations in which the stress is continual
- Generally has a realistic sense of urgency
- Usually positive and trusting but asks questions when there is cause for doubt

Organization:
- Usually flexible with planning and scheduling
- Prefers short-term planning which allows for unexpected events and surprises
- Moderate ability to handle details

Has answered the questions frankly and directly

COGNITIVE:
Select the questions from this area that you feel are important to job performance:

1. People who learn very quickly tend to communicate very quickly also. Give me an example of how you have adapted your speed of communication to better communicate with someone else.

2. Once the challenge of learning a new job is past, the day-to-day routine can become boring to someone who learns quickly. Give me an example of what you have done in previous positions to challenge your abilities.

3. Give me an example from your experience in which you have used your ability to think quickly to your advantage.

4. Give me an example from your experience in which your ability to think quickly has been a problem.

5. Give me an example of how you make certain that other people understand your ideas.

6. Give me an example of strategic issues that you have dealt with in the past. Give me an example of tactical issues that you have dealt with in the past. Is strategic thinking or tactical thinking your strength?

RULES:
Select the questions from this area that you feel are important to job performance:

1. Give me an example of how you have used consistency and routine to achieve your goal.

2. Finding a better way is not always productive. Give me an example of how you have made a mistake by trying to improve something.

3. Tell me how a company's policies and procedures have helped you to achieve your goal.

4. Give me an example of when you were given poor instructions. What would have made them more effective?

EXTROVERSION:
Select the questions from this area that you feel are important to job performance:

1. Give me an example of how you have dealt with co-workers who wanted to tell stories and socialize.

2. How can you tell when you are really listening to what someone is telling you?

3. Show me how you take notes when you are given instructions.

4. Give me an example of when you have worked in a crowded environment. What would have made it better?

ASSERTIVENESS:
Select the questions from this area that you feel are important to job performance:

1. Give me an example of how you have controlled a process without having authority or power.

2. Give me an example of how you have told a boss that he was wrong.

3. Give me an example of a situation in which you had to unexpectedly make important decisions with no direction.

4. Give me an example of situation in which you dealt with very confrontation al people.

5. Give me an example of how you have worked in a job in which you had little control over what you did.

TEAM:
Select the questions from this area that you feel are important to job performance:

1. Give me an example of how you have had to balance the requests of a demanding boss with your personal needs.

2. Can you give me an example of how a strong friendships in a business environment can cause a problem. Explain what you have done in the past to avoid that.

3. Some work environments are very competitive with everyone trying to be the best. Give me an example of how you have handled that kind of competition.

4. Give me an example of how you know when to say "No" to other people's requests for your help.

SENSITIVITY:
Select the questions from this area that you feel are important to job performance:

1. Give me an example of when your boss has taken out his frustration on you. How did you feel? What did you do?

2. Give me an example of how you deal with the stress in your job.

3. Give me an example of how you communicate a sense of urgency to others.

4. Tell me about a time when your were surprised by your boss's reaction to something you did.

5. Tell me how you make certain that the instructions you heard are understood correctly.

ORGANIZATION:
Select the questions from this area that you feel are important to job performance:

1. Show me the time management system that you use to plan your day.

2. Show me how you insure that your follow up is timely and accurate.

3. Give me an example of how you plan your priorities on a typical day.

4. Show me how you keep up with the details of your job.

5. What is your reaction to interruptions?

6. Give me an example of a situation in which the planning was done properly.