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learning + reasoning

Quintave Indonesia

Serviced By:
Quintave Indonesia

Assessment Taken:
2/2/2007

Assessment Printed:
12/21/2017

John Sample
Operations Unit Manager

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Report Design Options Selected for this Report

Report Family: Screening & Selection
Type: Learning & Reasoning Report
Scope: Abilities (WNS)
Format: Comprehensive (from choice of Comprehensive, Summary, or Graph)
Style: Other (from choice of Management, Sales, Customer Service or Other)
Prevue Assessments presented in this report:
‣ Prevue Abilities Assessments that examine four cognitive Abilities scales

For more information about Prevue Assessments and design options for Prevue reports see
www.prevuehr.com

Part 1 - Understanding this Report

Introduction

The Prevue Learning & Reasoning Report provides important information about an individual's capacity to learn and use information, develop skills, solve problems and understand instructions. It examines four cognitive dimensions: General Mental Ability, Working with Numbers, Working with Words and Working with Shapes.

The Prevue Benchmark for the Learning & Reasoning Report is a profile of the preferred levels of mental abilities for the Operations Unit Manager position at Quintave Indonesia. This Benchmark has been scientifically designed with Prevue Assessment tools and customized by Quintave Indonesia management. The Benchmark shows the preferred range of score on the four mental abilities scales noted above.

Prevue Scores

The Prevue Results Graph on the next page shows John Sample's 'sten' score on each of the Prevue Assessments scales considered in this 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'). The diagram also shows the percentage of the general working population that will typically score in each sten.

Prevue Benchmark

2.5%	4.5%	9%	15%	19%	19%	15%	9%	4.5%	2.5%
1	2	3	4	5	6	7	8	9	10
16%			68%				16%		
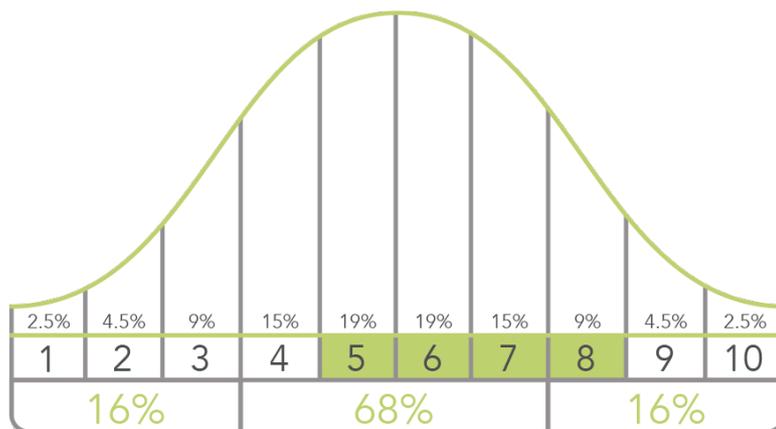
The Prevue Benchmark shows the preferred characteristics of an employee for a particular position. These characteristics are displayed as a range of desired sten scores on each scale. This range is shaded and forms the benchmark for the scale. The candidate's assessment results are shown as circled numbers and compared to the shaded ranges. The Benchmark Suitability Score is derived from a formula analyzing the candidate's sten scores on the benchmark (circled score is inside the shaded range) versus those scores that are off the benchmark (circled score is outside the shaded range).

Example: The benchmark for the Diplomatic vs. Independent scale (shown above) is the shaded range of stens from 5 to 8. Scores 5,6,7 or 8 will be on the benchmark. Scores of 1,2,3,4,9 and 10 will be off the benchmark.

Part 2 - Learning & Reasoning Profile

John Sample's ability scores are shown in the circled numbers on each of the prevue scales presented below. The Prevue Benchmark for the Operations Unit Manager position is indicated by the green shaded ranges on each scale which are preferred scores for this position. A score inside a shaded range is on the benchmark. A score outside the shaded ranged is off the benchmark.

Abilities

	1	2	3	4	5	6	7	8	9	10	
General Abilities			③								**High**
Working With Numbers				④							High
Working With Words			③								High
Working With Shapes				④							High

Benchmark Suitability Score

The Benchmark Suitability Score quantifies John Sample's overall fit to the benchmark for the Operations Unit Manager position.

Note: John Sample's Prevue Assessments results, including the Benchmark Suitability Score should comprise no more than one-third of the selection decision process. Refer to Best Practice Information for details.

67%

Interview Guide

Part 3 - Suggested Interview Questions

Planning the Interview

Planning the interview requires identifying concerns about the candidate's work history, references and scores off the Prevue Benchmark for the Operations Unit Manager position. Use the available candidate information plus this report to structure the interview and make the best hiring decision.

This section provides suggested interview questions to address the following:

> ‣ First to examine those areas where John Sample's score did not fall on the benchmark for the position.

You should customize the interview questions as needed for this position at Quintave Indonesia.**You may wish to take a copy of Part 3 to have it available for the interview.**

Scores on Critical Interview Zones

In developing the customized Prevue Benchmark for the Operations Unit Manager position, management at Quintave Indonesia defined Critical Interview Zones for some of the Prevue scales. These zones are considered to be particularly significant for job performance and are identified by red shading in each of the scales considered in this section. Scores that fall on a Critical Interview Zone should be the first to be explored in the interview.

The following scales are areas where John Sample's scores fall within a Critical Interview Zone. A brief explanation of the score result is followed by suggested behavioral Interview Questions.

Other Scores off the Benchmark

John Sample's scores fell off the Benchmark for the following scales. This indicates that the candidate could encounter challenges in these areas. Review each score description set out below and consider the suggested interview questions. The more distant the score is from the benchmark for a scale the more important it is for you to probe these areas.

1	2	3	4	5	6	7	8	9	10

Working With Numbers — (4) — **High**

With below average ability for Working with Numbers, John Sample is below the given benchmark but may still be reasonably competent for many numeric tasks. This level of ability usually translates to moderate performance on number recognition tasks such as finding and recording data. Similarly, rough estimates based on simple calculations should be acceptable. However, more time is necessary for calculating totals, averages, or percentages. More advanced numerical tasks such as interpreting business financial reports or using complex statistics will require thorough training and support.

1. If you need to give an estimate that requires a quick computation, how would you deal with this? What would you do if you couldn't use a calculator?

2. When writing dates, do you use a particular format such as DD/MM/YY? Why do you use this format? If your supervisor required a different format, would you learn to use this new format? How would you remind yourself to use the new format?

3. Describe what you do if your calculator or spreadsheet gives you a result that seems far too large.

Your Comments:

_____
_____
_____
_____

1	2	3	4	5	6	7	8	9	10

Working With Words — (3) — **High**
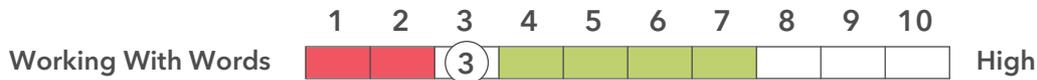
With below average ability for Working with Words, John Sample falls below the given benchmark but may still be reasonably competent for many verbal tasks This level of ability usually translates to moderate performance on word recognition tasks such as finding or recording customer names and correcting common spelling errors. However, more time is necessary for processing written information. Advanced tasks, such as handling correspondence or complicated paperwork, require training and support.

1. When sending a note to a client, how do you make sure that spelling and grammar are correct?

2. Consider a new, multipart form to be used on the job. If no training were provided, how would you teach yourself to use the new form?

3. Describe how you read a manual for safety procedures at work.

Your Comments:

_____
_____
_____
_____

Part 4 - 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.

| 1	2	3	4	5	6	7	8	9	10
		③							
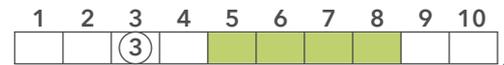
Working With Numbers

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.

| 1	2	3	4	5	6	7	8	9	10
			④						
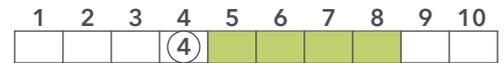
Working With Words

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.

1	2	3	4	5	6	7	8	9	10
		③							
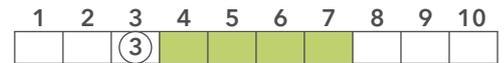
Working With Shapes

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.

1	2	3	4	5	6	7	8	9	10
			④						
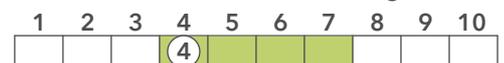
Part 5 - Best Practice Information

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 assessments 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.

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 decision making process. The remainder of the process, including the candidate's work history, interview, background checks, etc., should be considered together with the results of this report.

Ensuring Fairness: When properly administered, the use of the Prevue Assessments will help to ensure that job applicants are treated fairly without regard to race, colour, religion, sex or national origin. The Prevue Assessments have been designed and developed to conform to the human rights legislative and best practice requirements prevailing in the various countries where the Prevue Assessments are distributed. This includes the EEOC Guidelines, the Americans With Disabilities Act, and the standards for test development published by the American Psychological Association, the British Psychological Society, and the Association of Test Publishers.