



prevue<sup>™</sup>  
job-fit

## Assess to Succeed, Melbourne, Victoria, Australia

**Serviced By:**  
Assess to Succeed  
Melbourne,  
Victoria, Australia

**Assessment Taken:**  
1/28/2016

**Assessment Printed:**  
1/17/2017

**Carol Sample**  
**HR Admin & Recruitment**

# Table of Contents

Part 1	<b>Understanding this Report</b> General information about this report, Prevue Assessments and Prevue Benchmarks.	3
Part 2	<b>Prevue Results Graph</b> A visual comparison of Carol Sample's Prevue Assessments scores to the Prevue Benchmark for the HR Admin & Recruitment position, and the Benchmark Suitability score for Carol Sample's overall fit to the HR Admin & Recruitment position.	4
Part 3	<b>Total Person Description</b> Carol Sample's overall profile based on the results of the Prevue Assessments considered in this report.	5
Part 4	<b>Suggested Interview Questions</b> Interview questions to explore areas where Carol Sample does not match the Prevue Benchmark for the HR Admin & Recruitment position.	6
Part 5	<b>Individual Characteristics</b> Details of Carol Sample's scores on each of the scales addressed in this report and an overview of the strengths Carol brings to the position.	11
Part 6	<b>Approach to Work</b> Information about Carol Sample's approach to a number of important situations experienced in most types of employment.	15
Part 7	<b>Best Practice Information</b> Guidelines for using Prevue Assessments and understanding this report.	18

## 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](http://www.prevuehr.com)

# Part 1 - Understanding this Report

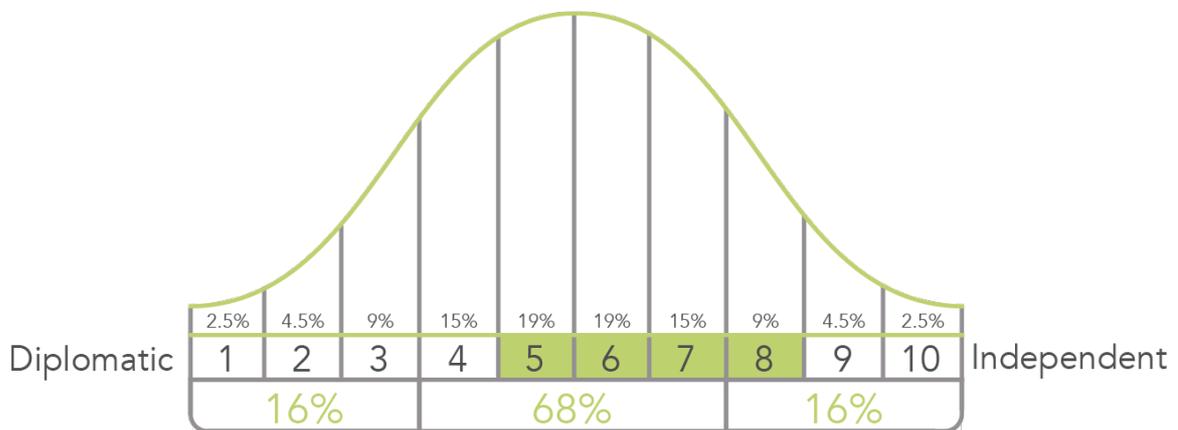
## Introduction

This Selection Report describes Carol Sample’s suitability for the HR Admin & Recruitment position at Assess to Succeed, Melbourne, Victoria, Australia. The information in this report comes first from reviewing the scores on each of the scales of the Prevue Assessments that were completed by Carol 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 Carol 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.

### Prevue Benchmark



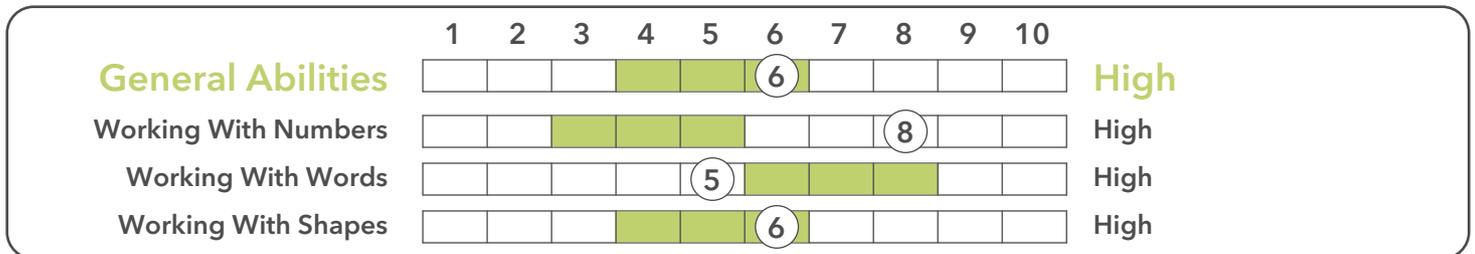
The Prevue Benchmark shows the preferred characteristics of an employee for a particular position. These characteristics are displayed as a range of desired sten scores on each scale. This range is shaded and forms the benchmark for the scale. The candidate's assessment results are shown as circled numbers 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.

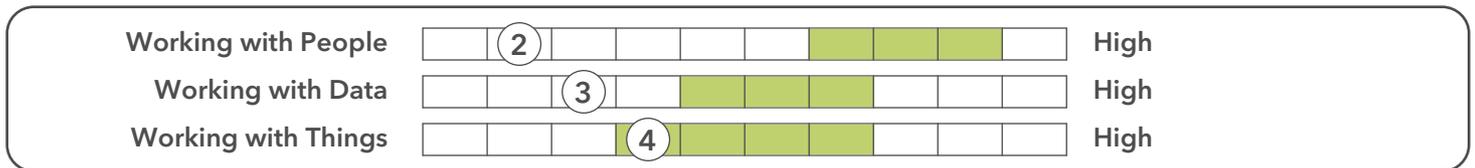
# Part 2 - Prevue Results Graph

Carol Sample's scores are shown in the circled numbers on each of the Prevue scales presented below. The Prevue Benchmark for the HR Admin & Recruitment 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.

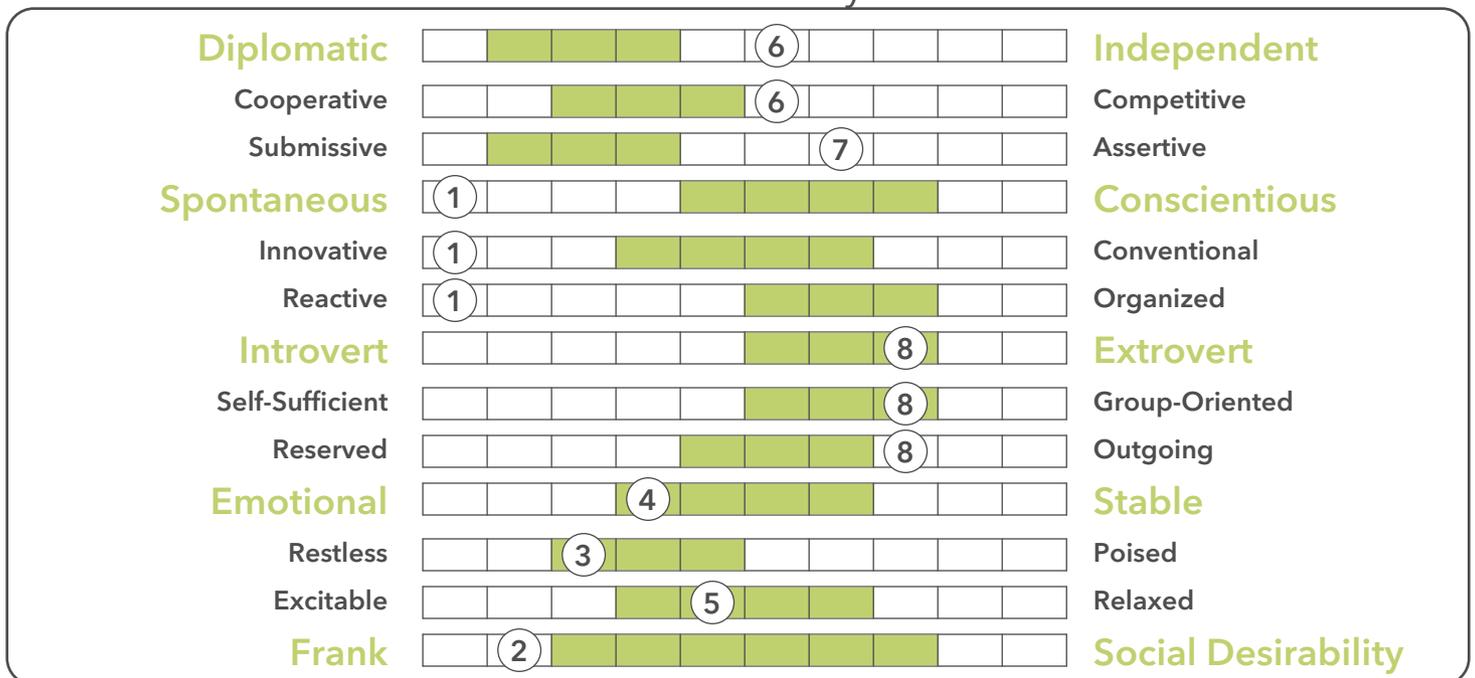
## Abilities



## Motivation/Interests



## Personality



## Benchmark Suitability Score

The Benchmark Suitability Score quantifies Carol Sample's overall fit to the benchmark for the HR Admin & Recruitment position. Note: Carol 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.

**59%**

## Part 3 - Total Person Description

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

Ms. Carol Sample has superior numeric skills, above average spatial skills, and average verbal skills. She is well equipped to do challenging numeric assignments such as creating complex spreadsheets and advanced data tables. Almost as adept with shapes as with numbers, she is also competent for assignments that involve mental manipulation of objects. These could include reading blueprints, interpreting graphs, and following moderately difficult diagrams. Her average ability with words means that most paperwork and many office duties are within her scope, but she will need to make extra effort in any written communication.

Overall, she has good skills. When doing numeric tasks, she will learn quickly and her job performance should be excellent. For other assignments, she has the mental capacity to do average to above average work. Ms. Sample will perform best when the environment and work practices change slowly.

Although Ms. Sample expresses only a mild inclination, she prefers working with material objects. She has little interest in working with people or with data and information. She can still work with others and may be able to process information effectively, but she will be more comfortable in situations that involve hands-on use of tools or machinery.

Ms. Sample is competitive and assertive. While she may be a strong team player, she is likely to want to lead as she enjoys individual recognition. Her leadership style is marked by persuasion and encouragement, but she is unafraid of argument and sometimes is willing to take on even controversial issues. In non-threatening situations and with people she knows well, Carol Sample will be outspoken and she will vigorously promote her own ideas. On occasion, Ms. Sample will use tact and diplomacy to maintain harmony in the workplace.

Carol 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.

Carol 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.

For the most part, Ms. Sample is composed and appears able to handle stress well. She may take setbacks personally. If personally involved in a dispute, however, she may find it difficult to be objective and rational. Work pressures and social demands will worry her. Carol Sample will not cope well with prolonged periods of high pressure or with situations in which she is frequently expected to meet newcomers with openness and trust.

# 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 HR Admin & Recruitment position. Use the available candidate information plus this report to structure the interview and make the best hiring decision.

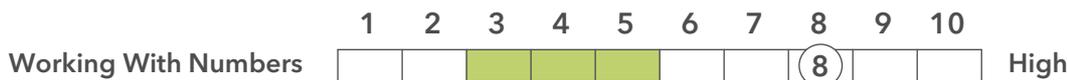
This section provides suggested interview questions to address the following:

- First to examine those areas where Carol Sample's score did not fall on the benchmark for the position.

You should customize the interview questions as needed for this position at Assess to Succeed, Melbourne, Victoria, Australia. **You may wish to take a copy of Part 4 to have it available for the interview.**

### Scores off the Benchmark

Carol 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.



Carol Sample is above the given benchmark and shows a good ability for Working with Numbers. This often translates to above-average performance with arithmetic skills and number recognition. Tasks could include providing "on the spot" estimates, using statistics, and recording or searching for numeric data. This candidate is likely reliable and competent for numerical work in the HR Admin & Recruitment position. Support may be required for exceptionally challenging tasks.

- The HR Admin & Recruitment position currently offers limited application for your good numerical ability. Will this affect your job satisfaction? How will you deal with limited opportunities to work with numbers on the job?
- If number tasks are infrequent or not challenging, how will you apply your above average numerical ability?

**Your Comments:**

---



---



---



---



Carol Sample has average ability for Working with Words. Usually this means dependable performance on word recognition tasks such as finding and recording written information. Reasonable proficiency is also expected with common spelling and standard grammar. More advanced tasks, such as handling complicated paperwork, require initial training and occasional support.

1. If you have to hand out a brochure, would you read it first? If you have questions about the brochure, what would you do?
2. Consider a new, multipart form to be used on the job. If no training were provided, how would you learn to use the new form?
3. Describe how you read a manual for safety procedures at work.

Your Comments:

---



---



---



Ms. Sample is a person who shows little interest in working with people, tends to be self contained, and prefers working alongside others rather than choosing a job where interacting with them would be a major activity.

1. There are some situations where working by yourself is unavoidable. Could you describe when this has been a preferred circumstance?
2. Describe the most recent situation where you had to take a leadership role with your coworkers.
3. Describe what you found to be the most difficult part of working with others.

Your Comments:

---



---



---



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

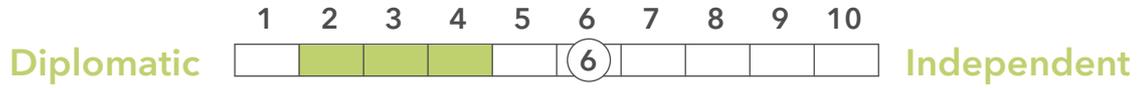
1. What types of problems are difficult for you?
2. Please describe how you check the accuracy of your work.
3. Describe the systems that you have introduced into your job.

Your Comments:

---

---

---



Carol Sample at times is usually forthright and plays hard to win.

1. Give me an example of how you have succeeded in getting people to work together.
2. Describe how you convince someone of your point of view.
3. Tell me about the last time you refused to change your mind.

Your Comments:

---

---

---



Ms. Sample is an effective competitor who can also maintain helpful relationships with others.

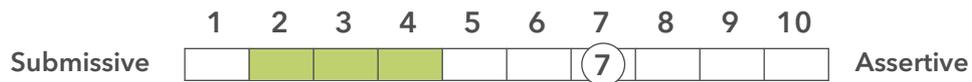
1. Describe a recent successful project that gave you a lot of satisfaction.
2. How do other people help you get what you want?
3. What work-related goals have you set for yourself?

Your Comments:

---

---

---



Ms. Sample is a HR Admin & Recruitment who is occasionally assertive and outspoken.

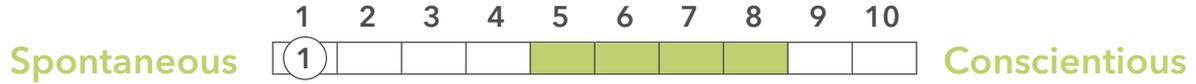
1. Recall a situation when you became annoyed while working beside an emotional coworker.
2. Describe a recent situation when you felt reaching consensus was not the best course of action.
3. How important is it for you to speak your mind?

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.

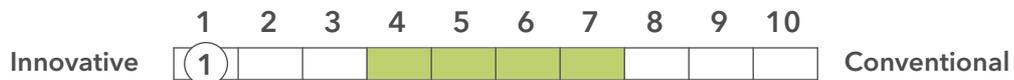
1. Describe what you have done in the past to make your job easier.
2. Explain the circumstances in which you have felt it necessary to overlook some policies or procedures because they got in the way of reaching a goal.
3. Your preference is to reach a solution in the quickest possible way. Describe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

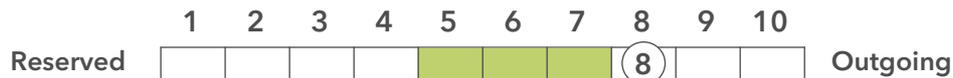
---



---



---



Ms. Sample 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:

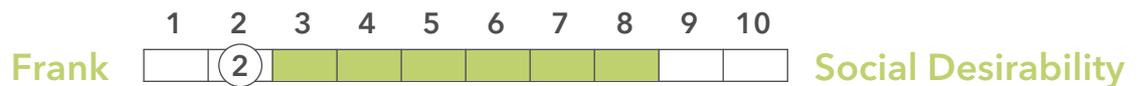
---



---



---



Caution: This score in Frank resulted from one of two reasons. The first could be Ms. Sample is describing herself as having only certain socially desirable attributes. On the other hand it could indicate she is presenting a negative impression of herself.

The above is a caution only because the assessment has no means of identifying which of the two reasons applies. This should be taken into account when you conduct your interviews and reference checks.

Your Comments:

---



---



---

## Part 5 - Individual Characteristics

The Individual Characteristics descriptions provide more information about Carol Sample's scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight Carol Sample's strengths for the HR Admin & Recruitment 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

Carol Sample has a level of speed and accuracy in reasoning and problem solving that indicates she is as able as most other adult workers. She can learn and absorb new information without too much difficulty. She is efficient working in an environment that makes reasonable demands, however, under high levels of mental work load, she may find it difficult to cope.



### Working With Numbers

Carol 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 suggests an average capacity for speed and accuracy when dealing with written information. Ms. Sample is as able as most with expression or presentation of written communication.



### 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.



### Working With People

Ms. Sample will be content to work in a job in which there is little or no contact with people. While she would not necessarily avoid contact with other people, she would not want interpersonal relations to be a key function of her responsibility.



### Working With Data

Carol 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.



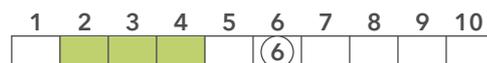
### Working With Things

Carol Sample expresses a slightly below 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. Sample shows balance between a desire to compete and win, and a wish to coordinate team goals. She may occasionally be controversial and argumentative when advancing her own point of view, but in other circumstances will be more concerned with maintaining the team spirit and team effort. Such people are good at getting things done while respecting the needs of those around them.



### Cooperative / Competitive

She describes herself as a person who is competitive and plays to win. She is a cooperative team member. Such individuals seek compromise between their own achievements, and the need to maintain relationships with others.



### 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.



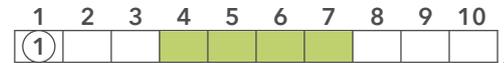
### Spontaneous / Conscientious

Expect some measure of chaos as a part of the creativity and flexibility this individual brings to the job. While extremely spontaneous and innovative, Ms. Sample will have little regard for the traditional way of doing things. In fact, she will thrive in a creative, challenging situation, but may be unsuccessful in a highly structured and predictable environment. Such people tend to appear careless and not very well organized.



**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.



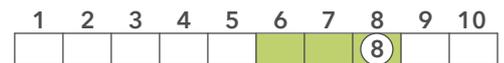
**Reactive / Organized**

She regards herself as a very spontaneous individual, reacting to events as they occur. She does not plan ahead, and feels that a degree of chaos is expected. Such people feel that planning and organization restrict their innovative abilities. They see attention to detail as being something for other people to worry about, preferring to focus on the overall picture. As a result, they often appear quite disorganized.



**Introvert / Extrovert**

Ms. Carol Sample is an extrovert, who seeks stimulation from the company of others. Generally energetic, she seeks to be the center of attention. Her fellow workers will see her as high-spirited and impulsive at times.



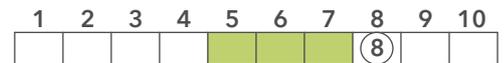
**Self-Sufficient / Group-Oriented**

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.



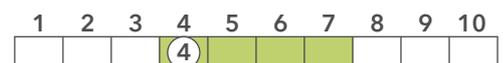
**Reserved / Outgoing**

Ms. Sample will enjoy taking risks and will need stimulating work. You will find her enjoying being the center of attention, while meeting and talking to people. Sometimes her enthusiasm with talking will interfere with hearing what others have to say.



**Emotional / Stable**

She tends to maintain a general level of acceptance and optimism, but will worry about the consequences of things going wrong, particularly when under pressure. Ms. Sample accepts people only after she is satisfied they are trustworthy. She can react sensitively and emotionally to criticism.



### Restless / Poised

Ms. Sample has a degree of sensitivity to feelings and emotions. A person like this may become easily unsettled and irritated, taking criticism personally. However, any irritation and upset is usually short-lived.



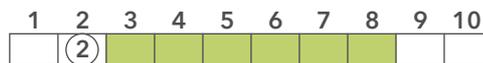
### Excitable / Relaxed

In response to most circumstances, people with this score will remain calm and relaxed. It is unlikely that they would worry or become anxious when things do not go well. Any stress under pressure is likely to be moderate. Such individuals will not always assume the best of other people and will feel the need to check their motives at times.



### Social Desirability

Individuals like Carol Sample are accepting of their own mistakes and do not feel the need to deny them. Given this level of score, there is no reason to believe Ms. Sample has not presented a frank picture of herself on the other scales.



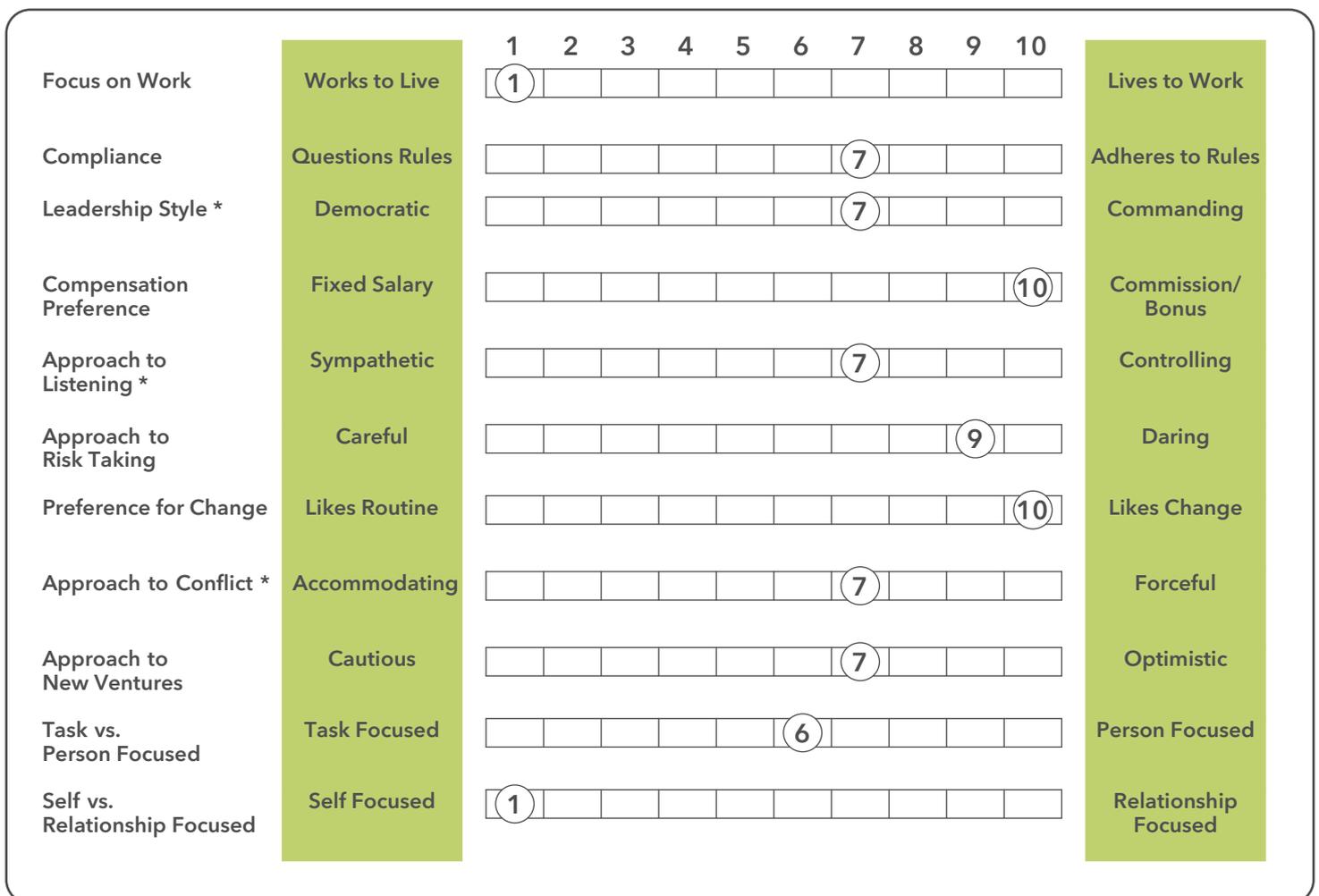
# Part 6 - Approach to Work

## Introduction

This section of the Prevue Selection Report provides information on Carol Sample's approach to a number of work related subjects that can significantly impact job performance. A manager can use this information to better understand this candidate's natural response to these important work requirements or situations and overall suitability for the HR Admin & Recruitment position.

Each of the Approach to Work scales addressed in this section is derived from one or a composite of the Prevue Personality scales reviewed in the Total Person and Individual Characteristics sections of this report.

There are no Prevue Benchmarks developed to identify the preferred score ranges on the Approach to Work scales. It is expected the hiring manager will have sufficient understanding of the HR Admin & Recruitment Benchmark position to know what the position and the company culture requires.



\* See Aspects of Assertiveness

### Focus on Work

**WORKS TO LIVE (1) vs. LIVES TO WORK (10):**

The Focus on Work scale provides information on the importance of work to Ms. Sample.

Some see work as a means to an end while others define themselves by their work. Carol Sample's career is more often a means to an end and only rarely becomes a defining characteristic of her life. If there is a conflict between home and work, her personal life will usually take precedence over her career. Home, family and leisure activities are highly significant for her and probably help her to deal with a greater variety of business problems.

1	2	3	4	5	6	7	8	9	10
(1)									

### Compliance

**QUESTIONS RULES (1) vs. ADHERES TO RULES (10):**

The Compliance scale identifies an individual's inclination to adhere to rules set by an employer and resist the temptation of intentionally engaging in behaviors that are considered to be detrimental to an organization's productivity or workforce attitudes.

With familiar routines and a balanced schedule, Carol Sample will work productively in a moderately structured work environment. This person has a good work ethic and will usually follow rules and procedures. As a prudent employee, Carol Sample values job security, sets high standards, and tries to avoid risk while still maintaining expediency. However, this person may have perfectionist tendencies and will struggle when work must be done "on the fly" or with completely new methods. Similarly, being quietly ambitious and rather formal—even slightly aloof—Carol Sample will likely have fewer social interactions and could miss indirect cues to workplace behavior. Carol Sample is motivated to deal calmly and effectively with difficult situations, but prolonged or extreme pressure can cause apprehension and anxiety, especially if less compliant co-workers do not share the same workplace values.

1	2	3	4	5	6	7	8	9	10
						(7)			

### Compensation Preference

**FIXED SALARY (1) vs. COMMISSION/BONUS (10):**

The Compensation Preference scale identifies whether Carol Sample is more motivated to work by a secure salary or by performance based remuneration.

Carol Sample much prefers striving for profit-sharing or performance-based remuneration rather than being on salary. She really enjoys taking chances and relishes the excitement of incentive-based bonus. Given a compensation package largely or exclusively salary, she will need support to see the value in this. Keep in mind that she will find ways to get around obstacles, even if that requires bending the rules. She rarely counts the costs and can be a demanding leader.

1	2	3	4	5	6	7	8	9	10
									(10)

### Approach to Risk Taking

**CAREFUL (1) vs. DARING (10):**

This Approach to Risk scale is measured from 1 for avoidance of risky behavior to 10 for willingness to engage in risk.

Carol Sample is somewhat inclined to be daring and impulsive, occasionally without considering the consequences of her actions. She tends to believe that "the end justifies the means," and may be less concerned about the downside of her actions or decisions. She is probably a confident person with good social skills, which are vital assets in business. Her venturesome behavior could add creative impetus to reaching corporate goals.

1	2	3	4	5	6	7	8	9	10
								(9)	

### Preference for Change

**LIKES ROUTINE (1) vs. LIKES CHANGE (10):**

This scale identifies where Ms. Sample fits in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

Carol Sample greatly enjoys change and values innovation. The only way she can tolerate mundane tasks is if she can look for new ways to deal with daily routines. She likes to take control of events and will react proactively to new trends. For the most part, she tends to seek change for its inherent excitement, rather than because it is necessary.

1	2	3	4	5	6	7	8	9	10
									(10)

### Approach to New Ventures

**CAUTIOUS (1) vs. OPTIMISTIC (10):**

This scale distinguishes those who approach new ventures or issues with caution from those who approach new ventures with optimism. Because Carol Sample finds excitement in new ventures, Carol Sample generally sees the business world as having more opportunities than dangers. She tends to react quickly to problems and will try new methods to boost performance and productivity. She realizes, however, that singular actions can have negative consequences. As a result, Carol Sample will not adopt new practices merely because they are novel: she must be persuaded that they are also timely and effective.

1	2	3	4	5	6	7	8	9	10
						7			

### Task vs. Person Focused

**TASK FOCUSED (1) vs. PERSON FOCUSED (10):**

This team characteristic scale distinguishes those who focus on the needs of the task or project in hand from those who are focused on their own and their team members' needs.

With balanced focus on both people and tasks, Carol Sample can adapt to a range of work environments, from fairly busy to nearly quiet. This person will likely be most productive with a mix of routine tasks, some challenging assignments, and intermittent contact with others. Generally good-natured and communicative, Carol can be outspoken with familiar people. This person is objective and more often prefers to be a peacemaker rather than a decision maker. Carol Sample takes a balanced approach to both people and tasks, and this is a good asset for a team.

1	2	3	4	5	6	7	8	9	10
					6				

### Self vs. Relationship Focused

**SELF FOCUSED (1) vs. RELATIONSHIP FOCUSED (10):**

This team characteristic scale distinguishes those who are self focused from those who are inclined to focus on others on the team.

Driven to succeed, Carol Sample is apt to focus on self-created plans rather than others' views and relationships. This person will likely develop a personal agenda and make it a high priority. Employees with intense self-focus can be edgy, and somewhat untidy, but they are also creative and can provide strong leadership. Carol will often think ahead and ask questions such as "Where will I get the resources?" or "When I reach this goal, what is my next move?" Decisions are usually pragmatic, based on evidence and performance. Carol Sample will prefer job roles that offer personal latitude and reward individual achievement.

1	2	3	4	5	6	7	8	9	10
1									

### Aspects of Assertiveness

**SUBMISSIVE (1) vs. ASSERTIVE (10):**

This personality scale influences a person's response to the following important work situations or circumstances:

1	2	3	4	5	6	7	8	9	10
1						7			

**LEADERSHIP STYLE - DEMOCRATIC (1) vs. COMMANDING (10):**

Leadership Style is measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding Leadership Style.

Carol Sample has a nearly balanced approach to leadership with a moderate inclination to be explicit and directive. In a crisis, she can take command and make certain that the team knows what must be done and when. On the other hand, when a gentle approach is needed, she will function as the "guide on the side" with a more democratic style.

**APPROACH TO LISTENING - SYMPATHETIC (1) vs. CONTROLLING (10):**

The Approach to Listening scale is measured from 1 for a person who is an exceptionally sympathetic listener to 10 for a person who tends to dominate a conversation.

Carol Sample tends to be enthusiastic about her own ideas and sometimes leaves little opportunity for others to express theirs. Being outspoken and self-confident, she may well talk for others if they hesitate to speak. Similarly, if peers or subordinates are strident, she may only hear the tone of their words and could miss their meaning. She could be encouraged to develop her active listening skills such as paraphrasing, questioning, and neutral repetition. Setting specific goals to promote more dialogue would increase the involvement and contributions of others.

**APPROACH TO CONFLICT - ACCOMMODATING (1) vs. FORCEFUL (10):**

This scale distinguishes those who avoid conflict by being accommodating from those who are forceful in their approach to conflict.

While Carol Sample does not lack soft skills, she prefers a direct, even somewhat forceful, approach to conflict. Because she is sure of herself, she is efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations, she should be able to switch to a more moderate, accommodating style of conflict resolution.

## Part 7 - 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](http://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.