



prevue[™]
personal development

Quintave Indonesia

Serviced By:
Quintave Indonesia

Assessment Taken:
2/2/2007

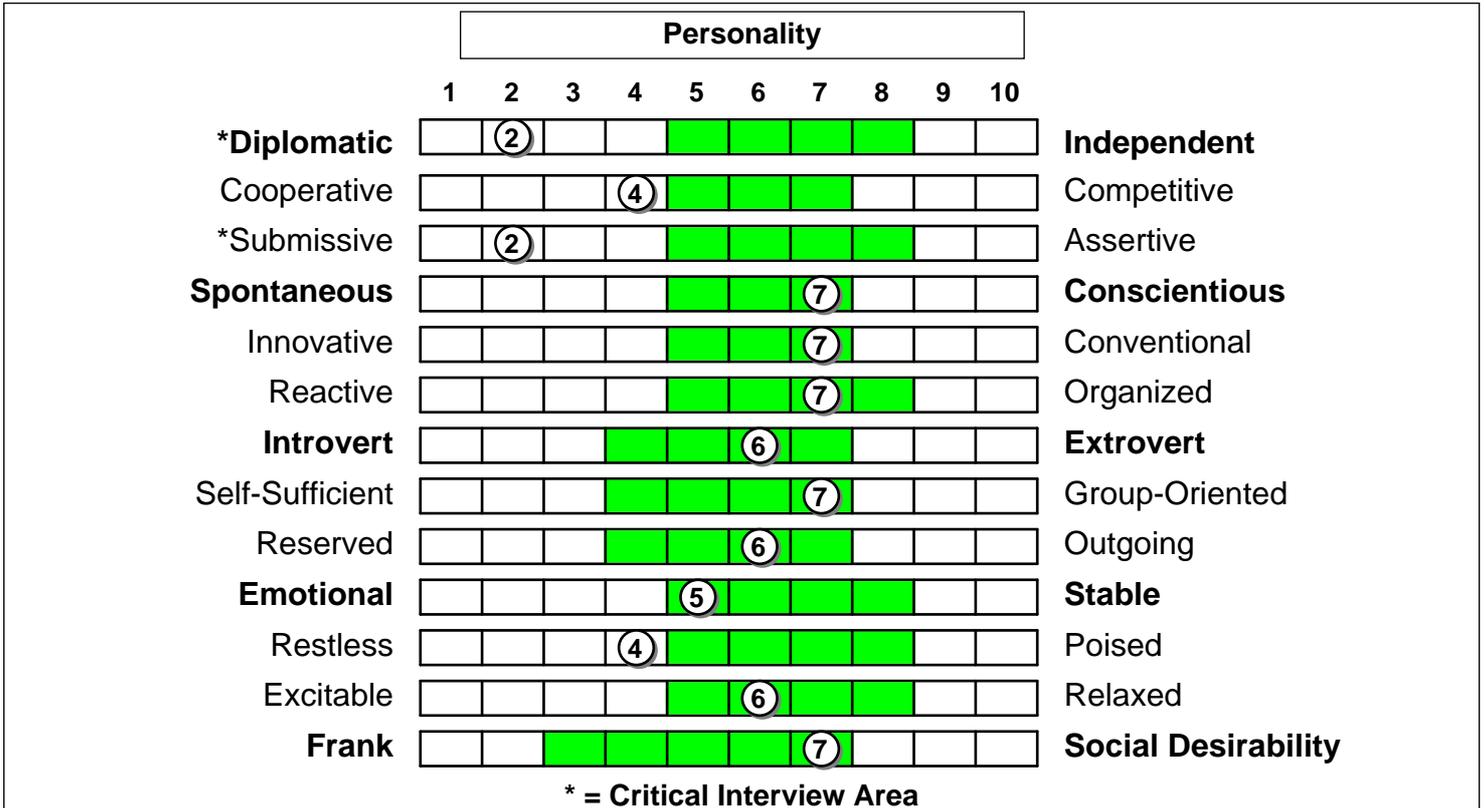
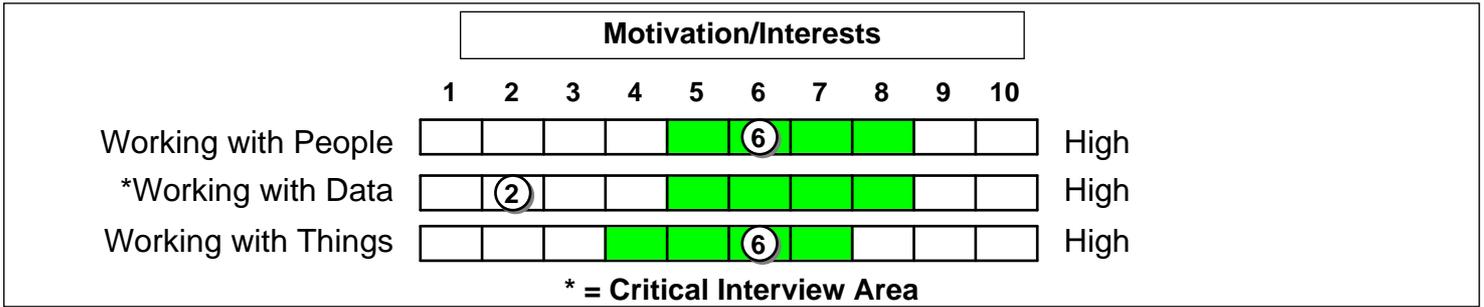
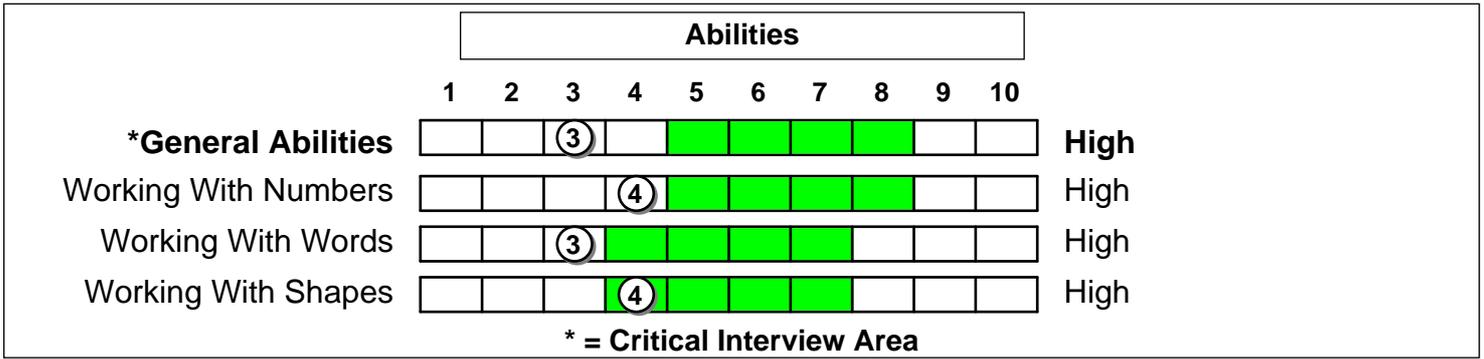
Assessment Printed:
12/21/2017

John Sample
Operations Unit Manager

Prevue Benchmark

John Sample

Operations Unit Manager



A Prevue benchmark illustrates the required characteristics of various jobs as decided by management. The shadowed areas above graphically represent the benchmark for this Operations Unit Manager position. The number on each scale is John Sample's actual score.

How to Use the Prevue Assessment in the Coaching / Training Process

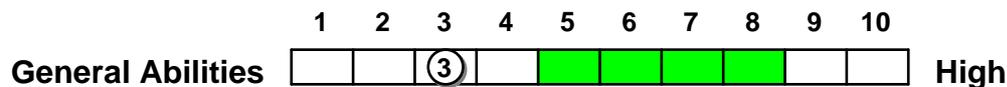
One of the challenges management faces in coaching and training individuals is the process of correctly identifying developmental needs. The Prevue Personal Training Report provides specific coaching and training information by simply matching Mr. Sample's assessment to this Operations Unit Manager benchmark. For each particular requirement in the benchmark the manager or training professional is provided with a starting point that identifies the appropriate skills or competencies required for the Operations Unit Manager position.

Critical Coaching Topics

As part of this benchmark's design process, management resolved that certain **critical coaching or training topics** in relation to the Prevue sten graph are of significant importance to successful job performance. The benchmark suitability percentage score on the graph page has been modified accordingly.

The (*) adjacent to the percentage score on the graph indicates that Mr. Sample's score on this particular benchmark has identified a critical coaching or training area. As a result the other factors that contribute to Mr. Sample's personal development, including specific coaching needs or a particular training requirement, should bear more importance.

The following identify the relationship between these areas and the Prevue score.



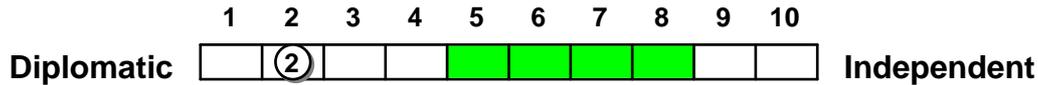
It will be evident that Mr. Sample fell on a critical area for the above noted dimensions of Abilities for this Operations Unit Manager position.

A score above any of the Abilities Benchmarks will not generally be detrimental to overall performance. If this is the case for Mr. Sample, consideration should be given to whether the position provides him with sufficient challenge, stimulation and opportunity.

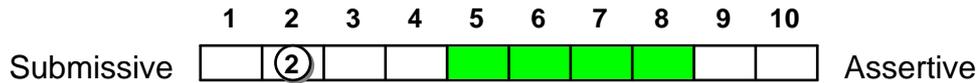
A score below any of the Abilities Benchmarks suggests Mr. Sample may have difficulty in quickly and effectively addressing and completing those aspects of the job where he is below the Benchmark. Courses at local colleges coupled with tutoring in the subject areas where Mr. Sample has scored below the Benchmark should be considered.



Mr. Sample is disinclined to work with data or abstract symbols. He may regard organizing appointments, time management, and maintaining records or ledgers to be tedious chores. An Operations Unit Manager should be reasonably interested in data management. A course in logic (possibly a night school program) might remedy this problem. Similarly, training in file management and data structures would help him to keep orderly statistics and accounts. Coaching should encourage attention to administrative duties and paperwork. With appropriate training, Mr. Sample could develop an interest in working with data.



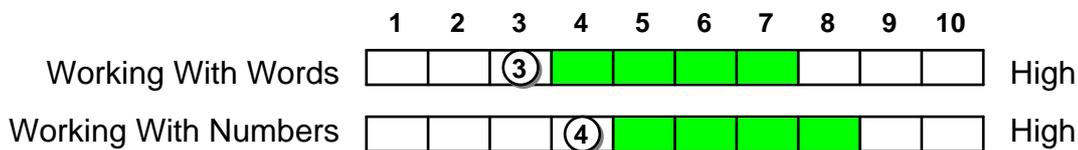
Mr. Sample tends to be considerate and helpful, but he may be evasive about important issues if these could generate conflict. His diplomatic approach might be impractical when dealing with customer complaints or adhering to company policy. Mr. Sample would benefit from assertiveness training. Also, if he is leading a team, training in conflict resolution would increase his effectiveness.



Mr. Sample is particularly tactful and compliant. While these are excellent qualities for getting along with co-workers and clients, an Operations Unit Manager should be able to assert himself when necessary. Consequently, assertiveness training is recommended. Similarly, if Mr. Sample has trouble expressing his opinions, a public speaking course would teach him to put forward his ideas without detracting from his natural diplomacy.

Coaching Areas Off the Benchmark

The following are areas where Mr. Sample did not match this benchmark. A brief explanation of the benchmark and score result is followed by suggestions and statements which may assist you in coaching his future performance as an Operations Unit Manager.



It will be evident that Mr. Sample does not fall within the Benchmarks for all of the dimensions of Abilities for this Operations Unit Manager position.

A score above any of the Abilities Benchmarks will not generally be detrimental to overall performance. If this is the case for Mr. Sample, consideration should be given to whether the position provides him with sufficient challenge, stimulation and opportunity.

A score below any of the Abilities Benchmarks suggests Mr. Sample may have difficulty in quickly and effectively addressing and completing those aspects of the job where he is below the Benchmark. Courses at local colleges coupled with tutoring in the subject areas where Mr. Sample has scored below the Benchmark should be considered.



Depending on the situation, Mr. Sample is an Operations Unit Manager who can compromise or compete. He prefers being cooperative so he can work well on a team, but his tendency to be helpful rather than self-serving might hinder his performance as a leader. If his tendency to help others disrupts his own schedule, a time management course is recommended.

Coaching / Training

John Sample

Operations Unit Manager



Generally calm and composed, John Sample may be upset by prolonged stress or exceedingly demanding tasks. If involved in a personal dispute, he could find it difficult to remain objective. While these adverse situations may not occur frequently, Mr. Sample should be prepared for them. Stress and anger management courses are suggested. Relaxation techniques, such as breathing exercises, which can be done on the job, are also recommended.

Total Person Description

John Sample

Operations Unit Manager

Note:

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

This person has average ability to work with numbers and shapes, but he has lower than average verbal skills. This means that he will be competent for many numeric assignments and spatial tasks, but any work requiring skill with words will be very challenging for him. Mr. Sample will be able to do simple arithmetic and to work with routine spreadsheets, data tables, etc. Because he can mentally manipulate shapes and objects reasonably well, he will be able to follow ordinary diagrams, to arrange displays, and to estimate space requirements. For any written work, he will require more instruction and more time. Similarly, when faced with major changes in the workplace, Mr. Sample will need additional time to adapt.

Mr. Sample is interested in people and would probably be most happy in a job that involves contact with others. He has little interest in abstract information, but he is well motivated to work with tools or machinery. Although he can work with technology, he would perform best where he can take advantage of his preference for interpersonal activity. In a computer context, he would do best in direct communication with others via Internet connections, E-mail, and word processing.

Mr. Sample has well-balanced desires to compete and to cooperate. He will put himself forward in some situations but not so far as to compromise team spirit. He will balance his own need for achievement against the need to maintain good relations with others. Although he will usually submit to the will of the group or more assertive opponents, he will occasionally defend his ideas and promote his own ambitions, particularly if he feels secure within the group or knows the other people well. On the whole, he prefers to avoid rather than confront conflict. John Sample will use tact and diplomacy to maintain harmony in the workplace.

John Sample prefers to work with proven procedures and practices. He is reluctant to change unless there is a compelling reason. This is a strong score for many businesses, as it combines the consistency necessary for smooth operations with the flexibility to meet sudden changes in the marketplace. He works best in situations that allow for reasonable scheduling and planning, although he can deal with unexpected changes that might disrupt his plans. He may be frustrated in chaotic work conditions or situations that have little or no structure.

John Sample enjoys the company of other people and could be troubled by extended periods of solitude. Most people will find him to be friendly and personable. He is quick to talk to others and enjoys their attention. While he can listen effectively when concentrating, his instinct is to be the one doing the talking. His enthusiasm is a tremendous advantage when presenting ideas. Though conversational and outgoing, Mr. Sample is also self-reliant and does not require constant social interaction. In a group setting, he will occasionally command attention but he is also comfortable as a quiet observer.

Total Person Description

John Sample

Operations Unit Manager

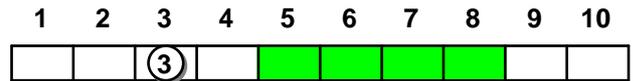
John Sample is sensitive to the emotions of others and himself, but this is kept in perspective. Certainly, inappropriate criticism can upset his equilibrium, but he is not bothered by the normal give and take of human relations. He is generally calm and, while aware of stress, he does not let it stop him from achieving his goals. Mr. Sample exemplifies an effective combination of emotional awareness without excessive vulnerability. He tolerates stress without being indifferent to it. Whether he is required to give a fast response to a crisis or methodical attention to a routine task, Mr. Sample will work well under most pressures.

Individual Characteristics

The Individual Characteristics descriptions provide more information about John Sample's scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight John Sample's strengths for the Operations Unit Manager position. Scores that are two or more stens off the Prevue Benchmark for any scale highlight prospective areas of challenge for this candidate and should be addressed in the interview.

General Abilities

This score indicates that Mr. Sample is reasonably competent, but slower to learn than the average person. He may find assimilating new information challenging at times and may have difficulty coping with time pressures. His efficiency will increase when given ample opportunity to develop suitable skills and understand procedures. He may have difficulty with major changes in his working requirements.



Working With Numbers

John Sample is in the low average range for Numerical Reasoning. This indicates that his speed and accuracy is typical of the lower third of his fellow employees in the ability to work with information derived from simple numbers.



Working With Words

A sten score of three is below the average range of many workers. With this limited capacity, Mr. Sample is likely to be somewhat lacking in many written language skills. This could affect his learning speed. When under time pressure he is more likely to make mistakes in tasks requiring reasoning with expression or presentation of written communication.



Working With Shapes

Mr. Sample is likely to be reasonably competent in mentally manipulating or visualizing shapes, but may need more time while working in this medium. When under time pressure he is likely to make more mistakes than average.



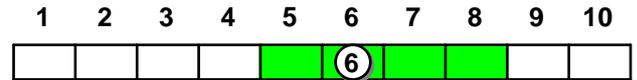
Individual Traits

John Sample

Operations Unit Manager

Working With People

Mr. Sample shows an average level of interest in 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.



Working With Data

John Sample indicates he is a person who has a below average level of interest in working with data. Individuals like Mr. Sample usually avoid jobs where they spend time analyzing or compiling and computing figures, symbols, statistics, and accounts.



Working With Things

John Sample expresses an average level of interest in work that deals with inanimate objects such as machinery, tools or equipment. Such people are likely to be comfortable in handling goods or equipment, but would not see that interest being central to their work.



Diplomatic / Independent

John Sample's diplomatic nature is to encourage or persuade, rather than forcefully assert his own views. Individuals like John Sample are likable, considerate and cooperative. Being good-natured, he has a talent for pulling people together. Such people may avoid important issues.



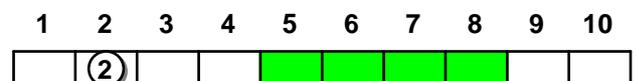
Cooperative / Competitive

He can be described as an individual within the team environment. He is somewhat competitive, and will play hard to win for the good of the team. Such people may down play their own achievement to instill the cooperative spirit.



Submissive / Assertive

Mr. Sample is a submissive and non-confrontational person. He is likely to be valued for his service-orientated approach.



Individual Traits

John Sample

Operations Unit Manager

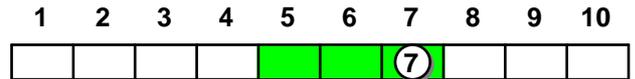
Spontaneous / Conscientious

It is his nature to be conscious of detail, dependable and well prepared. As a reliable individual, he will follow rules and established procedures within a traditional setting. He will probably prefer the status quo to change.



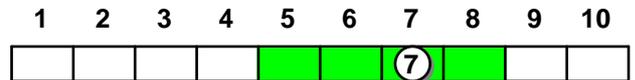
Innovative / Conventional

Mr. Sample sees himself as somewhat conventional. He can cope with change when necessary. Overall, Mr. Sample will prefer the status quo to change.



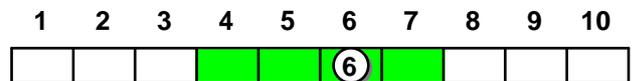
Reactive / Organized

Although he usually regards himself as organized and able to work in a controlled manner, these qualities can be altered in some situations. For the most part, he will be reliable, working best in a planned environment.



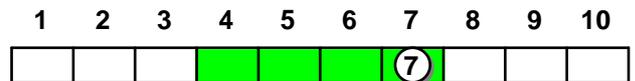
Introvert / Extrovert

Individuals like Mr. Sample show moderate levels of enthusiasm and liveliness, contributing to social interaction without drawing undue attention to themselves.



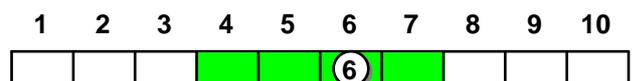
Self-Sufficient / Group-Oriented

He is happiest working in situations where there is a reasonable amount of contact with others. He enjoys company and a group environment, but occasionally requires time for quiet reflection.



Reserved / Outgoing

He can be talkative and outgoing. He would prefer some variety in his work. These people like to choose the situations in which they will take center stage, as they are comfortable in the company of others, but they do not seek constant attention from others.



Individual Traits

John Sample

Operations Unit Manager

Emotional / Stable

Mr. John Sample is stable and calm under normal situations, but may become apprehensive and emotional when conditions become unsettled. He is generally accepting of people, but with a degree of caution. Such people are usually stable under moderate stress.



Restless / Poised

He has a tendency to get upset and irritated in difficult situations. Occasionally it is difficult for him to be objective and rational about situations in which he is personally involved.



Excitable / Relaxed

This is a person who remains calm and relaxed in response to normal situations. For the most part, such people are able to manage their problems without undue anxiety. Occasionally, they will not always assume the best of other people, and will feel the need to check their motives. However, any level of suspicion or stress is likely to be moderate.



Social Desirability

This level of score, suggests that John Sample has presented a moderately frank picture of himself on the other scales.



VALIDITY INTRODUCTION:

- The rules for identifying patterns of responses in the Personality Section of the Prevue Assessment 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. The candidate had the choice of an "A", "B", or "C" for every question in the Personality Section of the Prevue Assessment. The second option, the "B" choice, is always an unsure or in-between answer.

VALIDITY COMMENTARY:

- The total number of "B" responses chosen by the candidate in the course of completing the Prevue Assessment Questionnaire, including questions that were not answered, was 8.
- 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 Assessment can be considered accurate and reliable.

BEST PRACTICE RECOMMENDATIONS:

- **Assessment Administration:** Best practice protocol 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 an Assessment is administered without the recommended supervision, the accuracy of the report cannot be guaranteed. If the report is a significant consideration in any final selection or other high stakes decision, you might wish to have the candidate retake the Prevue Assessment in a controlled environment;

For more information on the administration of the Prevue Assessment, please see "Administering the Prevue Assessment" in the Prevue User Guide posted at www.prevueassessments.com.

- **Assessment Weighting:** The weight given to the Prevue Assessment 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.
- **Ensure Fairness:** When properly administered, the use of the Prevue Assessment will help to ensure that applicants are treated fairly without regard to race, colour, religion, sex or national origin. The Prevue Assessment was designed and developed to conform with the human rights legislative and best practice requirements prevailing in the various countries where the Prevue Assessment is distributed. This includes the EEOC Guidelines, the Americans for 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.