

# Use the PREVUE ASSESSMENT SYSTEM to...

1. Facilitate better decisions for hiring and promotion.
2. Clarify individual strengths, for performance and development purposes.
3. Deliver results with internet efficiency.
4. Provide objective information for people-related decisions.

## BETTER JOB FIT



Prevue matches people to jobs by comparing work-related abilities, interests and personality traits to job benchmarks. Customized Prevue Benchmark are based on proven characteristics of best performers and/or survey input from knowledgeable managers.

Prevue Job Fit benefits include:

- Reduced turnover
- Higher employee productivity
- Positive work environments.

## RELIABLE REPORTS



Prevue reports are used for various applications in positions from the shop floor to the executive suite including:

- Selection – behaviour-based interview questions
- Management – analysis of working behaviours
- Development – personal, nonconfrontational guidance
- Succession Planning – promotion/career track formats
- Communication – individual feedback.

## EASY TO USE



Prevue products are efficient and economical with leading edge internet delivery:

- Assessments are completed online (alternatively, booklets are available)
- Reports are provided to managers in easy to read format, delivered by email.

## PROVEN TOOLS



Prevue supports critical human resource decisions:

- by creating objective and statistically quantifiable report information
- through compliance with government and human rights requirements.
- with provision of an extensive technical manual.

## Hiring Solutions

### Prevue Report

#### - Selection

Personal Development

Individual

Succession Planning

Working Characteristics

on

**Mr. John Sample**

regarding the position of

**Sales**

Monday, March 10, 2008

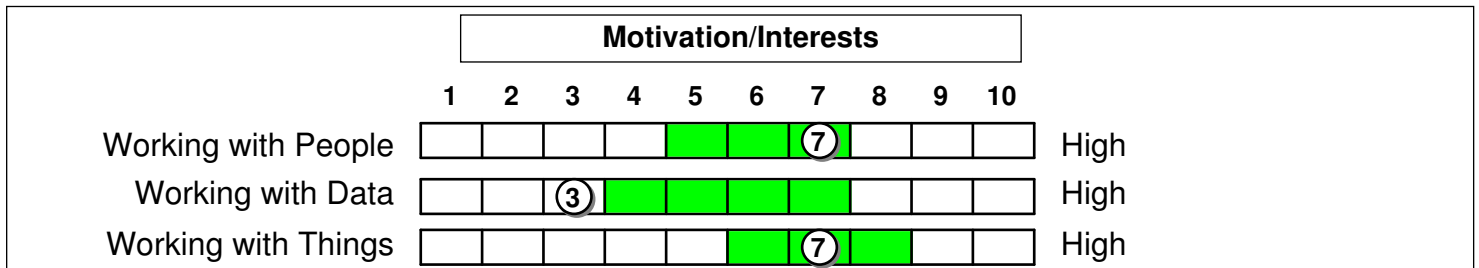
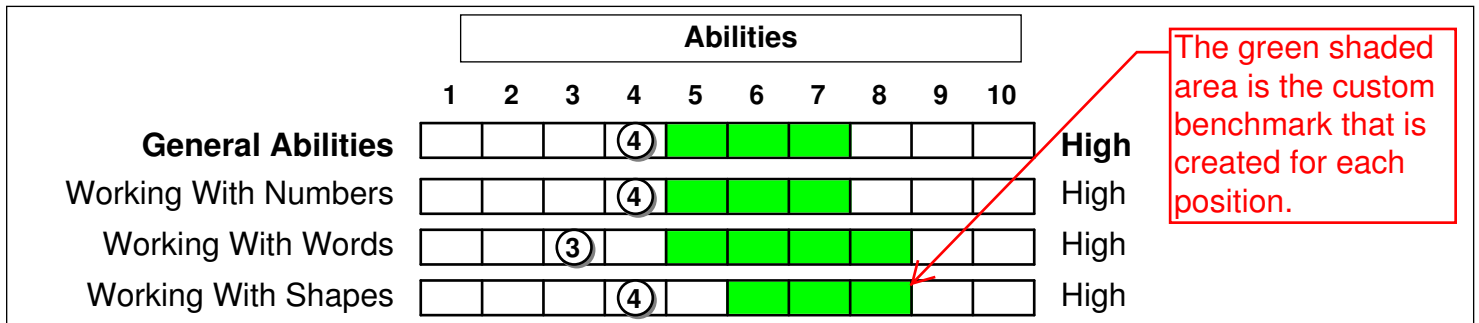
Additional reports that help to support your employees for their entire career path



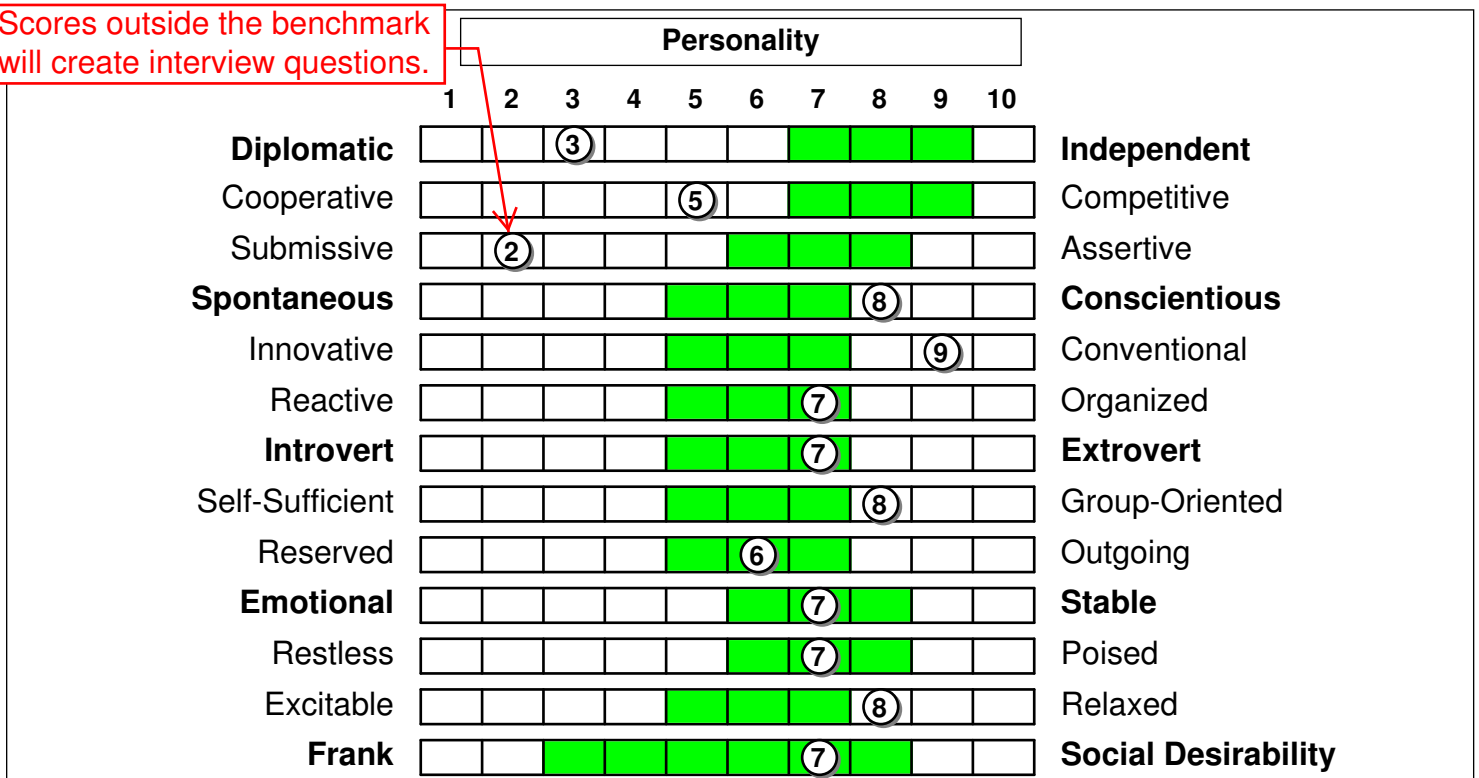
# Prevue Benchmark

John Sample

Sales



Scores outside the benchmark will create interview questions.



A Prevue benchmark illustrates the required characteristics for this job as decided by management. The shadowed areas above graphically represent the benchmark for this Sales position. The number on each scale is John Sample'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**

68%

## Planning the Interview

Your interview should be a formal meeting with the objective of assessing Mr. Sample qualifications for this Sales 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.

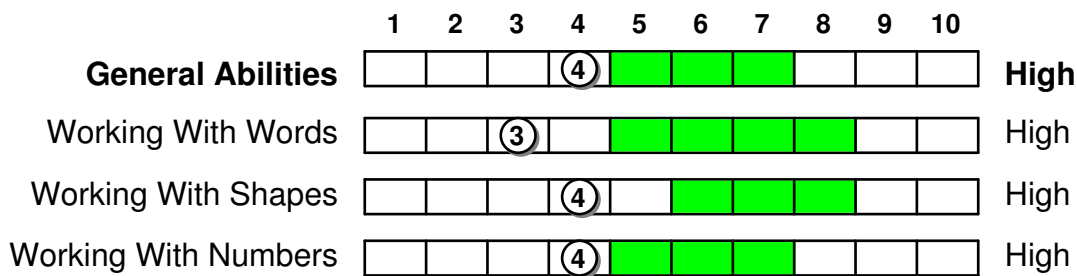
## How to Use the Prevue Assessment in the Interview Process

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. Sample 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 Sales position. Mr. Sample 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. Sample did not match this Sales benchmark. A brief explanation of the score result and Benchmark is followed by suggested behavioral interview questions.



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

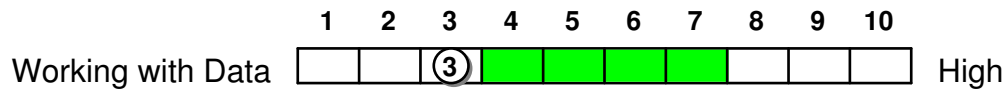
A score above any of the Abilities Benchmarks will not generally be detrimental to overall performance. However, consideration should be given to whether the position will provide sufficient challenge, stimulation and opportunity for Mr. Sample.

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

# The Interview

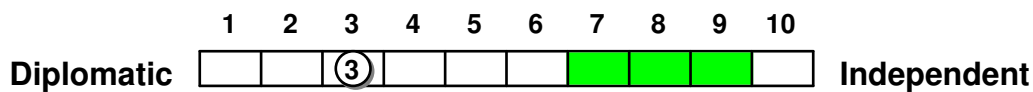
John Sample

Sales



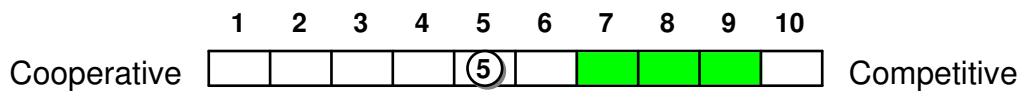
People like Mr. Sample usually avoid jobs where they have to spend a lot of time dealing with figures, statistics or accounts.

1. One of the tedious parts of selling is researching and preparing for a call. Describe how you dealt with the call that you were not sufficiently prepared for.
2. How many customer contacts did you have in a typical day? How did you track your activity?
3. Describe the most complex sale you had to make.



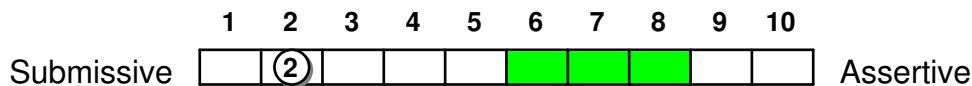
Mr. Sample is likely to be a considerate and cooperative person.

1. Describe the last sales situation in which you had to abruptly ask for a commitment. What did you think of that role?
2. Illustrate how you resolved the last customer dilemma you encountered.
3. Of the various steps in the sales cycle, in level of importance, how do you rate closing the sale? How difficult is it for you to ask a prospect for the order?



Mr. Sample can be best described as a Sales who is an average competitor who will work well within a sales team environment.

1. Describe how you have previously prospected for new business.
2. Other than your supervisor, describe a situation where you would work with someone else when solving a customer problem.
3. There could be sales situations where you could strive for more business. Describe the importance you usually place on getting an order.



Mr. Sample appears to be a fairly modest and non-controversial Sales.

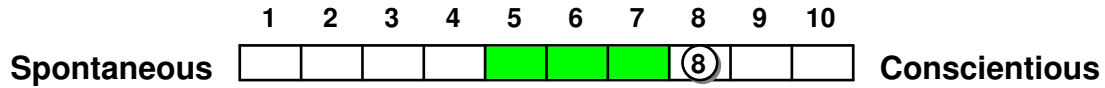
1. There have been occasions when you gained a prospect's commitment. Explain how you accomplished this.
2. What are the various methods you have used in prospecting for new business? Which method did you prefer?
3. Discuss the outcome of your last situation involving a conflict with a prospect.



# The Interview

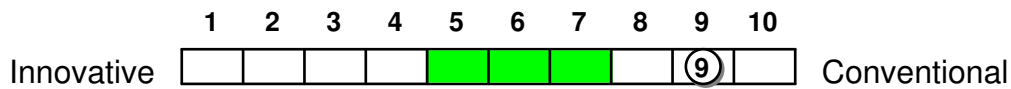
John Sample

Sales



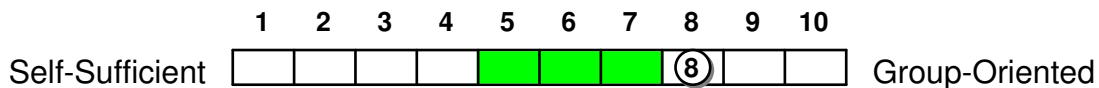
Mr. Sample is likely to be extremely conscientious, well organized, tidy, and detail conscious.

1. Can you recall an unexpected situation which upset a prospect, and explain how you dealt with the situation?
2. Describe how you have handled a prospect whose expectations exceeded standard policy.
3. As a Sales you will be allowed a certain amount of flexibility, and can expect sales calls where you will have to 'think on your feet'. Describe how you have accommodated these types of calls



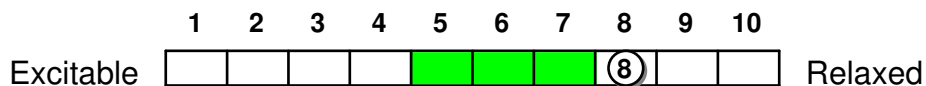
Mr. Sample is likely to be a very conscientious, meticulous, and reliable Sales.

1. Describe the most innovative sales presentation you have made to solve a prospect's specific problem.
2. Paperwork is rarely the most favorite part of a Sales's job. Describe the problems poor record keeping can cause, and the steps you take to insure your sales reports are done on time.
3. Describe a previous presentation where the close was eminent, but you had exceeded your appointment time and the prospect seemed anxious.



Mr. Sample is a very sociable person who actively seeks out a lively environment where he can meet lots of people.

1. What role have you usually taken on your sales team?
2. Describe the business-related groups, clubs or activities you are involved with that assist you in your networking.
3. Describe a typical busy, sales-oriented work day. Is that type of day your preference? Why?



Mr. Sample sees himself as very relaxed, untroubled, and well able to cope with life's pressures.

1. Getting motivated to prospect can be very difficult. Describe a sales day when you just couldn't get inspired to prospect.
2. Getting started on projects, particularly if things are busy, is often difficult. Describe the last situation where your sales manager thought you were reacting too slowly and felt a little more self-management was necessary.
3. What throws you off your plan when selling?

# Total Person Description

John Sample

Sales

## Note:

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

This person has average ability to work with numbers and shapes, but he has lower than average verbal skills. This means that he will be competent for many numeric assignments and spatial tasks, but any work requiring skill with words will be very challenging for him. Mr. Sample will be able to do simple arithmetic and to work with routine spreadsheets, data tables, etc. Because he can mentally manipulate shapes and objects reasonably well, he will be able to follow ordinary diagrams, to arrange displays, and to estimate space requirements. For any written work, he will require more instruction and more time. Similarly, when faced with major changes in the workplace, Mr. Sample will need additional time to adapt.

Mr. Sample is interested in people and would probably be most happy in a job that involves contact with others. He has little interest in abstract information, but he is well motivated to work with tools or machinery. Although he can work with technology, he would perform best where he can take advantage of his preference for interpersonal activity. In a computer context, he would do best in direct communication with others via Internet connections, E-mail, and word processing.

Mr. Sample has well-balanced desires to compete and to cooperate. He will put himself forward in some situations but not so far as to compromise team spirit. He will balance his own need for achievement against the need to maintain good relations with others. Although he will usually submit to the will of the group or more assertive opponents, he will occasionally defend his ideas and promote his own ambitions, particularly if he feels secure within the group or knows the other people well. On the whole, he prefers to avoid rather than confront conflict. John Sample will use tact and diplomacy to maintain harmony in the workplace.

Mr. Sample prefers to have a well-thought-out plan before beginning any project. In an organized, structured environment, he is careful and reliable and may produce his best work. When the situation is less clear and disorderly, he will cope by imposing his own structure. Mr. Sample recognizes the value of planning, and has good time management skills. He may have some difficulty reacting to unpredictable events but with a bit of patience, he can cope with these situations.

John Sample prefers to work in the company of others. He believes that the more people involved the better the outcome. Extended periods of solitude will be frustrating for him. Often wanting to be in the spotlight, he will usually lead any discussion. He enjoys meeting new people and exploring new ideas. He often acts impulsively and long-term assignments must include variety or else he will lose interest. Mr. Sample will not tolerate a great deal of monotony and he will thrive on challenging assignments, particularly if these contain an element of risk.

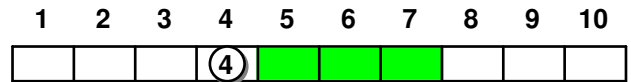
John Sample is generally positive, rational, and calm. He takes criticism well and he strives to be objective. He is usually able to shrug off rejection and continue with his work. He is so relaxed and copes so well with pressure that some might misinterpret his lack of excitability as indifference. Less scrupulous people may attempt to exploit his easy trust and remarkable patience. Ideally, he should work on demanding, high pressure, long-term projects that require dealing with people openly and objectively. Whether he is required to give a fast response to a crisis or methodical attention to a routine task, Mr. Sample will work effectively under pressure.

## NOTE:

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

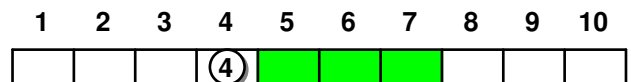
### General Abilities

Mr. Sample 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. Sample is likely to be very efficient working within a structured environment, where there are opportunities to develop his skills at his own pace.



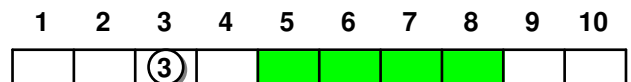
### Working With Numbers

John Sample 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 three is below the average range of many workers. With this limited capacity, Mr. Sample is likely to be somewhat lacking in many written language skills. This could affect his learning speed. When under time pressure he is more likely to make mistakes in tasks requiring reasoning with expression or presentation of written communication.



### Working With Shapes

Mr. Sample is likely to be reasonably competent in mentally manipulating or visualizing shapes, but may need more time while working in this medium. When under time pressure he is likely to make more mistakes than average.





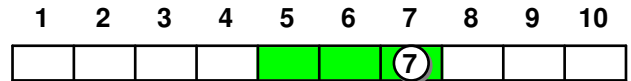
# Individual Traits

John Sample

Sales

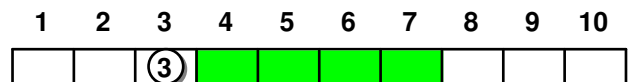
## Working With People

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



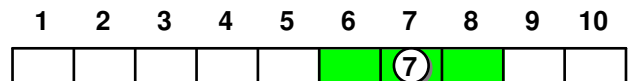
## Working With Data

John Sample indicates he is a person who has a below average level of interest in working with data. Individuals like Mr. Sample usually avoid jobs where they spend time analyzing or compiling and computing figures, symbols, statistics, and accounts.



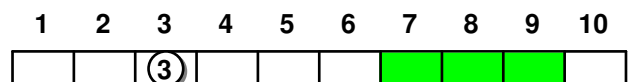
## Working With Things

John Sample expresses an above average level of interest in work that deals with inanimate objects such as machinery, tools or equipment. Such people are likely to be interested in a hands-on approach to designing, managing or working with things.



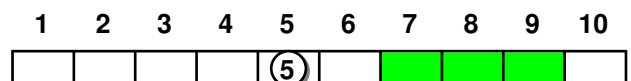
## Diplomatic / Independent

Individuals like Mr. Sample are generally likable, diplomatic and good-natured. John Sample is a considerate and cooperative person, and is capable of pulling people together. He gets his way by encouraging and persuading others, rather than forcefully asserting his own views. He may skirt important issues to avoid conflict.



## Cooperative / Competitive

He describes himself as a person who is both competitive and team-minded. He can work quite well motivating himself, while building team spirit and cooperation. He compromises his need to achieve with the need to maintain relationships.



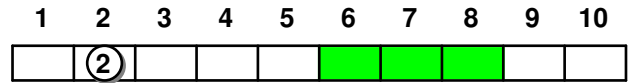
# Individual Traits

John Sample

Sales

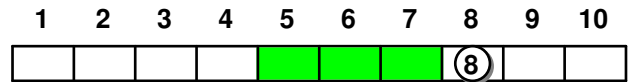
## Submissive / Assertive

Mr. Sample is a submissive and non-confrontational person. He is likely to be valued for his service-orientated approach.



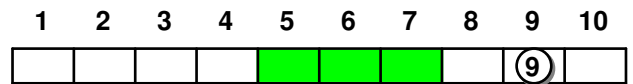
## Spontaneous / Conscientious

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



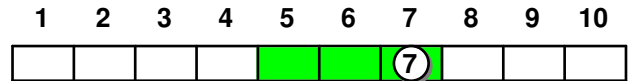
## Innovative / Conventional

Enjoying the rules and structure, Mr. Sample conducts himself in a conventional manner. His rigid attitude makes adapting to change somewhat difficult. Mr. Sample will be at his best working as a Sales in a structured environment with clearly defined rules and guidelines.



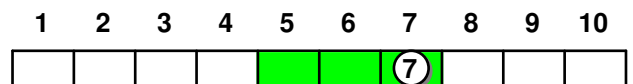
## Reactive / Organized

Although he usually regards himself as organized and able to work in a controlled manner, these qualities can be altered in some situations. For the most part, he will be reliable, working best in a planned environment.



## Introvert / Extrovert

As an extrovert, Mr. Sample will seek out others rather than be alone. However, this is unlikely to be behavior that is extreme, as he will seek out the stimulation and excitement he requires. Others will view him as moderately high-spirited, talkative, lively, and at times, impulsive.



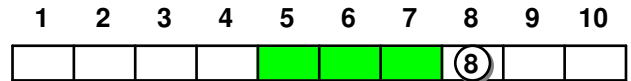
# Individual Traits

John Sample

Sales

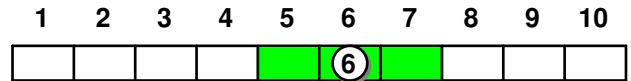
## Self-Sufficient / Group-Oriented

He 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. He is also happiest in work situations where he has considerable contact with others.



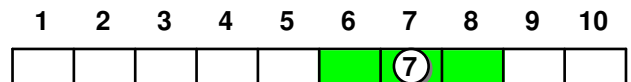
## Reserved / Outgoing

He can be talkative and outgoing. He would prefer some variety in his work. These people like to choose the situations in which they will take center stage, as they are comfortable in the company of others, but they do not seek constant attention from others.



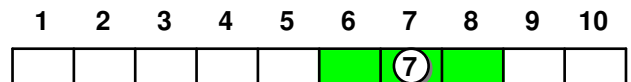
## Emotional / Stable

As a relaxed and easygoing person, he is able to face most setbacks with calmness and ease. He rarely gets irritable or upset, as he is fairly secure in himself, and self-assured even under normal stress.



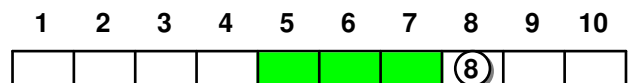
## Restless / Poised

John Sample is fairly calm and unruffled. A Sales like this will remain objective in all but the most difficult work related situations.



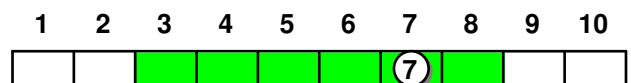
## Excitable / Relaxed

He is a relaxed, easygoing individual who copes well with most work related pressures. He is likely to be accepting of most people and to be generally trusting. For the most part, people like Mr. Sample are able to keep their troubles in proportion and not worry unduly.



## Social Desirability

This level of score, suggests that John Sample has presented a moderately frank picture of himself on the other scales.



Additional Validity Areas

With this information, you know if the results you are viewing are accurate!

## 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](http://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.