



prevueTM
approach to work

JJ Inc.

Assessment Taken:
6/23/2015

Assessment Printed:
6/14/2017

John Johnson



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Report Design Options Selected for this Report

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

Prevue Assessments presented in this report:

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

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

Part 1 - Understanding this Report

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

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

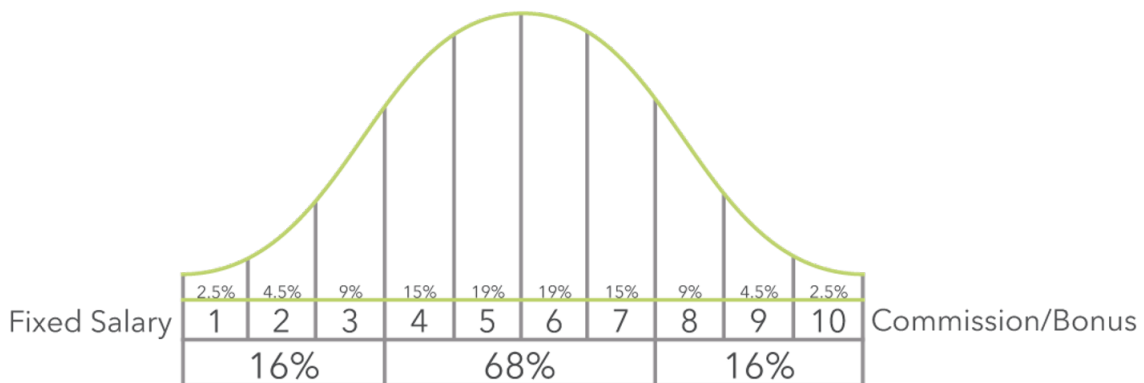
The Approach to Work scales are derived from one or a composite of the Prevue Personality scales that are addressed in the Prevue Personality Assessment. The candidate's scores on the Approach to Work scales should provide a better understanding of the candidate's natural approach to several significant work situations or requirements that are experienced in most types of employment.

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

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

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

Prevue Scoring



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

Approximately 16% of the population will have sten scores in the 1-3 ranges and 16% in the 8-10 ranges. The other 68% will score in the middle ranges 4-7.

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

Part 2 - Approach to Work

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

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

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

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

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

* See Aspects of Assertiveness

Focus on Work

WORKS TO LIVE (1) vs. LIVES TO WORK (10):

The Focus on Work scale provides information on the importance of work to Mr. Johnson.

Some see work as a means to an end while others define themselves by their work. Work is important to John Johnson but not at the expense of home or family. If conflicts arise between home and work, his personal life may take priority. Long or irregular working hours could be inconvenient for him. Leading a full social and business life, he may sometimes be overextended but the social skills he develops in his leisure activities should translate well to business.

1	2	3	4	5	6	7	8	9	10
				5					

Compliance

QUESTIONING (1) vs. COMPLIANT (10):

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

John Johnson often respects guidelines and takes few chances that require deviating from established procedures. While generally avoiding breaking rules, this adaptable employee will occasionally question standard procedures, slightly bend the rules, and improvise. John can handle a range of assignments, from routine work to varied tasks, and usually responds well to both explicit directives and indirect cues for workplace behavior. Prolonged or extreme job stress will cause tension, but John is likely to follow protocol for dealing with most situations.

1	2	3	4	5	6	7	8	9	10
				5					

Compensation Preference

FIXED SALARY (1) vs. COMMISSION/BONUS (10):

The Compensation Preference scale identifies whether John Johnson is more motivated to work by a secure salary or by performance based remuneration.

John Johnson slightly prefers bonus or commission over a fixed salary, but he will readily agree to a blended package of compensation. If a sizable portion of his compensation is steady income rather than the excitement of profit-sharing or performance-based earnings, he may need some support to accept this. However, he will not risk things of real importance. He likes the challenge of new ventures as long as he can think things through and be ready for potential problems.

1	2	3	4	5	6	7	8	9	10
					6				

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 sometimes tempted by chancy behavior or quick decisions, John Johnson will act appropriately in most situations and expediently in a crisis. He will avoid unnecessary risk, particularly if it could lead to accidents, damage or loss. He prefers to refrain from ad hoc solutions but, if matters are pressing, he can react swiftly, even impulsively. Those who value steadiness will like his typically mindful approach. Others, who want quick answers and fast actions, will appreciate his competent performance.

1	2	3	4	5	6	7	8	9	10
					6				

Preference for Change

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

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

A reasonably orderly workplace with some variable tasks will encourage this employee to perform well. Faced with new demands, John tends to modify current procedures but will try a fresh approach to get a better solution. This person tends to respond steadily rather than quickly to unexpected developments such as personnel replacements, reorganization, downsizing, or expansion. John will generally work better if change occurs in stages.

1	2	3	4	5	6	7	8	9	10
			4						

Approach to New Ventures

CAUTIOUS (1) vs. OPTIMISTIC (10):

This scale distinguishes those who approach new ventures or issues with caution from those who approach new ventures with optimism. John Johnson is a well-grounded individual who is somewhat given to pessimism. Although he might be uneasy about voicing negative opinion, he would not keep silent about his concerns and will encourage the team to proceed cautiously with new and potentially risky ventures. He recognizes that there are dangers in the business world but it is largely an exciting, rather than hostile, place for him.

1	2	3	4	5	6	7	8	9	10
			4						

Task vs. Person Focused

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

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

In the workplace, John tends to concentrate on the task in hand. This person may be attentive to niceties but getting the job done is the priority. John will only occasionally engage in casual chit-chat, even with other people on the job. Employees mainly focused on task often describe themselves and others by what they do ("I sell air time; she does the accounts.") rather than who they are. John's best asset for a team is vigorous effort to complete tasks.

1	2	3	4	5	6	7	8	9	10
	2								

Self vs. Relationship Focused

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

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

John will focus more on self-created plans rather than relationships. Although somewhat concerned for others' views, John is more likely to use personal tactics to reach goals. Employees with this level of internal self-focus are inclined to be somewhat edgy and wilful, but they are also steadfast and often determined to do well. John's decisions will usually be based on evidence, with some input from others, and minimal concern for how others will be affected. John will tend to prefer job roles that offer moderate personal latitude, some opportunity to develop relationships with others, and recognition for individual merit.

1	2	3	4	5	6	7	8	9	10
		3							

Aspects of Assertiveness

SUBMISSIVE (1) vs. ASSERTIVE (10):

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

1	2	3	4	5	6	7	8	9	10
				5					

LEADERSHIP STYLE - DEMOCRATIC (1) vs. COMMANDING (10):

Leadership Style is measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding Leadership Style.

John Johnson is a well-balanced leader with a slight inclination to be the "guide on the side" rather than out in front exhorting the team to follow. When a gentle approach is needed, he will excel as a democratic leader. On the other hand, in a crisis, he can take command and be explicit about what must be done and when.

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

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

John Johnson tends to be enthusiastic about his own ideas but he still encourages others to express theirs. Careful to allow for all points of view, he will invite debate and probe for complete understanding. In short, he is a good listener who may only require some skill enhancement to be really effective at obtaining and analyzing other people's ideas. He could be encouraged to ask more questions. This active listening skill is usually perceived as interest and most people are flattered to be asked about their ideas.

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

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

John Johnson balances accommodation and soft skills with a direct approach to conflict. Because he is fairly sure of himself, he is usually efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations, he can switch easily to a moderate, accommodating style of conflict resolution.

Part 3 - Best Practice Information

Assessment Administration: Best Human Resources practice recommends that assessments be administered to candidates in a controlled environment under the supervision of a proctor to ensure that:

- ▶ The person who completes the assessment is in fact the candidate.
- ▶ A candidate's responses to the assessment questions are not affected by collusion with others or by other actions that would invalidate the assessment.
- ▶ The supervisor is able to address unexpected conditions or problems affecting a candidate and to provide reasonable accommodation for candidates where required.

Where a candidate completes the assessments without supervision the accuracy of the results cannot be guaranteed. In such circumstances you may wish to have the candidate retake the Prevue Assessments in a controlled environment at the time they attend your offices for an interview. For more information on the administration of the Prevue Assessment, please see "Administering the Prevue Assessments" in the Prevue How To Guides posted at www.prevueonline.com.

Assessment Weighting: The weight given to the Prevue Assessments in any human resource selection or other high stakes decision should not exceed one-third of the total decision making process. The remainder of the process, including the candidate's work history, interview, background checks, etc., should be considered together with the results of this report.

Ensuring Fairness: When properly administered, the use of the Prevue Assessments will help to ensure that job applicants are treated fairly without regard to race, colour, religion, sex or national origin. The Prevue Assessments have been designed and developed to conform to the human rights legislative and best practice requirements prevailing in the various countries where the Prevue Assessments are distributed. This includes the EEOC Guidelines, the Americans With Disabilities Act, and the standards for test development published by the American Psychological Association, the British Psychological Society, and the Association of Test Publishers.