



SCREENING & SELECTION APPROACH TO WORK

John Johnson

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Serviced By:
Prevue HR Systems Inc.



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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

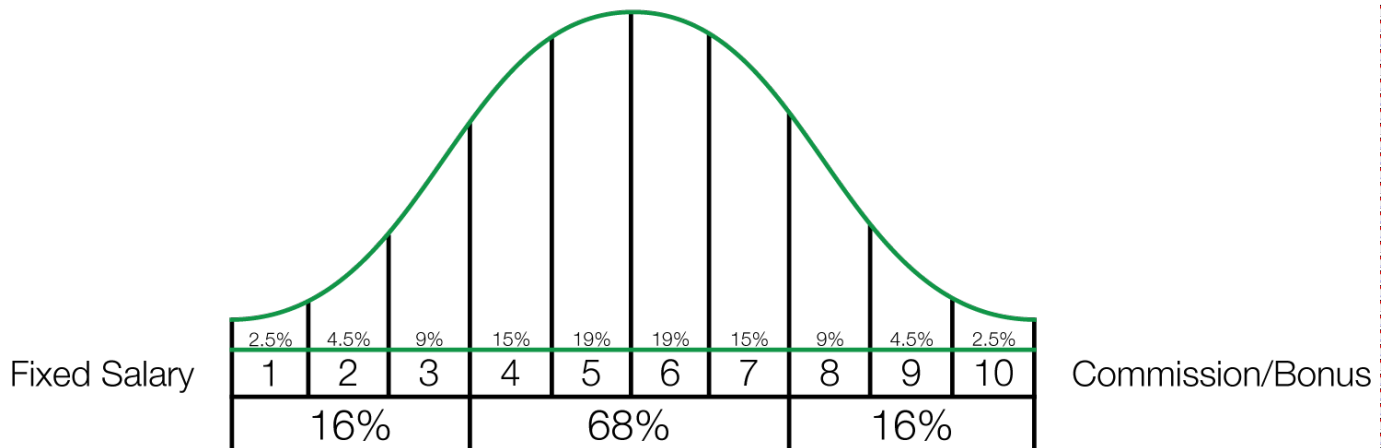
This report provides information on John Johnson's approach or response to a number of work-related subjects. The information is provided to assist management in gaining a better understanding of the candidate to support selection and development decisions. The Approach to Work Report will help to answer 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 ('stems') and the percentage of the population that will score on each stem 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.

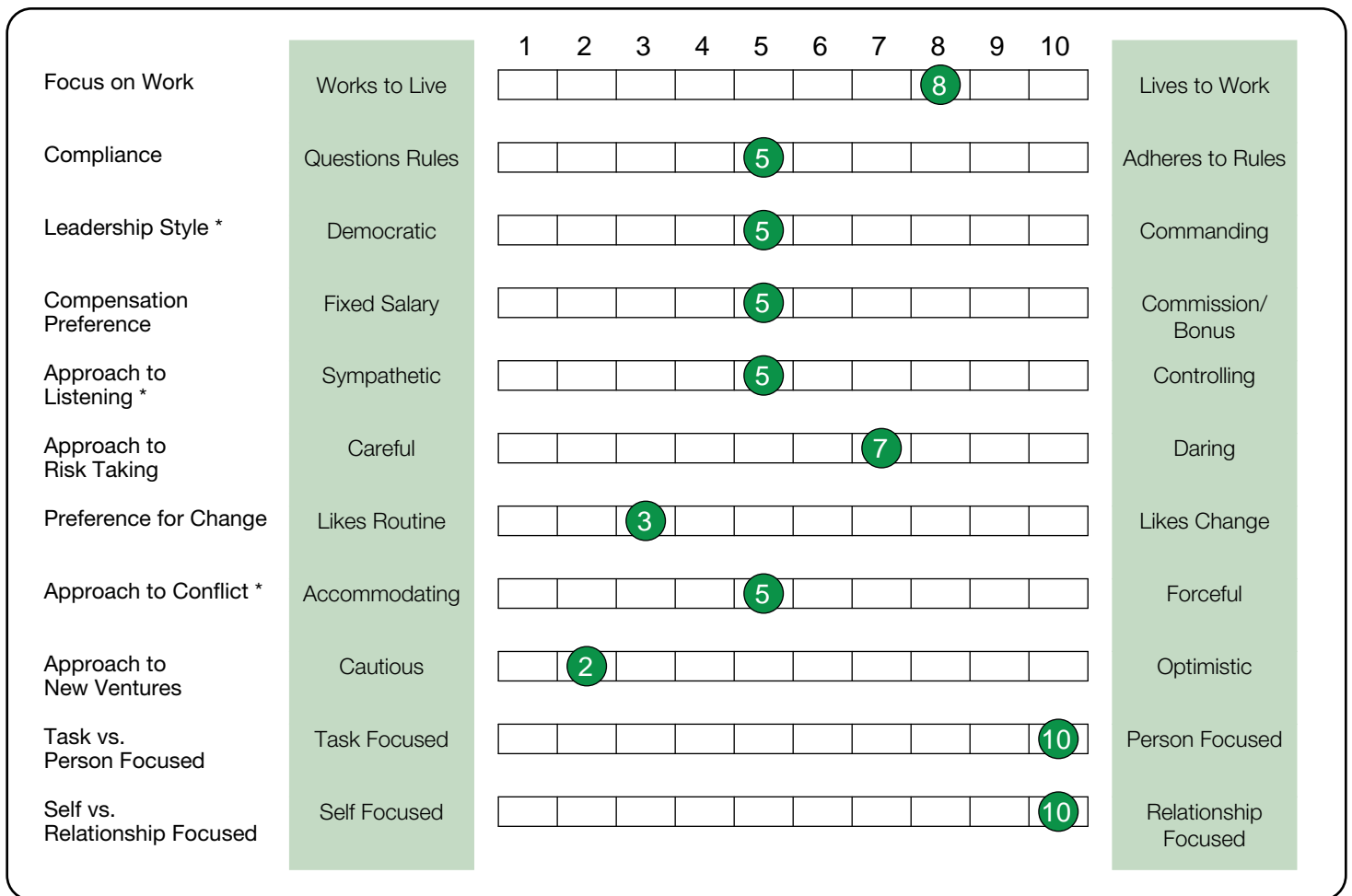
Example: A score of 9 in the Compensation Preference scale shown above would indicate that the candidate was more inclined to be paid by way of commission than 93% (the sum of the percentages for sten 1 to 8) of the general working population.

Part 2 - Approach to Work

Introduction

This section of the report provides information on John Johnson'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 John Johnson'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 Mr. Johnson.

Some see work as a means to an end while others define themselves by their work. John Johnson takes great pride in professional accountability, putting larger emphasis on work than most other activities. he is not so zealous as to let his career precede all aspects of his life, but he will try to get the job done, even if this inconveniences friends and family. Leading a full social and business life, he may sometimes be overextended but the social skills he develops in leisure activities should translate well to business.

1	2	3	4	5	6	7	8	9	10
							8		

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.

John Johnson can handle routine work and repetitive tasks, and still adapt to moderate change and challenge. While flexible enough for most workplaces, this person will be more productive in an adequately structured work environment with clear rules and procedures. Generally, John Johnson will stay within guidelines and try to avoid risk and breaking rules. However, when expediency demands a more flexible attitude, this potential may bend the rules and improvise as they consider necessary. Even though John Johnson is motivated and attentive, prolonged or extreme pressure can cause apprehension and anxiety. The task at hand will usually dictate whether this person prefers to be in a group or working alone, and John Johnson will generally work well with others without concern for their level of compliance.

1	2	3	4	5	6	7	8	9	10
				5					

Compensation Preference

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

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

John Johnson slightly prefers the security of a fixed salary to dependence on bonus or commission, but he will readily agree to a blended package of compensation. he will cope better with events that could adversely impact his profit share if the bulk of his earnings are salary-based. If a sizable portion of his compensation is performance-based, he may need some support to accept this. his generally careful approach makes him especially competent for projects requiring smooth stewardship.

1	2	3	4	5	6	7	8	9	10
				5					

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.

John Johnson may prefer rather swift and irregular solutions, but he will always curb this tendency if circumstances demand sound planning. he is slightly inclined to operate on the premise that "the end justifies the means," but he rarely behaves recklessly. Generally, he will avoid reflexive decisions and will want to balance risks with benefits. Clients will approve his willingness to make quick decisions and his ad hoc approach to problem-solving.

1	2	3	4	5	6	7	8	9	10
						7			

Preference for Change

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

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

Routine work with a tested system suits John Johnson fairly well. he tends to be a little formal and usually likes to do things "by the book." Frequent change will be mildly disagreeable for him and he may have some difficulty coping with personnel replacements, reorganization, downsizing, or expansion. he will probably adapt old methods to new demands rather than devise new procedures.

1	2	3	4	5	6	7	8	9	10
		3							

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.

1	2	3	4	5	6	7	8	9	10
	2								

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.

In the workplace, John Johnson tends to be outgoing, friendly, and fully focused on people. This potential is a natural socializer and will work best in a busy environment with plenty of variety and many other people. Generally good communicators, employees with exceptional people focus can be opinionated and often describe themselves and others by what they are ("I'm easy-going; she's strictly business.") more than discussing what they do. Having a strong sense of self, this person could be difficult to manage. However, when job performance depends on collaboration or interaction with others, intense concentration on people is the best asset John Johnson will bring to a team.

1	2	3	4	5	6	7	8	9	10
									10

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.

At ease with other people, John Johnson is apt to focus on relationships in the workplace, cultivating them and making them a higher priority than other work performance issues. This person is attentive to others' views and mindful of their interactions with each other, often asking questions such as "How will she fit in with the team?" or "Do they trust their supervisor?" However, John Johnson's concern for relationships could result in decisions that are tuned to others' reactions rather than based on evidence and performance. John Johnson will be well suited to roles that require concern for others and building trust.

1	2	3	4	5	6	7	8	9	10
									10

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
				5					

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.

John Johnson is a well-balanced leader with a slight inclination to be the "guide on the side" rather than out in front exhorting the team to follow. When a gentle approach is needed, he will excel as a democratic leader. On the other hand, in a crisis, he can take command and be explicit about what must be done and when.

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.

John Johnson tends to be enthusiastic about his own ideas but he still encourages others to express theirs. Careful to allow for all points of view, he will invite debate and probe for complete understanding. In short, he is a good listener who may only require some skill enhancement to be really effective at obtaining and analyzing other people's ideas. he could be encouraged to ask more questions. This active listening skill is usually perceived as interest and most people are flattered to be asked about their ideas.

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.

John Johnson balances accommodation and soft skills with a direct approach to conflict. Because he is fairly sure of himself, he is usually efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations, he can switch easily to a 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.