



SFA

# PREVUE SFA Pre-employment Program

*Candidate* : - **CYNTHIA WILLIAMS**

*Company*: - ABC Industries

*Position*: - Client Services Supervisor

*Date*: - February 17, 2010

## MANAGEMENT REPORT - CONTENTS:

- **SUCCESS FACTOR ANALYSIS ANALYST COMMENTARY**
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**CONFIDENTIAL**

**SAMPLE REPORT**

# UNDERSTANDING THIS REPORT

**IMPORTANT:** The Analyst-Link Commentary analysis that follows uses the Prevue Benchmark for this position along with a review by our analysts, taking into account, education, work-history, stability, intelligence, and other factors. Whilst the Prevue rating is totally benchmark driven and may contain highly focused organizational preferences, the Analyst-Link rating compares the examinee to successful people in a similar type of job using SFA National Statistical Averages. The Analyst-link rating evaluates overall job suitability in an impartial and global manner. The Analyst-Link rating will often be higher or lower than the Prevue Benchmark rating.

## ■ THE PURPOSE OF THIS REPORT:

The Prevue Pre-employment program is designed to provide information that will assist the hiring manager in understanding the candidate's unique profile. It provides management with the insight to better understand the candidate's approach to the job, the company, and the work environment. The Prevue report also provides insight into the candidate's personality and a wide range of important work related characteristics. Properly matching the candidate to the job is beneficial to the organization and to the candidate as job matching virtually ensures job satisfaction, reduces turnover, and is a catalyst for high levels of performance and productivity.

## ■ BENCH MARKING:

The Job Suitability Survey submitted by management is used to define the behavioral, motivational, and skill requirements of the job and create the percentile rank showing JOB SUITABILITY. The acceptable range for each trait or competency is shaded. Special attention should be paid and the interview should be focused on any trait where the candidate tests below, or is less than the benchmark for the job. Likewise, carefully examine traits that are far in excess of the requirements of the job (two points or more) to make certain the candidate will be comfortable within the constraints of the job.

## ■ THE INTERVIEW PROGRAM:

This report includes a series of Interview Questions that are custom designed and specific to the candidate. Management should use the recommended questions as a guide and focus on those most important to success on the job. The quantity and level of intensity of the interview questions should vary depending on level of responsibility required by the job. Make careful notes of the candidate responses.

## ■ INDIVIDUAL TRAITS, COMPETENCIES, AND ATTRIBUTES:

This section is self explanatory. Focus on any comments where the candidate either does not meet the requirements of the job or the behavior is contrary to the job or there are indications the candidate may not fit within the Corporate Culture.

## ■ WHERE DOES THE INFORMATION IN THIS REPORT COME FROM?

The information in this report is derived from the candidate's responses to the assessment. This evaluation is comprised of the personality and interest inventories from the validated and reliable ICES Plus Assessment test, a psychometric test battery developed in the early 1990's by View Assessments International under the direction of Dr. David Bartram, one of the world's leading psychometricians. The ICES Plus Assessment is the cornerstone of a number of respected and established employment and vocational assessments. These products have been used to assess more than one million people in North America alone.

# ANALYST REVIEW & COMMENTARY

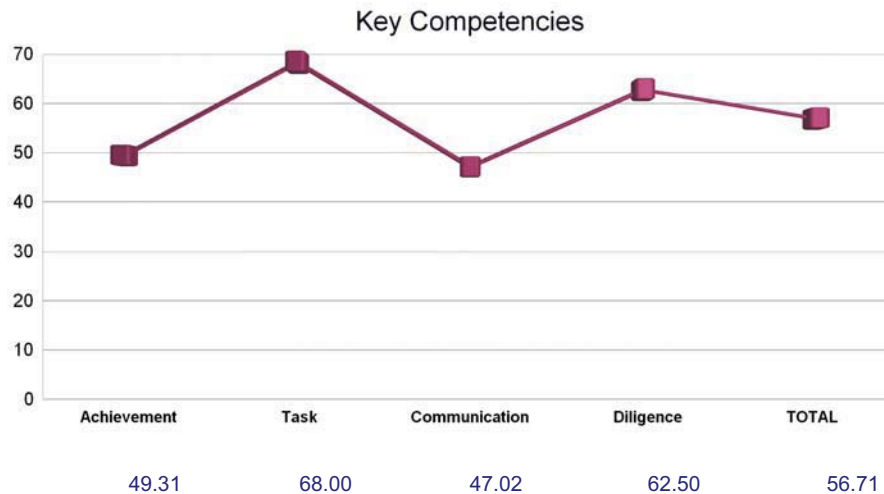
**Examinee:** Cynthia Williams  
**Company:** ABC Insurance Services  
**Job Title:** Insurance Sales  
**Date:** 02/16/10  
**Basic Prevue Benchmark Rating:** 66.00 Good

## Analyst Rating Considerations:

Low Word aptitude an area of concern.  
Education meets or exceeds minimum requirements of the job.  
Job history within normal range.  
Work experience within normal range.  
Low numerical aptitude an area of concern.  
Well developed People Skills.  
Strong data and report analysis ability.  
Well developed aptitude for working with machinery & equipment.

## - TOTAL ANALYST-LINK RATING -

Category: **Supervisor, Middle Manager**      **62.20**      *Acceptable*



**Notes:**

**BEHAVIORAL PROFILE CATEGORY ANALYSIS**  
**Cynthia Williams**

**MOTIVATION - DRIVE**

Independent	40.00
Innovative - Out of the box thinking	70.00
Unafraid to go it alone.	40.00
Assertive	40.00
<b>TOTAL Motivation - Drive</b>	<b>47.50</b> Average

**LEADERSHIP:**

Steady, comfortable in a variety of situations.	50.00
Organized, Methodical	80.00
Dominant, Aggressive	40.00
Low levels of diplomacy/tact.	40.00
Well developed People Skills.	50.00
Seeks Solutions	70.00
Unafraid to make significant decisions	40.00
Reserved, Polite.	40.00
Poised, thoughtful.	50.00
<b>TOTAL Leadership</b>	<b>51.11</b> Normal Range
<b>TOTAL Achievement/Leadership</b>	<b>49.31</b> Below Average

**TASK ORIENTATION:**

Low numerical aptitude an area of concern.	20.00
Ability to work with Data & Reports	90.00
Working with things	70.00
Organized, Methodical	80.00
Conscientious, Diligent.	80.00
<b>TOTAL Task</b>	<b>68.00</b> Normal Range
Cognitive Reasoning Register	0.00
<b>TOTAL Task &amp; CRR</b>	<b>68.00</b> Normal Range

**COMMUNICATION:**

Outgoing/Engaging/Social	46.67
Low Word aptitude an area of concern.	20.00
Ability to interact with & influence others	50.00
<b>TOTAL Communication</b>	<b>38.89</b> Below Average

**PERSUASIVE - INFLUENTIAL:**

People Oriented	50.00	
Independent	40.00	
Competitive	50.00	
Extroverted	40.00	
Gregarious	40.00	
Reserved, Polite.	40.00	
Socially adept	60.00	
<b>TOTAL Sphere of Influence</b>	<b>55.14</b>	Normal Range
Sales Strategy Index	0.00	
<b>TOTAL Persuasive - Influential</b>	<b>55.14</b>	Normal Range

**DILIGENCE - RELIABILITY:**

Cooperative	50.00	
Conscientious	80.00	
Conventional, welcomes supervision	70.00	
Stable, Steady	50.00	
<b>TOTAL - Diligence</b>	<b>62.50</b>	Normal Range
Reliability Register	0.00	
<b>TOTAL Diligence/Reliability</b>	<b>62.50</b>	Normal Range

**GROUP INTERACTION:**

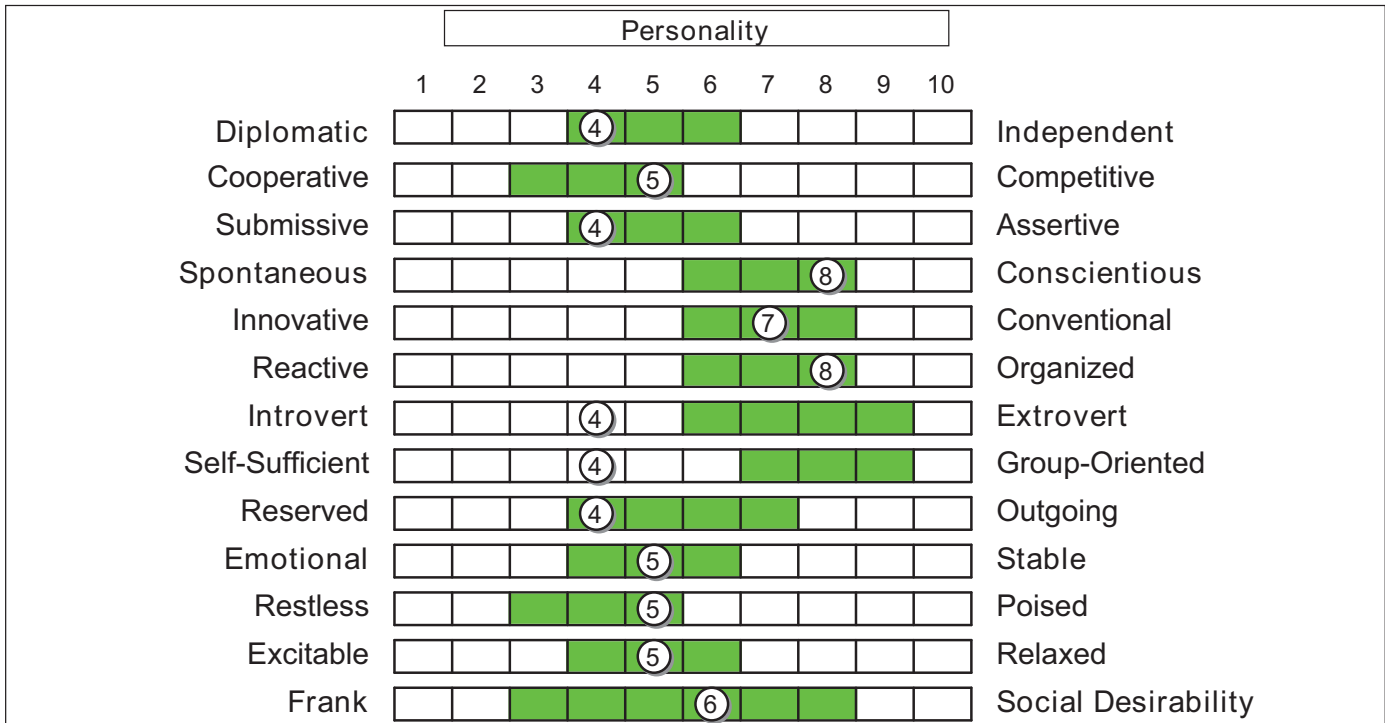
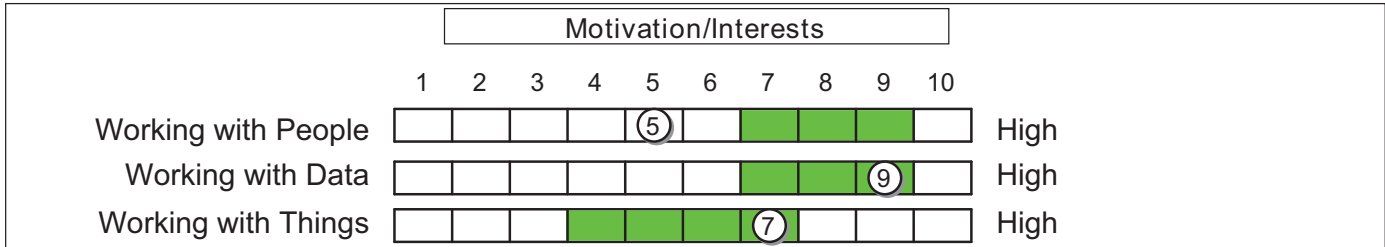
Restrained, Cautious, Shy	40.00	
Poised, thoughtful.	50.00	
Social Interaction	60.00	
Group/Team Oriented	40.00	
<b>TOTAL Group/Team Interaction</b>	<b>47.50</b>	Below Average

**STATE of MIND:**

Spontaneous/Erratic	0.00	
Reactive	0.00	
Introverted	40.00	Discuss change.
Overly Reserved	40.00	Discuss.
Emotional	0.00	
Restless	0.00	
Excitable	0.00	
Submissive	40.00	Discuss change.
<b>TOTAL State of Mind</b>	<b>40.00</b>	Stress Exists, Probe Cause.

# Prevue Benchmark

Cynthia Williams



A Prevue benchmark illustrates the required characteristics for this job as decided by management. The shadowed areas above graphically represent the benchmark for this Accounting Department position. The number on each scale is Cynthia Williams's actual score. The following percentage reflects the degree of suitability of her scores when compared to this benchmark.

Prevue Job Suitability	
The Prevue benchmark suitability should comprise not more than one-third of the selection decision process. The other aspects of the selection decision process, including the job interview, candidate history and background check, should be furnished by management.	Benchmark Suitability <b>66%</b>

# The Interview

Cynthia Williams

## Planning the Interview

Your interview should be a formal meeting with the objective of assessing Ms. Williams qualifications for this position. Planning for the interview should begin with an examination of any areas of confusion or concern identified in the previous steps in the selection process, including your review of her resume or reference checks. This background information, in conjunction with this report, will assist you in determining this candidate's overall suitability for this position.

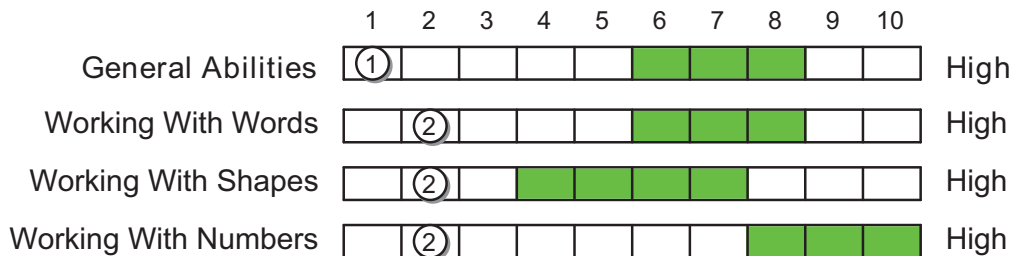
## How to Use the Assessment in the Interview Process

Good hiring and promoting practices require that the personality traits, interests and abilities of job candidates should be matched to those required for the job for which the candidate is being considered. This can be accomplished by creating a Benchmark of the characteristics that your experience has confirmed are required for the job and that are evident in people who may have prior success in the job. The more closely Ms. Williams scores match the Benchmark, the higher is her suitability for that specific job. Scores that are off the Benchmark should provoke closer scrutiny.

Interview questions directed to specific on-the-job conduct will improve the selection process. In most cases you should customize these questions for this particular position. Ms. Williams responses should be clarified with further behavioral questions until you are comfortable you can make a proper decision on her overall job suitability.

## Areas Off the Benchmark

The following are areas where Ms. Williams did not match the benchmark. A brief explanation of the score result and Benchmark is followed by suggested behavioral interview questions.



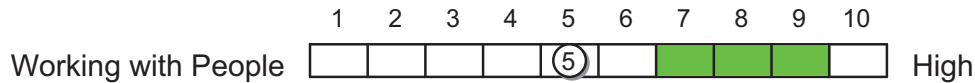
It will be evident that Ms. Williams does not fall within the Benchmarks for all of the dimensions of Abilities for this position.

A score above any of the Abilities Benchmarks will not generally be detrimental to overall performance. However, consideration should be given to whether the position will provide sufficient challenge, stimulation and opportunity for Ms. Williams.

A score below any of the Abilities Benchmarks could be significant. Such results suggest Ms. Williams may have difficulty in quickly and effectively addressing and completing those aspects of the job where she is below the Benchmark.

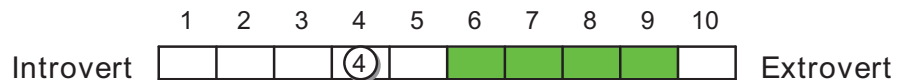
# The Interview

Cynthia Williams



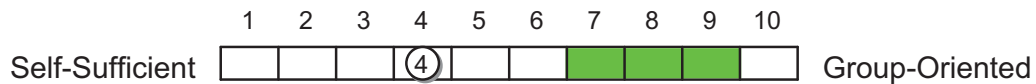
Ms. Williams describes herself as a person who has some interest in working with others.

1. Could you describe the type of team members who are the hardest for you to deal with?
2. Often when working in a busy environment, there are opportunities for conflict. Describe the most recent situation on a team where a disagreement occurred.
3. Do you prefer to work alone or as part of a team?



Ms. Williams will contribute socially without drawing too much attention to herself.

1. Describe your preference for the kind and amount of social contact in a work situation.
2. Describe the various social or business committees you have worked on.
3. Give an example of a coworker who never seemed to get to work, typically socializing too long.



Ms. Williams describes herself as a person whose preference is to work on her own, only occasionally enjoying a more stimulating work environment.

1. Itemize the processes you followed while satisfying a customer with high quality service.
2. Describe what you typically do to stay busy during slow periods in the workday.
3. Describe the aspects of working with your customers that you find satisfying. What parts do you find difficult?

# Total Person Description

Cynthia Williams

## Note:

The Total Person is a combination of all the elements Ms. Cynthia Williams completed in her Prevue Assessment.

This person has lower than average ability when working with numbers, words, and shapes. This means that she will be slow to learn new tasks. She will likely require more instruction, guidance, and time to achieve confidence and competence in routine work. For occasional or seasonal tasks, Ms. Williams will need to review instructions before each repetition of the task. Because she needs more time to absorb information, she may be at a disadvantage if working with others in a competitive environment. Frequent changes in the work routine will be difficult for her and may result in errors. Similarly, her below average general ability make Ms. Williams a poor choice for any position requiring quick decisions or crisis management.

Ms. Williams is highly interested in data, strongly motivated to work with things, and moderately interested in working with people. She greatly prefers working with data collecting, collating, and analyzing information, but she also enjoys directly working with tools or machinery. She may interact with other people in the workplace, but usually this is to obtain additional data. Regarding computer work, Ms. Williams is well suited to data management.

Ms. Williams is moderately assertive and she also enjoys working with others. She has well-balanced desires to compete and to cooperate. She will balance her own need for achievement against the need to maintain good relations with others. Her working strategy will be to strive unobtrusively for her own goals while remaining a useful member of the team. In disputes, Cynthia Williams is able to alternate between the roles of peacemaker and decision-maker, but her reluctance to speak out on controversial issues will more often lead her to mediate.

Cynthia Williams is meticulous with details, preferring to have a well-thought-out plan before beginning any project. She values punctuality, and may resent tardiness in others or unexpected changes in the schedule. Dealing with spontaneous events will be frustrating for her. She prefers working with proven procedures and established policies. She tends to be uncomfortable in unstructured situations, although she will strive to bring order out of chaos. Ms. Williams can deal with procedural changes if they are carefully explained and justified.

Cynthia Williams is easygoing and companionable, but her need for attention also varies with her mood and the circumstances. With familiar people, she will be conversational and outgoing, and sometimes she seeks to be the center of their attention. At other times, she would rather work anonymously. Her desires for privacy and for company are evenly balanced. As a team member, she will contribute readily, but she needs time alone to reflect on her efforts and plan her offerings. Most often, Ms. Williams will work unobtrusively, without drawing attention to herself or her efforts. She is not bored by routine tasks but she prefers some variety.

Although usually calm and not easily flustered, Ms. Williams can be upset by prolonged stress or exceedingly demanding tasks. In these conditions, she will be irritable, although she will strive to regain her composure as quickly as possible. While fairly trusting and open with others, she is sensitive to anyone trying to take advantage of her and she will resist such behavior. Her reactions to stress are variable but, in the main, she seems to cope well and even does some of her best work when she is stimulated by adversity.

# Individual Traits

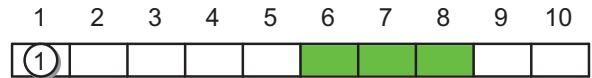
Cynthia Williams

## NOTE:

The individual traits on the following pages are descriptions of Ms. Williams's characteristics as determined by the Prevue Assessment. The 1 - 10 scoring scale used throughout the Prevue Assessment is called a sten scale. Sten simply means the standard tenth of a normal bell curve. Approximately 16% of the population would have sten scores in the 1 - 3, and 16% in the 8 - 10 ranges. The other 68% of the population will score in the middle ranges 4 - 7.

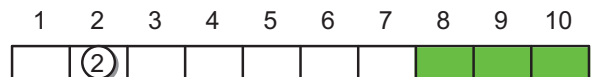
### General Abilities

People with scores in this region tend to take longer than others to learn new procedures. They have more difficulty understanding new information. They work best where the working environment is well structured with clear procedures and routines to follow. They may find frequent changes in working practices difficult.



### Working With Numbers

Cynthia Williams shows a well below average capacity for numerical reasoning. This means her speed and accuracy is not as developed as most other people in dealing with information derived from simple numbers.



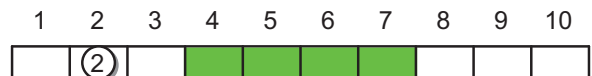
### Working With Words

A sten score of two means Ms. Williams has a below average capacity for working with written information, particularly under conditions where there is a degree of time pressure. She is likely to take longer and be less accurate when dealing with information that involves words and written material.



### Working With Shapes

This indicates a limited capacity for working with spatial information, particularly under conditions where there is a degree of time pressure. Although individuals with this score are likely to be reasonably competent in manipulating shapes, they may be rather slow.

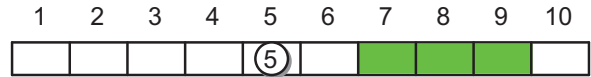


# Individual Traits

Cynthia Williams

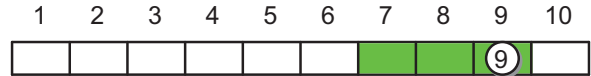
## Working With People

Ms. Williams shows an average level of interest in work that involves dealing with people. She is likely to prefer employment that involves contact with others. However, she is unlikely to want interaction with other people to be the major function of her work.



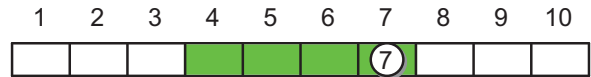
## Working With Data

Ms. Williams has an extremely high level of interest in working with data. Such people are often interested in data for its own sake and they enjoy working with figures, symbols, statistics and accounts. They would very likely enjoy a job that provided ample work with all forms of data.



## Working With Things

Cynthia Williams expresses an above average level of interest in work that deals with inanimate objects such as machinery, tools or equipment. Such people are likely to be interested in a hands-on approach to designing, managing or working with things.



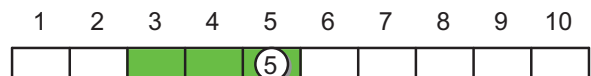
## Diplomatic / Independent

Cynthia Williams is a diplomat who will seek to further personal relationships within a team. She is capable of getting her own way, although she typically is a considerate and cooperative person.



## Cooperative / Competitive

She describes herself as a person who is both competitive and team-minded. She can work quite well motivating herself, while building team spirit and cooperation. She compromises her need to achieve with the need to maintain relationships.



## Submissive / Assertive

Cynthia Williams may be submissive, and avoids speaking out on issues. She seldom seeks leadership roles. In disputes, she will be willing to compromise.

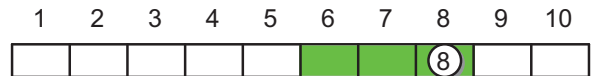


# Individual Traits

Cynthia Williams

## Spontaneous / Conscientious

This individual has a strong moral code plus an adherence to traditional methods and values. Thus, she is careful to obey rules. A Accounting Department of this type is very dependable, and often meticulous in her attention to detail. Preferring to be well prepared, she is likely to be a good adapter, rather than an innovator.



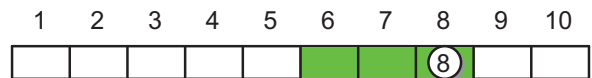
## Innovative / Conventional

Ms. Williams sees herself as a Accounting Department who is somewhat conventional. She can cope with change when necessary. Overall, Ms. Williams will prefer the status quo to change.



## Reactive / Organized

Such people are systematic and meticulous. They are reliable and predictable, and work best in situations where they have had the chance to plan ahead and be organized.



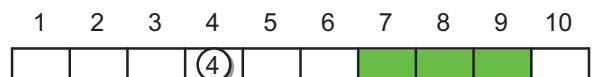
## Introvert / Extrovert

Cynthia Williams is often content to work alone. At times she may need an audience to stimulate her ideas. She would rather be in the company of a few close friends rather than part of a large social gathering. She often behaves in a quiet and reserved manner.



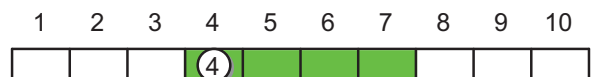
## Self-Sufficient / Group-Oriented

She will be content working in situations where there is reasonable interaction with others.



## Reserved / Outgoing

Although she is comfortable in the company of others, she does not seek their attention. An individual like this can be talkative and outgoing in limited job situations.

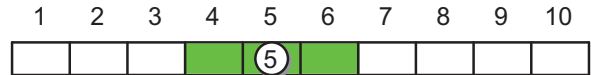


# Individual Traits

Cynthia Williams

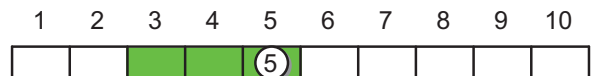
## Emotional / Stable

Ms. Cynthia Williams is stable and calm under normal situations, but may become apprehensive and emotional when conditions become unsettled. She is generally accepting of people, but with a degree of caution. Such people are usually stable under moderate stress.



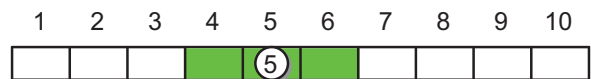
## Restless / Poised

Such people can remain calm and poised in the face of unpleasant circumstances, yet at times have a tendency to become upset and take things personally.



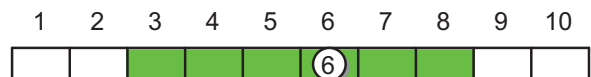
## Excitable / Relaxed

In response to most circumstances, people with this score will remain calm and relaxed. It is unlikely that they would worry or become anxious when things do not go well. Any stress under pressure is likely to be moderate. Such individuals will not always assume the best of other people and will feel the need to check their motives at times.



## Social Desirability

Cynthia Williams describes herself as someone who is usually considerate. Such individuals are aware of social rules and expectations.



# WORKING CHARACTERISTICS

- **APPROACH TO THE WORK ENVIRONMENT**  
*REVIEW TO MAKE CERTAIN THE APPROACH TO THE WORK ENVIRONMENT IS CONSISTENT WITH THE REQUIREMENTS OF THE JOB.*

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*NOTES:*

***If this candidate is hired submit the On boarding & Orientation voucher that follows.***

*Working Characteristics - Page 1*

# Working Characteristics

## Cynthia Williams

This report provides additional information on certain Working Characteristics of Ms. Williams. This summary will be significant for Managers, Supervisors, and Human Resource Professionals. The Working Characteristics are derived from personality traits as referred to in the Prevue Assessment. Distinct from the Prevue Benchmark, these work-related features help to answer questions such as:

1. Is Ms. Williams inclined to take risks?
2. Does she live to work or work to live?
3. Does she prefer a fixed salary or flexible income?

This information, in conjunction with the Prevue Assessment and the job interview, previous work history, and a background check, will assist with Human Resource decisions regarding Ms. Williams.

### Working Characteristics Summary

How does she want to be paid?	Prefers a secure income rather than relying on performance-based earnings.
How important is work to her?	Emphasizes work more than outside activities.
Does she make risky decisions?	Prefers to avoid ad hoc solutions and will want to think things through.
How does she deal with change?	Prefers routine work with a well-defined schedule.
What is her perception of the world?	A well-grounded individual who is inclined to hold pessimistic views.

# Working Characteristics

## Compensation Preference

This Working Characteristic identifies whether Ms. Williams is more motivated to work by either performance-based remuneration or a fixed wage or salary. This helps to determine if she will be satisfied with the remuneration this position offers. It will also expedite the design of a compensation package that will encourage her best performance.

Is Ms. Williams better motivated by fixed salary or by an incentive remuneration program?

Prefers Salary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prefers Bonus
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- Ms. Williams prefers a secure income over the excitement of striving for greater but less certain rewards.
- She is reluctant to depend on bonus or commission income because she is not comfortable with the uncertainty of performance-based earnings.
- Her careful, meticulous approach may cause her to miss opportunities, but it makes her "a safe pair of hands" for routine task or projects requiring calm, steady guidance.

## Focus on Work

This Working Characteristic provides information on the importance of work for Cynthia Williams. Some people define themselves by their work. They are often labeled workaholics. Others see work as a means to an end, rather than an end in itself. While such differences are not a function of personality, they are related to it. This Working Characteristic is particularly significant for assessing whether Cynthia Williams will fit with the culture of the workplace or with the team that she may be assigned to.

Does Ms. Williams live to work or work to live?

Works to Live	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lives to Work
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- She takes pride in professional accountability, putting greater emphasis on work than most other activities.
- She is not so zealous as to let her career precede all aspects of her life, but she will try to get the job done, even if this inconveniences friends and family.
- She will rationally prioritize work versus family or leisure activities on the basis of their importance.
- Leading a full social and business life, she may sometimes be overextended.
- The social skills she develops in leisure activities should translate well to business.

# Working Characteristics

## Tolerance for Risk

This Working Characteristic indicates the likelihood of Ms. Williams engaging in risky behaviors or actions. This attribute will be relevant in determining whether she can accommodate the decisions required in this particular job. It also provides insight regarding her fitness to be a member of an existing team.

Is Ms. Williams likely to make risky decisions?

Not Risk Inclined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk Inclined
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- Although not given to risky behavior or quick decisions, Cynthia Williams will act appropriately in a crisis.
- She will avoid unnecessary risk, particularly if it could lead to accidents, damage or loss.
- She prefers to refrain from ad hoc solutions but, if matters are pressing, she can react swiftly, even impulsively.
- Those who value steadiness will like her typically mindful approach. Others, who want quick answers and fast actions, will find her performance satisfactory.

## Preference for Change

Good performance in some jobs requires a quick response to fast changes, but efficiency in other positions depends on tolerance for routine and working carefully at a steady pace. This Working Characteristic explains where Ms. Williams fits on the continuum between these diametric requirements.

Does Ms. Williams prefer to work in rapidly changing circumstances or with a set routine?

Prefers Routine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prefers Change
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- Routine work with a well-defined system suits Ms. Williams very well.
- She is reserved and likes to do things "by the book".
- She will likely find change difficult to manage.
- She may have difficulty coping with personnel changes, reorganization, and downsizing or expansion.
- She will probably adapt old methods to new demands rather than devise new procedures.

# Working Characteristics

## Perception of the World

Cynthia Williams's attitude to day-to-day events in the workplace is important to her overall job performance. This Working Characteristic identifies whether she will approach problems and issues with optimism or with caution. The job itself defines which approach is appropriate.

How does Ms. Williams perceive and approach problems and events?

Sees Drawbacks     Sees Opportunities

- Cynthia Williams is a well-grounded individual who is inclined to hold pessimistic views.
- She sees the world as containing some dangers but not as a hostile place.
- She might be anxious about expressing negative opinions, but she would not hide her concerns.
- She will proceed cautiously with new and potentially risky ventures.

# Validity

Cynthia Williams

## 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 5.
- 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.prevuesystem.com](http://www.prevuesystem.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.

# On-Boarding & Orientation

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*Company:* - ABC Industries

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***SAMPLE REPORT***