

AQR

Prevue Report

- Selection

Personal Development

Individual

Succession Planning

Working Characteristics

on

Ms. Mary Sample

regarding the position of

Sample Sales Manager

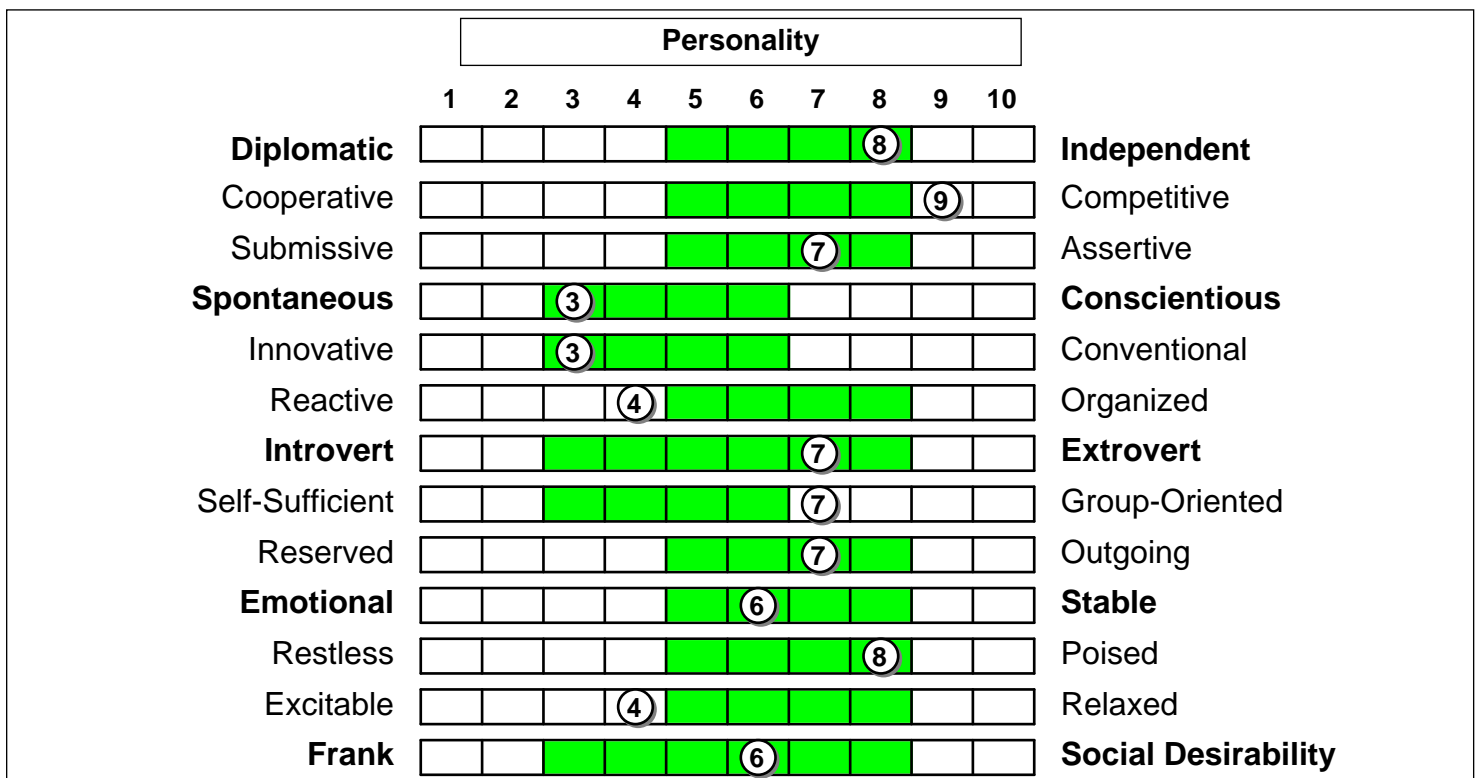
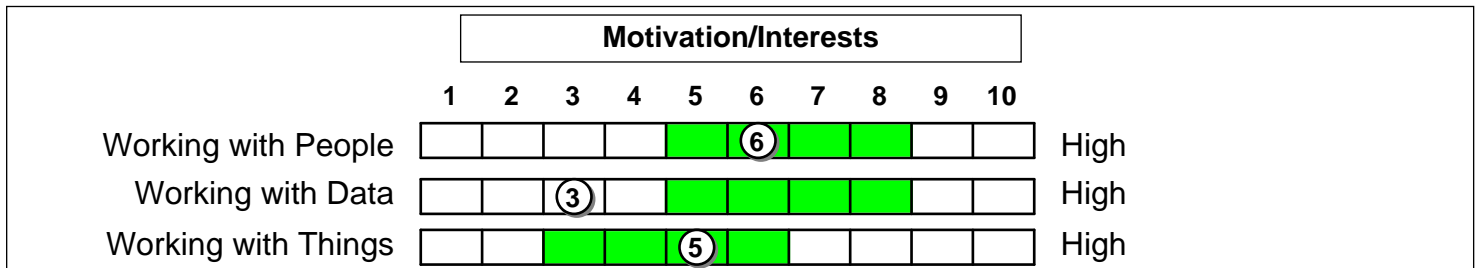
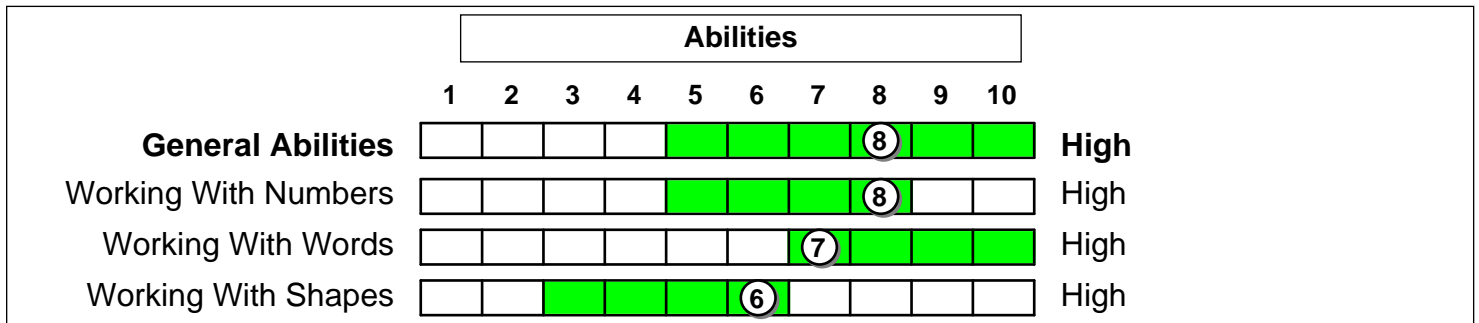
Friday, March 28, 2008



Prevue Benchmark

Mary Sample

Sample Sales Manager



A Prevue benchmark illustrates the required characteristics for this job as decided by management. The shadowed areas above graphically represent the benchmark for this Sample Sales Manager position. The number on each scale is Mary Sample's actual score. The following percentage reflects the degree of suitability of her 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

86%

Planning the Interview

Your interview should be a formal meeting with the objective of assessing Ms. Sample qualifications for this Sample Sales Manager 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 her 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 Ms. Sample scores match the Benchmark, the higher is her 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 Sample Sales Manager position. Ms. Sample responses should be clarified with further behavioral questions until you are comfortable you can make a proper decision on her overall job suitability.

Areas Off the Benchmark

The following are areas where Ms. Sample did not match this Sample Sales Manager benchmark. A brief explanation of the score result and Benchmark is followed by suggested behavioral interview questions.



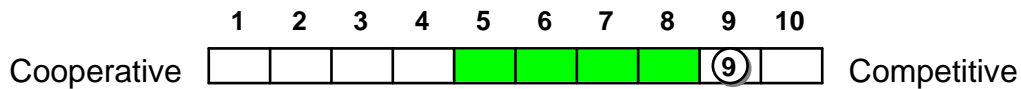
People like Ms. Sample usually avoid jobs where they have to spend a lot of time dealing with figures, statistics, or accounts.

1. What types of problems are difficult for you?
2. Illustrate how you have used a computer in previous management position.

The Interview

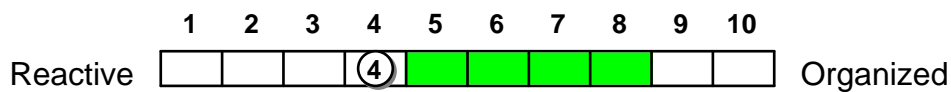
Mary Sample

Sample Sales Manager



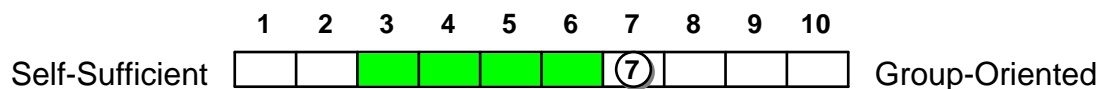
Ms. Sample plays to win and will tend to be a bad loser.

1. Describe a situation where your need to win did not demonstrate appropriate team work.
2. What goals have you set for yourself? How about for your department? Explain how these two plans can work together.
3. Please recall a management situation when your competitive nature became counter-productive.



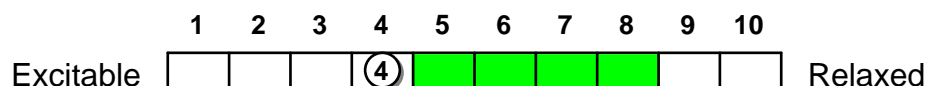
Ms. Sample regards herself as a reasonably reactive person, capable of responding to spontaneous and unpredictable events.

1. One of your assets could be how you respond to surprising occurrences. Describe one such instance.
2. Describe the last situation where a deadline was not met because your day just got away from you.
3. How much paperwork was involved in your last job? How did you keep it organized?



Ms. Sample is someone who usually enjoys company and a stimulating environment.

1. You prefer to work with others. When do the social aspects of working together become unproductive to a manager or supervisor?
2. Describe the methods you have used to create a bustling, animated work day.
3. Recount the last situation in which you felt that you supported your people beyond their expectations.



Except for certain circumstances, people like this will handle most things in a calm and relaxed manner.

1. Illustrate the type of employee that you have a hard time getting along with.
2. Describe the last time you almost lost your temper when dealing with an angry worker.
3. Discuss the things or activities you do to deal with the pressure of working with others.

Total Person Description

Mary Sample

Sample Sales Manager

Note:

The Total Person is a combination of all the elements Ms. Mary Sample completed in her Prevue Assessment.

Ms. Mary Sample has superior numeric skills, coupled with good ability to work with words and shapes. She is well equipped to do challenging numeric assignments such as creating complex spreadsheets and advanced data tables. Her above average ability with words means that moderately difficult paperwork, general office duties, and most written material are well within her scope. She is similarly proficient in tasks that require mental manipulation of shapes and objects. These could include reading blueprints, interpreting graphs, and following moderately difficult diagrams.

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

Ms. Sample is interested in people and would be most happy in a job that involves contact with others. She has little interest in abstract information and is only moderately motivated to work with tools or machinery. Although she can work with technology, she would perform best where she can take advantage of her preference for interpersonal activity and minimize working with data.

Ms. Sample is intensely competitive and requires a high level of individual recognition. While she can enjoy team work, especially if she is the leader, she may have difficulty in situations that demand close cooperation. She handles most confrontation easily and enjoys making decisions. She is assertive and usually direct in saying what she thinks but Mary Sample will compromise to maintain harmony in the workplace.

Mary Sample is an original and innovative thinker. As far as she is concerned, the rules are subject to interpretation, and unforeseen developments are more likely to stimulate than intimidate. She will often seek new ways to solve problems rather than follow established methods. Although preferring to act spontaneously, she is reasonably well organized and tidy. She can make plans and work in a controlled manner, but she is not upset if she has to abandon those plans to cope with unexpected events. Ms. Sample is stimulated by new developments and a changing work environment.

Mary Sample enjoys the company of other people and could be troubled by extended periods of solitude. Most people will find her to be friendly and personable. She is quick to talk to others and enjoys their attention. While she can listen effectively when concentrating, her instinct is to be the one doing the talking. Her enthusiasm is a tremendous advantage when presenting ideas. Though conversational and outgoing, Ms. Sample is also self-reliant and does not require constant social interaction. In a group setting, she will occasionally command attention but she is also comfortable as a quiet observer.

Her objectivity also helps her to take criticism well. Even when the criticism is personal or unjustified, she will be able to control any irritation or embarrassment.

Mary Sample is aware of stress, but she will not allow it to deter her from reaching her goals. Consequently, she is able to remain positive and rational, even in dire circumstances. Her response will generally be in proportion to the situation and she will react as quickly as necessary. If her plans are disrupted or her proposals turned down, Ms. Sample can shrug off rejection and continue with her work.

Individual Traits

Mary Sample

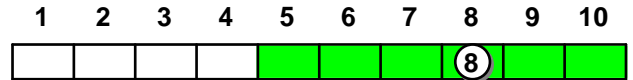
Sample Sales Manager

NOTE:

The individual traits on the following pages are descriptions of Ms. 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.

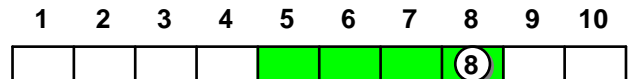
General Abilities

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.



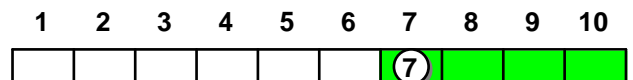
Working With Numbers

Mary 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

Ms. Sample is talented in using language as a vehicle for reasoning and problem solving. She demonstrates a good level of speed and accuracy when dealing with written language.



Working With Shapes

Ms. Sample has an average capacity for working with spatial material when compared to others in the general adult working population. Her speed and accuracy in using spatial material indicates that she is as able as most adult workers to deal with information that involves thinking about and manipulating shapes and objects.



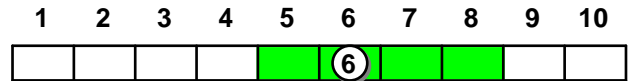
Individual Traits

Mary Sample

Sample Sales Manager

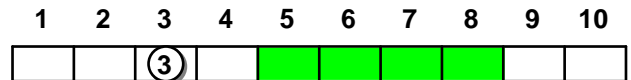
Working With People

Ms. Sample shows an average level of interest in work that involves dealing with people. She is likely to prefer employment that involves contact with others and would not be happy working on her own.



Working With Data

Mary 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.



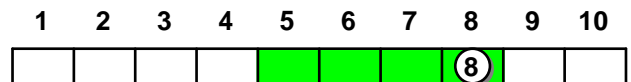
Working With Things

Mary Sample 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.



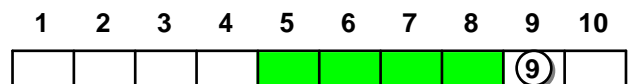
Diplomatic / Independent

Ms. Mary Sample tends to act independently. She has a strong determination to control, win and to reach goals, as well as a willingness to argue and debate her point of view. Ms. Sample can be skeptical and hard-headed at times.



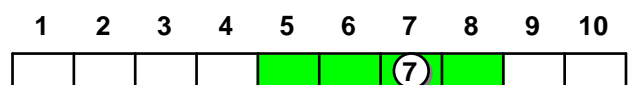
Cooperative / Competitive

She describes herself as a very competitive, goal-oriented person. Although such people have a strong personal need to win, they seldom participate as part of a team.



Submissive / Assertive

Depending on the situation, she can be assertive and outspoken. In groups, Ms. Sample is likely to promote herself as the leader or spokesperson. In disputes, she will tend to affirm her position.



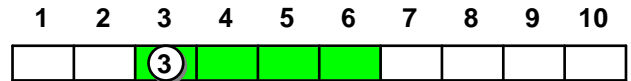
Individual Traits

Mary Sample

Sample Sales Manager

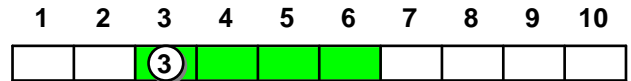
Spontaneous / Conscientious

She is often a spontaneous and innovative individual, who works well in changing situations. She is flexible and responsive to circumstances as they arise, and will produce creative and unorthodox solutions. As a result, she may be impulsive.



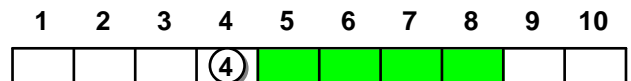
Innovative / Conventional

Ms. Sample sees herself as innovative and flexible, with a casual attitude toward the rules. Mary Sample is likely to seek new ways to solve problems rather than follow traditional methods. She will enjoy change and should operate best in a fast moving and unpredictable work environment.



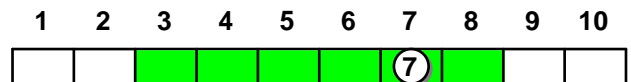
Reactive / Organized

She prefers to focus on the overall picture rather than deal with the fine details. Ms. Sample does some degree of planning, yet remains capable of responding to spontaneous events.



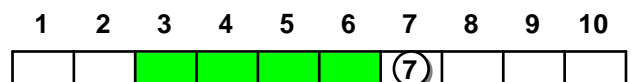
Introvert / Extrovert

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



Self-Sufficient / Group-Oriented

She is happiest working in situations where there is a reasonable amount of contact with others. She enjoys company and a group environment, but occasionally requires time for quiet reflection.



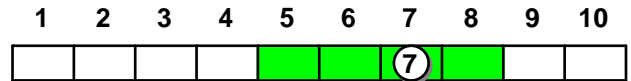
Individual Traits

Mary Sample

Sample Sales Manager

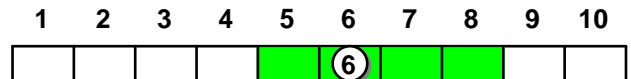
Reserved / Outgoing

Although Mary Sample likes to be the center of attention, there will be times when she may avoid the spotlight. Ms. Sample prefers variety in her work. Individuals like Mary Sample are happy with a moderately exciting life, and can be a risk taker at times.



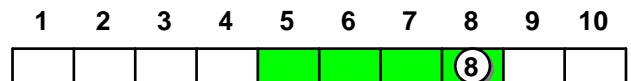
Emotional / Stable

In most situations, Mary Sample accepts people in a calm and stable manner. There will be circumstances when she becomes apprehensive and emotional, even wary about some people, particularly their motives. In general, she is secure in herself, remaining quite relaxed under moderate stress.



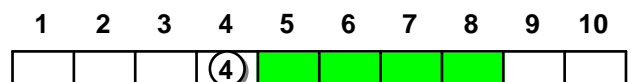
Restless / Poised

Ms. Sample is calm and unruffled, able to cope with her work in a fairly detached and rational way. An individual like this will tend to be tough-minded in dealing with criticism and rejection.



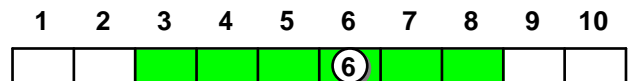
Excitable / Relaxed

Ms. Sample is occasionally excitable and anxious. Any suspicions or stress she may feel under pressure are likely to be moderate. Individuals like Ms. Sample may find it hard to cope with very demanding high-pressure jobs.



Social Desirability

Mary Sample describes herself as someone who is usually considerate. Such individuals are aware of social rules and expectations.



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 6.
- 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.

- **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.