



SSQ

PREVUE
QUALIFIER

Examinee : - **EDNA KORNBERG**

Company: - ABC Management Group

Job Title: - Kitchen Staff/Waitperson

Date: - January 27, 2011

This report is based on the Prevue Corporate Coach assessment and may be used as a pre-hire qualifier for non-benchmarked semi-skilled, support, or service based positions where statistical averages and personality traits are sufficient to screen for overall job suitability and advanced cognitive and spacial abilities are not required.

CONTENTS:

- **ANALYST REVIEW**
- **TOTAL PERSON DESCRIPTION**
- **INDIVIDUAL CHARACTERISTICS**
- **APPROACH TO THE JOB**

CONFIDENTIAL

SAMPLE REPORT

UNDERSTANDING THIS REPORT

■ THE PURPOSE OF THIS REPORT:

The Prevue SSQ report provides information that will assist a manager, or facilitator in understanding the examinee's unique profile. It can also assist the examinee in better understanding themselves and their approach to the job and to the work environment. The report provides insight into the examinee's personality and a certain work related characteristics. It is intended to assist in the manager/employee relationship by providing the starting point for a meaningful discussion about the examinee's values, needs, and objectives. Further, the report should assist the hiring manager to ask pertinent questions and provide relative feedback and ideas that are custom tailored for the individual.

■ WHERE DOES THE INFORMATION IN THIS REPORT COME FROM?

The information in this report is derived from the examinee's responses to the Prevue Corporate Coach Assessment in the SSQ format. This assessment 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.

■ RECOMMENDATION:

We ask that you review this assessment carefully. Ask open ended questions and encourage interactive dialog

■ DEVELOPMENT PROGRAM:

Attached to this report please find a blank "Action Plan" with space for listing three areas for improvement. Listed below is a link to the SSQ workbook. Select three things that, after reading this report, and reviewing the examinee's job description, you feel should be addressed to improve their performance at work and increase their overall value to the organization.

■ SUCCESS DISCOVERY PROCESS WORKBOOK

Go to www.analyst-link.net - click on SDP Workbook - **print workbook #28**

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- Prevue SSQ Qualifier -

Examinee: **Edna Kornberg**

Company: **ABC Management Group**
Job Title: **Kitchen Staff/Waitperson**
01/30/11

Statistical Standards apply to this report.

Rating based on a 1 to 10 scoring or sten scale that is not job specific.

Analysis uses averages based on 68 percent of the population who normally score between 40 percent to 70 percent in all of the traits measured by this instrument.

Analyst Review Considerations:

Well developed People Skills.

Well developed capacity for working with data and reports.

Low aptitude for working with machinery, things, and equipment.

Statistical job standards in use for Education and Work History

- ANALYST REVIEW SSQ RATING -

Overall Rating **70.81** **Good**

Key Competencies



Ratings:	Achievement	Task	Communication	Diligence	Weighted Average
	57.29	60.00	67.22	72.50	70.81

VALIDITY: Above Average. Assessment may be considered accurate and valid.

10 Years of Education

3 Jobs in last 10 years

10 Years in the workforce

Notes:

UNDERSTANDING THIS REPORT

The Purpose of This Report

The Prevue Corporate Coach Report provides information that will assist a Coach in understanding Edna Kornberg's unique profile. It can also provide Ms. Kornberg with a better understanding of herself. The report provides insight into Edna Kornberg'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 Ms. Kornberg'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 Edna Kornberg.

Where Does The Information in This Report Come From?

The information in this report is derived from Edna Kornberg's responses to the Prevue Assessment. The Prevue Assessment is a psychometric test battery developed in the early 1990's by View Assessments International 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 her Assessment reviewed by a spouse or personal friend. Candidates are often surprised to find the Assessment presents such an accurate profile.

Total Person Description

Edna Kornberg

Ms. Kornberg is highly motivated to work with people, strongly inclined to work with data, and only moderately interested in working with tools, machinery, and equipment. Her strong preference for working with others means that she will do well as part of a team, in any position requiring social skills, and in any task which permits interaction with people. Regarding office equipment, her overriding interest in people should make her eager to use telephone equipment, electronic mail, the Internet, etc. Because of her marked interest in data, she would also enjoy working with spreadsheets, databases, or any detailed paperwork. For maximum performance, any long-term assignments for Edna Kornberg should include contact with people, with an emphasis on abstract thought or information processing, and minimal use of tools.

Ms. Kornberg is a good team player, assertive yet still considerate of others. Relationships are important to her, and she sees mutually cooperative efforts as being the most effective. She will put herself forward in some situations but not so far as to compromise team spirit. With appropriate encouragement, Ms. Kornberg can assume the role of group leader. She can deal with confrontation except in the most extreme cases. She will often be outspoken but, in very competitive situations with new acquaintances, Edna Kornberg is more likely to defer to others.

Edna Kornberg 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. Kornberg can deal with procedural changes if they are carefully explained and justified.

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

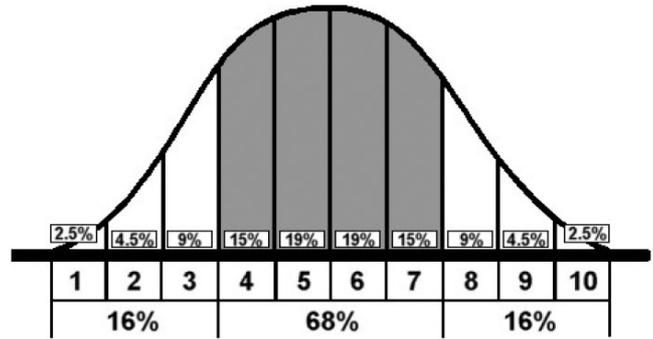
Edna Kornberg is generally rational and calm. She can take criticism quite well and, because she strives to be objective, she is usually able to shrug off rejection and continue with her work. Most times she is relaxed and able to cope well with pressure but can become anxious when things do not go well. Although she can work on demanding, high-pressure projects that require dealing with people openly and objectively, Ms. Kornberg may feel some anxiety in such circumstances.

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

Total Person Description

Edna Kornberg

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											High
Working with Data											High
Working with Things											High

Personality

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

Individual Characteristics

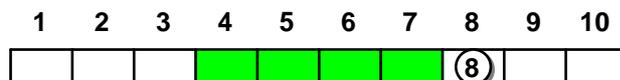
Edna Kornberg

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 Ms. Kornberg'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

Edna Kornberg is greatly interested in working with people. She will likely prefer complex social tasks such as project management, team leadership or labour relations. She prefers work with regular, demanding interaction with others. A job that offers mere contact and requires minimal interpersonal skill may not be sufficiently challenging for her.

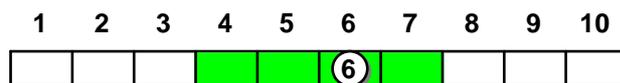
COACH'S TIP: With her strong preference for working with others, Edna Kornberg could do her best work in interpersonal tasks such as training, advising or negotiating. If some of Ms. Kornberg's duties require little social contact, she may give lower priority to these more solitary tasks. You may want to encourage her to make the best use of her social interests at work.



Working With Data

Edna Kornberg's interest in working with data is slightly above average. She will tend to put extra effort into scheduling tasks, managing paperwork, and maintaining records. She will likely keep a balanced view of business reports.

COACH'S TIP: If Ms. Kornberg's job demands zeal for working with data, you may want to encourage her to develop her positive interest in information by taking courses in logic, data management, or decision support strategy. She might also benefit from coaching in forecasting as could take her willingness to work with information to a much higher level.



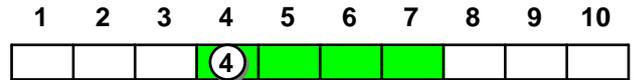
Individual Characteristics

Edna Kornberg

Working With Things

Edna Kornberg is moderately interested in working with machinery, tools, and equipment. This could be an advantage in that she will be inclined to delegate hands-on work and leave herself free for more thoughtful tasks.

COACH'S TIP: You may want to offer Ms. Kornberg training in the mechanical aspects of any equipment that she might have to use in presentations, seminars or other aspects of the job. If she is taking a leadership role in the use of computer tools, she will benefit from thorough training to build her confidence and proficiency. You may find that her lack of enthusiasm for tools is only due to insufficient training and a need for complete understanding of the overall assignment.



Diplomatic / Independent

To achieve a goal, Edna Kornberg occasionally can be an individual competitor, even slightly argumentative. In other situations, she may be more concerned with maintaining team spirit and coordinating team effort. She is good at getting things done while taking into account the needs of others. Also, because she generally avoids controversy, she might adhere rigorously to company policy. She has a good blend of ambition and diplomacy.

COACH'S TIP: Ms. Kornberg will strive to achieve goals, but she prefers to avoid confrontation with both subordinates and peers. This could result in neglecting important issues. You may want to encourage her to develop her good diplomatic skills and increase her inherent tactfulness. Additionally, you may decide to recommend training in structured problem-solving because this emphasizes autonomous thought or action within a defined framework.



Individual Characteristics

Edna Kornberg

Cooperative / Competitive

Edna Kornberg is both competitive and team-oriented. She prefers being cooperative so she can strive for success while preserving accord within the group. For the most part, she will balance her own achievements with the need to maintain helpful relationships with others. Although she is mildly ambitious and may enjoy occasionally being a front runner, her will-to-win almost never interferes with corporate goals.

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



Submissive / Assertive

Edna Kornberg is both self-assured and tactful. Although she tends to promote her own views, she will yield to others when that is the best course. Business problems sometimes require her to stand her ground and she will usually do so.

COACH'S TIP: While Ms. Kornberg may be sufficiently democratic in her views, if a particular assignment calls for extreme tact, you may want to focus on the value of her moderately compliant nature. Similarly, if a project calls for strong leadership, you could consider advanced assertiveness training to strengthen her confidence in resolving conflict.



Spontaneous / Conscientious

Conscientious and detail-oriented, Edna Kornberg works well in an orderly environment with clear guidelines. This steadiness is an excellent attribute for project work. However, she may take a little time to adapt to unexpected changes in personnel, sudden demands on her team, or other disruptions.

COACH'S TIP: If Ms. Kornberg will encounter business problems requiring flexibility, lateral thinking, and quick decisions, you might consider focussing on coping skills, creativity exercises, and decision support strategy to develop her mild tendency for spontaneity.



Individual Characteristics

Edna Kornberg

Innovative / Conventional

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

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



Reactive / Organized

Being well organized, Edna Kornberg usually likes to plan thoroughly before beginning work. While meticulous behavior is good for routine tasks, she may be uncomfortable when unexpected events or less methodical people disrupt her schedule. She might also be bothered by subordinates who are unprepared or overlook details.

COACH'S TIP: If you believe that Ms. Kornberg needs to react more quickly to change, you could emphasize flexible planning and goal setting with variable priorities. A seminar in social psychology might also help Ms. Kornberg to deal more effectively with those who are not as systematic as she is.



Individual Characteristics

Edna Kornberg

Introvert / Extrovert

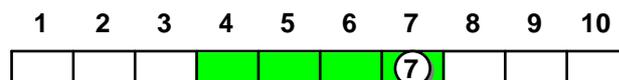
Edna Kornberg is moderately extroverted and enthusiastic about being with people yet she also values working alone. She can contribute easily to social interaction and she most likely has above-average interpersonal and communication skills. For the most part, she will balance her need for companionship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



COACH'S TIP: Ms. Kornberg's people skills are likely to be good for most interactions but, if she will have to deal with frequent and possibly emotionally-charged meetings, you could consider a short course in facilitation. Alternatively, if she 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 Edna Kornberg likely prefers varying tasks in a lively environment, she is self-sufficient enough to work quietly on her own. When she sets her own goals for accuracy and accomplishment, she will likely show increased motivation to achieve corporate objectives. Without the recognition of the group, however, she may be less inclined to exert herself in detailed work. She is happiest in work situations where she has considerable contact with others.



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

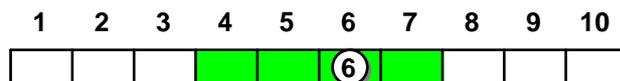
Individual Characteristics

Edna Kornberg

Reserved / Outgoing

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

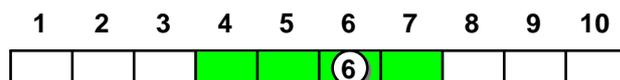
COACH'S TIP: If many of Ms. Kornberg's tasks require restraint and formality, you can readily build on her inclination to be reserved, but she will likely need less support for ad hoc assignments. If you think that Ms. Kornberg should develop a more forceful leadership style with greater tolerance for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



Emotional / Stable

Calm and confident for the most part, Edna Kornberg is emotionally stable. These qualities enable her to deal efficiently with staff predicaments, career setbacks, or unrealistic expectations of supervisors or subordinates. She can be wary of other's motives and would likely react quickly and appropriately to anyone who tried to take advantage of her easygoing nature.

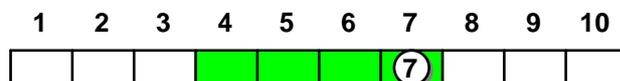
COACH'S TIP: Ms. Kornberg has good coping skills and may only need your intermittent guidance to remain dispassionate about resolving contentious issues. If she wants your help to keep her cool demeanor, you might consider stress management and relaxation exercises to ease tension. You may also consider encouraging her to take a more emphatic approach when necessary.



Restless / Poised

Objective and rational, Edna Kornberg copes well with challenges and setbacks. She can usually maintain her composure even if embarrassed or upset because she is aware of stress but not deterred by it. Subordinates and peers alike will appreciate her poise in all but the most trying circumstances.

COACH'S TIP: If Ms. Kornberg seeks your assistance, you might encourage her to be more alert to other's motives and less removed from her own feelings. Role-playing exercises would encourage her to be more empathetic. However, if she needs an even higher degree of self-control, you might advocate stress and anger management courses.



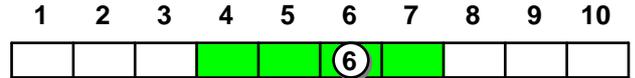
Individual Characteristics

Edna Kornberg

Excitable / Relaxed

Moderately sensitive to stress, Edna Kornberg will be collected and patient in most situations. She will tend to accept people at face value but she will also maintain an appropriate level of skepticism.

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



Social Desirability

This rather high score indicates Ms. Kornberg is very aware of what is expected of her and what is proper in social situations. Without deliberately intending to inflate her profile, she may have attempted to present a socially acceptable image. Alternatively, Ms. Kornberg's response to the assessment questions may be very honest and she may truly be a genuinely 'good' person.



Approach To Work

Edna Kornberg

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 Ms. Kornberg.

Some see work as a means to an end while others define themselves by their work. Edna Kornberg probably defines herself almost completely by her job: she greatly values work and being employed. She puts such positive emphasis on professional accountability that even her leisure and social activities are likely to be related to her career. Unless they have truly urgent priority, domestic arrangements will usually be changed in preference to altering her work schedule.



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.

Because Edna Kornberg finds excitement in new ventures, Edna Kornberg generally sees the business world as having more opportunities than dangers. She tends to react quickly to problems and will try new methods to boost performance and productivity. She realizes, however, that singular actions can have negative consequences. As a result, Edna Kornberg will not adopt new practices merely because they are novel: she must be persuaded that they are also timely and effective.



Approach To Work

Edna Kornberg

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.

Edna Kornberg is a well-balanced leader with a slight inclination to be explicit and directive. In a crisis, she can take command and make certain that the team knows what must be done and when. On the other hand, when a gentle approach is needed, she will excel as the "guide on the side" with a completely democratic style.



Preference for Change

LIKES ROUTINE (1) VS. LIKES CHANGE (10):- This scale identifies where Ms. Kornberg fits in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

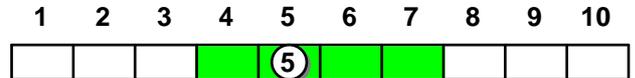
Edna Kornberg prefers tried and tested methods, but she recognizes change is sometimes required and she usually reacts well to rational shifts in personnel or corporate structure. Whenever possible she adapts standard policy for new agenda. If and when there is a clear requirement for it, she will invent new policy. In short, she will not seek change for change's sake or because it is exciting, but rather because it provides a better solution.



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.

Edna Kornberg balances soft skills with a direct approach to conflict. Because she is sure of herself, she is efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations, she should be able to switch easily to a moderate, accommodating style of conflict resolution.



Approach To Work

Edna Kornberg

Compensation Preference

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

Edna Kornberg prefers the security of a fixed salary to dependence on bonus or commission, but she will accept a blended package of compensation. She will cope better with events that could adversely impact her profit share if the bulk of her earnings are salary-based. If a significant portion of her compensation is performance-based, she will need some support to accept this. Her generally careful approach makes her especially competent 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.

Often willing to present her own ideas or products, Edna Kornberg is generally successful at selling herself. When she is reluctant to put herself forward, this hesitation comes not from lack of commitment but more likely from concern about her audience. Thorough preparation and, if necessary, rehearsal would build her confidence and help her to do her best work.



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.

Although not given to risky behavior or quick decisions, Edna Kornberg will act appropriately in a crisis. She will scrupulously 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.



Approach To Work

Edna Kornberg

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.

Edna Kornberg tends to be enthusiastic about her own ideas but she still leaves room for others to express theirs. Being outspoken and self-confident, she will invite debate and probe for complete understanding of other points of view. In short, Ms. Kornberg is a good listener who may only require some skill enhancement to be really effective at obtaining and analyzing other people's ideas. She could be encouraged to recognize that others' hesitancy to speak out usually indicate shyness, not lack of commitment.

