



# SCREENING & SELECTION

# LEARNING & REASONING

**John Johnson**  
regarding the position of  
**Sales Associate**  
at **JJ Inc.**

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## Report Design Options Selected for this Report

**Report Family:** Screening & Selection

**Type:** Learning & Reasoning Report

**Scope:** Abilities (WNS)

**Format:** Comprehensive (from choice of Comprehensive, Summary, or Graph)

**Style:** Other (from choice of Management, Sales, Customer Service or Other)

**Prevue Assessments presented in this report:**

- Prevue Abilities Assessments that examines four cognitive abilities scales

*For more information about Prevue Assessments and design options for Prevue reports visit [www.prevueonline.com](http://www.prevueonline.com)*

# Part 1 - Understanding this Report

## Introduction

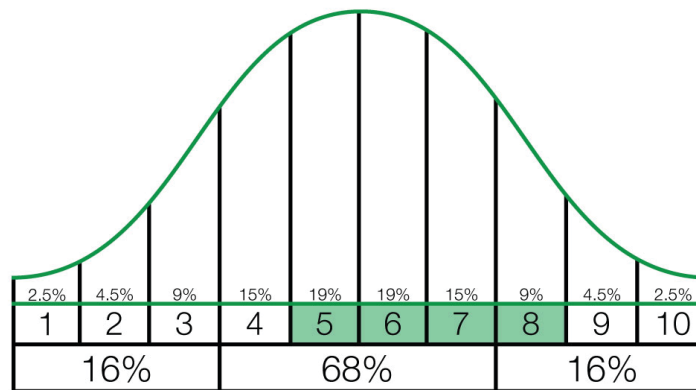
The Prevue Learning & Reasoning Report provides important information about an individual's capacity to learn and use information, develop skills, solve problems and understand instructions. It examines four cognitive dimensions: General Mental Ability, Working with Numbers, Working with Words and Working with Shapes.

The Prevue Benchmark for the Learning & Reasoning Report is a profile of the preferred levels of mental abilities for the Sales Associate position at ABC Company. This Benchmark has been scientifically designed with Prevue Assessment tools and customized by ABC Company management. The Benchmark shows the preferred range of score on the four mental abilities scales noted above.

## Prevue Scores

The Prevue Results Graph on the next page shows John Johnson's 'sten' score on each of the Prevue Assessments scales considered in this report. A sten score is a candidate's score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard tenths ('standard tenths' is shortened to 'sten'). The diagram also shows the percentage of the general working population that will typically score in each sten.

### Prevue Benchmark



The Prevue Benchmark is the desired level of mental abilities for a particular position displayed as a range of desired sten scores on each scale. This range is shaded and forms the benchmark for the scale. The candidate's assessment results are shown as circled numbers and compared to the shaded ranges. The Benchmark Suitability Score is derived from a formula analyzing the candidate's sten scores on the benchmark (circled score is inside the shaded range) versus those scores that are off the benchmark (circled score is outside the shaded range).

**Example: The benchmark shown above is the shaded range of stens from 5 to 8. Scores of 5, 6, 7 or 8 will be on the benchmark. Scores of 1, 2, 3, 4, 9 and 10 will be off the benchmark.**

# Part 2 - Learning & Reasoning Profile

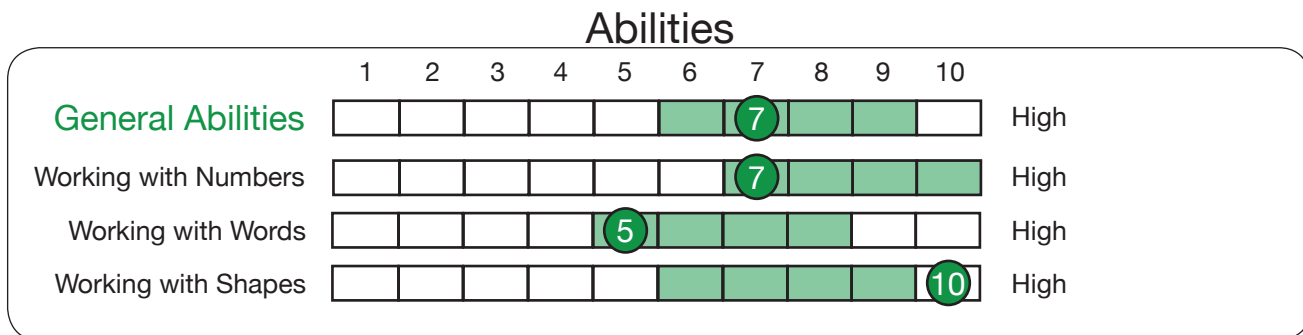
## Overview

This overview is based on comparing the candidate's scores on the four abilities scales noted below to those of the general working population. This comparison puts John Johnson's scores in an international context without regard to gender, race, age, nationality, or ethnic origin.

John Johnson has superior spatial skills, above-average numeric skills, and average verbal skills. This person is very well equipped for assignments that involve mental manipulation of shapes or objects and any work requiring visual imagery. Fast, accurate performance can be expected for interpreting multi-use graphs, following complex diagrams, reading technical blueprints, and estimating space requirements. This individual is also likely to be proficient with reasonably challenging numeric assignments such as working with complex spreadsheets and data tables. Average ability with words means that common paperwork, most office duties, and some writing are within scope. Most new tasks will be learned quickly and only written work will require extra effort. John Johnson has above-average skills and will perform best in an environment with a moderate rate of chance.

## Benchmark & Scores

The Prevue Benchmark illustrates the preferred level of abilities for the Sales Associate position at JJ Inc.. The shadowed areas shown below graphically represent the Benchmark for each scale. The circled numbers are John Johnson's actual scores. The Benchmark Suitability score (shown below) is the candidate's overall rating based on the candidate's match to the Benchmark for the Sales Associate position.



## Benchmark Suitability Score

The Learning & Reasoning Benchmark Suitability score is relevant to measuring the mental abilities aspect of job fit. It supports the selection process, together with the job interview, candidate history, and background check

92%

# Interview Guide

## Part 3 - Suggested Interview Questions

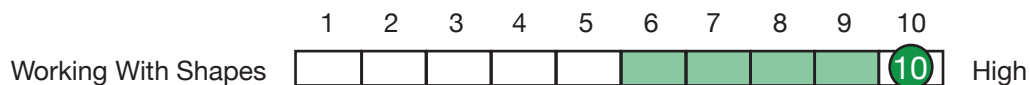
### Planning the Interview

Planning the interview requires identifying concerns about the candidate's work history, references and scores off the Prevue Benchmark for the Sales Associate position. Use the available background information plus this report to structure the interview and make the best hiring decision.

This section provides suggested interview questions for each scale where John Johnson's score did not fall on the Prevue Benchmark for the Sales Associate position. Customize the interview questions as needed for this position at JJ Inc.. **You may wish to take a copy of Part 3 to have it available for the interview.**

### Scores off the Benchmark

John Johnson's scores were off the Benchmark for the Sales Associate position with JJ Inc.. in the following areas:



**Working with Shapes measures a person's ability to imagine or project how something will work when organized or rearranged. These spatial visualization skills are important for activities such as interpreting and responding to diagrams, graphs and charts or in arranging objects for display or storage.**

John Johnson is above the given benchmark and has exceptional ability for Working with Shapes. In the elite group of employees for spatial accuracy and learning speed, this candidate is likely to work well with graphs, charts, and icons and can easily relate diagrams to actual objects and events. This first-rate ability implies full proficiency for spatial tasks in the Sales Associate Position.

1. The Sales Associate position currently offers limited application for your exceptional spatial ability. Will this affect your job satisfaction? How will you deal with limited opportunities to work with shapes on the job?

**Suggestion:** Look for willingness to use ability in other areas, to enhance performance on required tasks, and to add value with exceptional ability for Working with Shapes.

2. If work with shapes is infrequent or not challenging, how will you apply your excellent spatial ability?

**Suggestion:** Candidate might suggest charting activities, graphing performance, or arranging equipment for the Sales Associate position. Hobbies or pastimes such as sketching or handicrafts could have potential job application.

**Your Comments:**

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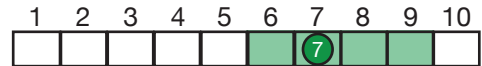
# Part 4 - Candidate's Strengths

John Johnson has matched the Sales Associate position benchmark for the following dimensions of learning and reasoning. This candidate can build on these strengths to improve overall job performance.

## General Abilities

**General Mental Ability is an overall indicator of how people work and learn. It is the single most effective predictor of future job performance for a wide range of occupations.**

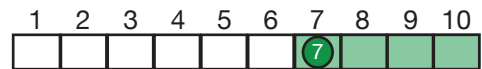
John Johnson's score is above-average and is on the given benchmark for General Ability. This implies a good learning pace with easy acquisition of new skills, quick reaction to changing business issues, and satisfactory processing for corporate information. Challenging work that requires initial training, some decision-making, and upkeep of advanced skills is suggested. Work with exceptional levels of information overload may necessitate assistance and support training.



## Working with Numbers

**Working with Numbers measures a candidate's speed and accuracy in dealing with information derived from simple numbers.**

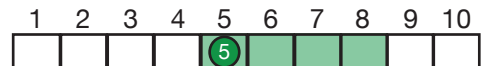
John Johnson is on the given benchmark and shows a good ability for Working with Numbers. This is likely to translate to above-average performance with arithmetic skills and number recognition. Tasks could include providing on-the-spot estimates, using statistics, and recording or searching for numeric data. This candidate is likely reliable and competent for numerical work in the Sales Associate position. Support may be required for exceptionally challenging tasks.



## Working with Words

**Working with Words measures the ability to use written language for reasoning and problem-solving.**

John Johnson matches the given benchmark and has average ability for Working with Words. Usually this means dependable performance on word recognition tasks such as finding and recording written information. Reasonable proficiency is also expected with common spelling and standard grammar. more advanced tasks, such as handling complicated paperwork, require initial training and occasional support.



## Part 5 - 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 assessment 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](http://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 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.

**Ensuring Fairness:** The use of Prevue Assessments helps to ensure that applicants are treated fairly without regard to race, color, religion, sex or national origin. Prevue Assessments are designed and developed to conform with the human rights legislation and best practice requirements prevailing in the various countries where Prevue Assessments products are distributed. This includes the EEOC Guidelines, the Americans with 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.