

PSI

# PREVUE

## On-boarding & Orientation Program

*New-Hire* : - **DAVID ANDERSON**

*Company*: - ABC Industries

*Position*: - Sales Representative  
October 1, 2010

### MANAGEMENT REPORT - Prevue Success Index

#### CONTENTS:

- BEHAVIORAL PROFILE CATEGORY ANALYSIS
- PERFORMANCE COACHING & DEVELOPMENT
- WORKING CHARACTERISTICS

## CONFIDENTIAL

### SAMPLE REPORT

:

# PREVUE FACILITATION GUIDELINES

**Being an effective coach is the primary duty of any Manager or Supervisor. The coaching process is all about building a "Communications Link" between management and employee.**

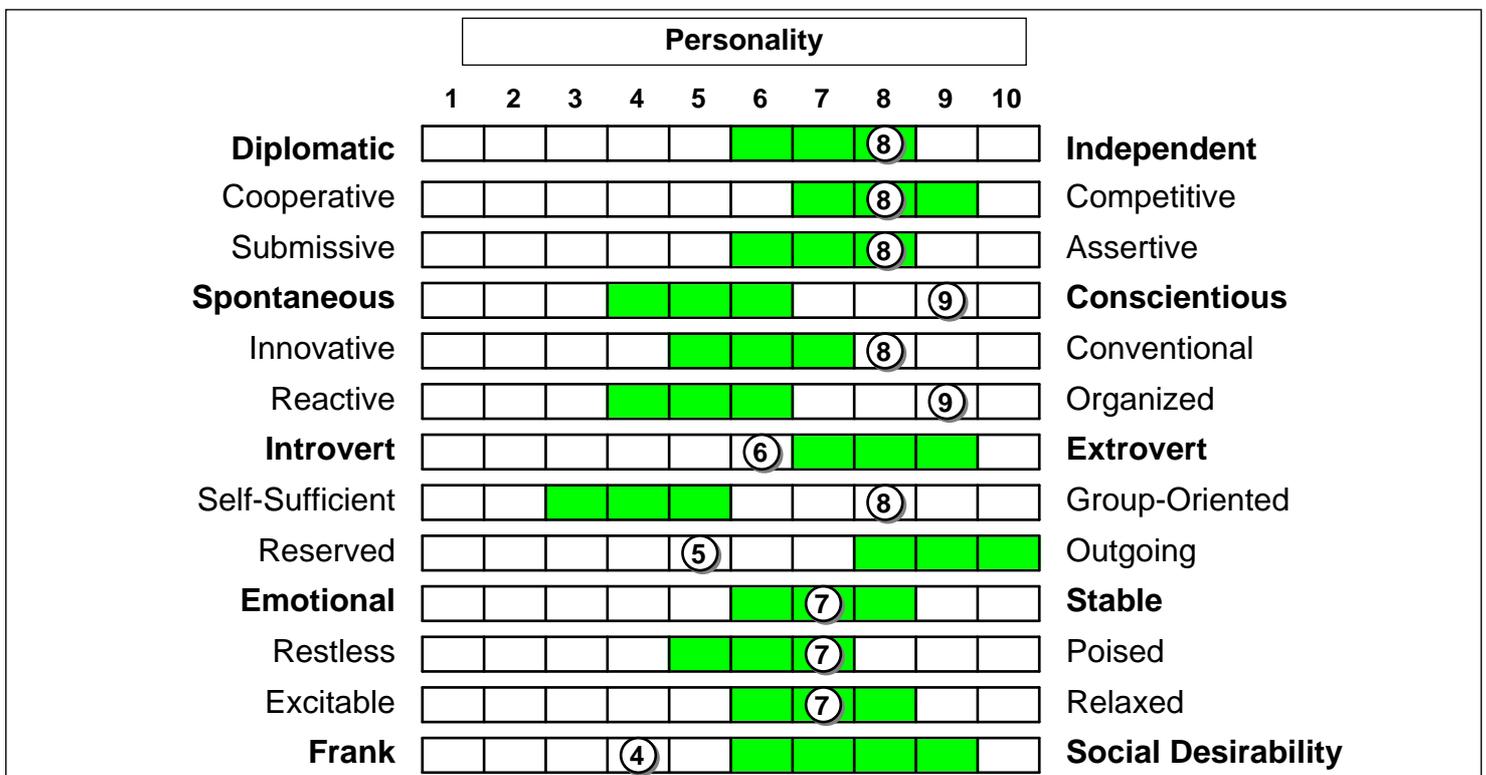
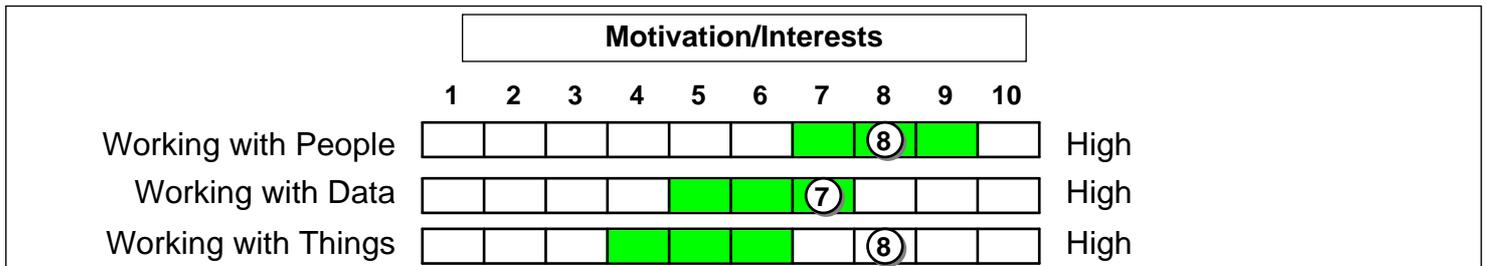
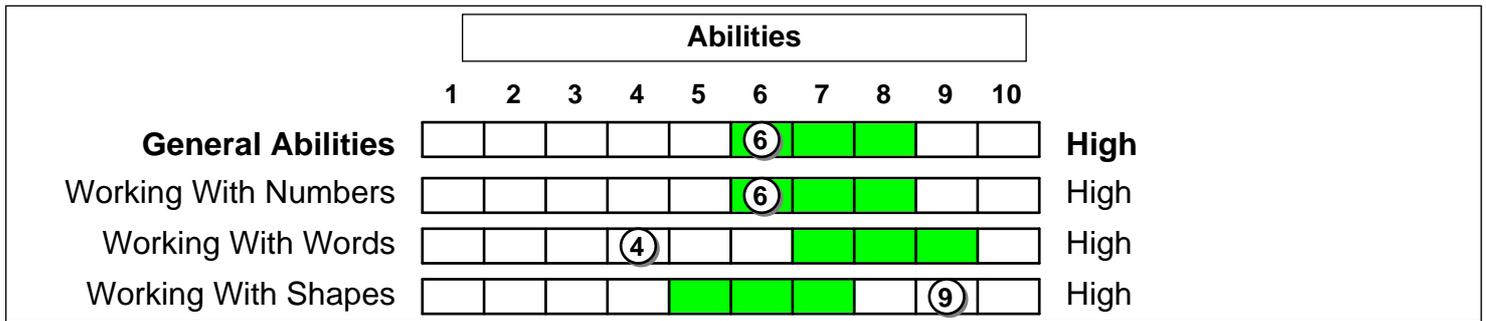
## ***Instructions:***

1. Provide a copy of the Employee portion of the Prevue report to the employee. The Coach copy includes a job suitability rating and coaching tips. This portion of the report is Confidential and should not be shared with the employee.
2. Provide the appropriate Success Discovery Process (SDP) workbook
3. Ask the employee underline or highlight any statement in their copy of the report they strongly disagree with. Ask they fill out the "Success Discovery Process" Workbook and complete an Action Plan for improvement" focusing on the three most important areas to be improved. These items must be completed before the facilitation discussion.
4. Create a discussion agenda by underlining any statement on the review that, in your opinion is true, but impacts negatively on the employees' performance. Use this information along with notes from the employees' personnel file and job description to fill out your version of the "Action Plan" to be used as your discussion agenda. Also highlight positive statements that are true, use these to deliver praise to the employee. Balance development comments with praise commentary.
5. Create an unhurried setting, allow at least one hour for the facilitation process; serve a beverage, keep it casual. Remember your goal is to establish a dialog and assist the employee in creating their own development program. Allow the employee to do more than half of the talking. Ask their opinion of the Review; ask them to discuss any statement in the report with which they strongly disagree. Ask open ended questions. Ask for suggestions. Listen! Ask if you can take notes.
6. Your goal is to obtain improved performance through interactive dialog. It cannot be achieved if the employee has set up defensive barriers. Use positive comments to maintain interest. As they discuss statements from the report in dispute, it is acceptable to add your comments. Remember to agree or disagree with the REPORT not the employee. Do not be general, give specific examples. Stick to facts.  
If the employee disagrees with a statement in the report and you concur say "In this instance I disagree with the report." If the employee disagrees with a statement in the report and it is true, say "In this instance I agree with the report and let me give you an example."
7. Don't allow complaints about the company, other employees, or other departments to mask the real purpose of this discussion; which is, to improve the performance of the employee being reviewed. Salary, benefits, and money issues are not and should never be part of the performance review and facilitation process. Compensation levels should increase only when the employee increases their value to the organization.
8. Combine your "Action Plan for Improvement" with theirs. Decide on mutually agreed improvement goals and write up a new "Action Plan" focusing on no more than 3 areas for improvement. Get input from the employee as to the best way to accomplish goals, and the time-frames involved.
9. Continue the momentum. Review the performance goals, weekly if necessary, to make certain focus is being maintained. When the first three areas for improvement are corrected; create a new action plan to address other issues. Focus and follow-up!

# Prevue Benchmark

David Anderson

Entrepreneurial Sales



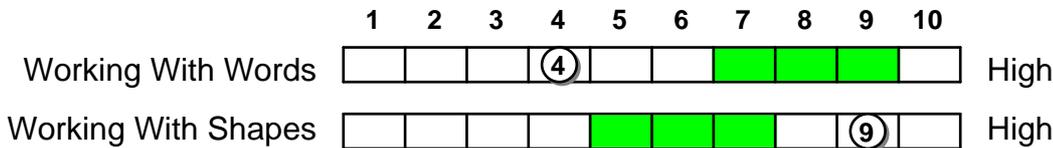
A Prevue benchmark illustrates the required characteristics of various jobs as decided by management. The shadowed areas above graphically represent the benchmark for this Entrepreneurial Sales position. The number on each scale is David Anderson's actual score.

## How to Use the Prevue Assessment in the Coaching / Training Process

One of the challenges management faces in coaching and training individuals is the process of correctly identifying developmental needs. The Prevue Personal Training Report provides specific coaching and training information by simply matching Mr. Anderson's assessment to this Entrepreneurial Sales benchmark. For each particular requirement in the benchmark the manager or training professional is provided with a starting point that identifies the appropriate skills or competencies required for the Entrepreneurial Sales position.

### Coaching Areas Off the Benchmark

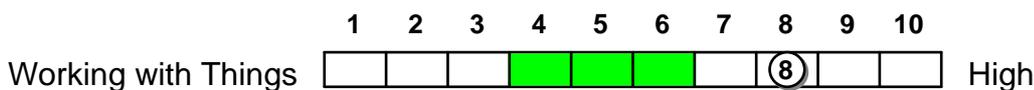
The following are areas where Mr. Anderson did not match this benchmark. A brief explanation of the benchmark and score result is followed by suggestions and statements which may assist you in coaching his future performance as an Entrepreneurial Sales.



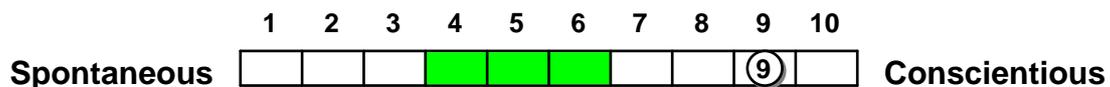
It will be evident that Mr. Anderson does not fall within the Benchmarks for all of the dimensions of Abilities for this Entrepreneurial Sales position.

A score above any of the Abilities Benchmarks will not generally be detrimental to overall performance. If this is the case for Mr. Anderson, consideration should be given to whether the position provides him with sufficient challenge, stimulation and opportunity.

A score below any of the Abilities Benchmarks suggests Mr. Anderson may have difficulty in quickly and effectively addressing and completing those aspects of the job where he is below the Benchmark. Courses at local colleges coupled with tutoring in the subject areas where Mr. Anderson has scored below the Benchmark should be considered.



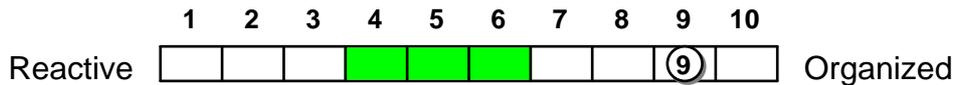
With a strong preference for work with objects such as electronic devices, machinery, and tools, David Anderson will be interested in tasks such as organizing and managing inventory or equipment. Given any new technology, he will likely apply himself whole-heartedly. Although his interest in working with tools and equipment may be advantageous in many situations, few people who are in this Entrepreneurial Sales position are as enthusiastic as Mr. Anderson. Coaching should ensure that he does not distance himself from his peers by using gadgets in place of communication.



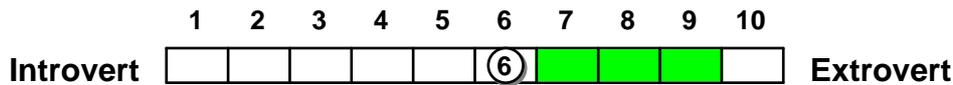
Conscientious and detail-oriented, David Anderson likes an orderly environment with clear guidelines. This steadiness is an excellent attribute for an Entrepreneurial Sales. However, Mr. Anderson may be less able to adapt to unexpected changes or sudden demands. Success in any professional business often requires flexibility and quick decisions, so coaching for Mr. Anderson should focus on coping skills and decision-making.



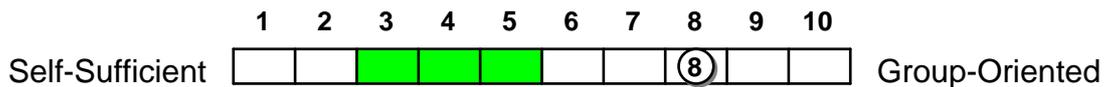
Mr. Anderson is conventional and reliable, and often meticulous in his attention to details. He likes to do things "by the book" and prefers a structured work environment with a definite work plan. Accordingly, coaching for David Anderson should begin with a review of his job description to identify issues which require flexibility or innovation. Because he tends to be time conscious and traditional, he may find it difficult to adapt to delays, new technology, personnel changes, or emotional upheaval in the workplace. Coaching for Mr. Anderson should include a flexible time management plan so that he will have more latitude to deal with disruptions.



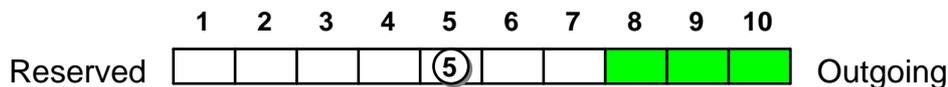
Being highly organized, David Anderson likes to plan thoroughly before beginning any job. While meticulous behavior is good for routine tasks, this Entrepreneurial Sales may be frustrated when spontaneous events or less methodical people disrupt his schedule. He will be irritated by co-workers who are unprepared or overlook details. To promote quick reactions, coaching for Mr. Anderson should emphasize flexible planning and goal setting with variable priorities. A seminar in social psychology might also help him to deal more effectively with those who are not as systematic as he is.



Mr. Anderson is moderately extroverted and enthusiastic about being with people yet he also values working alone. Although Mr. Anderson's social and verbal skills may be above average, any tendency to avoid contact with others or to be unsociable can hinder an Entrepreneurial Sales's performance. Coaching should build on his interpersonal skills and reinforce congenial behavior.



Being socially active, David Anderson thrives in a lively environment. He needs to be part of the group but not necessarily the leader. While these traits are assets when dealing with people at any level, success in business also requires considerable self-sufficiency. Coaching for Mr. Anderson should promote solitary work, attention to detail, and tolerance for repetition.



Fairly quiet and reserved, David Anderson does not need constant social contact but he does enjoy working with others. While he will be comfortable handling routine tasks, he will also enjoy the varied challenges of ad hoc assignments. Coaching should encourage him to capitalize on the outgoing aspects of his personality. If a more dynamic style of leadership is required, an Outward Bound type of endurance course might be helpful.

# Total Person Description

David Anderson

Entrepreneurial Sales

## Note:

The Total Person is a combination of all the elements Mr. David Anderson completed in his Prevue Assessment.

Mr. David Anderson has superior spatial skills, above average numeric skills, and average verbal skills. He is best equipped for assignments that involve mental manipulation of shapes or objects. He will have no difficulty doing any work requiring visual imagery. He would also be quick to interpret and create multi-use graphs, to follow complex diagrams, to read blueprints, and to estimate space requirements. These tasks would allow Mr. Anderson to make the most of his excellent spatial reasoning. He is also well able to do challenging numeric assignments such as working with complex spreadsheets and data tables. His average ability with words means that common paperwork, most office duties, and some writing are within his scope. He should learn most new tasks quickly and only written work will require extra effort. Mr. Anderson has good skills and will perform best when his environment and work practices change slowly.

Mr. Anderson is happiest when working with people and also very interested in operating machinery or tools. In addition, he has a strong inclination to work with data, to collect, organize, and analyze information. Nonetheless, he prefers a direct, hands-on approach to problem-solving whenever possible. David Anderson should work in a populated, social environment where he can interact with others and use tools or technology. Regarding computer tasks, because he enjoys performing tasks that require tools or machines, he is better suited to use as many peripheral devices as possible. Being intensely interested in people, he would prefer direct communication with others via Internet connections, E-mail, and word processing. Having a marked interest in data, he would also enjoy working with spreadsheets, databases, or any detailed paperwork. For maximum performance, any long-term assignments for David Anderson should include contact with people. Because of his good motivation to work with all three major factors in the workplace, he should enjoy a wide range of occupations.

Mr. Anderson is highly assertive and competitive. He willingly puts forth his own views, and has no fear of confrontation or controversy. In pursuit of his goals, he will show little concern for others and may be uncooperative with those who do not share his views. As a decisive leader, David Anderson is driven to succeed and will work hard to reach his goals.

David Anderson works in a conventional, meticulous way and is completely reliable when following established practices, but he may find it difficult to adapt to new or rapidly changing circumstances. He prefers to have a well-thought-out plan before beginning any project. He values punctuality, and may resent tardiness in others or unexpected changes in the schedule. Dealing with spontaneous events will be frustrating for him. He prefers working with proven procedures and established policies, and is uncomfortable in unstructured situations, although he will strive to bring order out of chaos. Mr. Anderson can deal with procedural changes if they are carefully explained and justified. Ultimately, he wants to get the job done and will work hard to achieve his goals.

David Anderson enjoys the attention of others in a lively environment. As a team member, he will contribute readily but he needs time alone to reflect on his efforts and plan his offerings. He enjoys meeting new people and exploring new ideas. He often acts impulsively and long-term assignments must include variety or else he will lose interest. Mr. Anderson will not tolerate a great deal of monotony and he will thrive on challenging assignments, particularly if these contain an element of risk.

# Total Person Description

David Anderson

Entrepreneurial Sales

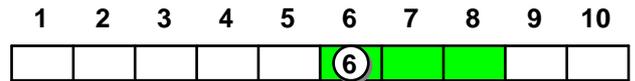
David Anderson is generally rational and calm. He can take criticism quite well and, because he strives to be objective, he is usually able to shrug off rejection and continue with his work. Most times he is relaxed and able to cope well with pressure but can become anxious when things do not go well.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

## NOTE:

The individual traits on the following pages are descriptions of Mr. Anderson'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.

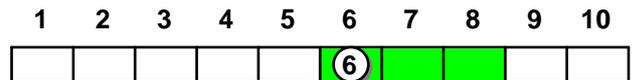
### General Abilities

David Anderson has a level of speed and accuracy in reasoning and problem solving that indicates he is as able as most other adult workers. He can learn and absorb new information without too much difficulty. He is efficient working in an environment that makes reasonable demands, however, under high levels of mental work load, he may find it difficult to cope.



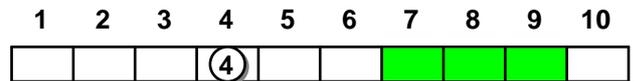
### Working With Numbers

Mr. Anderson has an average capacity for numerical reasoning. This indicates that he is as able as most adult workers to deal with information derived from simple numbers.



### Working With Words

A sten score of four indicates a low average ability for working with words. People with this capacity are likely to be reasonably competent in dealing with written material, and their learning speed could be acceptable. When under time pressure they are more likely to make mistakes.



### Working With Shapes

This indicates exceptional skills in spatial ability when compared with other adults in the general working population. Mr. Anderson has excellent capacity in both speed and accuracy when reasoning with information that involves thinking about manipulating shapes and objects. He will feel at ease working with plans and diagrams and be able to relate working drawings and schematics to actual objects and products.



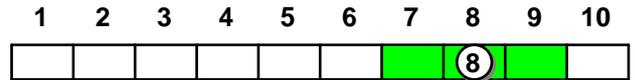
# Individual Traits

David Anderson

Entrepreneurial Sales

## Working With People

Mr. Anderson is likely to be very interested in work that involves considerable contact with people. This may be at a complex level rather than just making contact. People with scores in this range are unlikely to feel satisfied in jobs in which interaction with people does not play a significant role.



## Working With Data

Mr. Anderson has an above average interest in working with data. Such a person may relate this interest in data to its application in working with people and/or machinery and equipment. They would be unlikely to enjoy a position that did not provide an opportunity for this type of work.



## Working With Things

David Anderson has a high level of interest in work that involves inanimate objects such as machinery, tools and equipment. Such people are likely to be interested in a hands-on approach to designing, managing or working with things.



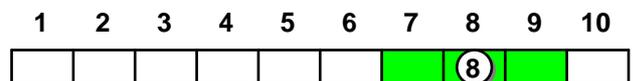
## Diplomatic / Independent

Mr. David Anderson tends to act independently. He has a strong determination to control, win and to reach goals, as well as a willingness to argue and debate his point of view. Mr. Anderson can be skeptical and hard-headed at times.



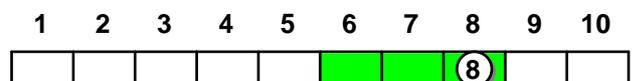
## Cooperative / Competitive

This person describes himself as a hard driving competitor with a strong, individual need to win. He has less concern to win as part of a team.



## Submissive / Assertive

David Anderson is often straight forward, assertive and outspoken. He usually respects other opinions, yet is unafraid of confrontation. He tends to take control.



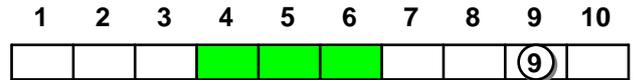
# Individual Traits

David Anderson

Entrepreneurial Sales

## Spontaneous / Conscientious

This individual has a strong moral code and adheres to traditional methods and values. He will always follow rules, established procedures and policies, therefore, he can be a dependable and detail-conscious employee. He is likely an adapter rather than an innovator, with a preference for tidiness and being well prepared.



## Innovative / Conventional

Mr. Anderson sees himself as an Entrepreneurial Sales who abides by rules, and whose work will be structured. He behaves conventionally, and strives to preserve existing standards. David Anderson will produce his best work in a climate where the structure is clear and unambiguous.



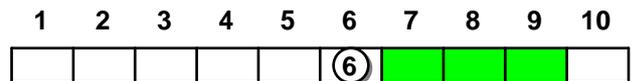
## Reactive / Organized

This individual is well organized and meticulous, preferring to plan ahead while thinking through all possibilities before acting. An Entrepreneurial Sales like this expects everything in it's place.



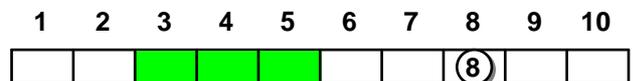
## Introvert / Extrovert

Individuals like Mr. Anderson show moderate levels of enthusiasm and liveliness, contributing to social interaction without drawing undue attention to themselves.



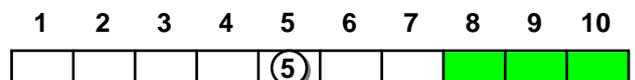
## Self-Sufficient / Group-Oriented

He is a sociable person who desires to be supported by others in a lively environment. A quiet time alone to reflect and recover is the exception rather than the rule. He is also happiest in work situations where he has considerable contact with others.



## Reserved / Outgoing

David Anderson will occasionally choose the situations in which he will take center stage. He can be fairly talkative and outgoing, and will prefer some variety in his work.



# Individual Traits

David Anderson

Entrepreneurial Sales

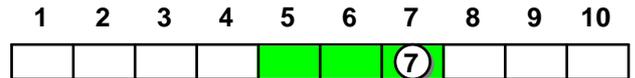
## Emotional / Stable

As a relaxed and easygoing person, he is able to face most setbacks with calmness and ease. He rarely gets irritable or upset, as he is fairly secure in himself, and self-assured even under normal stress.



## Restless / Poised

David Anderson is fairly calm and unruffled. An Entrepreneurial Sales like this will remain objective in all but the most difficult work related situations.



## Excitable / Relaxed

Usually he is calm and relaxed in response to most situations. For the most part, such people are able to manage their problems without anxiety. It should not be difficult for him to cope with very demanding and high-pressure jobs.



## Social Desirability

Given this level of score, there is reason to believe that Mr. Anderson has presented a reasonably frank picture of himself on the other scales.



## 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 3.
- 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.prevueassessments.com](http://www.prevueassessments.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.

## ACTION PLAN - Manager Recommendations

**NAME:** \_\_\_\_\_

List three areas in which you see the need to focus effort along with your plan of action to achieve the desired goal. Select improvement items from the Development Guide , the text report, or suggestions from your manager or facilitator.

- **FIRST FOCUS AREA:** \_\_\_\_\_

Action Plan - Steps I will use to achieve improvement goals in this area:

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*Time frame to achieve this goal:*

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- **SECOND FOCUS AREA:** \_\_\_\_\_

Action Plan - Steps I will use to achieve improvement goals in this area:

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*Time frame to achieve this goal:*

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- **THIRD FOCUS AREA:** \_\_\_\_\_

Action Plan - Steps I will use to achieve improvement goals in this area:

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*Time frame to achieve this goal:*

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Date: / /

Action Plan Commitment Agreement by: \_\_\_\_\_ (Examinee)

Supported by: \_\_\_\_\_ (Manager/Facilitator)

The following pages contain:

**An Additional Report**

**- Employee Copy - On-boarding Program -**

**Print out the Success Discovery Process workbook.**

Go to [www.analyst-link.net](http://www.analyst-link.net)

Click on SDP Workbook

**For non-sales positions, select and print out workbook # 20**

If this is a management position also print out workbook #22

**For SALES positions, select and print out workbook #27**



PSI

# *Prevue*

## *On-boarding & Orientation Program*

*New-Hire:* - **DAVID ANDERSON**

*Company:* - ABC Industries

*Position:* - Sales Representative  
October 1, 2010

### ***EMPLOYEE COPY***

#### ***Development Information - Understanding Self*** ***Prevue Success Index***

#### ***CONTENTS:***

- ***INDIVIDUAL TRAITS***
- ***THE TOTAL PERSON*** (*UNDERSTANDING YOUR OVERALL APPROACH TO THE JOB*)
- ***SUCCESS DISCOVERY PROGRAM WORKBOOK***
- ***ACTION PLAN***

#### ***SAMPLE REPORT***

# Prevue Benchmark

David Anderson

## Abilities

1 2 3 4 5 6 7 8 9 10

<b>General Abilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>High</b>
Working With Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High
Working With Words	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High
Working With Shapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High

## Motivation/Interests

1 2 3 4 5 6 7 8 9 10

Working with People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High					
Working with Data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High				
Working with Things	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High					

## Personality

1 2 3 4 5 6 7 8 9 10

<b>Diplomatic</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Independent</b>
Cooperative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Competitive
Submissive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assertive
<b>Spontaneous</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Conscientious</b>
Innovative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conventional
Reactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organized
<b>Introvert</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Extrovert</b>
Self-Sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group-Oriented
Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outgoing
<b>Emotional</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Stable</b>
Restless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Poised
Excitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relaxed
<b>Frank</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Social Desirability</b>

# Total Person Description

David Anderson

## Note:

The Total Person is a combination of all the elements you completed in your Prevue Assessment.

You have superior spatial skills, above average numerical skills, and average verbal skills. You are best equipped for assignments that involve mental manipulation of shapes or objects and work requiring visual imagery will come easily to you. You will be quick to interpret and create multi-use graphs, to follow complex diagrams, to read blueprints, and to estimate space requirements. These tasks will allow you to make the most of your excellent spatial reasoning. You are able to do challenging numerical assignments such as working with complex spreadsheets and data tables. Your average verbal ability means that routine paperwork, most office duties, and some writing are within your scope. You should learn most new tasks quickly and only written work will require extra effort. You have good skills and will perform best when your environment and work practices change slowly.

You are happiest when working with people and also very interested in operating machinery or tools. In addition, you have a strong inclination to work with data, to collect, organize, and analyze information. Nonetheless, you prefer a direct, hands-on approach to problem-solving whenever possible. You should work in a populated, social environment where you can interact with others and use tools or technology. Regarding computer tasks, because you enjoy performing tasks that require tools or machines, you are better suited to use as many peripheral devices as possible. Being intensely interested in people, you would prefer direct communication with others via Internet connections, E-mail, and word processing. Having a marked interest in data, you will enjoy working with spreadsheets, databases, or any detailed paperwork. For maximum performance, any long-term assignments for you should include contact with people. Because of your good motivation to work with all three major factors in the workplace, you should enjoy a wide range of occupations.

You are highly assertive and competitive. You willingly put forth your own views, and have no fear of confrontation or controversy. In pursuit of your goals, you will show little concern for others and may be uncooperative with those who do not share your views. As a decisive leader, you are driven to succeed and will work hard to reach your goals.

You work in a conventional, meticulous way and are completely reliable when following established practices, but you may find it difficult to adapt to new or rapidly changing circumstances. You prefer to have a well-thought-out plan before beginning any project. You value punctuality, and may resent tardiness in others or unexpected changes in the schedule. Dealing with spontaneous events will be frustrating for you. You prefer working with proven procedures and established policies, and are uncomfortable in unstructured situations, although you will strive to bring order out of chaos. You can deal with procedural changes if they are carefully explained and justified. Ultimately, you want to get the job done and will work hard to achieve your goals.

You enjoy the attention of others in a lively environment. As a team member, you will contribute readily but you need time alone to reflect on your efforts and plan your offerings. You enjoy meeting new people and exploring new ideas. You often act impulsively and long-term assignments must include variety or else you will lose interest. You will not tolerate a great deal of monotony and you will thrive on challenging assignments, particularly if these contain an element of risk.

# Total Person Description

David Anderson

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

# Individual Traits

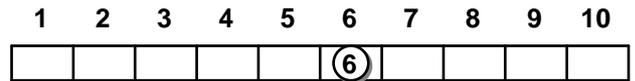
David Anderson

## NOTE:

The individual traits on the following pages are descriptions of your 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.

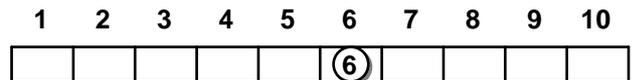
### General Abilities

You have a level of speed and accuracy in reasoning and problem solving that indicates that you are as able as most other adult workers. You can learn and absorb new information without much difficulty. You are efficient working in an environment that makes reasonable demands.



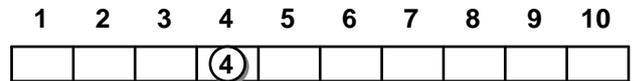
### Working With Numbers

You are at the higher end of the average range for Numerical Reasoning. This is typical of employees who have the skill and competency to reason with information derived from simple numbers.



### Working With Words

This score is at the lower end of the mid-range of scores for working with written language. You have capable speed and accuracy when using written material.



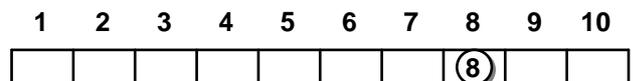
### Working With Shapes

This indicates exceptional skills in spatial ability. You have excellent ability in both speed and accuracy when reasoning with information that involves thinking about manipulating shapes and objects.



### Working With People

You are likely to be very interested in work that involves considerable contact with people. This may be at a complex level rather than just making contact. Scores in this range indicate you are unlikely to feel satisfied in jobs in which interaction with people does not play a significant role.



# Individual Traits

David Anderson

## Working With Data

You have an above average interest in working with data. You can handle tasks that deal with figures, symbols, statistics, accounts and language. You would be unlikely to enjoy a job that did not provide some opportunity for this type of work.

1	2	3	4	5	6	7	8	9	10
						7			

## Working With Things

You have an extremely high level of interest in work that involves inanimate objects such as machinery, tools and equipment.

1	2	3	4	5	6	7	8	9	10
							8		

## Diplomatic / Independent

You tend to act independently, and have a strong determination to win and to reach goals. You also have a willingness to debate your point of view. You are skeptical and hard-headed at times. Your temper comes to the surface on occasion.

1	2	3	4	5	6	7	8	9	10
							8		

## Cooperative / Competitive

You describe yourself as a hard driving competitor with a strong, individual need to win. You have less concern to win as part of a team.

1	2	3	4	5	6	7	8	9	10
							8		

## Submissive / Assertive

You are often straightforward, assertive and outspoken. Your preference is to take control. You usually respect other opinions, yet are unafraid of confrontation.

1	2	3	4	5	6	7	8	9	10
							8		

## Spontaneous / Conscientious

You have a strong moral code and adhere to traditional methods and values. You prefer to follow rules, established procedures and policies, therefore, you are a dependable and detail-conscious individual. You are likely to be an adapter rather than an innovator, with a preference for tidiness and being well prepared.

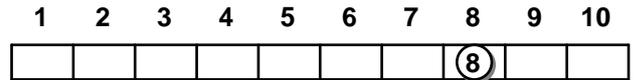
1	2	3	4	5	6	7	8	9	10
								9	

# Individual Traits

David Anderson

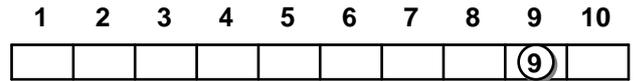
## Innovative / Conventional

You see yourself as an individual who abides by rules, and whose work is structured. You behave conventionally and strive to preserve existing standards. You are at your best in a climate where the structure is clear and unambiguous.



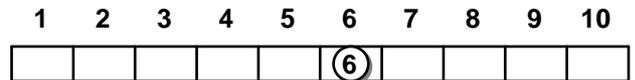
## Reactive / Organized

You are well organized and meticulous, preferring to plan ahead while thinking through all possibilities before acting. A person like you is orderly and predictable.



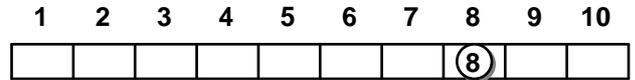
## Introvert / Extrovert

You show moderate levels of enthusiasm and liveliness, contributing to social interaction without drawing undue attention to yourself.



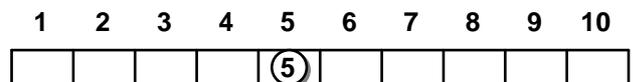
## Self-Sufficient / Group-Oriented

You are a sociable person who prefers to be with others in a lively environment. A quiet time alone, to reflect and recover, is the exception rather than the rule. You are also happiest in work situations where you have considerable contact with others.



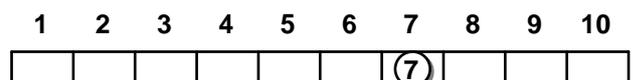
## Reserved / Outgoing

You will occasionally choose circumstance in which you will take center stage. You can be fairly talkative and outgoing in some situations and prefer some variety in your work.



## Emotional / Stable

A person with this result will be relaxed, easygoing, and able to face most setbacks with calmness and ease. You rarely get irritable or upset, as you are fairly secure in yourself, and self-assured even under normal stress.



# Individual Traits

David Anderson

## Restless / Poised

You are fairly calm and unruffled. You will remain objective in all but the most difficult situations.

1	2	3	4	5	6	7	8	9	10
						7			

## Excitable / Relaxed

Usually, you are calm and relaxed in response to most situations. Such people are able to manage their problems without anxiety. It should not be difficult for you to cope with very demanding and high-pressure jobs.

1	2	3	4	5	6	7	8	9	10
						7			

## Social Desirability

Given this level of score, there is every reason to believe that you have presented a reasonably frank picture of yourself on the other scales.

1	2	3	4	5	6	7	8	9	10
			4						

# ACTION PLAN for Self-Development

**NAME:** \_\_\_\_\_

List three areas in which you see the need to focus effort along with your plan of action to achieve the desired goal. Select improvement items from the Development Guide , the text report, or suggestions from your manager or facilitator.

- **FIRST FOCUS AREA:** \_\_\_\_\_

Action Plan - Steps I will use to achieve improvement goals in this area:

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*Time frame to achieve this goal:*

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- **SECOND FOCUS AREA:** \_\_\_\_\_

Action Plan - Steps I will use to achieve improvement goals in this area:

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*Time frame to achieve this goal:*

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- **THIRD FOCUS AREA:** \_\_\_\_\_

Action Plan - Steps I will use to achieve improvement goals in this area:

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*Time frame to achieve this goal:*

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Date: / /

Action Plan Commitment Agreement by: \_\_\_\_\_ (Examinee)

Supported by: \_\_\_\_\_ (Manager/Facilitator)

*SAMPLE REPORT*