



Benchmark Description Report

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Project Manager

Assess to Succeed, Melbourne, Victoria, Australia

Produced By:

**Assess to Succeed
Melbourne,
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Part 1 – Report Introduction

Purpose of the Benchmark Description Report

This report is designed to provide management at Assess to Succeed, Melbourne, Victoria, Australia with a better understanding of the characteristics of the preferred candidate for the Project Manager position.

Part 2 of this report offers a graphic presentation of the abilities, interests and personality traits evident in top performers in the Project Manager position. This graph appears in all Prevue Assessment reports to provide candidate information for screening, selection, coaching and succession planning activities.

Part 3 presents detailed descriptions of each of the benchmarks for the four Abilities scales, three Interests/Motivation scales, and thirteen Personality scales. The Prevue Assessment examines all of these scales with respect to the Project Manager position.

What is a Prevue benchmark?

The Prevue Benchmark that will be developed for the Project Manager position at Assess to Succeed, Melbourne, Victoria, Australia is a profile of the work-related abilities, interests/motivation, and personality traits of top performers in the position. The benchmark provides data about the requirements of the job and can be used to supplement, organize, and analyze the information provided in résumés, background searches, or the interview. The Prevue Benchmark is customized to address the unique requirements of the job within a particular corporate culture.

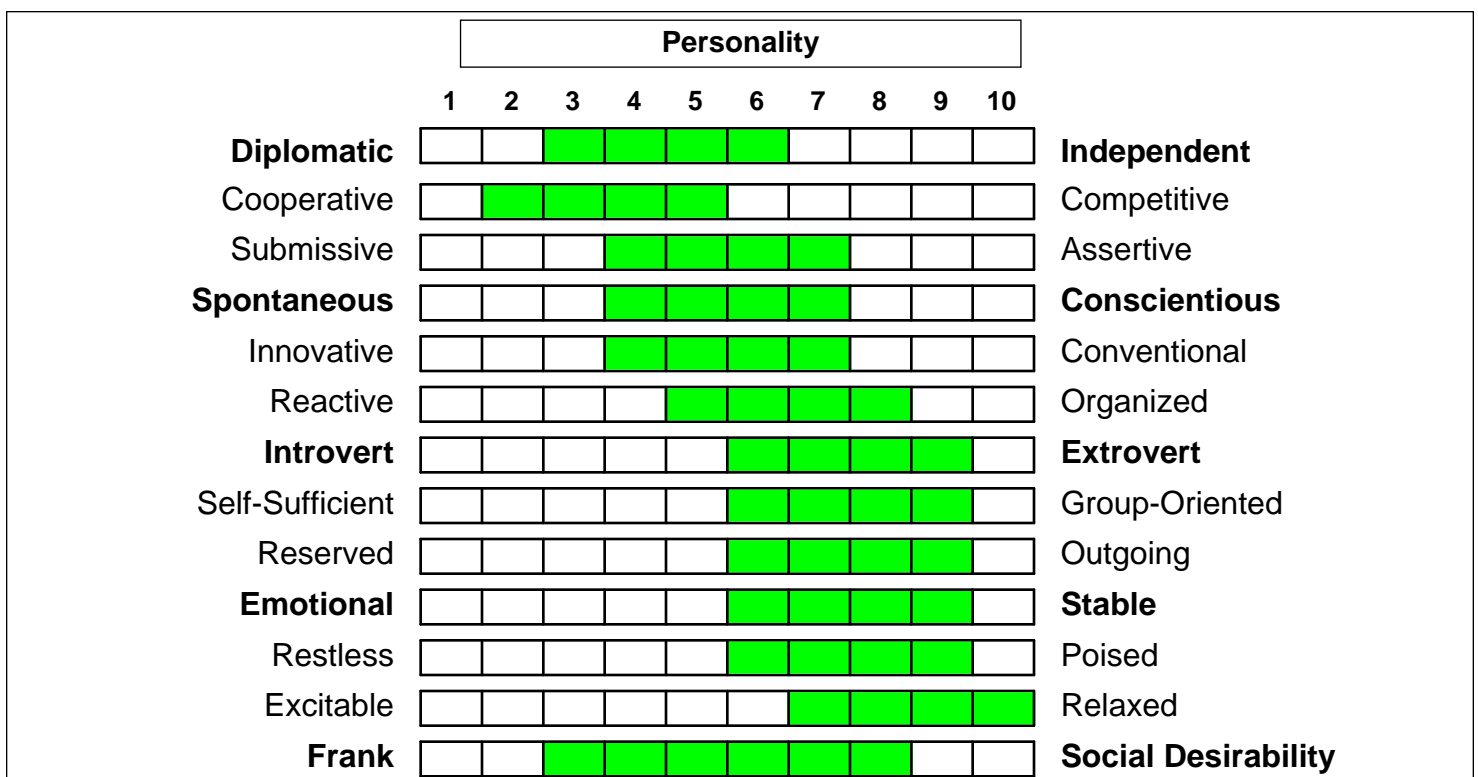
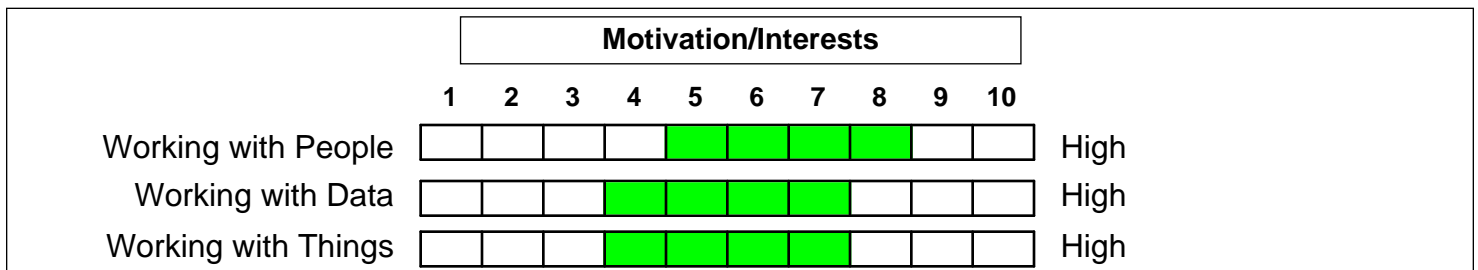
How is the Prevue Benchmark used?

Managers can use the Prevue Benchmark to:

- Select the best candidate for the position
- Obtain essential information beyond résumés, background searches or interviews
- Compare candidates to a preferred standard
- Identify individual training and coaching requirements
- Provide succession planning for the position and career planning for employees

Part 2 – The Prevue Benchmark Graph

This graph illustrates the required characteristics for the Project Manager position as determined by management at Assess to Succeed, Melbourne, Victoria, Australia. Preferred candidates will produce scores within the shaded areas shown on the scales of the benchmark.



Part 3 –Prevue Scale and Benchmark Descriptions

The Prevue Benchmark is comprised of benchmarks for each of the Abilities, Interests/motivation and Personality scales measured by the Prevue Assessment. These characteristics should be evident in prospective top performers in the Project Manager position. The preferred candidates for the position will produce scores on the Prevue Assessment that fall on or are very close to the benchmarks shown on each of the scales. The following pages provide both Scale and Benchmark Descriptions.

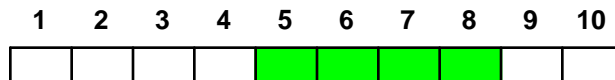
Abilities Scales

General Abilities

Scale Description

General Ability (based on **Working with numbers, words and shapes**) is an excellent predictor of performance in a wide range of occupations and training courses. Low to moderate levels are good for jobs requiring monotonous repetition and/or unskilled manual labour; mid-range is usually better for jobs requiring more training such as clerical work, administration, and/or skilled labour; and high levels are often important for decision-makers, managers, and advanced technical positions.

Benchmark Graph



Benchmark Description

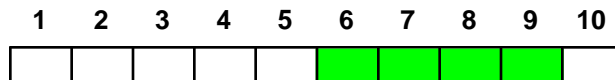
This benchmark indicates that average to above average General Abilities are required for successful performance in the Project Manager position. Depending on the specific ability required, a top performer might learn new procedures at a normal to moderately fast pace. The best work environment may be somewhat challenging with reasonable demands. Candidates with either below average or high General Abilities might not be suitable for this position.

Working With Numbers

Scale Description

Working with numbers shows the ability to use numbers for abstract reasoning and problem-solving. In many occupations—clerical, accounting, technical, sales, and managerial—the ability to work with numbers is essential.

Benchmark Graph



Benchmark Description

Based on this benchmark, a top performer might have numerical ability ranging from average to high. The position probably demands good arithmetic skills as well as some statistical analysis. Candidates with below average numerical ability could be a poor fit for this position.

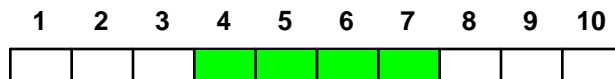
Working With Words

Scale Description

Working with words is the ability to use written language for reasoning and problem-solving. In many occupations—clerical, administrative, technical and managerial—the ability to work with written language is a fundamental requirement. While fluency or direct communication is different from verbal reasoning, there is a moderate correlation between scores on this scale and communication skill. People who score at the upper end of **Working with words** are more likely to be good communicators, but excellent fluency and good communication skills can occur irrespective of scores on this scale.

Note: Fluency can be assessed from the résumé and covering letter, and oral communication skills should be measured in the interview.

Benchmark Graph



Benchmark Description

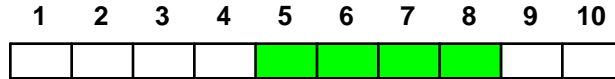
Based on this wide benchmark, a top performer could have below to above average ability with written language. The position may require simple verbal skills such as straightforward reading, writing, and recognition of spelling errors. Occasionally, there may be higher level tasks such as working with complex documents. Candidates with low ability might find some tasks overly challenging. Candidates with high ability with words might not reach their potential in this position.

Working With Shapes

Scale Description

Working with shapes involves a several facets of mental ability. Most important is the ability to imagine how something will look when it is moved in space or when its component parts are rearranged. Spatial visualization skills are important for tasks such as interpreting blueprints and diagrams, understanding graphs and charts, arranging objects for display or storage, and so on.

Benchmark Graph



Benchmark Description

Based on this benchmark, a top performer will have average to above average spatial ability. The position probably requires basic spatial skills for packing or arranging objects for storage, display, or delivery as well as some higher-level tasks such as work with flow charts or diagrams and spatial analysis. Candidates with below average ability could have difficulty with these tasks. Candidates with high scores in spatial ability could also be a poor fit for this position.

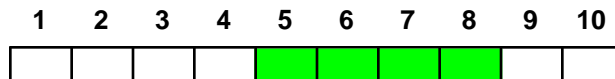
Interests/Motivation Scales

Working With People

Scale Description

Working with people indicates the preferred frequency, quality, and intensity of social contact for optimal job satisfaction. This satisfaction influences performance, especially in the long term.

Benchmark Graph



Benchmark Description

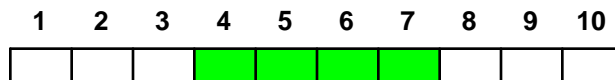
This benchmark denotes that the Project Manager position requires a candidate with average to above average interest in social contact. The preferred employee likely performs well with moderate interaction with others, enjoys occasional tasks needing more advanced people skills, and will likely choose the telephone call as a contact method. Candidates with below average motivation for Working with People would need to exert themselves for these tasks. Those candidates with high motivation could also be less suitable for this position.

Working With Data

Scale Description

Working with data measures interest in information and analytical processes as well as overall motivation to work with facts and figures.

Benchmark Graph



Benchmark Description

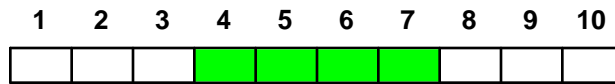
This wide benchmark denotes that candidates with below to above average scores on Working with Data could all be effective in the Project Manager position. The preferred employee likely wants some tasks involving figures, statistics, or accounts. Candidates with extreme scores (either low or high) on Working with Data could be less suitable for this position.

Working With Things

Scale Description

Working with things measures willingness to manipulate tools and machines and to operate equipment, computers, and other inanimate objects.

Benchmark Graph



Benchmark Description

This wide benchmark denotes that candidates with below to above average scores on Working with Things could all be effective in the Project Manager position. The preferred employee likely performs reasonably well with simple, reliable equipment and may occasionally operate more complex machinery. Candidates with extreme motivation (either low or high) for hands-on tasks with tools and objects could be less suitable for this position.

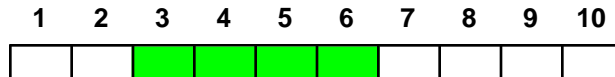
Personality Scales

Diplomatic / Independent

Scale Description

Diplomatic to Independent major scale measures willingness to compromise self-interest to be diplomatic in establishing relationships with others. It is based on a person's competitive instincts and assertiveness.

Benchmark Graph



Benchmark Description

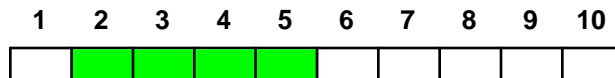
This benchmark signifies that moderately diplomatic to balanced person is required in the Project Manager position. The top performer will tend to be fairly good at getting things done while generally avoiding conflict and controversy. This person could be a reasonably self-confident, supportive team player with some potential for leadership. An extremely diplomatic employee might lack the determination necessary for excellent performance. Similarly, this position might not suit a moderately to highly independent employee who values achievement above relationships.

Cooperative / Competitive

Scale Description

Cooperative to Competitive minor scale measures a person's need to win. Some people are eager to be cooperative and refuse to engage in any form of competition. Conversely, others are driven to compete for high achievement but to the detriment of all other considerations.

Benchmark Graph



Benchmark Description

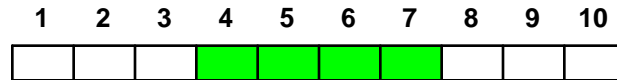
This benchmark shows that a balanced to extremely cooperative person is required for this position. The preferred candidate will likely gain satisfaction from team accomplishments and favor collaboration over individual effort. A competitive employee who strives for achievement with less concern for maintaining relationships could be less effective in this role.

Submissive / Assertive

Scale Description

Submissive to Assertive minor scale measures willingness to dominate people and events.

Benchmark Graph



Benchmark Description

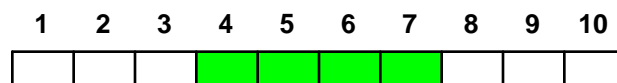
The broad benchmark indicates that moderately submissive to moderately assertive candidates could all be effective in this position. More extensive data might reveal a smaller range of compliance and dominance. Currently, only candidates exhibiting extreme traits are less likely to be successful. This means extremely submissive people, who avoid all confrontation and are very reluctant to express their own views, might be a poor fit. Similarly, highly assertive candidates, with singular zeal to express their own views and willingness to engage in head-on confrontation, could also be less suitable for this position.

Spontaneous / Conscientious

Scale Description

Spontaneous to Conscientious major scale describes the actions of those who seldom plan anything and whose responses are almost always spontaneous versus those who tend to display consistent, planned and predictable behavior. This scale is based on the minor scales relating to conventional and organized behavior.

Benchmark Graph



Benchmark Description

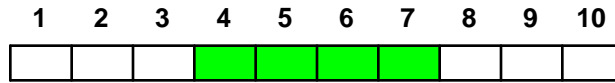
This broad benchmark signifies moderately spontaneous to moderately conscientious candidates could all be successful in the Project Manager position. A narrower range of flexibility and diligence may be identified when more information becomes available. Currently, only candidates with extreme traits would be less suitable for this position. Extremely spontaneous people might lack necessary preparation skills. At the other end of the scale, highly conscientious workers could be less effective when fast, inventive responses are needed.

Innovative / Conventional

Scale Description

Innovative to conventional minor scale measures the likelihood of creative thinking and reliable behavior.

Benchmark Graph



Benchmark Description

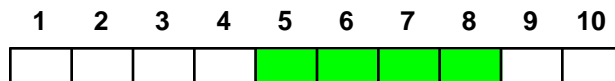
This broad benchmark denotes that moderately innovative to moderately conventional candidates could all be effective in this position. Current data indicate that only candidates with extreme traits might be less suitable for this position. This means that an extremely innovative person, who likes a fast-moving, unpredictable environment with few rules, might be a poor fit. At the other end of the scale, a highly conventional candidate, who resists change and adheres to traditional methods, could also be unsuitable for this job.

Reactive / Organized

Scale Description

Reactive to organized minor scale determines preference for planning, detail, schedules and order. Some people would rather innovate and improvise while engaging in "big picture" thinking but, for others, meticulous planning is essential for job satisfaction.

Benchmark Graph



Benchmark Description

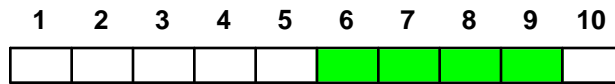
This benchmark indicates that a balanced to moderately organized person is required. The appropriate employee will likely have good planning skills, reasonable punctuality, and a tidy work area. The top performer will generally respond appropriately to change and will balance the long view with the work at hand. A reactive candidate, who is less inclined to plan or schedule and prefers to respond to new situations as they arise, might not be as effective in this position. At the other end of the scale, a highly organized candidate, who may be very cautious, reluctant to disrupt plans, and overly concerned with tight scheduling, could also be unsuitable for this job.

Introvert / Extrovert

Scale Description

Introvert to Extrovert major scale describes how a person interacts with others and measures the degree of social contact required. This scale is based on the minor scales for group-oriented and outgoing behavior.

Benchmark Graph



Benchmark Description

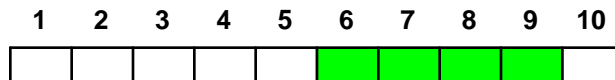
This benchmark signifies balanced to highly extroverted candidates could become top performers in the Project Manager position. The preferred candidate will function well in social situations and probably has variable needs for companionship. The position might not suit a moderate to extreme introvert, who may prefer fewer meetings with people during business activities.

Self-Sufficient / Group-Oriented

Scale Description

Self-sufficient to Group-oriented minor scale measures whether a person prefers to generate ideas and stimulation in solitude or with a group.

Benchmark Graph



Benchmark Description

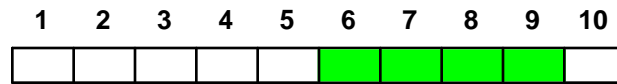
This benchmark denotes that the required person will likely be balanced to highly group-oriented. The appropriate employee probably has a mild to extreme preference for team work and will usually be more at ease in group settings with opportunity for discussion, approval, and support. Moderately to extremely self-sufficient candidates, who tend to need extended periods of solitude, could be less likely to succeed in this position.

Reserved / Outgoing

Scale Description

Reserved to Outgoing minor scale measures whether a person's nature is to be somewhat detached from others or overtly friendly.

Benchmark Graph



Benchmark Description

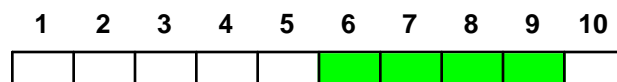
This benchmark indicates that a candidate who is balanced to highly outgoing is required for the Project Manager position. The top performer will tend to be genial and talkative. Less inclined for quiet, routine work, this person likely enjoys tasks with some variety and excitement. In meetings, the appropriate employee will often be ready for new experiences and comfortable in the spotlight, especially if there by choice. Moderately to extremely reserved candidates could be too detached to be fully effective in this position.

Emotional / Stable

Scale Description

Emotional to Stable major scale describes reactions to changing conditions and new people. This scale is based on the minor scales related to restlessness and excitability.

Benchmark Graph



Benchmark Description

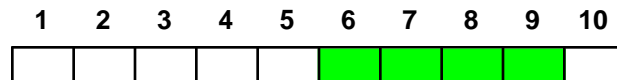
This benchmark signifies that balanced to highly stable candidates could all be effective in the Project Manager position. The top performer will tend to be secure and pragmatic when dealing with adversity, and will usually accept others at face value. This person will tend to be calm and steady and only minimally wary of unfamiliar people and circumstances. Moderately to extremely emotional candidates might be unduly stressed in this position and some steadiness is necessary for excellent performance.

Restless / Poised

Scale Description

Restless to Poised minor scale indicates of how people respond to stress such as adverse events and the negative things that other people say, think or do. Some people can be unduly sensitive to this stress while others may seem impervious.

Benchmark Graph



Benchmark Description

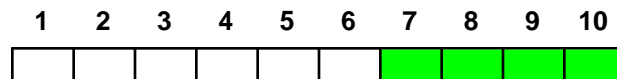
This benchmark denotes that balanced to highly poised candidates could all be successful in this position. The top performer will usually have an open mind and will demonstrate average to exceptional objectivity. This person will have fairly good coping skills for most embarrassments, setbacks, and personal criticism. A moderately to extremely restless candidate who is easily upset and irritated might not be as effective in this position.

Excitable / Relaxed

Scale Description

Excitable to Relaxed minor scale measures response to potentially stressful situations. Some people are visibly upset by unexpected circumstances while others manage their emotions well.

Benchmark Graph



Benchmark Description

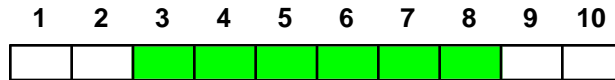
This benchmark indicates that successful performance in this position most likely requires a moderately to highly relaxed personality. The top performer probably keeps cool if things go wrong, generally does not fret about mishaps, and can leave on-the-job troubles at work. This employee likely accepts people at face value and seldom looks for ulterior motives, even though others might sometimes try to exploit his or her open, easy attitude. The ideal candidate will usually seem nonchalant and trusting, with a calm acceptance of life and good tolerance for job-related stress. A balanced or more excitable candidate, who may be more prone to worry and distrust, might not be a good fit for this position.

Social Desirability

Scale Description

Social desirability scale indicates how much the desire to present a good impression has influenced answers in the **Prevue Assessment™**. Most people will score in the middle range (4-5-6-7), but both high and low scores must be reviewed with care.

Benchmark Graph



Benchmark Description

This benchmark indicates that the preferred candidate should be neither extremely frank nor highly influenced by social desirability and what is socially acceptable. Any impression, from mildly frank and negative to potentially less frank and mildly positive, will be satisfactory.