



# SCREENING & SELECTION

# CANDIDATE SNAPSHOT

John Johnson  
at JJ Inc.

Assessment Taken: MM/DD/YYYY

Printed: MM/DD/YYYY

**Serviced By:**  
ABC Company  
Suzie Sample  
12345 E Road  
Sample City, SA 11111  
sample@sample.com  
555-555-5555

# Table of Contents

<b>Part 1</b>	<b>Understanding This Report</b> General information about this report and Prevue Assessments.	3
<b>Part 2</b>	<b>Prevue Results Graph</b> A visual presentation of John Johnson's Prevue Assessments scores.	4
<b>Part 3</b>	<b>Total Person Description</b> John Johnson's overall profile based on the results of the Prevue Assessments considered in this report.	5
<b>Part 4</b>	<b>Individual Characteristics</b> Details of John Johnson's scores on each of the Prevue scales addressed in this report.	6
<b>Part 5</b>	<b>Approach to Work</b> Information about John Johnson's approach to a number of important situations experienced in most types of employment.	12
<b>Part 6</b>	<b>Best Practice Information</b> Guidelines for using Prevue Assessments and understanding this report.	15

## Report Design Options Selected for this Report

**Report Family:** Screening & Selection

**Type:** Candidate Snapshot Report

**Scope:** Abilities, Interests & Personality (WNSIP)

**Format:** Comprehensive (from choice of Comprehensive or Graph)

### Prevue Assessments presented in this report:

- Prevue Abilities Assessments that examines 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 or traits

*For more information about Prevue Assessments and design options for Prevue reports visit [www.prevueonline.com](http://www.prevueonline.com)*

# Part 1 - Understanding this Report

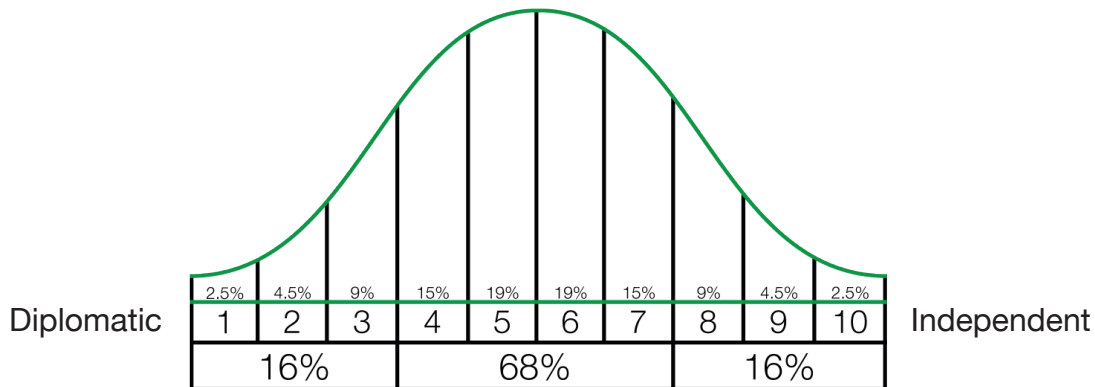
## Introduction

The Candidate Snapshot Report provides work related information that will assist management in understanding John Johnson's unique work profile. It is designed to assist in conducting an effective interview, making a knowledgeable hiring decision and onboarding the candidate. The report provides insight into the candidate's cognitive ability, occupational interests and personality profile in Parts 2 to 4. Part 5 provides additional information on John Johnson's response to a number of work related subjects or situations.

## Prevue Assessments

The Prevue Results Graph in Part 2 of this report shows John Johnson'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



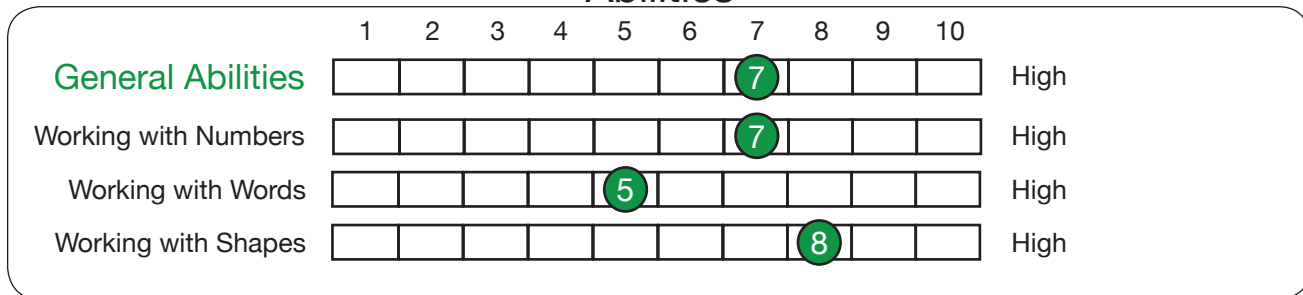
The assessment results collected from a very large sample of the general working population, when graphed, produces a bell shaped curve as shown in the above diagram. The bell curve is divided into standard tenths ('stens') and the percentage of the population that will score on each sten is shown in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

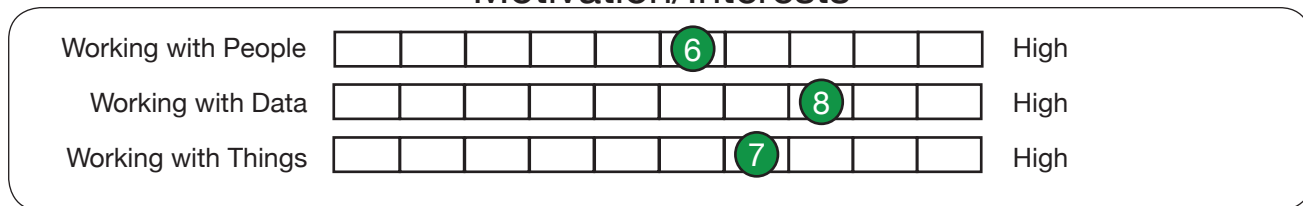
# Part 2 - Prevue Results Graph

John Johnson's scores are shown in the circled numbers on each of the Prevue Scales presented below. The Total Person Description in Part 3 and the Individual Characteristics section in Part 4 of this report provide information on the significance of each of the scores.

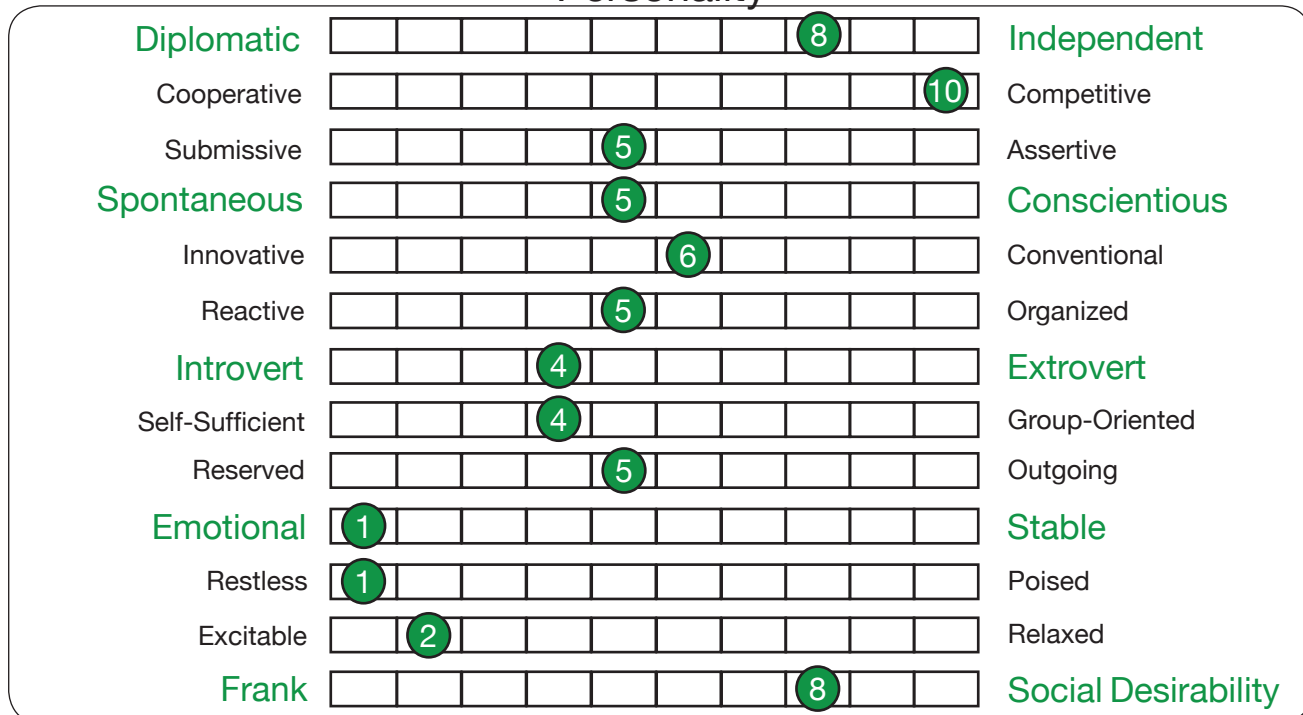
## Abilities



## Motivation/Interests



## Personality



## Part 3 - Total Person Description

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

John Johnson has superior spatial skills, above average numeric skills, and average verbal skills. He is best equipped for assignments that involve mental manipulation of shapes or objects. He will have no difficulty doing any work requiring visual imagery. He would also be quick to interpret and create multi-use graphs, to follow complex diagrams, to read blueprints, and to estimate space requirements. These tasks would allow Mr. Johnson to make the most of his excellent spatial reasoning. He is also well able to do challenging numeric assignments such as working with complex spreadsheets and data tables. His average ability with words means that common paperwork, most office duties, and some writing are within his scope. He should learn most new tasks quickly, and only written work will require extra effort. Mr. Johnson has good skills and will perform best when his environment and work practices change slowly.

John Johnson is a motivated individual who is interested in the people and things around him. He has no aversion to technology and could work capably with either mechanical or electronic tools. At the same time, John Johnson is most interested in working with data, new information, and ideas. In a computer context, he would likely exert himself to do well in communications, data management, and use of computer software.

John Johnson is a highly competitive and moderately assertive. He wants to win, but prefers to do so tactfully. Although a strong team player, he still wants individual recognition. Johnathon can be quite outspoken and will promote his own ideas, particularly in non-threatening situations and with people he knows well. On the whole, he prefers compromise to conflict, and Mr. Johnson will use diplomacy to maintain harmony in the workplace. His leadership style is marked by persuasion and encouragement. He is equally comfortable being either a team member or a decision-maker.

John Johnson is reasonably well organized, tidy, and accountable. Although he prefers to work in a structured environment, he is flexible and can be innovative if necessary. He prefers the status quo to change for change's sake. However, he can adapt quite readily and is not an obsessive planner. As long as changes are not seen as arbitrary or radical, he can cope with new developments. Mr. Johnson can tolerate a relatively constant flow of routine tasks and still deal well with the occasional novelty.

Mr. Johnson is easygoing and companionable, but his need for attention also varies with his mood and the circumstances. With familiar people, he will be conversational and outgoing, and sometimes he seeks to be the center of their attention. At other times, he would rather work anonymously. His desires for privacy and for company are evenly balanced. As a team member, he will contribute relatively constant flow of routine tasks and still deal well with the occasional novelty

Stress or unusually difficult tasks will upset Mr. Johnson. In these conditions, he will be irritable, but he will soon strive to regain his composure. He may take setbacks personally, and criticism of his work must be judicious or else it will be perceived as a personal affront. He will usually be tense under pressure and may find it hard to unwind after the workday ends. Work pressures and demands will worry him and John Johnson will not cope well with a demanding, high-pressure job

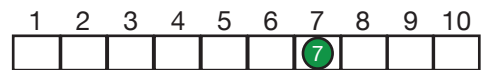
# Part 4 - Individual Characteristics

This section of the report provides more detailed information about John Johnson’s scores on each of the four Abilities, three Interests/Motivation and thirteen Personality scales in the Prevue Assessments that were completed by John Johnson. For each scale there is a review of each score compared to those of the general working population followed by a Management Tip that speaks to the significance of the score in a working environment.

## General Abilities

John Johnson scored in the high average range, his learning faculty is reasonably quick and he will absorb new information with little difficulty. Changing job requirements should not affect his ability to perform.

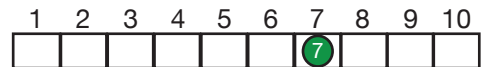
**Management Tip:** John Johnson’s score is above-average for General Ability. This implies a good learning pace with easy acquisition of new skills, quick reaction to changing business issues, and satisfactory processing for corporate information. Challenging work that requires initial training, some decision-making and upkeep of advanced skills is suggested. Work with exception levels of information overload may necessitate assistance and support training.



## Working with Numbers

John Johnson is at the higher end of the average range for Numerical Reasoning. This is typical of employees who are skilled and competent in reasoning with information derived from simple numbers.

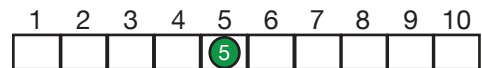
**Management Tip:** John Johnson shows a good ability for Working with Numbers. This is likely to translate to above-average performance with arithmetic skills and number recognition. Tasks could include providing ‘on the spot’ estimates, using statistics, and recording or searching for numeric data. This candidate is likely reliable and competent for numerical work. Support may be required for exceptionally challenging tasks.



## Working with Words

This score suggests an average capacity for speed and accuracy when dealing with written information. John Johnson is as able as most with expression or presentation of written communication.

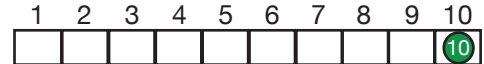
**Management Tip:** John Johnson has average ability for Working with Words. Usually this means dependable performance on word recognition tasks such as finding and recording written information. Reasonable proficiency is also expected with common spelling and standard grammar. More advanced tasks, such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



### Working with Shapes

This score indicates superior skills in spatial ability. John Johnson is in the top percentile in both speed and accuracy when reasoning with information that involves mentally manipulating shapes and objects. He will feel at ease working with plans and diagrams, and be able to relate working drawings and schematics to actual objects and products.

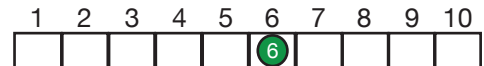
**Management Tip:** John Johnson has exceptional ability for Working with Shapes. In the elite group of service employees for spatial accuracy and learning speed, this candidate is likely to work well with graphs, charts, and icons and can easily relate diagrams to actual objects and events. This first-rate ability implies full proficiency for spatial tasks in the Samples Associate position.



### Working with People

John Johnson shows an average level of interest to work that involves dealing with people. He is likely to prefer employment that involves contact with others and would not be happy working on his own.

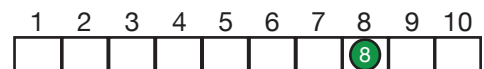
**Management Tip:** Being motivated to work with people, John Johnson should be inclined to do interpersonal tasks, including training, supervising or negotiating. If his job requires a high level of social contact and sustained relationships with others, he may need some support. This could be accomplished by promoting his interest in working with people and building on his moderate tendency to socialize by modeling appropriate behaviour. He might also be encouraged to participate in any structured activity that requires face-to-face communication with others.



### Working with Data

John Johnson has a very high level of interest in working with data. Such people are often interested in data for its own sake and they enjoy working with figures, symbols, statistics and accounts. They would very likely enjoy employment that provided an opportunity for this type of work.

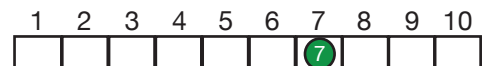
**Management Tip:** While his conspicuous interest in data provides an excellent basis for many business tasks, Mr. Johnson might occasionally overdo information collection. This can result in information overload for the rest of the team. He could be encouraged to do a detailed, functional analysis of his position. The joint purpose would be to identify where his enthusiasm for data could be used to advantage and where it should be secondary to other interests.



### Working with Things

John Johnson expresses an above average level of interest in work that deals with inanimate objects such as machinery, tools, or equipment. Such people are likely to be interested in a hands-on approach to designing, managing or working with things.

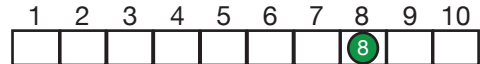
**Management Tip:** If a fully-developed mechanical facility will help Mr. Johnson to achieve his business goals, his positive inclination to work with things should be reinforced.



Diplomatic/Independent

John tends to act independently. He has a strong determination to control, win and to reach goals, and he is often ready to argue for his point of view. He can be skeptical of debate because his convictions are firm. Subordinates may view him as hard-headed but he still believes in team effort and will not knowingly alienate others. Although he is ambitious, he can be considerate of others and is therefore entirely competent if he applies the right trait at the right time.

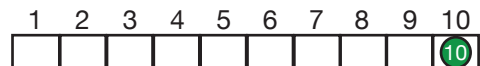
**Management Tip:** Because Mr. Johnson can be hard-driving and determined, it might be beneficial to focus on specific abilities such as listening skills and goal setting to ensure the most effective use of his will to win. He may particularly need support if he leads a team of high competitive subordinates. If so he may require encouragement to develop his diplomatic skills.



Cooperative/Competitive

John Johnson describes himself as an extremely single-minded, competitive person. He plays to win and really hates to lose. He strives hard for success and may seem to be unconcerned about others in the group. These traits are invaluable in meeting deadlines or leading a fractious team.

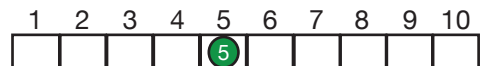
**Management Tip:** If Mr. Johnson perceives himself as competing with his subordinates, his will to win may be counter-productive. He may want to consider training that preserves his need-to-succeed while encouraging him to be less abrasive and more cooperative. In addition, if warranted, he could work on his soft skills to improve listening and negotiating techniques, as well as goal setting for the group rather than the individual.



Submissive/Assertive

John Johnson tends to be somewhat reserved and willing to compromise. While he will not promote himself or his ideas forcefully, he can be assertive when necessary. With his tact and helpfulness, he is well equipped to deal with personnel issues and his moderate assertiveness makes him a good choice for leadership.

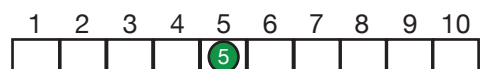
**Management Tip:** While Mr. Sample may be sufficiently democratic in his views, if a particular assignment calls for extreme tact, you may want to focus on the value of his above-average tendency to compliance. Similarly, if a project calls for strong leadership, you could consider advanced assertiveness training to strengthen his confidence in resolving conflict.



Spontaneous/Conscientious

John Johnson is resourceful and generally keeps within company guidelines. He might work in a meticulous, detailed way, but will prefer adapting to change and 'thinking on his feet'. Being quite conscientious, he might hesitate to be creative in solving business problems but he is basically spontaneous and will react quickly enough to unusual demands.

**Management Tip:** Mr. Johnson only needs subtle prompting to do the right things in the right way at the right time.

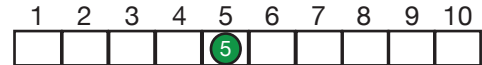




**Innovative/Conventional**

Mr. Johnson is moderately conventional with a balanced approach to change and innovation. Occasionally, he may want to bend the rules or devise a new strategy to meet a deadline or assist a co-worker. This 'on the fly' tactic can be productive, but he also uses orthodox methods for more predictable results.

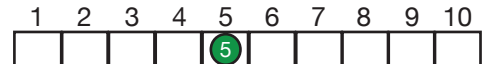
**Management Tip:** If Mr. Sample works in a highly structured environment, it may be appropriate to reinforce the value of due process and the importance of company procedures and policies. Alternatively, if Mr. Sample is in a fast-paced, ever-changing job with few guidelines, he may need encouragement regarding his penchant for innovation.



**Reactive/Organized**

Although John Johnson values organization and structure, he generally copes well with change and disruption. Most often he can find the right balance between administrative tasks and professional objectives. While he may prefer to think things through before responding to unforeseen events, he will not drag his feet when a quick reaction is necessary.

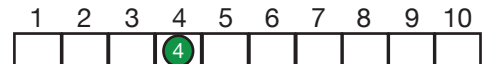
**Management Tip:** If Mr. Johnson's job warrants very fast reactions, it might be wise to emphasize flexibility and help him to set priorities so that he can respond even more speedily. Also, if he has key tasks which require intense attention to technicalities, encouragement to develop his existing organization skills to a greater level may assist him.



**Introvert/Extrovert**

John Johnson enjoys meeting people but he can also work well alone and he does not need to be the center of attention all the time. While he is usually content with solitary tasks, there will be times when he wants an audience to stimulate and test his ideas.

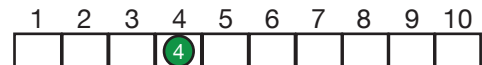
**Management Tip:** Mr. Johnson's people skills may well be adequate for most interactions but, if he will have to deal with frequent and possibly emotionally-charged meetings, activities that develop social and verbal skills should be considered. For example, a public speaking course might be helpful, as would joining business-related social or sports groups.



**Self-Sufficient/Group-Oriented**

Although John Johnson prefers working quietly on his own, he can function reasonably well leading a group in a lively environment. When he sets his own goals for accomplishment, he will probably be more motivated to reach corporate objectives, but he will appreciate the group's recognition of his achievement.

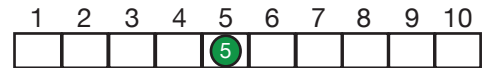
**Management Tip:** If Mr. Johnson usually works with others in an open plan setting, he may find that his average group-orientation can be readily increased by studying group dynamics and role recognition. Similarly, he might benefit from exercises to develop more ability to concentrate in the midst of distractions. Finally, adding more working lunches and informal meetings to his schedule could enhance his people skills.



### Reserved/Outgoing

Being nearly equally reserved and outgoing, John Johnson does not need constant social contact but he does enjoy working with others. He will deal well with routine tasks but will want some variety in his work. Reasonably traditional in outlook, he will readily maintain confidentiality and standard etiquette with other employees.

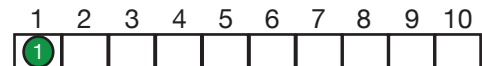
**Management Tip:** If more forceful leadership is called for, it might be advisable to suggest an Outward Bound type of endurance course. Alternatively, if many of Mr. Johnson's assignments require restraint and formality, he could readily build on his inclination to be reserved.



### Emotional/Stable

Usually wary of new people and new situations, John Johnson's latent skepticism can work to his advantage because he is hard to fool. Unfortunately, he also suffers more than most when faced with adversity. He may seem to take mishaps in stride, but he could be hiding his sensitivity.

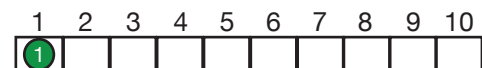
**Management Tip:** Mr. Johnson may cope well with most on-the-job problems but if he appears to be having difficulty with job stress, he might consider auto-suggestion to build confidence, stress management, and physical exercise to ease tension.



### Restless/Poised

John Johnson may be readily upset by unusual stress or unexpectedly difficult tasks. He can also be disturbed by embarrassing situations or personal criticism. However, if he does lose his temper, he will likely regain his composure quickly.

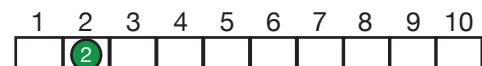
**Management Tip:** If Mr. Johnson seeks assistance, it might be wise to suggest courses in stress and anger management. Relaxation techniques, such as breathing exercises which can be done on the job, might also be beneficial.



### Excitable/Relaxed

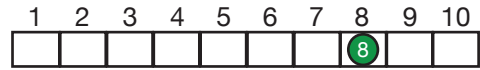
In stressful situations, John Johnson can be anxious and excitable. If others do not share his sense of urgency, he could become suspicious and agitated, but he will strive to keep a business-like attitude. He will work better if he is not exposed to long periods of high pressure.

**Management Tip:** If Mr. Johnson asks for assistance with controlling anxiety, he might find relaxation techniques, stress management and trust exercises beneficial.



### Social Desirability

Mr. Johnson typically presents a positive image of himself and conforms to social expectations. Without deliberately intending to inflate his profile, he may have endeavoured to give socially acceptable responses to the assessment questions. Alternatively, Mr. Johnson's responses to the assessment questions may be very honest and he may truly be a genuinely 'good' person.



# Part 5 - 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 reviewed in the Total Person and Individual Characteristics sections of the report.

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



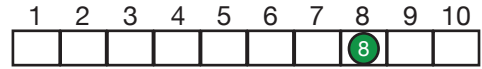
\* See Aspects of Assertiveness

### 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 John 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 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.

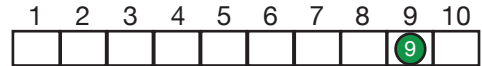


### Compliance

**BENDS THE RULES (1) VS. ADHERES TO THE 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 is reliable, trusting and attentive to detail. He is neither impulsive nor a risk taker. This strong inclination to observe rules and procedures can however make him reserved, inflexible, and low in spontaneity or innovation. This will be a good score for jobs that require a high level of rule adherence or attention to procedures.

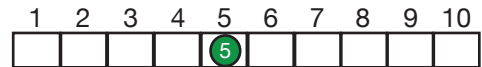


### Compensation Preference

**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.

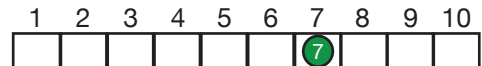
John Johnson slightly prefers the security of a fixed salary to dependence on bonus or commission, but he will readily agree to a blended package of compensation. He will cope better with events that could adversely impact his profit share if the bulk of the earnings are salary-based. If a sizable portion 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.



### 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 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.

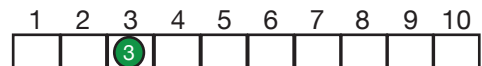


### Preference for Change

**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.

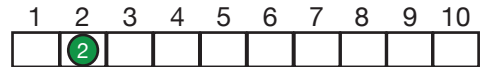


### Approach to New Ventures

**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.

John Johnson may be reluctant to join in new ventures because he tends to focus on possible flaws rather than potential success. To assess risk, he prefers hard, objective data such as sample studies or pilot projects over theory-based forecasts. Although he believes in his own opinions, he may be less comfortable about telling others his more negative or unpopular views. Despite his occasionally worried outlook he strives to be sociable and is usually at ease in the business world.

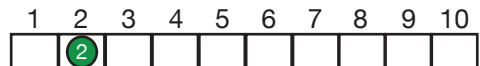


### Task vs. Person Focused

**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.

John Johnson is outgoing and friendly but highly independent. This level of independence is likely to make him difficult to manage but his very strong people focus will be an asset where the success of a project depends on the cooperation of a team.

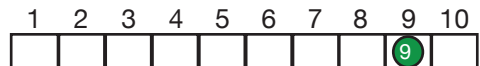


### Self vs. Relationship Focused

**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.

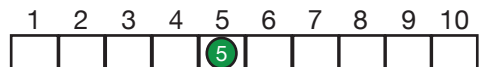
John Johnson will be inclined to focus first on his own needs or plans rather than his relationship with others. He simply may not be aware or be concerned about how other people see him because relationships do not have a naturally high place.



### Aspects of Assertiveness

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

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



**LEADERSHIP STYLE - DEMOCRATIC (1) VS. COMMANDING (10)**

Assertiveness influences one's natural leadership style measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding style of Leadership.

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)**

Scores on the Assertiveness scale identify a person's approach to listening from 1 for a person who is an extremely 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)**

The Assertiveness scale distinguishes those who avoid conflict by being accommodating from those who are forceful in their approach to interpersonal 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 6 - 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 assessment 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 process. The remainder of the process, including the candidate's work history, interview, background checks, etc., should be considered in association with the results of this report.

**Ensuring Fairness:** The use of Prevue Assessments helps to ensure that applicants are treated fairly without regard to race, color, religion, sex or national origin. Prevue Assessments are designed and developed to conform with the human rights legislation and best practice requirements prevailing in the various countries where Prevue Assessments products are distributed. This includes the EEOC Guidelines, the Americans with Disabilities Act and the standards for test development and administration published by the American Psychological Association, the British Psychological Society and the Association of Test Publishers.