



prevueTM
corporate coach

Quintave Indonesia

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Quintave Indonesia

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Coach's Copy

John Sample

UNDERSTANDING THIS REPORT

The Purpose of This Report

The Prevue Corporate Coach Report provides information that will assist a Coach in understanding John Sample's unique profile. It can also provide Mr. Sample with a better understanding of himself. The report provides insight into John Sample's personality profile and important work related characteristics. It is intended to assist the coaching or mentoring relationship by providing a starting point for meaningful discussion about Mr. Sample's values, needs and objectives. Further, the report should assist the Coach to ask pertinent questions and provide relative feedback and ideas that are tailored for John Sample.

Where Does The Information in This Report Come From?

The information in this report is derived from John Sample's responses to the Prevue Assessment. The Prevue Assessment is a psychometric test battery developed in the early 1990's by Prevue HR Systems Inc. under the direction of Dr. David Bartram, one of the world's leading psychometricians. The Prevue Assessment is the cornerstone of a number of established and respected employment and vocational assessment products including the Prevue Assessment system and the Career Mapper Assessment. Those products have been used to assess more than two million people in North America alone. For more information about the Prevue Assessment, see www.prevueassessments.com.

Recommendation

Both the Coach and the Coaching Candidate should read their copies of this Assessment carefully. We generally recommend the Candidate be encouraged to have his Assessment reviewed by a spouse or personal friend. Candidates are often surprised to find the Assessment presents such an accurate profile.

Total Person Description

John Sample

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.

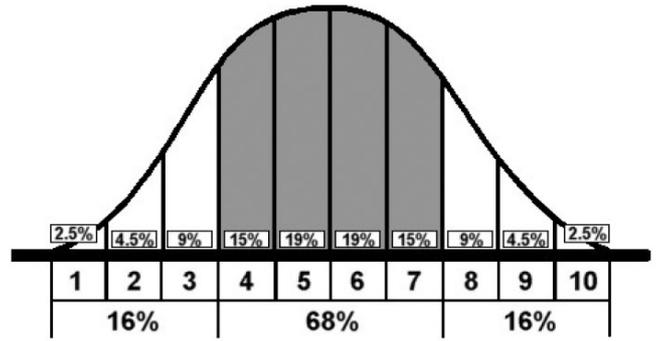
John Sample is sensitive to the emotions of others and himself, but this is kept in perspective. Certainly, inappropriate criticism can upset his equilibrium, but he is not bothered by the normal give and take of human relations. He is generally calm and, while aware of stress, he does not let it stop 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.

The components of this Total Person Description are graphically displayed on the next page.

Total Person Description

John Sample

The assessment scores collected from a large sample of the population, when graphed, produce a bell shaped curve as shown in the diagram to the right. The bell curve can be divided into ten equally wide dimensions called standard tenths or stens. The 1 to 10 scoring scale is used throughout the Prevue Corporate Coach Assessment. 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.



Motivation/Interests

	1	2	3	4	5	6	7	8	9	10	
Working with People						6					High
Working with Data		2									High
Working with Things						6					High

Personality

	1	2	3	4	5	6	7	8	9	10	
Diplomatic		2									Independent
Cooperative				4							Competitive
Submissive		2									Assertive
Spontaneous							7				Conscientious
Innovative							7				Conventional
Reactive							7				Organized
Introvert						6					Extrovert
Self-Sufficient							7				Group-Oriented
Reserved						6					Outgoing
Emotional					5						Stable
Restless				4							Poised
Excitable						6					Relaxed
Frank							7				Social Desirability

Each of the personality and interest dimensions displayed above are examined in more detail in the next section of the report that describes John Sample's Individual Characteristics.

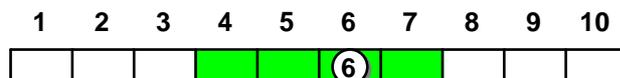
Individual Characteristics

John Sample

This section of the report provides more detailed information on each of the interests and personality dimensions shown on the preceding graph. First is a review of Mr. Sample's responses to three recognized interest scales, working with people, working with data and working with things. This is followed by an examination of twelve personality dimensions which are based on four established major personality scales, independence, conscientiousness, extroversion and stability (ICES). These major scales provide a measure of the overall structure of personality. Each of the major scales is supported by two related minor scales that provide a richer description of personality. The examination of the personality scales is followed by a social desirability scale which checks for consistency in the responses to the questions in the personality section. For more information on the origin and development of the interests and personality scales, see www.prevueassessments.com.

Working With People

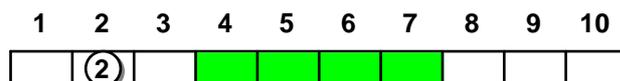
John Sample shows an average level of interest in work that involves dealing with people. He is likely to prefer employment with some contact with others and would not be happy working on his own all the time.



COACH'S TIP: Being motivated to work with people, John Sample 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. You could promote his interest in working with people and build on his moderate tendency to socialize by modelling appropriate behaviour. You might also encourage his participation in any structured activity that requires face-to-face communication with others.

Working With Data

John Sample is only slightly interested in working with data. This could be an advantage if peers or clients share his low concern for information. Because he is disinclined to work with data, he may find job scheduling, detailed paperwork, and record maintenance to be onerous chores.*



COACH'S TIP: If Mr. Sample's job requires work with data, you might want to investigate his lack of enthusiasm for information. He may avoid data-related chores because he needs updating in information management. If so, you could recommend a course in logic as this is a more stimulating approach to data gathering and analysis. Similarly, training in file management and data structures would help him to keep orderly statistics and accounts. On the other hand, you may find that he only needs technical or clerical support to give more attention to administrative duties.

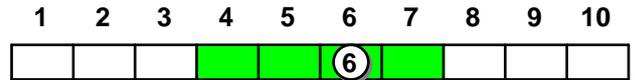
Individual Characteristics

John Sample

Working With Things

John Sample has a slightly above-average interest in work that involves inanimate objects such as machinery, tools, and equipment. He may prefer a hands-on approach to designing, managing or working with things. He will probably like working with electronic devices and should apply himself well when using new technology.

COACH'S TIP: If a fully-developed mechanical faculty will help Mr. Sample to achieve his business goals, you might want to reinforce his moderate inclination to work with things.



Diplomatic / Independent

John Sample is compassionate and empathetic. These characteristics lead him to be markedly careful of relationships and sensitive to the feelings of others. He will put others before himself and gain satisfaction from being a team player and a keeper of the peace. Likable and good-natured, individuals like John Sample excel at creating harmony.

COACH'S TIP: Being unusually diplomatic and considerate, Mr. Sample will be at his best when persuading and encouraging others. However, he may shrink from important issues or hesitate to act in a crisis because he prefers to avoid controversy. You may choose to offer him nonconfrontational techniques for conflict resolution with a direct approach. Also, consider the potential benefits of training in assertiveness, leadership, and crisis management.



Cooperative / Competitive

John Sample is somewhat competitive and will play hard to win for the good of the group. 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. He may also tend to discourage competition among subordinates and this could limit his (and their) success.

COACH'S TIP: You might consider a detailed discussion of personality profiles to make Mr. Sample more aware of his competitive and cooperative traits and how these compare with the general population and those of his team. Given his blend of these traits, he may only need temporary support if particular projects require either a very high level of collaboration or single-minded determination to win.



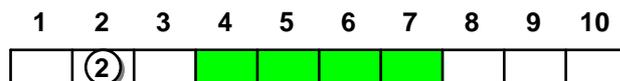
Individual Characteristics

John Sample

Submissive / Assertive

John Sample is remarkably tactful and compliant. These are excellent qualities for getting along with others, but he may be unwilling to assert himself, to give directions, and to show leadership when necessary.

COACH'S TIP: If Mr. Sample's submissive tendencies are holding him back, you might recommend assertiveness and leadership training. Similarly, if you observe that he is reluctant to speak up and express opinions, a public speaking course would teach him to put forward his ideas without offending others.



Spontaneous / Conscientious

With a notable tendency to be conscientious and detail-oriented, John Sample prefers orderly work habits. He is still able to adapt to unexpected changes or sudden demands, but his forte is likely to be an organized approach and meticulous follow-up. He will only occasionally react spontaneously.

COACH'S TIP: If Mr. Sample will frequently encounter business problems requiring flexibility, lateral thinking, and quick decisions, you might consider focussing on structured problem-solving exercises, games of logic, puzzles, or role playing. These activities will further develop his modest inclination for spontaneity.



Innovative / Conventional

John Sample likes proven procedures, but he is flexible enough to deal with change and innovation. Occasionally, he might be tempted to interpret rules loosely to meet a deadline or solve a problem with personnel. He probably works best with a definite plan in a structured environment.

COACH'S TIP: You may find that reinforcing Mr. Sample's good organizational skills is worthwhile, especially if his job requires meticulous attention to detail. On the other hand, if more innovation is called for, Mr. Sample could experiment with a flexible time management plan to give himself more leeway to deal with disruptions or he might benefit from exercises in lateral thinking.



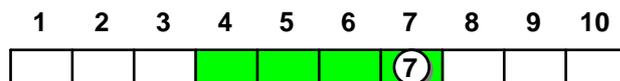
Individual Characteristics

John Sample

Reactive / Organized

Meticulous and well-organized, John Sample plans ahead but can tolerate last minute changes. He will likely prefer subordinates to follow his diligent work habits. When unforeseen events disrupt his schedule, he is inclined to think things through before responding.

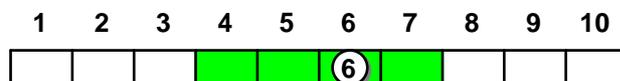
COACH'S TIP: If Mr. Sample's job warrants speedier reactions and less concern for detail, you might emphasize flexibility and help him to set priorities so that he can react quickly when necessary.



Introvert / Extrovert

John Sample is moderately extroverted and enthusiastic about being with people yet he also values working alone. He can contribute easily to social interaction and he most likely has above-average interpersonal and communication skills. For the most part, he will balance his need for companionship with the need to work alone.

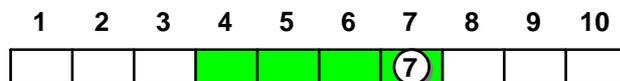
COACH'S TIP: Mr. Sample's people skills are likely to be good for most interactions but, if he will have to deal with frequent and possibly emotionally-charged meetings, you could consider a short course in facilitation. Alternatively, if he has many repetitious or mundane tasks requiring solitary effort, you could try reinforcing the importance of commonplace work and advise scheduling techniques that will allow varying the time and sequence of administrative duties.



Self-Sufficient / Group-Oriented

Although John Sample likely prefers varying tasks in a lively environment, he is self-sufficient enough to work quietly on his own. When he sets his own goals for accuracy and accomplishment, he will likely show increased motivation to achieve corporate objectives. Without the recognition of the group, however, he may be less inclined to exert himself in detailed work. He is happiest in work situations where he has considerable contact with others.

COACH'S TIP: If circumstances demand that Mr. Sample must do monotonous and/or exacting tasks in isolation, he may need your support to develop more autonomy and tolerance for repetition. You may want to encourage him to develop his moderate self-sufficiency. However, if he usually works with many people in an open plan setting, you may find that Mr. Sample needs minimal coaching regarding this trait.



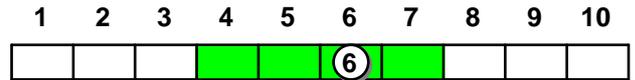
Individual Characteristics

John Sample

Reserved / Outgoing

Outgoing and talkative with a sociable person, John Sample can still hold back and be quiet when dealing with co-worker who is "strictly business." While he will handle most routine tasks well, he probably prefers some variety and challenge in his assignments. Generally, he will be cautious about taking risks and will not rely exclusively on his own judgement.

COACH'S TIP: If many of Mr. Sample's tasks require restraint and formality, you can readily build on his inclination to be reserved, but he will likely need less support for ad hoc assignments. If you think that Mr. Sample should develop a more forceful leadership style with greater tolerance for risk, you might want to advise an Outward Bound type of endurance course.



Emotional / Stable

Although slightly inclined to be apprehensive, John Sample almost always keeps his emotional stability. He is wary of other's motives, however, and would likely react appropriately to anyone who tried to take advantage of him. His instincts are good in most situations and he probably copes well with most on-the-job problems.

COACH'S TIP: If Mr. Sample appears to be having any difficulty maintaining his demeanor, you might consider stress management and relaxation exercises to ease tension. You may also want to encourage him to take a more emphatic approach when necessary.



Restless / Poised

Generally 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, he should be prepared for them and he will strive to remain rational.

COACH'S TIP: If Mr. Sample seeks your assistance, you might want 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.



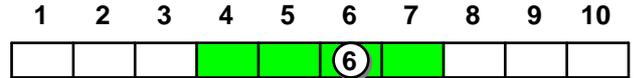
Individual Characteristics

John Sample

Excitable / Relaxed

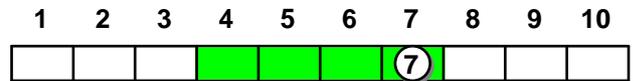
Moderately sensitive to stress, John Sample will be collected and patient in most situations. He will tend to accept people at face value but he will also maintain an appropriate level of skepticism.

COACH'S TIP: If Mr. Sample's job requires him to be exceptionally relaxed, you might consider enhancing his already sound coping skills with advanced relaxation techniques, stress management, and trust exercises.



Social Desirability

Mr. Sample describes himself as being well aware of social rules and expectations, and a person who frequently conforms to them. He has most likely presented a reasonably frank and fair picture of himself.



Approach To Work

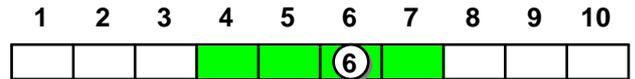
John Sample

This section of the Prevue Corporate Coach Report provides information on your 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 personality scales reviewed in the Total Person and Individual Characteristics sections 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 Mr. Sample.

Some see work as a means to an end while others define themselves by their work. Work is very important to John Sample but not at the expense of home or family. If conflicts arise between home and work, his personal life will sometimes take priority. Long or irregular working hours could be inconvenient for him. Leading a full social and business life, he may sometimes be overextended but the social skills he develops in his leisure activities should translate well to business.



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 Sample may hesitate 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 is firm in his own opinions, he may be less comfortable when expressing negative or unpopular views. Despite his occasionally less-than-cheery outlook, he is fairly open to others and usually at ease in the business world.



Approach To Work

John Sample

Leadership Style

DEMOCRATIC (1) VS. COMMANDING (10):- Leadership Style is measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding Leadership Style.

John Sample tends to prefer a nurturing, caring approach to leadership and this is very productive when the team has shared and predictable goals. If his work merits a gentle touch, Mr. Sample's pliant style will be highly successful. Most businesses, however, experience some transition, even crisis, and these situations demand more hard-edged leadership. Although it could be a stretch for him, in an emergency, John Sample may need to take command.



Preference for Change

LIKES ROUTINE (1) VS. LIKES CHANGE (10):- This scale identifies where Mr. Sample 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 Sample 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 Conflict

FORCEFUL (1) VS. ACCOMMODATING (10):- This scale distinguishes those who are forceful in their approach to conflict from those who avoid conflict by being accommodating.

John Sample will strive to avoid conflict. His approach will tend to be subtle, accommodating, and representative of the best that soft skills have to offer. Unfortunately, in some instances, a harder, more vigorous approach would get faster, more lasting results. If passive acceptance is inappropriate, he may have to remind himself that honest disagreement can be worthwhile and effective.



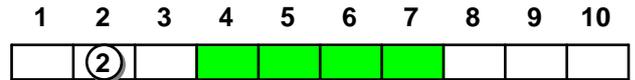
Approach To Work

John Sample

Compensation Preference

FIXED SALARY (1) VS. COMMISSION/BONUS (10):-
The Compensation Preference scale identifies whether John Sample is more motivated to work by a secure salary or by performance based remuneration.

John Sample prefers a secure income over the excitement of striving for greater but less certain rewards. He is usually reluctant to rely on profit-sharing or commission because he is uncomfortable with the uncertainty of performance-based earnings. If he must accept a blended package of compensation, he will likely require some support to see the benefits of this. His cautious approach may cause him to miss some opportunities, but it makes him "a safe pair of hands" for projects requiring smooth stewardship.



Approach to Self Promotion

RELUCTANT (1) vs. ASSURED (10):- People who score 1 on this scale are reluctant to put themselves forward while those who score 10 are extremely assured.

John Sample tends to be rather reticent about putting himself forward. In some instances, he truly believes in himself but others might see him as vaguely tentative or unsure. He is probably more at ease if he can do a "faceless" presentation via teleconferencing or e-mail or, if he must perform in person, he may want to focus the group's attention on his concept or product rather than on himself.



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 Sample might admire boldness, but he is more inclined to weigh all options and take the safest course. He will not readily indulge in risk and prefers to consider possible complications of a proposed action before committing to it. His careful approach will appeal to those who value steadiness, but could be a liability when dealing with others who want quick answers and fast actions.



Approach To Work

John Sample

Approach to Listening

CONTROLLING (1) VS. SYMPATHETIC (10):- The Approach to Listening scale is measured from 1 for a person who tends to dominate a conversation to 10 for a person who is an exceptionally sympathetic listener.

John Sample may provide a sympathetic ear but this could be more passive hearing than complete listening. Real listening requires active involvement, questioning, paraphrasing, probing for complete understanding and he may hesitate to be so assertive. Because he is unusually willing to accept other points of view, he may not achieve goals unless he can manoeuvre others into discussing difficult issues. A review of active listening skills is recommended.



Validity

John Sample

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" response 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.

The total number of "B" responses chosen for this report 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 Corporate Coach report can be considered accurate and reliable.