

Understanding Prevue Assessment Scales

November 14, 2005

Abilities

The Prevue scales for abilities are:

- General Ability—overall indication of how well people work and learn
- Working with Numbers—specific measure of numeracy and reasoning with numbers
- Working with Words—specific measure of literacy and problem-solving with words
- Working with Shapes—specific measure of mental manipulation of dimensional shapes

General Ability (based on **Working with numbers, words and shapes**) is an excellent predictor of performance in a wide range of occupations and training courses. Low to moderate levels are good for jobs requiring monotonous repetition and/or unskilled manual labour; mid-range is usually better for jobs requiring more training such as clerical work, administration, and/or skilled labour; and high levels are often important for decision-makers, managers, and advanced technical positions.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Tends to learn gradually • May need extra time and practice for new procedures • May require support when processing new information • Works best in well-structured environment with clear procedures and established routines • Frequent changes in work practices are not advised 	<ul style="list-style-type: none"> • Moderate learning pace will vary above or below average depending on subject matter • Usually masters new procedures efficiently • Processes new information competently • Works best in moderately challenging environment with reasonable demands • High levels of mental stress or information overload may necessitate assistance and specific support training 	<ul style="list-style-type: none"> • Fast learning pace • Readily acquires new skills and masters new procedures with ease • Processes new information quickly and accurately • Works best in challenging environment and may prefer high mental workload • Extreme changes or excessive information overload may temporarily impact performance

Working with numbers shows the ability to use numbers for abstract reasoning and problem-solving. In many occupations—clerical, accounting, technical, sales, and managerial—the ability to work with numbers is essential.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Weak numerical reasoning • Prefers to work slowly if high level of numerical accuracy required • Less speed and accuracy for number recognition • Work requiring frequent use of statistics, numerical data, or trend-spotting is not recommended 	<ul style="list-style-type: none"> • Competent reasoning ability and may be above average for some numerical skills • Works reliably with acceptable numerical accuracy • Capable of speedy, correct number recognition • Work with statistics, numerical data, or trend-spotting will require initial training but need for on-the-job support should be minimal 	<ul style="list-style-type: none"> • Good to excellent reasoning, depending on particular numerical skill required • Works fast with above-average numerical accuracy • Capable of rapid, precise number recognition • Likely to prefer work with statistics, numerical data, and analysis of trends

Working with words is the ability to use written language for reasoning and problem-solving. In many occupations—clerical, administrative, technical and managerial—the ability to work with written language is a fundamental requirement. While fluency or direct communication is different from verbal reasoning, there is a moderate correlation between scores on this scale and communication skill. People who score at the upper end of **Working with words** are more likely to be good communicators, but excellent fluency and good communication skills can occur irrespective of scores on this scale.

Note: Fluency can be assessed from the résumé and covering letter, and oral communication skills should be measured in the interview.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Limited capacity for written information • Works slowly when high level of literacy required • Less speed and accuracy for word recognition and lower awareness of errors in spelling, vocabulary, etc. • Complex written procedures are not recommended and jobs requiring advanced language skills will require extensive training and ongoing support 	<ul style="list-style-type: none"> • Proficient with written information • Works well when moderate literacy is required but pace will be near average if high level of literacy required • Good speed and accuracy for word recognition and acceptable awareness of errors in spelling, vocabulary, etc. • Complex written procedures and jobs requiring advanced language skills will require initial training and occasional support 	<ul style="list-style-type: none"> • Very good proficiency with written language • Works effectively when high level of literacy required • Fast and precise word recognition and quick to find errors in written material • Ranked in the top third of employees for verbal accuracy and learning speed; does well with complex written procedures and work requiring advanced language skills

Working with shapes involves a several facets of mental ability. Most important is the ability to imagine how something will look when it is moved in space or when its component parts are rearranged. Spatial visualization skills are important for tasks such as interpreting blueprints and diagrams, understanding graphs and charts, arranging objects for display or storage, and so on.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Limited spatial reasoning • Will likely work slowly when required to relate diagrams to actual objects • Less speed and accuracy when visualizing objects or relating diagrams to operations, data, etc. • Tasks requiring creative or challenging arrangement of objects are not recommended 	<ul style="list-style-type: none"> • Reasoning ability adequate or better for most spatial tasks • Will work at a reasonable pace with acceptable accuracy • Reliable and usually correct when visualizing objects or relating diagrams to operations, data, etc. • Creative spatial challenges such as generating diagrams or charts will require instruction with regular practice or refresher training 	<ul style="list-style-type: none"> • Above-average to superior spatial reasoning • Will work fast with high level accuracy for spatial tasks • Very good at visualizing objects and can easily relate diagrams, flow charts, etc. to real-world objects and events • Will likely enjoy creative spatial challenges and do well in tasks requiring advanced spatial skills

Motivation/Interests

The Prevue scales for work-related motivation and interests are:

- Working with people—a specific measure of enthusiasm for social contact
- Working with data—a specific measure of zeal for dealing with information
- Working with things—a specific measure of incentive to use equipment and tools

Working with people indicates the preferred frequency, quality, and intensity of social contact for optimal job satisfaction. This satisfaction influences performance, especially in the long term.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Content to work with minimal interaction with other people • Preferred contact method is often e-mail • Performs well in semi-isolation • Works efficiently when interpersonal relations and people skills are minor aspects of overall responsibility 	<ul style="list-style-type: none"> • Prefers to work in moderate contact with others • Preferred contact method is usually a telephone call • Performance may be compromised in semi-isolation • Works well with interpersonal relations as regular duty but frequent tasks requiring high level people skills would be taxing 	<ul style="list-style-type: none"> • Enthusiastic for work involving constant contact with others • Preferred contact method is likely face-to-face meeting • Flourishes in a highly social atmosphere • Best work may involve complex interpersonal relations and high level people skills (e.g. persuasion, negotiation)

Working with data measures interest in information and analytical processes as well as overall motivation to work with facts and figures.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Little incentive to work with abstract information • May avoid jobs with considerable time devoted to figures, statistics or accounts • Works best if any required data manipulation is low level and infrequent 	<ul style="list-style-type: none"> • Mild interest in data • Enjoys manipulating information but would not seek jobs entirely devoted to handling data • Works effectively when given moderately challenging work with figures, symbols, statistics, or records 	<ul style="list-style-type: none"> • Extremely interested in working with data • Likely to pursue jobs involving information systems, technical documents, contracts, figures, etc. • Works well with advanced data synthesis and analysis and might be less motivated for work that lacks these opportunities

Working with things measures willingness to manipulate tools and machines and to operate equipment, computers, and other inanimate objects.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Satisfied to work with few tools infrequently • Likes to operate only simple, reliable equipment • Prefers jobs with minimal machinery and few “hands on” requirements 	<ul style="list-style-type: none"> • Pleased to manipulate tools and devices occasionally • Likes to operate moderately complex equipment and will tinker with machinery • Prefers some “hands on” work and will not be intimidated by machinery 	<ul style="list-style-type: none"> • Eager to manipulate tools and devices often • Happy to operate complex equipment and will enjoy tinkering with machinery • Does best with pragmatic “hands on” work which can range from warehousing to engineering

General Comments on interests and motivation

Interpretation of the **People, Data, Things (PDT)** profile is based on all three scales.

- Is one score clearly higher than the others and in the 8-9-10 range? This is a good indicator of motivation.
- Is the high score in the mid-range? This usually indicates a mild preference and the lower scores (in the 1-2-3 range) must also be considered to determine the work the person does not like.
- Are all scores in the low range? If so, the person may have no strong preference and might lack motivation for work in general. Look closely at the Personality scales and follow-up in the interview.
- Are all scores in the mid-range? This usually means mild, balanced preferences and no strong dislikes.
- Are all scores in the high range? This can indicate of overall high level of enthusiasm for work but people with strong, balanced preferences might be unsuited for jobs that lack the stimulation they enjoy.

Personality scales

The Prevue personality scales measure characteristics most likely to affect job performance. These measurements are essential for successfully matching people to jobs. There are four major scales based on eight minor scales:

1. Diplomatic to Independent
 - a. Cooperative to Competitive
 - b. Submissive to Assertive
2. Spontaneous to Conscientious
 - a. Innovative to Conventional
 - b. Reactive to Organized
3. Introvert to Extrovert
 - a. Self-sufficient to Group-oriented
 - b. Reserved to Outgoing
4. Emotional to Stable
 - a. Restless to Poised
 - b. Excitable to Relaxed

Personality scales describe “*core behavior*” patterns. Core behavior is the actions, activities or reactions that are most intrinsic or natural. For example, naturally submissive people may learn to act assertively in given situations where they must be forceful to achieve success, but their core behavior is still to be submissive. In most situations, they will prefer to be submissive, not assertive. Core behaviors are reliable but they are not how all people act all of the time, under all conditions, in all situations.

Diplomatic to Independent major scale measures willingness to compromise self-interest to be diplomatic in establishing relationships with others. It is based on a person's competitive instincts and assertiveness.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Generally tactful and good-natured • Often considerate and capable of pulling others together by encouraging and persuading them, rather than by forcefully asserting own views • May skirt important issues to avoid conflict • Careful of relationships and sensitive to the feelings of others • Provides good support in a team but may lack confidence to resolve issues and show leadership 	<ul style="list-style-type: none"> • Usually likeable and good at teamwork • Gets things done while respecting the needs of others • Capable of getting own way, although still considerate • Balances the need to compete and win with desire to collaborate with others • Provides team support and occasionally will offer leadership 	<ul style="list-style-type: none"> • Forthright and confident • Good at getting things done but can be insensitive to the needs of others • Single-minded and determined to win; can be skeptical and hard-headed • May be irritated by other people's lack of drive • Not usually a "team player" but can be an effective leader

Cooperative to Competitive minor scale measures a person's need to win. Some people are eager to be cooperative and refuse to engage in any form of competition. Conversely, others are driven to compete for high achievement but to the detriment of all other considerations.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Non-competitive and eager to contribute to collaborative efforts • Seldom concerned with winning or losing • Maintains personal relationships and will forego own success to help others • Team player who enjoys co-operative ventures and derives satisfaction from team achievements 	<ul style="list-style-type: none"> • Ambitious but also values team spirit and co-operation • Wants to win but working successfully with others is important • May compromise own need to achieve to maintain good relationships with others • Team player who still likes to compete and wants individual recognition 	<ul style="list-style-type: none"> • Strives hard for own success and does not value co-operation • Plays to win and may be a bad loser • Determined to reach goals and may show little concern about upsetting others along the way • While rarely supportive as a team player, will take leadership and use others to achieve goals

Submissive to Assertive minor scale measures willingness to dominate people and events.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Compliant and tactful • Can play a useful role in diffusing aggression or conflict • Might occasionally stand up for own views but will generally avoid controversy • Prefers to sidestep conflict rather than confront it and will rarely offer leadership 	<ul style="list-style-type: none"> • Reasonably outspoken in non-threatening situations or with familiar people • More often a peacemaker than decision-maker • Sometimes reluctant to speak out on issues • Tends not to promote self as group leader but, with encouragement, will accept leadership role 	<ul style="list-style-type: none"> • Rational and outspoken • Stands up for own position even if unpopular or likely to create conflict • Knows own mind and not afraid to say so; will make sure opinions are known • Often acts as group leader: likely to be controversial and unafraid of arguments or open debate

Spontaneous to Conscientious major scale describes the actions of those who seldom plan anything and whose responses are almost always spontaneous versus those who tend to display consistent, planned and predictable behavior. This scale is based on the minor scales relating to conventional and organized behavior.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Creative, flexible, and responsive to circumstances as they arise • Functions well in changing situations • Often produces creative and unorthodox solutions • Tends to be careless and disorganized and may need reminding re: framework and procedures • May have chaotic work habits with little regard for traditional way of doing things; may indulge in counter-productive behavior when bored • Thrives in creative, challenging situations but success is less likely in highly structured, predictable and rule-bound environments 	<ul style="list-style-type: none"> • Dependable, usually well prepared, and ready for most circumstances • Able to work outside clear guidelines • Balances doing things well with doing them as fast as possible • Occasionally careless and disorganized but usually reasonably tidy and conscious of details • Has fairly good work habits and can follow rules and established procedures in a traditional setting • Works well in most situations but prefers to avoid extremes of openness and structure 	<ul style="list-style-type: none"> • Very dependable, well prepared through careful planning, and often meticulous • Comfortable when working with clear guidelines and well-defined values • Careful to abide by rules and better at adapting rather than creating • Tidy, efficient, and detail-conscious • Has good work habits based on traditional moral values • Prefers an orderly, non-radical environment with structured schedule

Innovative to conventional minor scale measures the likelihood of creative thinking and reliable behavior.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Imaginative and adaptable • Enjoys change • Looks for novel and original ways to solve problems • Tends to be casual about rules and may resist following traditional methods • Functions productively in fast moving, unpredictable work environments but may feel stifled in extremely conventional situation 	<ul style="list-style-type: none"> • Generally reliable and still able to innovate if necessary • Maintains a balanced approach to change and innovation • Tends to act carefully in problem-solving • Flexible about rules but likely to prefer to maintain the status quo • Adapts to most work environments but less productive if stressed by excessive change or micromanagement 	<ul style="list-style-type: none"> • Careful, thorough, and reliable • Adapts slowly to new situations or methods; does not welcome change • Prefers traditional methods of problem-solving and wants to do things “the right way” • Respects rules, adheres to high moral code, and values matters of principle • Works best in highly structured environment with well-defined protocol

Reactive to organized minor scale determines preference for planning, detail, schedules and order. Some people would rather innovate and improvise while engaging in “big picture” thinking but, for others, meticulous planning is essential for job satisfaction.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Inventive and impulsive • Prefers responding to new situations as they arise • Focuses on the overall picture and leaves details for others to work on • May keep a disorganized work area and can be casual about meeting deadlines and keeping appointments • Likes loose structure; believes planning and guidelines restrict creativity 	<ul style="list-style-type: none"> • Moderately disciplined and unpretentious • Tends to respond appropriately to unplanned events or unpredictable people • Balances long view with work at hand • Neat and tidy and fairly punctual re: deadlines and appointments • Usually plans work and can deal with last-minute changes 	<ul style="list-style-type: none"> • Orderly, prudent and predictable • Plans ahead and thinks ahead; likes to consider all possibilities—may find it difficult to act fast in rapidly changing circumstances • Values planning and is scrupulous with details—irritated by others’ lack of preparation • Often has “a place for everything and everything in its place” and tries hard to stay on schedule at all times • Works best in a rational environment with a controlled rate of change

Introvert to Extrovert major scale describes how a person interacts with others and measures the degree of social contact required. This scale is based on the minor scales for group-oriented and outgoing behavior.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Deliberate and reticent • Content to be alone to reflect on own thoughts and ideas • Prefers company of a few close friends • Tends to avoid large social gatherings and group activities • Most comfortable in a quiet environment with familiar surroundings 	<ul style="list-style-type: none"> • Generally enthusiastic and lively • Balanced needs for companionship and time alone • Enjoys being with others • Contributes to social interaction without drawing undue attention to self • Comfortable in a wide range of social situations 	<ul style="list-style-type: none"> • Sociable, talkative, and looking for excitement • Seeks companionship for entertainment and stimulation • Enjoys being the center of attention • High-spirited, popular funseeker, often in group settings • Happiest in the spotlight and does not enjoy solitude

Self-sufficient to Group-oriented minor scale measures whether a person prefers to generate ideas and stimulation in solitude or with a group.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Prefers quiet solitude but capable of working with others • At ease when alone and able to control stimulation • Tends to avoid noisy situations, busy places, major social events and large group meetings • Functions well with prolonged periods of little or no direct contact with others 	<ul style="list-style-type: none"> • Appreciates the company of others and also enjoys some solitude for thought and reflection • Copes well with both collaboration and semi-isolation • Usually avoids extremes of very noisy, crowded situations and prolonged isolation • Happiest working with moderate amount of social contact 	<ul style="list-style-type: none"> • Likes to be with others and needs group approval and support • Prefers teamwork to working alone • Enjoys social contact and busy, group setting but not overly genial and unlikely disrupt others' work or take the lead in open debate • Most comfortable in highly sociable work environments.

Reserved to Outgoing minor scale measures whether a person's nature is to be somewhat detached from others or overtly friendly.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Serene and slightly aloof • May find life is stimulating enough without seeking extra excitement • Prefers quiet, orderly life and infrequently acts on impulse • Does repetitive tasks without being bored • Dislikes attention and will usually stay in the background at social events 	<ul style="list-style-type: none"> • Mildly talkative and genial • Prefers a moderately exciting lifestyle • Generally composed with some impulsive actions • Enjoys variety in tasks yet tolerates routine work • Likes to choose when to take center stage but will not usually seek extra attention 	<ul style="list-style-type: none"> • Friendly and talkative • Enjoys risky, action-packed, challenging life • Tends to act impulsively and likes meeting new people • May be bored by routine work and might seek stimulation by changing jobs more often than most • Likes to be the center of attention and often values others for stimulation rather than support

Emotional to Stable major scale describes reactions to changing conditions and new people. This scale is based on the minor scales related to restlessness and excitability.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Often sensitive and expressive • Might experience guilt and sadness more readily and openly than most • Tends to be suspicious of strangers and cautious in unfamiliar situations • Can be anxious and irritable when faced with adversity, setbacks, and stress • Might have difficulty coping with heavy pressure and negative events 	<ul style="list-style-type: none"> • Usually calm and steady • Can be apprehensive and emotional under pressure • Tends to be wary about some people, particularly if suspicious of their motives • Generally secure and pragmatic when faced with adversity • Often copes well with moderate stress but prolonged or high levels of pressure will cause anxiety 	<ul style="list-style-type: none"> • Emotionally hardy, calm and untroubled • Steady and controlled under most pressures • Tends to accept others at face value and rarely becomes anxious or suspicious of others • Usually able to take setbacks, adversity, and criticism in stride • Generally copes well and stays cool, even under considerable pressure

Restless to Poised minor scale indicates of how people respond to stress such as adverse events and the negative things that other people say, think or do. Some people can be unduly sensitive to this stress while others may seem impervious.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • Can be irritable and easily upset • Will lose temper occasionally but irritation is usually short-lived • Tends to view world as hostile and may feel that other people are either unreasonable or naïve if they disagree with this view • Might have weak coping skills for embarrassing situations, setbacks, or personal criticism 	<ul style="list-style-type: none"> • Usually composed • Average mix of rationality with some tendency to get upset and take things personally • Tends to keep open mind about the world and other people but can lose objectivity when personally involved • Shows fairly good coping skills for most embarrassments, setbacks, or criticism 	<ul style="list-style-type: none"> • Often rational and unfazed by adversity • Seldom loses temper and can shrug off criticism and deal effectively with difficulties • Tends to view world as hospitable and generally tolerates others' views • Accepts that few things proceed without challenges and setbacks and usually copes well with adversity

Excitable to Relaxed minor scale measures response to potentially stressful situations. Some people are visibly upset by unexpected circumstances while others manage their emotions well.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • May be anxious, cautious, and susceptible to worry • Tends to be doubtful of others and may distrust colleagues • Might have problems in interpersonal situations, especially if these require an open, trusting outlook • Can become hypersensitive if exposed to prolonged periods of high pressure 	<ul style="list-style-type: none"> • Unruffled and lenient in most situations • Tends to scrutinize the motives of others but will only worry and become anxious if severely stressed • Manages most problems with minimal angst • Stress and pressure rarely trigger excessive emotion 	<ul style="list-style-type: none"> • Nonchalant and composed • Tends to accept people at face value and seldom looks for ulterior motives • Keeps cool if things go wrong and leaves job-related troubles at work • Vulnerable to exploitation of open, trusting nature and calm acceptance of life • Equipped for demands of high-pressure jobs

Social desirability scale indicates how much the desire to present a good impression has influenced answers in the **Prevue Assessment™**. Most people will score in the middle range (4-5-6-7), but both high and low scores must be reviewed with care.

Low 1 – 2 – 3	Mid-range 4 – 5 – 6 – 7	High 8 – 9 – 10
<ul style="list-style-type: none"> • May be unintentionally presenting a negative impression—that is, trying too hard to be honest <p>OR</p> <ul style="list-style-type: none"> • May have presented a frank picture <p>The true meaning of low scores is best explored in direct conversation with the individual.</p>	<ul style="list-style-type: none"> • Most likely presented a frank picture 	<ul style="list-style-type: none"> • May have tried to present a socially acceptable picture rather than an honest one • Could be very certain of what is expected and what is proper in social situations • Might not have been totally frank in assessment responses <p>OR</p> <ul style="list-style-type: none"> • Could be a genuinely “good” person and may have presented a frank picture <p>The true meaning of high scores is best explored in direct conversation with the individual.</p>