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**Jill Sample
Accountant**



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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: 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
- ▶ 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

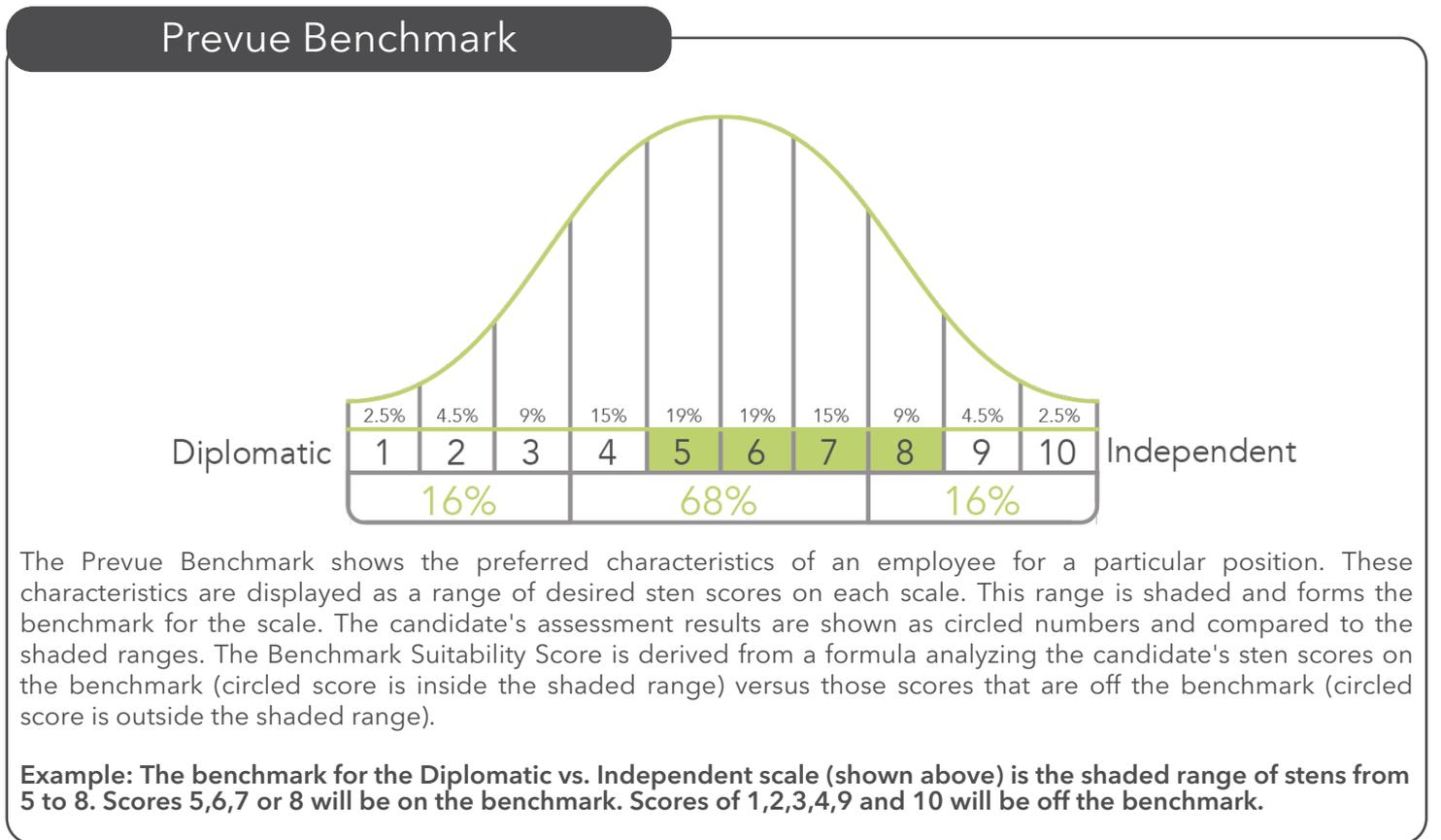
Part 1 - Understanding this Report

Introduction

This Selection Report describes Jill Sample’s suitability for the Accountant position at SmartHire®. The information in this report comes first from reviewing the scores on each of the scales of the Prevue Assessments that were completed by Jill Sample 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

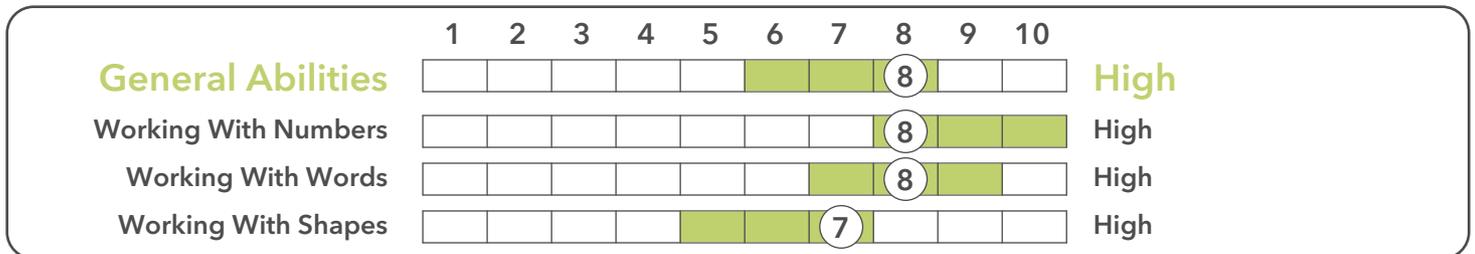
The Prevue Results Graph shows Jill Sample’s ‘sten’ score on each of the Prevue Assessments scales considered in the report. A sten score is a candidate’s score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard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



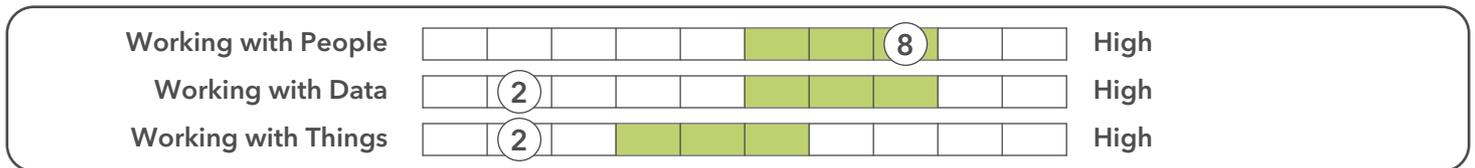
Part 2 - Prevue Results Graph

Jill Sample's scores are shown in the circled numbers on each of the Prevue scales presented below. The Prevue Benchmark for the Accountant 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.

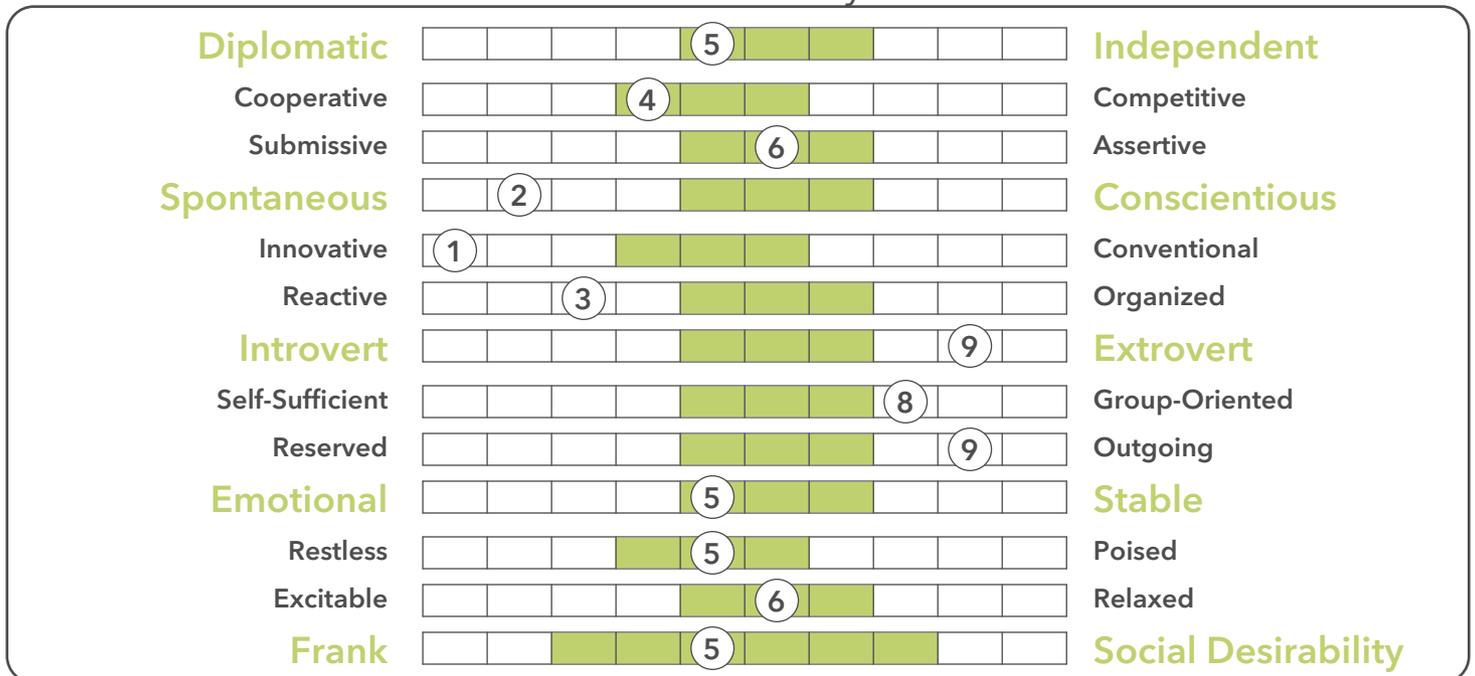
Abilities



Motivation/Interests



Personality



Benchmark Suitability Score

The Benchmark Suitability Score quantifies 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.

74%

Part 3 - Total Person Description

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

Ms. Jill Sample has superior verbal and numeric skills, and above average spatial skills. Assignments that involve reading and writing will be easy for her. She should excel at any kind of paperwork and creating written material. She is also well able to do challenging numeric assignments such as designing complex spreadsheets and advanced data tables. She is almost as proficient in tasks that require mental manipulation of shapes and objects. These could include reading blueprints, interpreting graphs, and following moderately difficult diagrams.

Overall, Jill Sample has superior, versatile skills. She should learn quickly and perform well at almost any task in the workplace.

Ms. Sample is powerfully motivated to work with people but not at all interested in data or things. She is, therefore, happiest doing tasks that call for social interaction. She is not easily engaged by either manual or highly academic tasks that have nothing to do with people. Any equipment she operates should be relatively simple and reliable, as she is not mechanically inclined.

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

Jill Sample is innovative and flexible, believing that rules can be interpreted loosely. She often seeks new ways to solve problems rather than following traditional methods. Being creative and spontaneous, she prefers to react to situations as they develop rather than to make detailed plans. She sees the overall picture rather than focusing on the details, and she is more concerned with getting the job done than how she does it. Her workspace is likely to be cluttered and untidy, and she would have to go against her own nature to do well in a structured organization with many rules, tight deadlines, and strict codes of behavior. Ms. Sample enjoys change and a shifting and unpredictable environment.

Jill Sample requires continual social stimulation and only rarely does she feel a need to be by herself. Extended periods of solitude will be frustrating for her. Often wanting to be in the spotlight, she will usually lead any discussion but she is not inclined to take the role of leader all the time in every activity. She enjoys meeting new people and exploring new ideas. She often acts impulsively and long-term assignments must include variety or else she will lose interest. Ms. Sample will not tolerate a great deal of monotony and she will thrive on challenging assignments, particularly if these contain an element of risk.

Jill Sample is sensitive to the emotions of others and herself, but this is kept in perspective. Certainly, inappropriate criticism can upset her equilibrium, but she is not bothered by the normal give and take of human relations. She is generally calm and, while aware of stress, she does not let it stop her from achieving her goals. Ms. Sample exemplifies an effective combination of emotional awareness without excessive vulnerability. She tolerates stress without being indifferent to it. Whether she is required to give a fast response to a crisis or methodical attention to a routine task, Ms. Sample 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 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 4 to have it available for the interview.**

Scores off the Benchmark

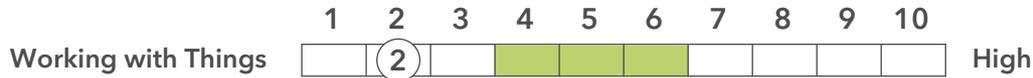
Jill Sample's scores fell off the Benchmark for the following scales. This indicates that the candidate could encounter challenges in these areas. Review each score description set out below and consider the suggested interview questions. The more distant the score is from the benchmark for a scale the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



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

1. What types of problems are difficult for you?
2. Please describe how you check the accuracy of your work.
3. Describe the systems that you have introduced into your job.

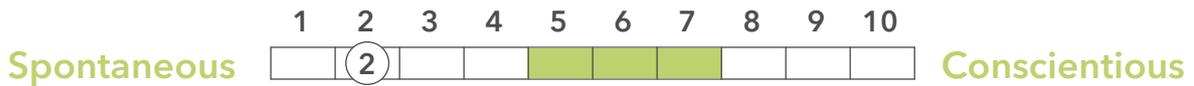
Your Comments:



Ms. Sample expresses a low interest in work which deals with inanimate objects such as machinery, tools, and equipment.

1. What aspects of working with equipment and machines interest you the most?
2. Describe the frequency of your use of copiers, calculators, computers and other machines.
3. How does technology get in the way of you doing your job?

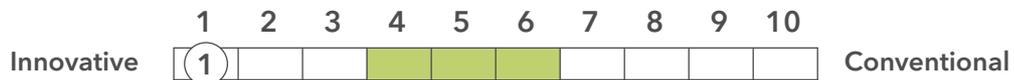
Your Comments:



Ms. Sample is likely to be flexible and responsive to situations as they arise, and may produce creative and radical solutions to situations.

1. Describe what you have done in the past to make your job easier.
2. Explain the circumstances in which you have felt it necessary to overlook some policies or procedures because they got in the way of reaching a goal.
3. Your preference is to reach a solution in the quickest possible way. Describe a situation where this has been ineffective in meeting your goals.

Your Comments:



Ms. Sample sees herself as innovative and flexible.

1. Do you see yourself seeking new ways to solve work-related problems rather than following the traditional methods? Describe how your experiences have shown that approach to be more productive.
2. Explain please, what you do to make sure things don't get overlooked.
3. You describe yourself as creative and impulsive. Provide an example of the most unique solution that you have developed for a problem.

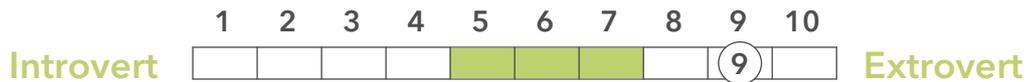
Your Comments:



Ms. Sample regards herself as a creative, spontaneous person.

1. You feel you think best 'on your feet'. Describe a day that was totally chaotic and how you managed to get through it.
2. Explain your system of insuring that things do not get lost or overlooked.
3. Describe how much time you spend on planning and handling the small details in your work.

Your Comments:



Ms. Sample is likely to be a very sociable and lively person who seeks excitement and enjoys being at the center of things.

1. Describe what you find boring at work.
2. Describe the last opportunity in which you were able to discuss business in an informal social setting such as a party or sporting event.
3. Explain, by example, previous situations where you had success in drawing a coworker out of an unproductive mood. Do recall any problems associated with that?

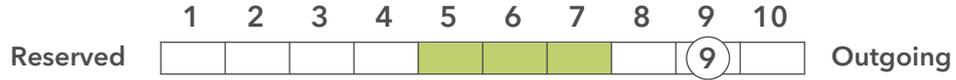
Your Comments:



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

1. Describe the advantages of working in noisy, active places.
2. Describe the business-related groups, clubs, or activities you are involved with.
3. How often do you work independently?

Your Comments:



Ms. Sample describes herself as someone who needs to be the center of attention.

1. Recall the most dynamic presentation to a group of coworkers that you have made.
2. What did you find to be the most boring part of your job?
3. Describe how you add variety to your job.

Your Comments:

Part 5 - Individual Characteristics

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

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.



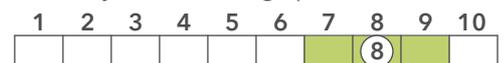
Working With Numbers

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.



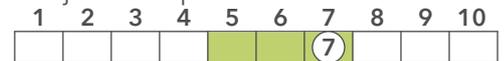
Working With Words

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.



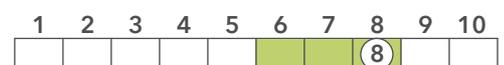
Working With Shapes

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.



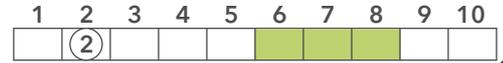
Working With People

Ms. Sample is likely to be very interested in work that involves considerable contact with people. This may be at a complex level rather than just making contact. People with scores in this range are unlikely to feel satisfied in jobs in which interaction with people does not play a significant role.



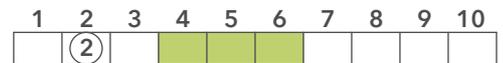
Working With Data

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



Working With Things

Jill Sample expresses a low level of interest in work that involves inanimate objects such as machinery, tools or equipment. Such people are not likely to be interested in working with machinery, computers and so on.



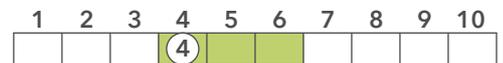
Diplomatic / Independent

To achieve her point of view, Jill Sample occasionally can be an individual competitor, both controversial and argumentative. In other situations, Ms. Sample 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

She can be described as an individual within the team environment. She 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

You will find, depending on the situation or the people involved, Jill Sample can be assertive and outspoken. In groups she may promote herself as the leader.



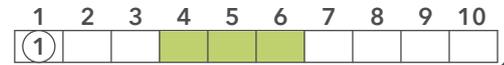
Spontaneous / Conscientious

Jill Sample is a spontaneous and innovative individual, who works well in changing situations. She is adaptable and responsive to circumstances as they arise, while providing creative and yet sometimes radical solutions. Ms. Sample may appear disorganized at times.



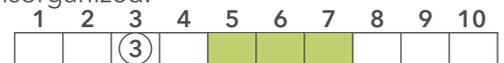
Innovative / Conventional

Ms. Sample sees herself as extremely innovative. She does not feel limited by traditional and accepted methods. Seeing new ways of doing things, she will reach solutions without being restricted by established rules.



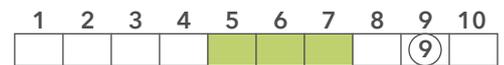
Reactive / Organized

She regards herself as a spontaneous person who prefers to react to situations as they arise, rather than to plan everything in advance. She likes to focus on the overall picture rather than deal with the fine details, and is more concerned with getting things done. To others, she may appear somewhat disorganized.



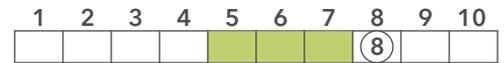
Introvert / Extrovert

Ms. Jill Sample is a sociable and talkative individual, who seeks out others for stimulation and company. Ms. Sample enjoys being the center of attention. She is generally energetic, while enjoying a lively environment. Others tend to see her as high-spirited and impulsive.



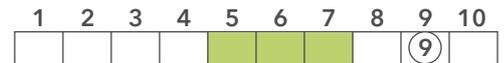
Self-Sufficient / Group-Oriented

She 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. She is also happiest in work situations where she has considerable contact with others.



Reserved / Outgoing

Ms. Sample is someone who is outgoing and enjoys being the center of attention. She likes meeting people and doing exciting, stimulating jobs and tasks. Routine work will often become boring for her. She is a risk taker and can talk freely to the point of not allowing others to express their opinion.



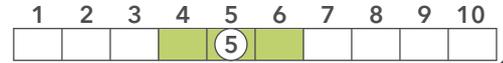
Emotional / Stable

Ms. Jill Sample 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

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

Jill Sample describes herself as someone who is aware of social rules and expectations, although not always conforming to them. There is no indication that Ms. Sample 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.