



prevueTM
approach to work

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Carol Sample

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Report Design Options Selected for this Report

Report Family: Screening & Selection
Type: Approach To Work Report
Scope: Personality (P)
Format: Comprehensive

Prevue Assessments presented in this report:

- ▶ 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

Part 1 - Understanding this Report

Introduction

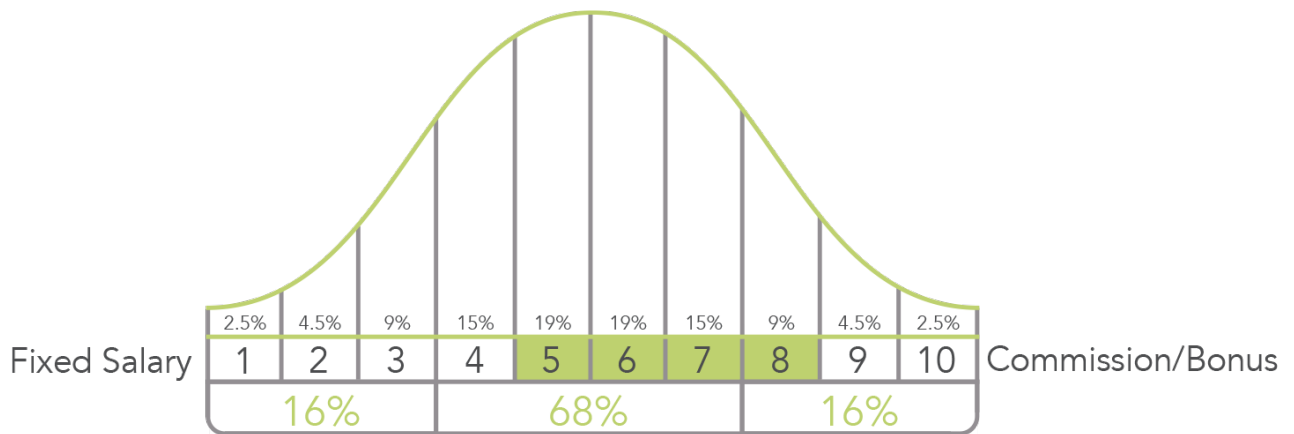
This report provides information on Carol Sample's approach or response to a number of work-related subjects. The information is provided to assist management in gaining a better understanding of the candidate to support selection and development decisions. The Approach to Work Report will help to answer questions such as:

- ▶ Is the candidate inclined to take risks?
- ▶ Does the candidate live to work or work to live?
- ▶ Is the candidate better motivated by a fixed salary or flexible income?

Approach To Work Scales

The Approach to Work scales are derived from one or a composite of the Prevue Personality scales that are addressed in the Prevue Personality Assessment. The candidate's scores on the Approach to Work scales should provide a better understanding of the candidate's natural approach to several significant work situations or requirements that are experienced in most types of employment.

Prevue Scoring



The assessment results collected from a very large sample of the general working population, when graphed, produces a bell shaped curve shown in the above diagram. The bell curve is divided into standard tenths ('stens') and the percentage of the population that will score on each sten is shown in the diagram.

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.

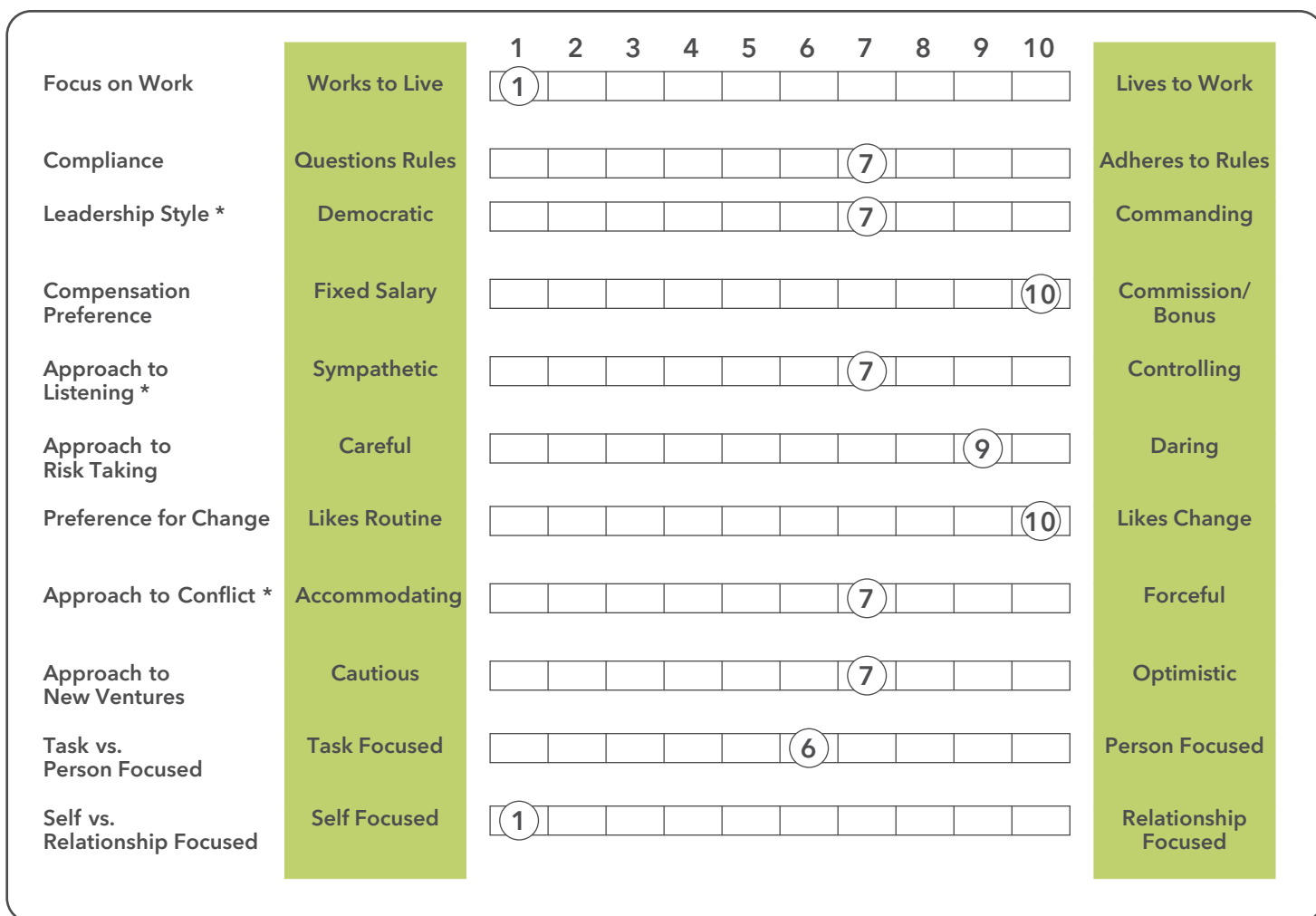
Example: A score of 9 in the Compensation Preference scale shown above would indicate that the candidate was more inclined to be paid by way of commission than 93% (the sum of the percentages for sten 1 to 8) of the general working population.

Part 2 - Approach to Work

Introduction

This section of the report provides information on Carol Sample's 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 Prevue Personality Scales.

A manager can use the information provided in this report to understand Carol Sample's natural approach to several significant work situations or requirements that are experienced in most types of employment.



* 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 3 - 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.

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.