

Guardian

Assessment On: Sandy Beach
Phone: 972/701-8603
Email: john@no.domain.com
Position: Administrative Asst.
Company: ABC Company
Report Type: Administrative Assistant

Assessment Date: 11/27/2002

For More Information
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Sioux Falls, SD 57105
605-339-6600

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----- History of Dishonesty -----

*** NO SIGNIFICANT HISTORY OF STEALING**

*** NO SIGNIFICANT HISTORY OF DRUG OR ALCOHOL ABUSE**

----- Mental Aptitudes -----

Mental Acuity

MENTAL ACUITY - How quickly an individual comprehends information and is able to reason through and solve problems -- Extremely quick learner with excellent problem-solving skills. (SAMPLE REPORT - Not for Resale or Distribution.)

Basic Math

MATH SKILLS measures the general knowledge of arithmetic an individual possesses. Ms. Beach's knowledge of general arithmetic is very good. She can be expected to add, subtract or multiply with the speed and degree of accuracy required for most positions. (SAMPLE REPORT - Not for Resale or Distribution.)

Numerical Perception

NUMERICAL PERCEPTION measures an individual's accuracy in handling numeric and alphabetic data. Ms. Beach's above-average Numerical Perception score indicates she can process data quickly and carefully. (SAMPLE REPORT - Not for Resale or Distribution.)

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----- Personality Structure -----

Energy

ENERGY - Energy and drive to get the job done -- Good energy level. Can comfortably work in a stationary position, or move about as necessary. (SAMPLE REPORT - Not for Resale or Distribution.)

Flexibility

FLEXIBILITY - Level of flexibility, creativity, integrity and adaptability to change -- Dependable and honest; will follow company guidelines, yet can also adapt to changes and be creative. (SAMPLE REPORT - Not for Resale or Distribution.)

Organization

ORGANIZATION - Desire to organize assignments to better utilize time and resources -- Disorganized; needs structure and help in setting priorities. Not well suited to a detail-oriented position. (SAMPLE REPORT - Not for Resale or Distribution.)

Communication

COMMUNICATION - Ability to communicate and willingness to share knowledge with others to achieve common goals -- Able to work alone or with others, but would not enjoy a position where she was forced to interact with new people during the majority of the day. (SAMPLE REPORT - Not for Resale or Distribution.)

Emotional Dev

EMOTIONAL DEVELOPMENT - Level of ego and confidence -- Confident and sure about workplace procedures. Will not procrastinate on tasks, but will be realistic about what to expect from herself and others. Good level of self-confidence. (SAMPLE REPORT - Not for Resale or Distribution.)

Assertiveness

ASSERTIVENESS - Cooperativeness versus the tendency to be opinionated -- Able to deal with most people in a firm, yet respectful, manner. Good degree of dominance for most positions. (SAMPLE REPORT - Not for Resale or Distribution.)

Competitiveness

COMPETITIVENESS - Desire to compete against others and win vs. desire to work as part of a team -- Can work as part of a team, or through individual pursuits. Desires to excel. (SAMPLE REPORT - Not for Resale or Distribution.)

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----- Personality Structure, cont. -----

Mental Toughness

MENTAL TOUGHNESS - Ability to handle negative aspects of job as well as ability to exhibit empathy towards others -- Good ability to handle job pressures and problems; also able to show concern for others. (SAMPLE REPORT - Not for Resale or Distribution.)

Questioning /Probing

QUESTIONING/PROBING - Desire to question and probe, rather than accepting things at face value -- Is neither overly gullible, nor overly cynical. Can question to discern motives without appearing untrusting. (SAMPLE REPORT - Not for Resale or Distribution.)

Motivation

MOTIVATION - Achievement orientation and internal motivation to initiate changes and take risks in order to advance -- Commission-type; needs awards, position, visibility. Turnover risk, if in a position where strong recognition is not available. (SAMPLE REPORT - Not for Resale or Distribution.)

----- Validity Scales -----

Distortion

DISTORTION - Proper vs. improper reporting -- Gave good, frank answers about self. (SAMPLE REPORT - Not for Resale or Distribution.)

Equivocation

EQUIVOCATION - Certainty of personal response -- Accurate; represented self clearly and consistently. (SAMPLE REPORT - Not for Resale or Distribution.)

This report is confidential and is an opinion based on test results and other available data. In the selection process it may count up to one third (1/3) of the decision process along with the interview, reference check, education and experience.

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Mental Aptitudes - for Administrative Assistant position											
		1	2	3	4	5	6	7	8	9	
MENTAL ACUITY	Slow Learn									[.] X	Quick learn
BASIC MATH	Low Skills							X			High Skills
NUMERICAL PERCEPTION	Imprecise									[X]	Accurate
Personality Dimensions - for Administrative Assistant position											
		1	2	3	4	5	6	7	8	9	
ENERGY	Restless									[. . . X . . .]	Calm
FLEXIBILITY	Flexible									[. . . X . . .]	Rigid
ORGANIZATION	Disorganized		X							[.]	Planful
COMMUNICATION	Reserved									[X]	Interactive
EMOTIONAL DEV	Impatient									[. X]	Tolerant
ASSERTIVENESS	Cooperative									[.] X	Authoritative
COMPETITIVENESS	Team Player									[.] X	Individualist
MENTAL TOUGHNESS	Sensitive									[. . . X . . .]	Tough
QUESTIONING /PROBING	Trusting									[X]	Skeptical
MOTIVATION	Security									[.] X	Recognition

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Validity Scales - for Administrative Assistant position			
		1 2 3 4 5 6 7 8 9	
DISTORTION	Frank Answer	[. X . . .]	Exaggerates
EQUIVOCATION	Choose Alter.	[. X . . .]	Choose Middle

STANINE: The STANINE is a system of measurements which divides the population into nine parts.

NOTE: Areas with dots and brackets ([.....]) are of primary importance with the dots and brackets reflecting the most desirable range for an individual to score in to have those characteristics. Areas without dots and brackets are secondary areas that provide additional information regarding the individual.

AREAS OF CONCERN - Scores of 1 or 2 in any of the following dimensions:
Energy, Flexibility,
Emotional Development or Mental Toughness are areas of concern.

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Interview Questions

Introduction

Following are the interview questions which an interviewer may choose to use in the candidate interview process.

These interview questions are generated to establish basic traits critical for all employees.

The interview questions that follow are for a candidate who has prior work experience. In the event the candidate does not have prior work experience, the questions may need to be modified by the interviewer to fit the situation.

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Interview Questions for Mental Acuity

Mental Acuity - Measurement of how quickly an individual comprehends information and is able to reason through and solve problems.

-----x-----	-----x-----	-----x-----	-----x-----	-----x-----
Very strong	Strong	Some	Strong	Very strong
evidence	evidence	evidence	evidence	evidence
skill is	skill is	skill is	skill is	skill is
not present	not present	present	present	present

Probes

Describe your most challenging job. What made the job so challenging?

Give me an example of a time you were faced with a problem for which there appeared to be no solution. What steps did you take to resolve the issue?

All jobs, over time, can become monotonous and routine. Tell me how you keep yourself challenged, motivated and enthusiastic about a job once you've learned and become proficient at it.

What was the last major skill or course of study you accomplished? Did you learn this skill or gain this knowledge on the job, or on your own?

Interpretive Guides

Did the candidate describe circumstances which are likely to occur in this position? Does the candidate appear to accept responsibility and find ways to keep him/herself motivated?

Does the candidate appear to have good reasoning skills and the ability to resolve problems? Does it appear the candidate takes calculated risks in order to resolve crises? Is the candidate willing to admit limitations and ask for the input of others?

Does the candidate have a way to deal with boredom and keep him or herself challenged? Are there other activities the candidate enters into in order to obtain mental challenge? Is the candidate willing to take the initiative to learn new things without being directed to do so by management?

Is the candidate willing to keep skills and knowledge honed? Does it appear the candidate functions below his or her level of capability? Does it appear the candidate realizes his or her high mental ability and uses it to full advantage?

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Interview Questions for Organization

Organization - Measurement of the individual's desire to organize assignments and projects to better utilize time and resources.

-----x-----	-----x-----	-----x-----	-----x-----	-----x-----
Very strong	Strong	Some	Strong	Very strong
evidence	evidence	evidence	evidence	evidence
skill is	skill is	skill is	skill is	skill is
not present	not present	present	present	present

Probes

Interpretive Guides

Tell me about a time you missed a deadline, were late for a meeting or experienced other problems because you did not plan well enough in advance.

Was the candidate on time for this interview? If not, was the excuse justifiable? Does it appear the candidate learned from the experience he or she described in this first question?

Describe how you typically kept yourself organized, and prioritized tasks in your former position. Did you use any planning tools to help keep yourself organized and if so, what were they?

Does the candidate have specific steps he or she takes to stay organized? Does the candidate appear to understand how to prioritize tasks? Does the candidate use planning tools to help stay organized, i.e., a daily planner, computerized schedule, etc?

Tell me about a time, in a previous job, when your ability to "wing it" saved a project from failure. What would the outcome have been had you not been able to improvise?

Has the candidate been able to capitalize on his or her ability to improvise? Does the candidate appear to understand the importance of planning, yet also have the ability to be flexible and change plans, when necessary? Does it appear the candidate takes pride in his or her ability to "change horses in mid-stream?" Is the candidate sharp enough to keep priorities in his or her head without losing sight of them?

Describe your office or work area in your former job. Was everything neatly put in place, or did you tend to function better in chaotic surroundings?

Is the candidate fairly tidy, or does the candidate thrive on chaos and disarray? How important is tidiness in this position? Will others come into or see the candidate's office or work area, or is it secluded?

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Interview Questions for Motivation

Motivation - Measurement of the individual's achievement orientation and internal motivation to initiate changes and take risks in order to advance.

Very strong	Strong	Some	Strong	Very strong
evidence	evidence	evidence	evidence	evidence
skill is	skill is	skill is	skill is	skill is
not present	not present	present	present	present

Probes

Interpretive Guides

In your prior job, what was the biggest change you were faced with and how did you adapt to that change?

Does the candidate seem to thrive on change?
Does it appear the candidate has good skills to cope with change?

Give me an example of a time you took a risk and won. How did your accomplishment make you feel? How do you believe you would have felt if you had taken that risk and failed?

Is the candidate a big risk taker? Does it appear the risks the candidate has taken are reasonable and calculated, or does the candidate appear to be somewhat impetuous? Does it appear the candidate is able to accept occasional failure?

Other than money, describe what really motivated you in prior jobs to do more than you were expected to do.

Does the candidate appear to understand what motivates him or her and if so, are these factors reasonable and available in this position?

What type of compensation plan have you most enjoyed in the past - straight salary, commission only, draw plus, etc. What most attracts you to this type of compensation plan?

In this position, will the candidate be on the same type compensation plan as the one he or she most enjoyed in the past. If not, could the compensation plan be structured to better meet the candidate's needs?

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