

# Prevue<sup>TM</sup>

## Career Guidance

# A Prevue for Careers Report

for **John Sample**

Sunday, June 12, 2011

Authorized Distributor:

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# 1. Understanding This Report

## Introduction

Most people are able to succeed in a wide range of jobs and careers. Prevue for Careers helps you recognize your abilities, interests and personality traits and identify jobs for which you might be a good match.

This report does not take into account all the factors which are important in choosing a career, such as health, experience, skills, qualifications, etc. Use the Career and Life Planning Guide to help you consider the information in this report in relation to these other factors.

## The Prevue For Careers Report

The Prevue for Careers Report provides information on the following:

**Your Abilities** - A measure of your ability to understand and use numbers and words, and to think and visualize in three dimensions. This measure indicates how quickly you learn, understand and use new information.

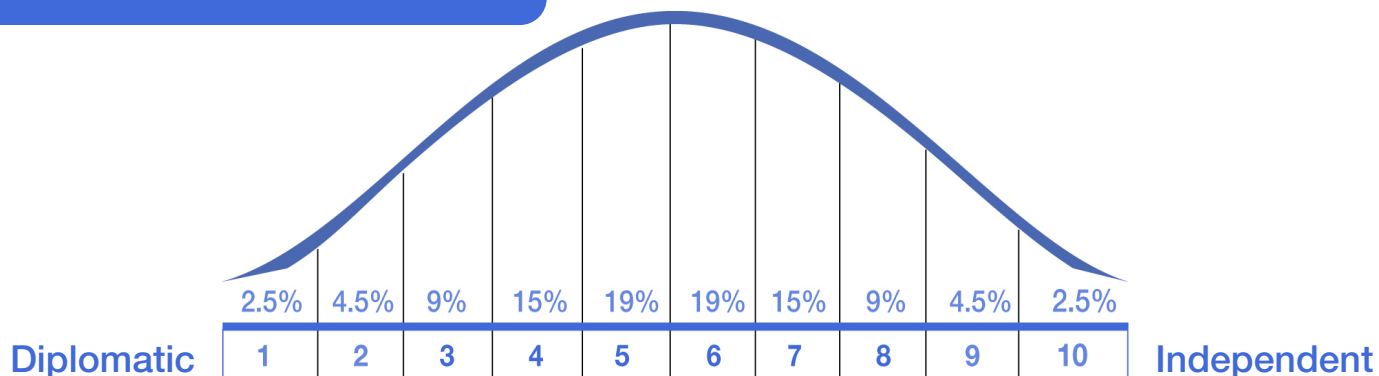
**Your Interests** - A measure of your interest level in working with people, data (facts, statistics, etc.) and things (machinery, tools, etc).

**Your Personality** - A measure of twelve scales on the themes of Independence, Conscientiousness, Extraversion and Stability.

**Approach to Work** - A measure of your approach to risk, change and other significant work situations or requirements that are commonly encountered at work.

**Potential Careers** - A list of prospective careers that match your profile. This section of the report compares your profile with known profiles of people who are successful at a particular job. Use this section as a starting point for reflecting on why you might be better suited to one type of job rather than another. You are encouraged to research and investigate the job matches that interest you, with the aim of widening your horizon for career decisions in the future.

## Prevue Assessments Scores



The following are the Prevue Assessments you completed to produce your Prevue for Careers Report:

- Prevue Abilities Test that examines cognitive abilities in four dimensions or scales
- Prevue Interests Inventory that examines three scales of Interests/Motivations
- Prevue Personality Inventory that provides information on thirteen Personality scales or traits

Your score on each scale of the Prevue Assessments is indicated by a 'sten' score, which identifies where your score would fall on a normal bell-shaped curve representing the general working population. The diagram above shows the normal bell curve divided into standard tenths (or stens) for the Diplomatic vs. Independent scale. The diagram also shows the percentage of the general working population that falls into each sten.

**Example: A score of 9 on this Personality Scale indicates that the candidate is more independent than 93% (the sum of the percentages for stens 1 to 8) of the general working population.**

## 2. What Are You Like?

This outlines your unique profile based on the results of your Prevue Assessments as shown on the graph on the next page. This information will improve your employability profile and your CV. Any job application will have more impact when you refer to this outline.

You have outstanding spatial ability. Given detailed, even highly complex drawings, plans, or diagrams, you can easily relate these items to real-world objects. With your exceptional skills for work with shapes, tasks that require thinking about objects will be easiest for you.

Regarding your abilities with words and numbers, these are satisfactory and well-balanced. You are readily competent for work with spreadsheets and data tables, especially if these require basic arithmetic skills. Common paperwork and many short writing tasks are within your scope. You will have few problems reading and writing.

When you can draw on your superior spatial skills, your job performance will be excellent. You can also make good use of your fair abilities with numbers and words. Given new tasks, you will learn reasonably quickly.

You will likely perform best with clear procedures and an easy rate of change.

You prefer a hands-on approach to problem solving. You are strongly motivated for using tools or equipment.

Your next preference is to work with information, collecting or analysing data. You are moderately interested in facts and figures.

Working alone is likely more appealing for you than working with others. Although you can work on a team, you will probably be more productive when you have time and space for yourself. Your interest in working with people is low.

Comfortable with information and strongly interested in equipment, you are motivated for computer work such as basic data management.

You have a good blend of ambition and team spirit. You can compete or co-operate as needed.

While your diplomacy promotes harmony, you can also assert yourself when necessary. With your concern for other people's feelings, you are generally careful about giving negative feedback or constructive criticism.

Your tact and general helpfulness can go a long way toward resolving many personnel issues. Your forceful assertiveness also makes you a good choice for leadership.

You don't like rules, deadlines, and strict codes of behaviour. You DO like unstructured tasks, new solutions, and room to be creative. You are innovative and highly spontaneous.

You see the overall picture rather than focusing on the details. You want to get the job done but you are less concerned with planning how to do it. You prefer to react to situations as they develop.

You can "think on your feet" and react fast. You have excellent traits for crisis management but routine work could be tiresome for you. You like change.

You are moderately extroverted and truly sociable. You can work well on your own but you prefer to work with a group. You believe that the more people involved the better the outcome.

In a group, you can act as an observer yet you are just as likely to be the centre of attention. You can hold back and keep quiet during "strictly business" events but you are basically outgoing and talkative.

You like excitement at work. A variety of tasks suits you better than repetitive duties. You thrive on meeting new people and exploring new ideas.

You can act impulsively with little fear of risk, but you usually get a second opinion before taking a chance.

Exceptionally poised, tough-minded, and rational, you handle pressure with ease. You are sensible about life in general and you understand that most ventures have some setbacks.

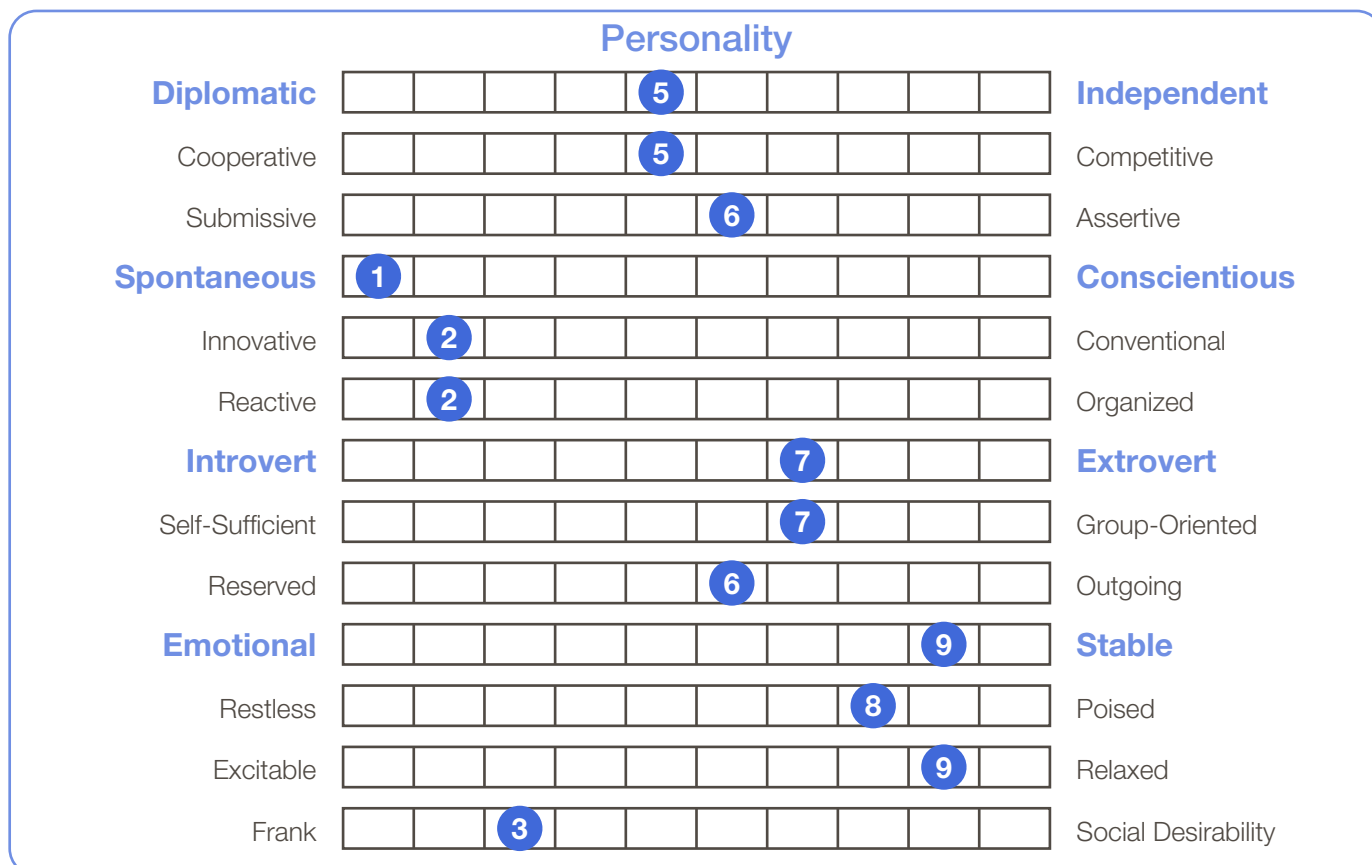
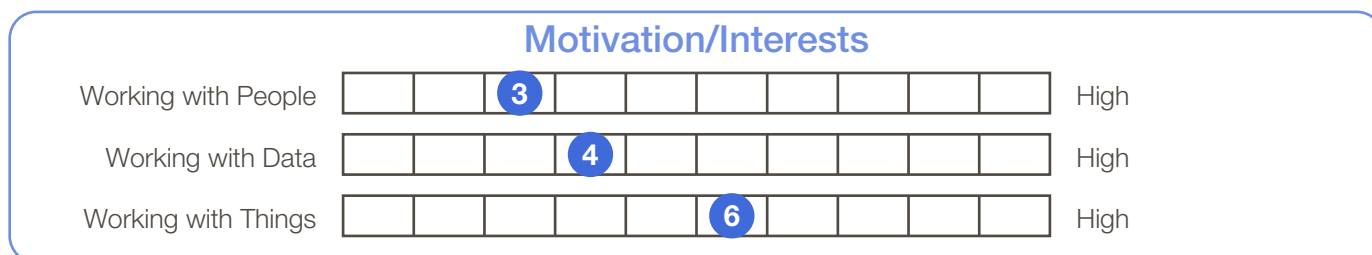
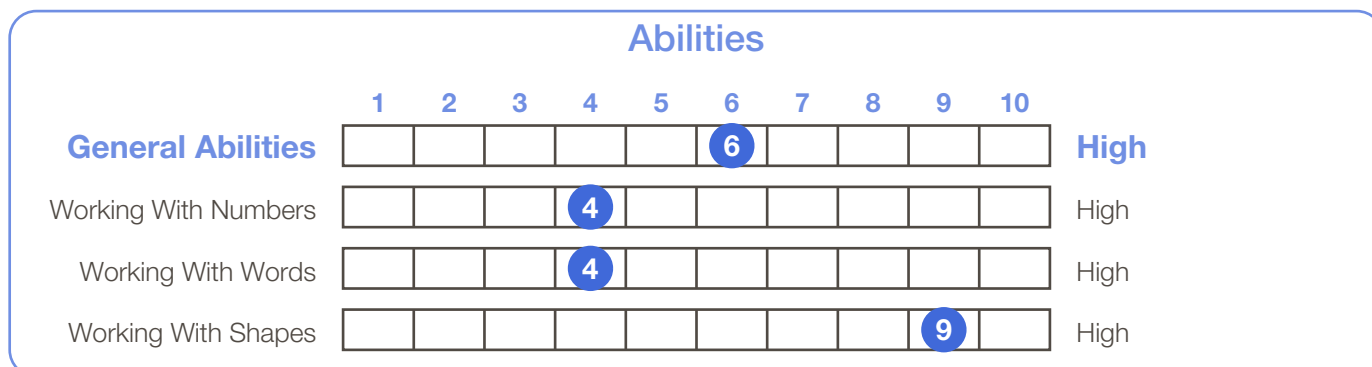
Because you are not bothered by ordinary "give and take," stress cannot stop you from reaching your goals. You are unusually patient and relaxed.

With your remarkable coping skills, people who don't know you well could wonder if you care enough. Less scrupulous people might even try to take advantage of your tolerance.

Ideally, you should work on demanding, high-pressure projects that require dealing with people openly and objectively. Whether responding to a crisis or carrying out routine tasks, you will work well under pressure.

# 3. Your Personal Profile

The following Prevue Results Graph provides you with a graphical presentation of your Prevue Assessments results compared to the general working population.

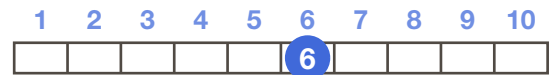


## 4. Individual Traits

This section provides a more detailed description of your characteristics based on your scores on each of the scales of the Prevue Assessments you completed for this report.

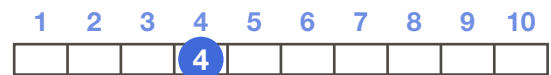
### General Abilities

You have a level of speed and accuracy in reasoning and problem solving that indicates that you are as able as most other adult workers. You can learn and absorb new information without much difficulty. You are efficient working in an environment that makes reasonable demands.



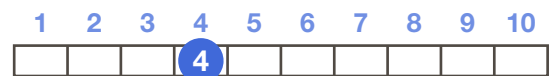
### Working With Numbers

You are at the lower end of the average range for Numerical Reasoning. This indicates that your speed and accuracy is typical of your fellow employees in the ability to work with information derived from numbers.



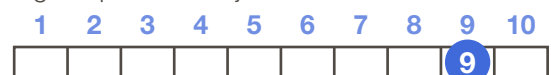
### Working With Words

This score is at the lower end of the mid-range of scores for working with written language. You have capable speed and accuracy when using written material.



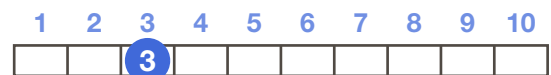
### Working With Shapes

This indicates exceptional skills in spatial ability. You have excellent ability in both speed and accuracy when reasoning with information that involves thinking about manipulating shapes and objects.



### Working With People

You will be quite content to work in a job in which there is moderate contact with people. While you would not necessarily avoid contact with other people, you would not want interpersonal relations to form a key function of your responsibility.



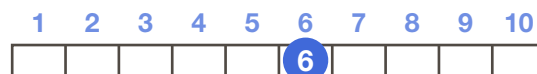
### Working With Data

You have a below average level of interest in working with data. You would not necessarily feel the need to work with data to form the major part of your job.



### Working With Things

You express an average level of interest in work that deals with inanimate objects such as machinery, tools and equipment.



### Diplomatic / Independent

To achieve your point of view, you can be an individual competitor. In other situations, you can also be concerned with maintaining the team spirit and coordinating the team effort. This score indicates a person who is good at getting things done while taking into account the needs of others.



### Cooperative / Competitive

You describe yourself as a person who is both competitive and team-minded. You can motivate yourself while building team spirit and cooperation. You combine your need to achieve with the need to maintain relationships.



### Submissive / Assertive

Depending on the situation or the people involved, you can be assertive and outspoken. In some groups you may promote yourself as the leader.



### Spontaneous / Conscientious

You are a spontaneous and innovative individual, who works well in changing situations. You can be adaptable and responsive to circumstances as they arise, while producing creative and sometimes radical solutions.



### Innovative / Conventional

Such people are likely to see new ways to solve problems, and are not bound by traditional methods. An unconcerned approach allows you to be very flexible when reaching solutions. You are innovative and enjoy change.

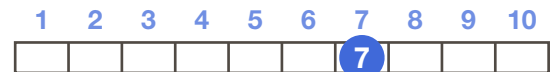


**Reactive / Organized**

You regard yourself as a spontaneous person who reacts to events as they occur. You do not like to plan too far ahead, feeling that some degree of chaos is to be expected. Such people can feel stifled by too much planning and organization. You prefer to focus on the overall picture, while leaving the details to others.

**Introvert / Extrovert**

As an extrovert, you will seek out others rather than be alone. However, this is unlikely to be behavior that is extreme, as you will seek out the stimulation and excitement you require. You are considered as moderately high-spirited, talkative, lively, and at times, impulsive.

**Self-Sufficient / Group-Oriented**

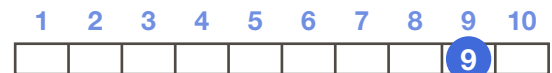
You are happiest working in situations where there is a reasonable amount of contact with others. You enjoy company and a stimulating environment, but occasionally require time for quiet reflection.

**Reserved / Outgoing**

This score indicates that you can be talkative and outgoing. You also would prefer some variety in your work. You choose the situations in which you will take center stage, as you are comfortable in the company of others, but you do not seek constant attention.

**Emotional / Stable**

You have a relaxed and stable approach to life, and can face people and situations with mature self-confidence. Such people are secure in themselves, hardy, and can remain relaxed under considerable stress.

**Restless / Poised**

You are calm and unruffled, able to cope with life in a fairly detached and rational way. You tend to be capable of dealing with criticism and rejection.





**Excitable / Relaxed**

You are a relaxed and trusting person, who remains calm under stress. You cope well in high-pressure jobs. Typically you are not unduly bothered by things that go wrong.

1	2	3	4	5	6	7	8	9	10
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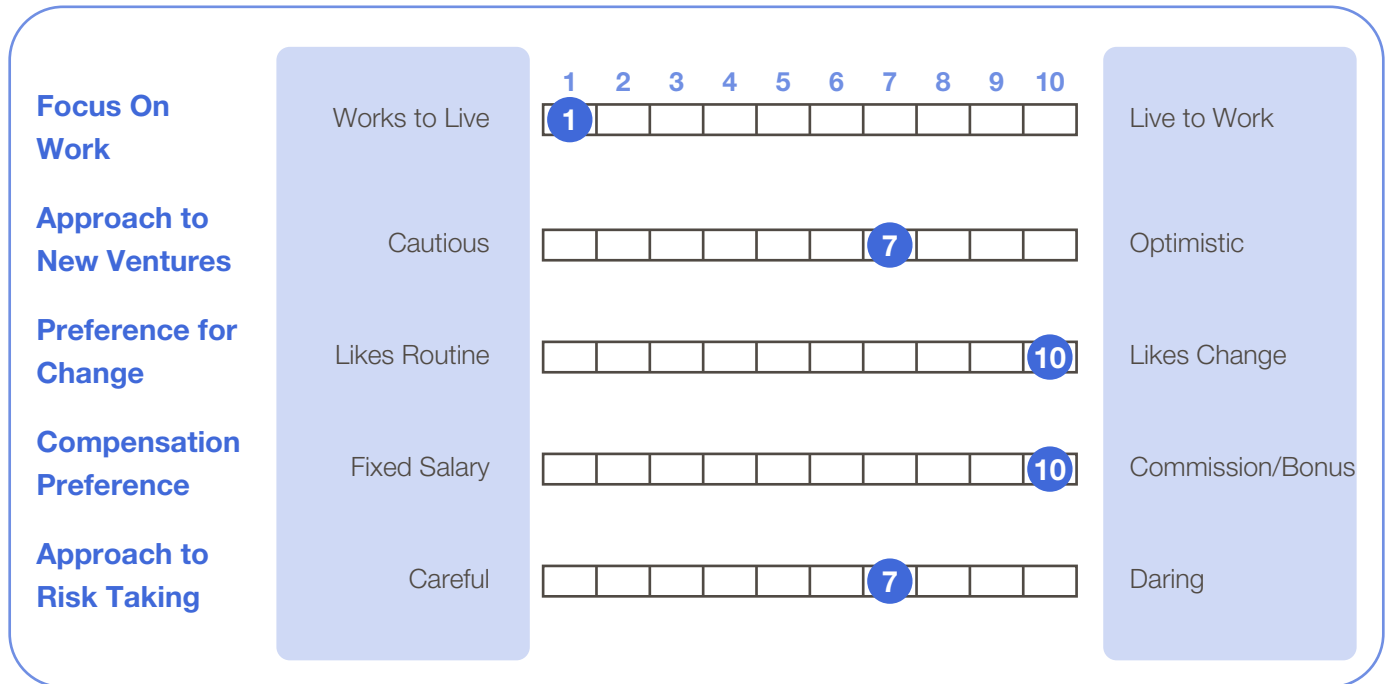
**Social Desirability**

Such people are fairly accepting of their own mistakes, and tend not to feel the need to deny them. Given this level of score, there is reason to believe that you have presented a reasonably frank picture of yourself on the other scales.

1	2	3	4	5	6	7	8	9	10
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# 5. Approach To Work

This section of the Prevue Report provides information on your responses 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 Individual Characteristics section 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 you. Some see work as a means to an end while others define themselves by their work.

Your career is more often a means to an end and only rarely becomes a defining characteristic of your life. If there is a conflict between home and work, your personal life will usually take precedence over your career. Home, family and leisure activities are highly significant for you and probably help you to deal with a greater variety of business problems.

1	2	3	4	5	6	7	8	9	10
1									

### 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 you find excitement in new ventures, you generally see the business world as having more opportunities than dangers. You tend to react quickly to problems and will try new methods to boost performance and productivity. You realize, however, that singular actions can have negative consequences. As a result, you will not adopt new practices merely because they are novel: you must be persuaded that they are also timely and effective.

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 you fit in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

You greatly enjoy change and values innovation. The only way you can tolerate mundane tasks is if you can look for new ways to deal with daily routines. You like to take control of events and will react proactively to new trends. For the most part, you tend to seek change for its inherent excitement, rather than because it is strictly necessary.

1	2	3	4	5	6	7	8	9	10
									10

### Compensation Preference

**FIXED SALARY (1) vs. COMMISSION/BONUS (10)** The Compensation Preference scale identifies whether you are more motivated to work for a secure salary or performance based remuneration.

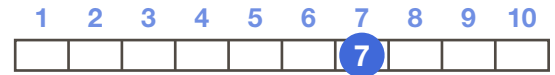
You much prefer striving for profit-sharing or performance-based remuneration rather than being on salary. You really enjoy taking chances and relish the excitement of incentive-based bonus. Given a compensation package largely or exclusively salary, you will need support to see the value in this. Keep in mind that you will find ways to get around obstacles, even if that requires bending the rules. You rarely count 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.

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



## 6. Potential Careers

Prevue for Careers compares your Prevue Assessment results to a variety of jobs selected for this report. This section identifies a number of careers that you might want to consider in the course of developing your career path. The information is meant to make you think about a range of careers rather than act as a specific predictor of your best career choice. You may find some of the listed jobs do not appeal to you. Others may surprise you and should encourage you to examine these other possibilities in more depth. The aim of this section of the report is to broaden your career horizon.

Occupational Title	Career Compatibility
Animator	Close Match
Mechanical Engineer	Close Match
Sound Technician	Close Match
Dealer Principal	Good Match
Illustrator/Artist	Good Match
Glassmaker Craftsman/Woman	Good Match
Designer (Motion Graphics)	Good Match
Upholsterer	Good Match
Tailor/Dressmaker	Good Match
Producer	Good Match
Landscape Architect	Good Match
Housekeeper/Housekeeping Manager	Good Match
Firefighter Officer	Good Match
Operating Department Practitioner	Good Match
Electrical Engineer	Good Match
Oil and Gas Production and Drilling	Good Match
Building Services/ Engineer/ Technician	Good Match
Sports Coach	Good Match
Personal Assistant to Chairman	Good Match
PA to MD	Good Match

# 7. Validity

## Validity Introduction:

The rules for identifying patterns of responses to the questions in the Prevue Personality Inventory 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. You had a choice of an "A", "B", or "C" for every question in the Prevue Personality Inventory. The second option, the "B" choice, is always an unsure or in-between answer.

## Validity Commentary:

The total number of "B" responses that you chose in the course of completing the Prevue Personality Inventory, including questions that were not answered, was 10.

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 Report can be considered accurate and reliable.