



prevueTM
learning + reasoning

SmartHire[®]

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**Jill Sample
Accountant**



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Report Design Options Selected for this Report

Report Family: Screening & Selection

Type: Learning & Reasoning Report

Scope: Abilities (WNS)

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

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

Prevue Assessments presented in this report:

- ▶ Prevue Abilities Assessments that examine four cognitive Abilities scales

For more information about Prevue Assessments and design options for Prevue reports see www.prevuehr.com

Part 1 - Understanding this Report

Introduction

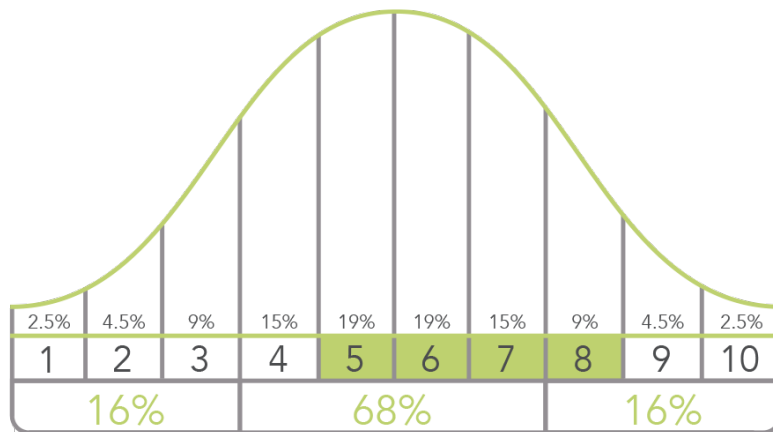
The Prevue Learning & Reasoning Report provides important information about an individual's capacity to learn and use information, develop skills, solve problems and understand instructions. It examines four cognitive dimensions: General Mental Ability, Working with Numbers, Working with Words and Working with Shapes.

The Prevue Benchmark for the Learning & Reasoning Report is a profile of the preferred levels of mental abilities for the Accountant position at SmartHire®. This Benchmark has been scientifically designed with Prevue Assessment tools and customized by SmartHire® management. The Benchmark shows the preferred range of score on the four mental abilities scales noted above.

Prevue Scores

The Prevue Results Graph on the next page shows Jill Sample's 'sten' score on each of the Prevue Assessments scales considered in this 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'). The diagram also shows the percentage of the general working population that will typically score in each sten.

Prevue Benchmark



The Prevue Benchmark shows the preferred characteristics of an employee for a particular position. These characteristics are displayed as a range of desired sten scores on each scale. This range is shaded and forms the benchmark for the scale. The candidate's assessment results are shown as circled numbers and compared to the shaded ranges. The Benchmark Suitability Score is derived from a formula analyzing the candidate's sten scores on the benchmark (circled score is inside the shaded range) versus those scores that are off the benchmark (circled score is outside the shaded range).

Example: The benchmark for the Diplomatic vs. Independent scale (shown above) is the shaded range of stens from 5 to 8. Scores 5,6,7 or 8 will be on the benchmark. Scores of 1,2,3,4,9 and 10 will be off the benchmark.

Part 2 - Learning & Reasoning Profile

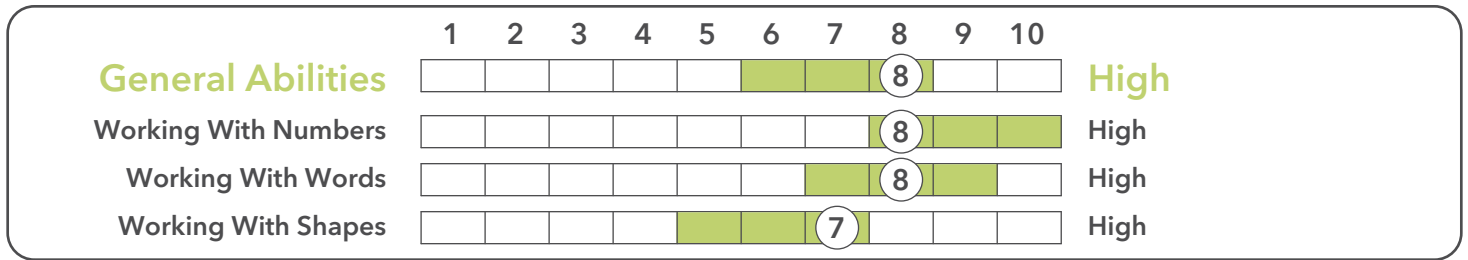
Overview

This overview is based on comparing the candidate's scores on the four abilities scales noted below to those of the general working population. This comparison puts Jill Sample's scores in an international context without regard to gender, race, age, nationality, or ethnic origin.

Benchmark & Scores

The Prevue Benchmark illustrates the preferred level of abilities for the Accountant position at SmartHire®. The shadowed areas shown below graphically represent the Benchmark for each scale. The circled numbers are Jill Sample's actual scores. The Benchmark Suitability score (shown below) is the candidate's overall rating based on the candidate's match to the Benchmark for the Accountant position.

Abilities



Benchmark Suitability Score

The Benchmark Suitability Score quantifies Jill Sample's overall fit to the benchmark for the Accountant position.

Note: Jill Sample'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.

100%

Interview Guide

Part 3 - 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 Accountant 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 Jill Sample's score did not fall on the benchmark for the position.

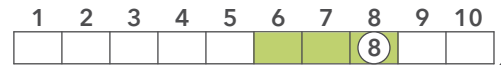
You should customize the interview questions as needed for this position at SmartHire®. **You may wish to take a copy of Part 3 to have it available for the interview.**

Part 4 - Candidate's Strengths

Jill Sample has matched the Accountant position for the following dimensions of learning and reasoning. This candidate can build on these strengths to improve overall job performance.

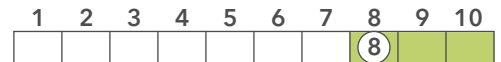
General Abilities

Ms. Sample has scored in the higher range, which indicates a speed and accuracy typical of the top one-third of her fellow employees when handling information, reasoning and problem solving. Her learning speed is very quick and she will absorb new information with little difficulty. Ms. Sample's ability to reason will not be affected should her duties regularly change.



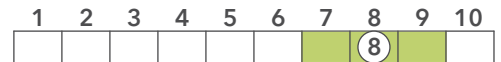
Working With Numbers

Jill Sample has a high capacity for numerical reasoning. This indicates that she can reason with both speed and accuracy when dealing with information derived from simple numbers.



Working With Words

This score in working with words indicates a level of competence in the written language that is extremely proficient. In fact, Jill Sample ranks in the top third of the employees in the work force in accuracy and learning speed.



Working With Shapes

A sten score of seven is in the high average range for spatial ability. Typically this means an enhanced ability to imagine how objects will appear even after they have been rearranged. She should feel at ease working with plans and diagrams and be able to relate working drawings and schematics to actual objects and products.



Part 5 - 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.