



prevue[™]
approach to work

Quintave Indonesia

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John Sample

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Report Design Options Selected for this Report

Report Family: Screening & Selection
Type: Approach To Work Report
Scope: Personality (P)
Format: Comprehensive

Prevue Assessments presented in this report:

- ▶ Prevue Personality Assessment that provides information on thirteen Personality scales

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

Part 1 - Understanding this Report

This report provides information on John Sample's approach or response to a number of work-related subjects. The information is provided to assist management in gaining a better understanding of the candidate to support selection and development decisions. The Approach to Work Report will help to answer questions such as:

- ▶ Is the candidate inclined to take risks?
- ▶ Does the candidate live to work or work to live?
- ▶ Is the candidate better motivated by a fixed salary or flexible income?

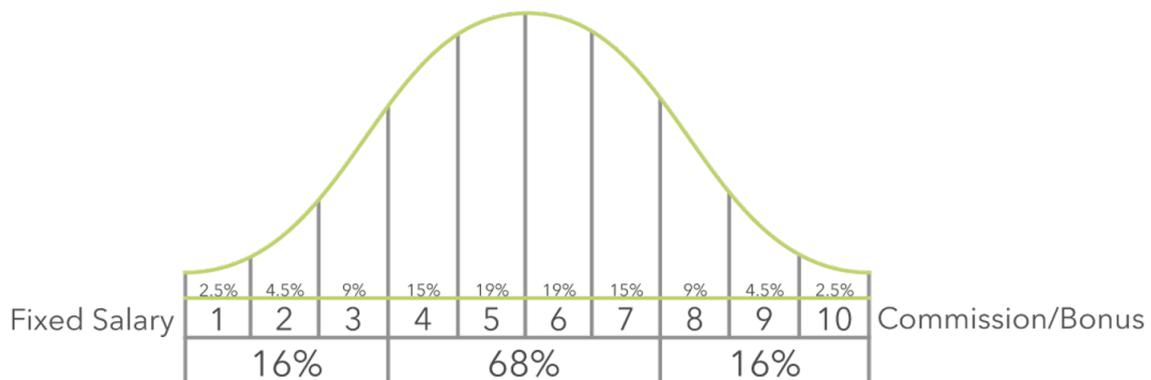
The Approach to Work scales are derived from one or a composite of the Prevue Personality scales that are addressed in the Prevue Personality Assessment.

There are in fact two types of scales included in this Approach to Work report:

1. Eight of the eleven scales are composite scales. Each composite scale is composed of a combination of Prevue personality trait scales that are displayed in Prevue Selection and other Prevue reports. One might say therefore that a composite scale is a recipe comprised of portions of personality traits.
2. The other three scales in Approach to Work are referred to as "Aspects of Assertiveness" as they are all derived from the Submissive vs. Assertive personality scale that is exhibited in Prevue Selection and other Prevue reports.

The Prevue major and minor personality scales that are considered in Prevue Selection and other Prevue reports are trait scales that describe a candidate's personality traits or characteristics from which we infer certain behaviors. Composite scales, on the other hand, are a combination of personality traits that examine particular work subjects or situations which are significant to effective performance in most jobs.

Prevue Scoring



The assessment results collected from a very large sample of the general working population, when graphed, produces a bell shaped curve shown in the above diagram. The bell curve is divided into standard tenths ('stens') and the percentage of the population that will score on each stem is shown in the diagram.

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.

Example: A score of 9 in the Compensation Preference scale shown above would indicate that the candidate was more inclined to be paid by way of commission than 93% (the sum of the percentages for sten 1 to 8) of the general working population.

Part 2 - Approach to Work

This section of the report identifies John Sample's scores on each of the Approach to Work Scales followed by an explanation of the significance of each score.

You may occasionally observe what appear to be conflicts between the description of a score on a trait scale in the Prevue Selection or other reports and the description of a candidate's score on an Approach to Work composite scale. This apparent conflict arises out of the fact there are several Prevue trait scales being considered in each composite scale and the scale descriptions for the more significant components of the composite scale can appear to conflict with the description of the score on the composite scale.

Generally, scores and descriptive text for the composite scales should take precedence where there is an apparent conflict with the description of a score on a trait scale because composite scales are examining very specific aspects of job performance and are able to take relationships between scales into account. Also, composite scales usually have higher coefficients of reliability than individual trait scales.

For more information on the Approach to Work scales and their relationship to the personality trait scales utilized in Prevue Selection and other Prevue reports, please see Understanding Approach to Work Scales.

		1	2	3	4	5	6	7	8	9	10	
Focus on Work	Works to Live						6					Lives to Work
Compliance	Questioning		2									Compliant
Leadership Style *	Democratic		2									Commanding
Compensation Preference	Fixed Salary		2									Commission/ Bonus
Approach to Listening *	Sympathetic		2									Controlling
Approach to Risk Taking	Careful				4							Daring
Preference for Change	Likes Routine			3								Likes Change
Approach to Conflict *	Accommodating		2									Forceful
Approach to New Ventures	Cautious			3								Optimistic
Task vs. Person Focused	Task Focused				4							Person Focused
Self vs. Relationship Focused	Self Focused						6					Relationship Focused

* See Aspects of Assertiveness

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.

1	2	3	4	5	6	7	8	9	10
					6				

Compliance

QUESTIONING (1) vs. COMPLIANT (10):

The Compliance scale indicates the most likely behavior regarding acceptance of an employer's rules and procedures.

With rigid policies, John Sample may question or only loosely observe some guidelines. External motivation may be necessary if frequent assignments require engaging in routine or repetitive tasks. With dynamic policies, John is more likely to meet challenges, improvise when necessary, and strive for expediency. Rather than follow set protocol, John will probably prefer to work in a new or personal way. Disruptive behavior, such as testing the limits of established practice, is a potential response to long hours and job stress. John rarely follows rules without considering their costs and benefits.

1	2	3	4	5	6	7	8	9	10
	2								

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.

1	2	3	4	5	6	7	8	9	10
	2								

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.

1	2	3	4	5	6	7	8	9	10
			4						

Preference for Change

LIKES ROUTINE (1) vs. LIKES CHANGE (10):

All workplaces change. Change is lower and slower in structured settings with a steady rate of fixed routines. It is higher and faster in dynamic environments with a swift pace of variable tasks. This scale shows the level of change that supports optimal performance for John Sample.

An orderly workplace with mainly familiar tasks will encourage this employee to perform well. John usually prefers to modify current procedures to meet new demands but will occasionally try to find a fresh approach. This person is inclined to respond gradually to unexpected developments such as personnel replacements, reorganization, downsizing, or expansion. John will generally work better when change occurs in stages.

1	2	3	4	5	6	7	8	9	10
		3							

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.

1	2	3	4	5	6	7	8	9	10
		(3)							

Task vs. Person Focused

TASK FOCUSED (1) vs. PERSON FOCUSED (10):

An employee's focus may range from the inanimate factors of the current assignment to the human aspects of the people doing the work. This scale shows where John Sample is most often focused when performing a task.

With slightly more focus on task than people, John will be moderately concerned with the getting the job done while still interacting well with the team. This person will readily participate in team activities when projects are being developed and implemented. John's best asset is staying attentive to teamwork to support the overall team performance.

1	2	3	4	5	6	7	8	9	10
			(4)						

Self vs. Relationship Focused

SELF FOCUSED (1) vs. RELATIONSHIP FOCUSED (10):

A team member's work focus ranges from a wholly internal view (looking only at him or herself) to a fully external view (considering relationships with others on the team). This scale shows where John Sample is most likely to be focused when working with a team.

John has a nearly neutral focus, neither external nor internal. This person should be equally productive with both self-created plans and assignments that require developing relationships. While ready to use personal tactics when necessary to reach goals, John is generally considerate of others' views and attentive to team members interactions with each other. John's decisions will often be based on evidence and performance, with input from others and reasonable concern for how they will be affected. John tends to prefer job roles that require moderate rapport with others and offer some recognition for individual merit.

1	2	3	4	5	6	7	8	9	10
					(6)				

Aspects of Assertiveness

SUBMISSIVE (1) vs. ASSERTIVE (10):

This personality scale influences a person's response to the following important work situations or circumstances:

1	2	3	4	5	6	7	8	9	10
	(2)								

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.

APPROACH TO LISTENING - SYMPATHETIC (1) vs. CONTROLLING (10):

The Approach to Listening scale is measured from 1 for a person who is an exceptionally sympathetic listener to 10 for a person who tends to dominate a conversation.

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.

APPROACH TO CONFLICT - ACCOMMODATING (1) vs. FORCEFUL (10):

This scale distinguishes those who avoid conflict by being accommodating from those who are forceful in their approach to conflict.

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.

Part 3 - 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.