



Benchmark Description Report

Tuesday, April 26, 2016

Volunteer and Return to Work Assess to Succeed, Melbourne, Victoria, Australia

Produced By:

**Assess to Succeed
Melbourne,
Victoria, Australia**

Contents

Part 1 – Report Introduction	3
Purpose of the Benchmark Description Report.....	3
What is a Prevue benchmark?.....	3
How is the Prevue Benchmark used?.....	3
Part 2 – The Prevue Benchmark Graph	4
Part 3 –Prevue Scale and Benchmark Descriptions	5
Abilities Scales.....	5
General Abilities.....	5
Working With Numbers.....	6
Working With Words.....	6
Working With Shapes.....	7
Interests/Motivation Scales.....	8
Working With People.....	8
Working With Data.....	8
Working With Things.....	9
Personality Scales.....	10
Diplomatic / Independent.....	10
Cooperative / Competitive.....	10
Submissive / Assertive.....	11
Spontaneous / Conscientious.....	11
Innovative / Conventional.....	12
Reactive / Organized.....	12
Introvert / Extrovert.....	13
Self-Sufficient / Group-Oriented.....	13
Reserved / Outgoing.....	14
Emotional / Stable.....	14
Restless / Poised.....	15
Excitable / Relaxed.....	15
Social Desirability.....	16

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 Volunteer and Return to Work position.

Part 2 of this report offers a graphic presentation of the abilities, interests and personality traits evident in top performers in the Volunteer and Return to Work 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 Volunteer and Return to Work position.

What is a Prevue benchmark?

The Prevue Benchmark that will be developed for the Volunteer and Return to Work 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.

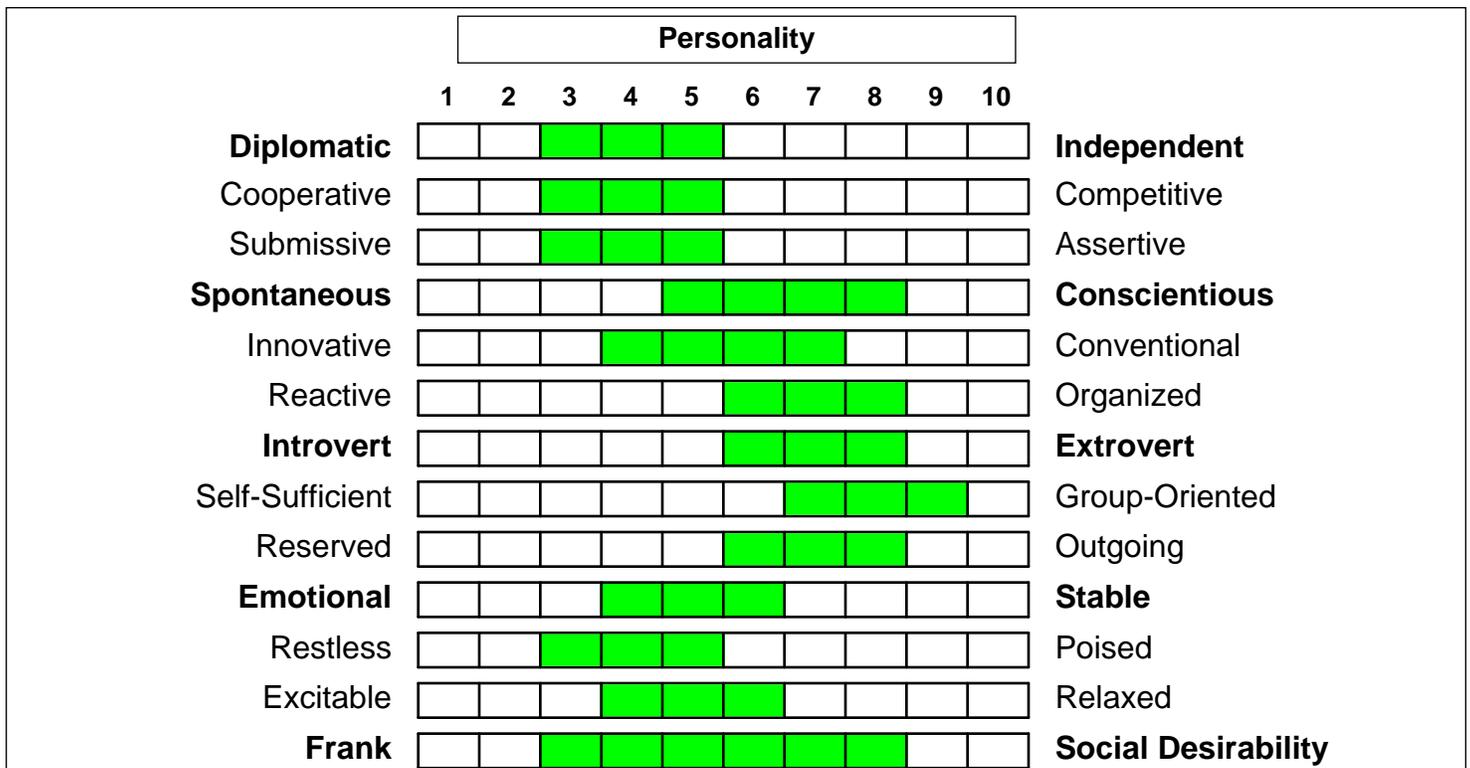
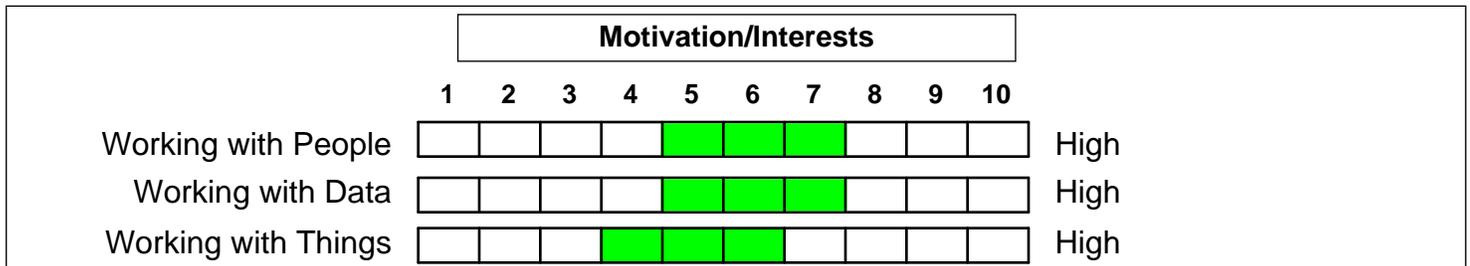
How is the Prevue Benchmark used?

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 Volunteer and Return to Work 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 Volunteer and Return to Work 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

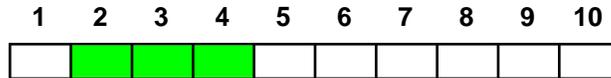
This benchmark indicates that below average to average General Abilities are required for successful performance in the Volunteer and Return to Work position. Depending on the specific ability required, a top performer might learn new procedures at a moderately slow to normal pace. The best work environment will likely be somewhat challenging with reasonable demands and a slow rate of change. Candidates with either low or above average General Abilities may 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 will have low to below average ability for working with numbers. The position may include tasks such as recording numerical data but will have few demands for statistical analysis. Candidates with average to high numerical ability could be a poor fit for this position.

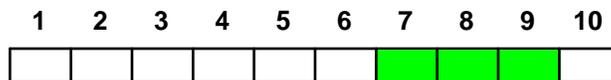
Working With Words

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

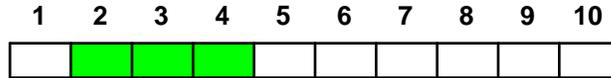
Based on this benchmark, a top performer will have above average to high ability with written language. The position probably requires a superior level of literacy for analyzing written reports, complex documents, and other publications. The preferred candidate will demonstrate fast, accurate work with words and rapid recognition of errors. Candidates with average or lower than average ability for Working with Words could find this job overly challenging.

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 low to below average spatial ability. The position may include some shape recognition and organization tasks such as packing or arranging objects for storage, display, or delivery. Candidates with average to high spatial ability could 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 Volunteer and Return to Work 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

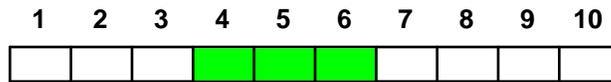
This benchmark denotes that the Volunteer and Return to Work position requires a candidate with an average to above average score on Working with Data. The preferred employee likely enjoys tasks involving figures, statistics, or accounts. Candidates with below average interest in facts and figures would need to exert themselves for these tasks. Those candidates with high motivation could also 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 benchmark denotes that the Volunteer and Return to Work position requires a candidate with a below average to average score on Working with Things. The preferred employee likely performs reasonably well with simple, reliable equipment and may infrequently operate more complex machinery. Candidates with either low or above average motivation for hands-on tasks with tools and objects could be less suitable for this position.

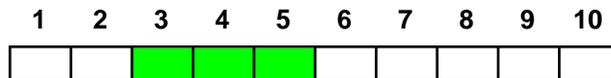
Personality Scales

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

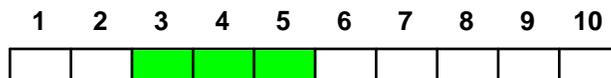
This benchmark signifies that moderately diplomatic to balanced person is required in the Volunteer and Return to Work position. The top performer will tend to be fairly good at getting things done while generally avoiding conflict and controversy. This person could be a reasonably self-confident, supportive 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

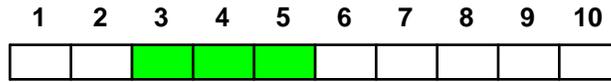
This benchmark shows that a moderately cooperative to balanced person is required. The preferred candidate will value team spirit and tend to restrain personal ambition. A competitive employee, who strives hard for personal success and individual recognition, could be less effective in this position. Similarly, an extremely cooperative person, who seldom thinks about winning or losing, might also be a poor fit.

Submissive / Assertive

Scale Description

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

Benchmark Graph



Benchmark Description

This benchmark indicates that successful performance in this position likely requires a moderately submissive to balanced person. The top performer may be cautious about speaking out on controversial issues and more willing to act as peacemaker and to avoid conflict. The preferred candidate will be reasonably outspoken and will usually accept the leadership role if this is encouraged or requested. Moderately to highly assertive candidates, who might push personal opinions and enjoy open debate, could be less effective in 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

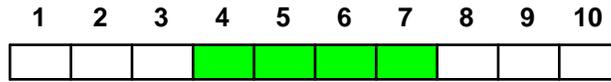
This benchmark signifies that a balanced to moderately conscientious person is required for the Volunteer and Return to Work position. The top performer will tend to be dependable, well prepared though careful planning, and usually meticulous. The preferred candidate will balance doing things well with doing them as fast as possible. This position might be unsuitable for a spontaneous candidate who could lack necessary preparation skills. At the other end of the scale, a highly conscientious person could lack necessary flexibility.

Innovative / Conventional

Scale Description

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

Benchmark Graph



Benchmark Description

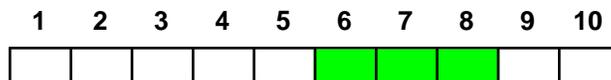
This broad benchmark denotes that moderately innovative to moderately conventional candidates could all be effective in this position. Current data indicate that only candidates with extreme traits might be less suitable for this position. This means that an extremely innovative person, who likes a fast-moving, 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

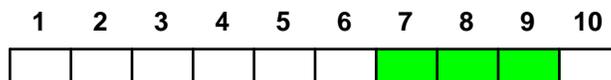
This benchmark signifies balanced to moderately extroverted candidates could all become top performers in the Volunteer and Return to Work position. The preferred candidate will thrive in moderate social situations and make lively contributions without drawing undue personal attention. The top performer will probably have balanced needs for companionship and time alone. The position might not suit a moderate to extreme introvert, who may prefer to avoid meeting people in business activities. At the other end of the scale, a highly extroverted candidate, who wants frequent social interaction with co-workers and clients, could also be a poor fit for this position.

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 a moderately to highly group-oriented person is required. The top performer will prefer team work in a stimulating, busy work area and will readily participate in large meetings, seminars, and similar events. Although very social, the appropriate employee should not disrupt others and is not necessarily overly genial. Capable of working alone for limited periods, the preferred candidate will be more at ease in group settings with opportunity for discussion, approval, and support. Balanced to extremely self-sufficient candidates, who may be less comfortable in social settings, could be less effective 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 balanced to moderately outgoing candidate is required for the Volunteer and Return to Work position. The top performer will tend to be genial and talkative. This person will likely enjoy variable tasks with some excitement, but will also tolerate routine work. With slight to moderate impulsiveness, the appropriate employee occasionally looks for extra attention and likes to choose when to speak out at meetings. Moderately to extremely reserved candidates might be too detached to be fully effective in this position. At the other end of the scale, highly outgoing candidates would most likely prefer much more variety and excitement.

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

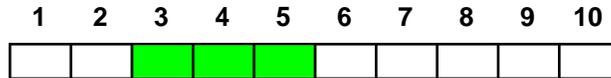
This benchmark signifies that a moderately emotional to balanced candidate is required for the Volunteer and Return to Work position. The top performer tends to be expressive and reasonably self-aware. This person may be somewhat tense, possibly anxious under heavy pressure, and cautious in unfamiliar situations. An extremely emotional employee might be unduly stressed in this position and some steadiness is necessary for excellent performance. This position also might be less suitable for a moderately to highly stable candidate, who could seem less self-aware and even impassive under stress.

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 a moderately restless to balanced person is required. The top performer may tend to get upset and take criticism personally, but could have near-average coping skills for setbacks and embarrassment. The preferred candidate will might see the world as unsympathetic and could show little objectivity. More poised candidates, who tend to be rational and tolerant and could be perceived as unfazed by adversity, might be a poor fit for this position. At the low end of the scale, an extremely restless person, who is easily upset and irritated with little or no tolerance for criticism, might also be less effective.

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 a moderately excitable to balanced person is preferred. Although fairly open-minded, the top performer might look closely at the motives of others and stress can make this person somewhat anxious. This employee probably has near-average tolerance for job-related stress. Moderately to highly relaxed candidates, whose calm nonchalance could be seen as indifference, might be less effective in this position. At the low end of the scale, an extremely excitable person, who may be prone to marked worrying and distrust, could also be a poor fit.

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.