



CONFIDENTIAL REPORT

(COACH'S COPY)

for

Ms. Carol Sample

Tuesday, January 17, 2017

CONTENTS:

1. UNDERSTANDING THIS REPORT
2. TOTAL PERSON DESCRIPTION
3. INDIVIDUAL CHARACTERISTICS
4. APPROACH TO WORK

UNDERSTANDING THIS REPORT

The Purpose of This Report

The Prevue Corporate Coach Report provides information that will assist a Coach in understanding Carol Sample's unique profile. It can also provide Ms. Sample with a better understanding of herself. The report provides insight into Carol Sample's personality profile and important work related characteristics. It is intended to assist the coaching or mentoring relationship by providing a starting point for meaningful discussion about Ms. Sample's values, needs and objectives. Further, the report should assist the Coach to ask pertinent questions and provide relative feedback and ideas that are tailored for Carol Sample.

Where Does The Information in This Report Come From?

The information in this report is derived from Carol Sample's responses to the Prevue Assessment. The Prevue Assessment is a psychometric test battery developed in the early 1990's by Prevue HR Systems Inc. under the direction of Dr. David Bartram, one of the world's leading psychometricians. The Prevue Assessment is the cornerstone of a number of established and respected employment and vocational assessment products including the Prevue Assessment system and the Career Mapper Assessment. Those products have been used to assess more than two million people in North America alone. For more information about the Prevue Assessment, see www.prevueassessments.com.

Recommendation

Both the Coach and the Coaching Candidate should read their copies of this Assessment carefully. We generally recommend the Candidate be encouraged to have her Assessment reviewed by a spouse or personal friend. Candidates are often surprised to find the Assessment presents such an accurate profile.

Total Person Description

Carol Sample

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.

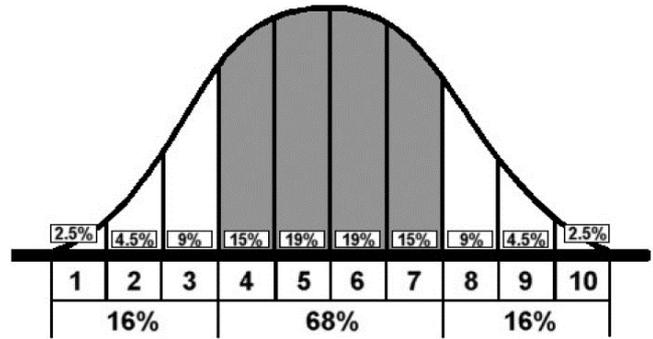
For the most part, Ms. Sample is composed and appears able to handle stress well. She may take setbacks personally. If personally involved in a dispute, however, she may find it difficult to be objective and rational. Work pressures and social demands will worry her. Carol Sample will not cope well with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

The components of this Total Person Description are graphically displayed on the next page.

Total Person Description

Carol Sample

The assessment scores collected from a large sample of the population, when graphed, produce a bell shaped curve as shown in the diagram to the right. The bell curve can be divided into ten equally wide dimensions called standard tenths or stens. The 1 to 10 scoring scale is used throughout the Prevue Corporate Coach Assessment. Approximately 16% of the population will have sten scores in the 1-3 ranges and 16% in the 8-10 ranges. The other 68% will score in the middle ranges 4-7.



Motivation/Interests

	1	2	3	4	5	6	7	8	9	10	
Working with People		②									High
Working with Data			③								High
Working with Things				④							High

Personality

	1	2	3	4	5	6	7	8	9	10	
Diplomatic						⑥					Independent
Cooperative						⑥					Competitive
Submissive							⑦				Assertive
Spontaneous	①										Conscientious
Innovative	①										Conventional
Reactive	①										Organized
Introvert										⑧	Extrovert
Self-Sufficient										⑧	Group-Oriented
Reserved										⑧	Outgoing
Emotional				④							Stable
Restless			③								Poised
Excitable					⑤						Relaxed
Frank		②									Social Desirability

Each of the personality and interest dimensions displayed above are examined in more detail in the next section of the report that describes Carol Sample's Individual Characteristics.

Individual Characteristics

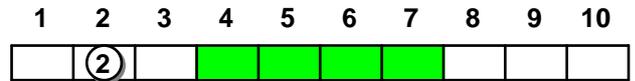
Carol Sample

This section of the report provides more detailed information on each of the interests and personality dimensions shown on the preceding graph. First is a review of Ms. Sample's responses to three recognized interest scales, working with people, working with data and working with things. This is followed by an examination of twelve personality dimensions which are based on four established major personality scales, independence, conscientiousness, extroversion and stability (ICES). These major scales provide a measure of the overall structure of personality. Each of the major scales is supported by two related minor scales that provide a richer description of personality. The examination of the personality scales is followed by a social desirability scale which checks for consistency in the responses to the questions in the personality section. For more information on the origin and development of the interests and personality scales, see www.prevueassessments.com.

Working With People

Carol Sample likes work with little or no contact with people. With her very low preference for personal connection, she is well suited to solitary work and tasks that offer only remote social contact. If key tasks require face-to-face contact with people, greater interest in others would increase her job satisfaction.

COACH'S TIP: You may want to explore how Carol Sample perceives work. She might view social contact at work as frivolous while solitary effort is serious business. If so, coaching could help her to appreciate personal contact as a vital part of her job. You could also model social interest to encourage this in Ms. Sample. Similarly, you could advise study of group dynamics and body language. In addition, she might benefit from discussion groups, workshops or any other structured activities that bring her face-to-face with others.



Working With Data

Carol Sample is slightly interested in working with data, but she lacks real enthusiasm for information. This could be an advantage if peers or clients share her views. Because she is disinclined to work with data, she may find job scheduling, detailed paperwork, and record maintenance to be tedious chores.

COACH'S TIP: If Ms. Sample's job requires work with data, you might want to investigate her minimal enthusiasm for information. She may avoid data-related chores because she needs updating in information management. If so, you could recommend a course in logic as this is a more stimulating approach to data gathering and analysis. Similarly, training in file management and data structures would help her to keep orderly statistics and accounts. On the other hand, you may find that she only needs technical or clerical support to give more attention to administrative duties.



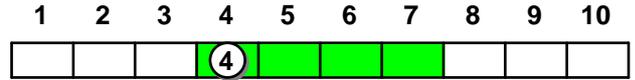
Individual Characteristics

Carol Sample

Working With Things

Carol Sample is moderately interested in working with machinery, tools, and equipment. This could be an advantage in that she will be inclined to delegate hands-on work and leave herself free for more thoughtful tasks.

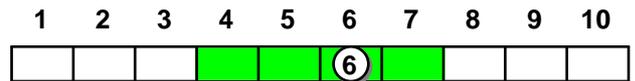
COACH'S TIP: You may want to offer Ms. Sample training in the mechanical aspects of any equipment that she might have to use in presentations, seminars or other aspects of the job. If she is taking a leadership role in the use of computer tools, she will benefit from thorough training to build her confidence and proficiency. You may find that her lack of enthusiasm for tools is only due to insufficient training and a need for complete understanding of the overall assignment.



Diplomatic / Independent

Carol Sample shows nearly equal drive to achieve personal goals and team goals. She may occasionally be argumentative when advancing her own point of view, but will usually maintain team spirit and team effort. She will get things done while respecting the needs of those around her. Although she is ambitious, she is still considerate and therefore entirely competent if she applies the right trait at the right time.

COACH'S TIP: Because Ms. Sample can be hard-driving and determined, you might choose to focus training on goal setting to ensure the most effective use of her will to win. Considering that she might follow company policy to the extent of avoiding ad hoc solutions, you might also recommend training in structured problem-solving because this emphasizes autonomous thought or action within a defined framework.



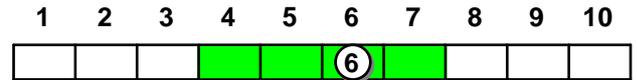
Individual Characteristics

Carol Sample

Cooperative / Competitive

Carol Sample expresses herself as a mildly competitive person who strives for success while preserving accord within the group. For the most part, she will balance her own achievements with the need to maintain helpful relationships with others. Although she is somewhat ambitious and may enjoy being a front runner, her will-to-win almost never interferes with corporate goals.

COACH'S TIP: You might consider a detailed discussion of personality profiles to make Ms. Sample more aware of her competitive and cooperative traits and how these compare with the general population and those of her team. Given her good blend of these traits, she may only need temporary support if particular projects require either a high level of collaboration or single-minded determination to win.



Submissive / Assertive

Carol Sample is both self-assured and tactful. She can yield to others when that is the best course, but her inclination is to promote her own views. For most assignments, these are good qualities for teamwork.

COACH'S TIP: While Ms. Sample may be sufficiently democratic in her views, if a particular assignment calls for extreme tact, you may want to focus on the value of her reasonably compliant nature. Similarly, if a project calls for strong leadership, you could consider advanced assertiveness training to build on her inherent self-confidence.



Spontaneous / Conscientious

Carol Sample is likely to be most comfortable in an unstructured environment. Flexible and responsive to change, she should be creative in crisis management but she may not cope as well with mundane tasks. She tends to prefer unorthodox work habits.

COACH'S TIP: Because Ms. Sample is exceptionally spontaneous, you may find that she is tempted to disregard corporate policies or procedures. If this behavior becomes counter-productive, you could offer self-help materials on impulse control. Similarly, if you perceive that her unorthodox work habits are tending to sloppiness, you might conclude that training in planning and time management would be beneficial.



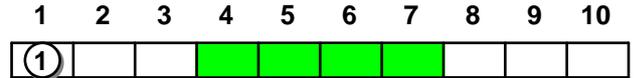
Individual Characteristics

Carol Sample

Innovative / Conventional

Carol Sample is extremely innovative and flexible, believing that rules can be interpreted loosely. She will seek new solutions to problems rather than following traditional methods. While this can be a good approach to many problems, it may detract from her leadership ability if she appears overly casual about guidelines or regulations.

COACH'S TIP: If Ms. Sample works in a highly structured environment, you may want to reinforce the value of due process and the importance of company procedures and policies. Alternatively, if Ms. Sample is in a fast-paced, ever-changing job with few guidelines, you may only need to act as a sounding board for her new ideas.



Reactive / Organized

Being singularly creative and intuitive, Carol Sample most probably prefers to react to events rather than to plan for them. While this attitude may yield original, even profitable solutions, it could also result in overlooked details, missed deadlines, or incomplete records. For the most part, she really likes to focus on the overall picture and, if possible, leave technicalities to someone else.

COACH'S TIP: If Ms. Sample's extreme reactivity could lead to problems, you might advise a course in situational management. Also, journal-keeping and basic time management could be used to bolster her minimal inclination for orderly structure. Alternatively, if Ms. Sample's role demands an extreme level of reactivity, you may only want to guide the flow of her ideas in the right direction.



Individual Characteristics

Carol Sample

Introvert / Extrovert

Carol Sample is a sociable, talkative person who seeks excitement. Others will tend to see her as a high-spirited, lively individual and she probably has above-average listening and social skills. In fact, she may be happiest when she is the center of attention, because being with people provides her with fun, entertainment, and stimulation. Repetitious, solitary tasks may be wearisome for her and she could be tempted to postpone these and simply act on impulse.

COACH'S TIP: You may want to begin with a general evaluation of Ms. Sample's interpersonal and communication skills which will most likely be very good. Consider showing her how she can best use these skills to achieve corporate goals. Also, if you observe that Ms. Sample tends to act on impulse more often than is warranted by her job, you might want to advise scheduling techniques that will allow varying the time and sequence of mundane tasks, while reinforcing their importance.



Self-Sufficient / Group-Oriented

Carol Sample is evidently group-oriented and most often wants to be with other people in a lively environment. A quiet time to reflect and recover is the exception rather than the rule for her. She gravitates to the center of groups or social activities, and seeks the approval of others, but she does not necessarily need to be the leader. These traits are assets when dealing with people at any level.

COACH'S TIP: If Ms. Sample's key tasks require her to work in isolation, you may want to promote autonomy and increase her mild self-sufficiency. However, if she usually works with many people in an open plan setting, you may find that Ms. Sample needs minimal coaching regarding this trait.



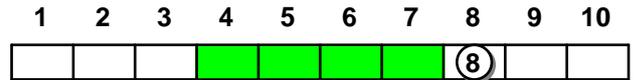
Individual Characteristics

Carol Sample

Reserved / Outgoing

Definitely outgoing and talkative, Carol Sample likes meeting new people and doing new things. She probably prefers work with variety and challenge, even an element of risk. She will find less appeal in repetitive tasks and formal events that require restraint and orderly behavior.

COACH'S TIP: Because Ms. Sample tends to be fairly open, you might want to review company policy on business etiquette and confidentiality. Similarly, if you perceive that her modest inclination to impulsivity could cause an unwelcome stir in some areas, you might concentrate on inventive ways to accomplish the more routine aspects of her job.



Emotional / Stable

Although inclined to be apprehensive, Carol Sample only rarely loses her emotional stability. She is wary of other's motives, however, and would likely react appropriately to anyone who tried to take advantage of her. Her instincts are good in most situations and she probably copes well with most on-the-job problems.

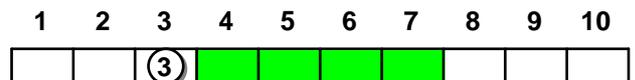
COACH'S TIP: If Ms. Sample appears to be struggling to maintain her demeanor, you might consider stress management and relaxation exercises to ease tension.



Restless / Poised

Carol Sample can be upset by stress or unusually difficult tasks. She may also be disturbed by embarrassing situations or personal criticism. However, if she does lose her temper, she will likely regain her composure quickly.

COACH'S TIP: If Ms. Sample seeks your assistance, you might want to suggest courses in stress and anger management. Relaxation techniques, such as breathing exercises which can be done on the job, might also be beneficial.



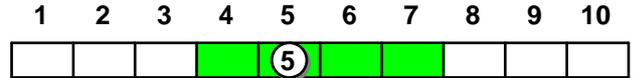
Individual Characteristics

Carol Sample

Excitable / Relaxed

Generally relaxed, Carol Sample will handle most business problems without anxiety. If others interfere with her work and things are not going well, she may worry and complain a little but she will strive to recover her equanimity. She will tend to accept people at face value but she will also maintain an appropriate level of skepticism.

COACH'S TIP: If Ms. Sample's job requires her to be exceptionally relaxed, you might consider enhancing her coping skills with advanced relaxation techniques, stress management, and trust exercises.



Social Desirability

Ms. Sample appears to accept her own mistakes and feels no need to conform to the socially acceptable views. She has most likely presented a frank, if rather negative picture of herself in this assessment.



Approach To Work

Carol Sample

This section of the Prevue Corporate Coach Report provides information on your response to a number of work related subjects or situations. Each of the Approach to Work scales is derived from one or a composite of the personality scales reviewed in the Total Person and Individual Characteristics sections of this report. The information in this section should provide a better understanding of your natural approach to several significant work situations or requirements that are experienced in various types of employment.

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.



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.



Approach To Work

Carol Sample

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.



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.



Approach to Conflict

FORCEFUL (1) VS. ACCOMMODATING (10):- This scale distinguishes those who are forceful in their approach to conflict from those who avoid conflict by being accommodating.

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.



Approach To Work

Carol Sample

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.



Approach to Self Promotion

RELUCTANT (1) vs. ASSURED (10):- People who score 1 on this scale are reluctant to put themselves forward while those who score 10 are extremely assured.

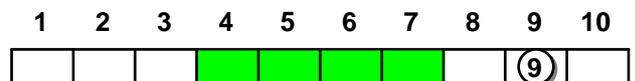
Nearly always willing to present her own ideas or products, Carol Sample is generally successful at selling herself. If she is hesitant to put herself forward, this pause comes not from lack of commitment but more likely from concern about her audience. Thorough preparation and, if necessary, rehearsal would build her confidence and help her to do her best work.



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.



Approach To Work

Carol Sample

Approach to Listening

CONTROLLING (1) VS. SYMPATHETIC (10):- The Approach to Listening scale is measured from 1 for a person who tends to dominate a conversation to 10 for a person who is an exceptionally sympathetic listener.

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.



Validity

Carol Sample

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" response 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.

The total number of "B" responses chosen for this report was: 5

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 Corporate Coach report can be considered accurate and reliable.