



## Elite Administrative

Donna Tester

Date: 07/14/2017

Time: 12:49 PM

Candidate ID: 71006

Email:

Job Title Applying For: Administrative Assistant

Organization: Success Performance Solutions  
800-803-4303

To ensure you are obtaining the full benefits available to you from the use of this assessment, please read the information contained in this report carefully. By using the information provided in this report, you are acknowledging that you understand the general guidelines for interpreting the assessment results.

While this assessment was designed to help assess various aspects of personality and/or skills, the report results are presented in terms of probabilities. False Positives and False Negatives are expected. PsyMetrics and the test developer are not liable for test taker behaviors.

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## What this Assessment Measures

The HR Testing Library offers employers the ability to create assessments that measure the specific skills and behavioral dispositions required of any job. This "custom" approach to talent assessment ensures organizations are only testing for those skills and behaviors that are relevant to the job, therefore increasing validity while at the same time reducing test administration time significantly.

Based on a careful evaluation of the job being filled and a review of the assessments offered through the HR Testing Library, the following skills and/or behaviors were selected as important for job success.

The areas assessed by this Profile are:

Attention to Detail	Attention to Detail measures the degree to which the individual can quickly and accurately compare two strings of letters and/or numbers much like tasks that involve verifying information. This ability is important for most clerical jobs. It is also appropriate for jobs that require proofing tasks.
Energy	Energy measures the degree to which an individual is likely to demonstrate energy, passion and vitality throughout the workday. This characteristic is important for most fast paced jobs and jobs involving multi-tasking.
Flexibility	Flexibility measures the degree to which the individual is likely to be able to adapt to change and is more open minded than stubborn. This characteristic is important for fast paced jobs where priorities often shift. It is also important for organizations that are in transition or are expecting changes that will affect work duties and responsibilities.
Interpersonal Skills	Interpersonal Skills measures the degree to which the individual is friendly, people-oriented and exhibits excellent interpersonal skills. This characteristic is important for all jobs that involve interacting with customers.
Reading Comprehension	Reading Comprehension measures the degree to which this individual has the ability to quickly read and comprehend written information. This ability is appropriate for most jobs.
Reliability	Reliability measures the degree to which the individual is likely to be dependable, hardworking and conscientious about the quality of his/her work.
Responsibility	Responsibility measures the degree to which the individual is likely to be dependable, stable, takes responsibility for his/her actions and as a result, is not likely to have attendance problems. This characteristic is appropriate for all jobs.
Rules Compliance	Rules Compliance measures the degree to which the individual is likely to follow company policies and adhere to rules and procedures established by management. This characteristic is appropriate for most, if not all jobs, with special emphasis on jobs requiring much trust (e.g., bank teller, cashier) and positions of authority (security guards, police officers).
Self Control	Self Control measures the degree to which the individual remains calm and in control during stressful, high pressure situations.
Trustworthiness	Trustworthiness measures the degree to which the individual is likely to be honest and trusting of others. This characteristic is important for most, if not all jobs with special emphasis on cash handling jobs and jobs involving confidential or sensitive information.



## Candidness of the Elite Administrative Results

This Profile includes a candidness check to determine the degree to which the individual may have exaggerated his/her responses in order to present themselves more favorably. The results of this validity check with interpretation is presented on the following page.

## Interpreting the Profile Results

The following page also presents the Total Score Summary and Total Score Interpretation. This is followed by the Score Profile. The Score Profile includes the scores for all of the scales. The scores are presented in terms of percentiles. The percentile indicates how the candidate scored relative to all other individuals who have taken the assessment. For example, if a candidate's score on a particular scale shows as the 75th percentile, this indicates he/she scored better than 75% of all other people who have completed that scale.

The pages that follow the Score Profile provide detailed interpretations for each of the scales, as well as, management strategies and follow-up interview questions one can ask the candidate to obtain more insight with respect to areas needing development.



## Total Score Summary



## Total Score Interpretation

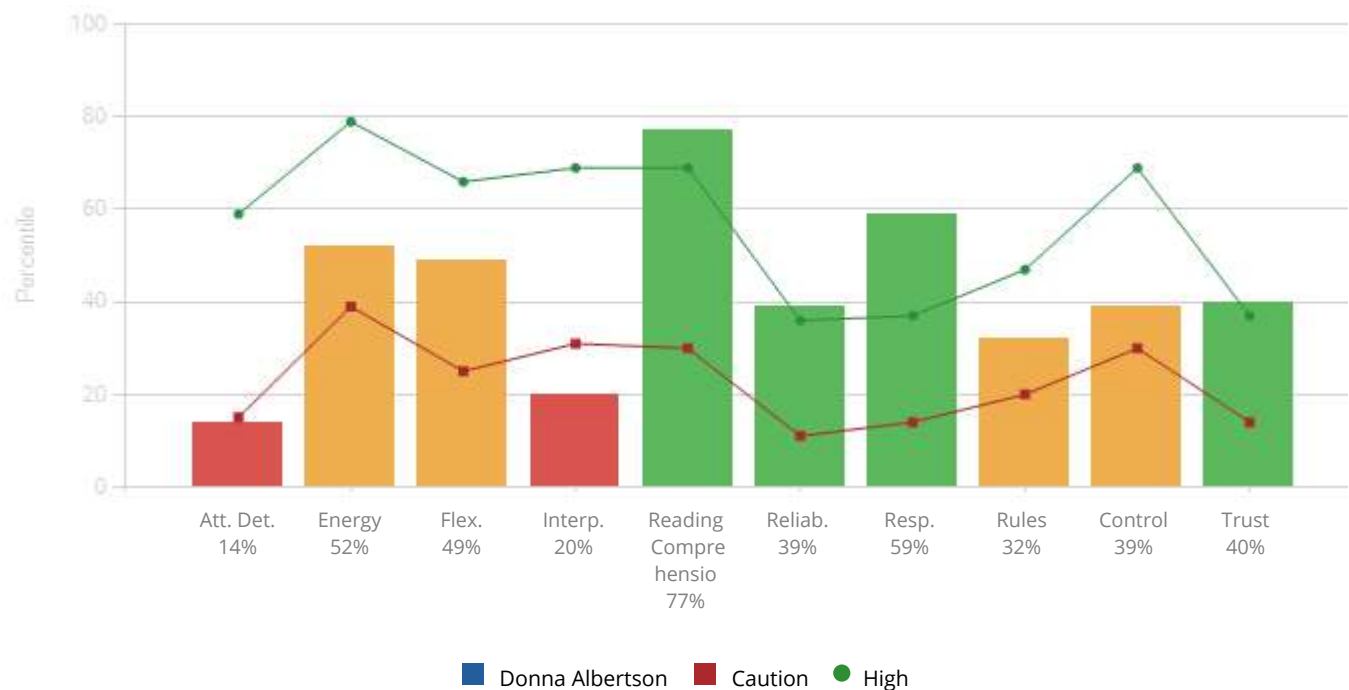
This candidate's total Profile score falls within the Average range. This candidate generally demonstrates average to moderate levels of the behaviors/skills assessed by this Profile. Review the individual scale details to better understand strengths and potential shortcomings. The candidate's total score is consistent with that of most other candidates.

## Score Validity

**Candidness:** Moderate: While some of the candidate's responses are likely to be an accurate representation of his/her attitudes and behaviors, others may be somewhat exaggerated in order to present themselves more favorably. Most candidates will score in this range. Follow-up interview questions are recommended to corroborate high scores.



## Score Profile



The bar graph above shows the candidate's score pattern across all the dimensions assessed by this profile. The pages that follow offer detailed insight into each dimension score.



## Attention to Detail



Caution

### Score Details

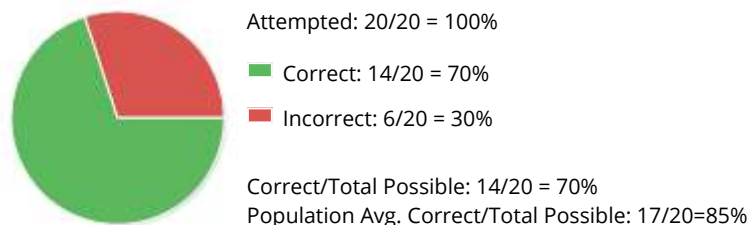
Attention to Detail measures the degree to which the individual can quickly and accurately compare two strings of letters and/or numbers much like tasks that involve verifying information. This ability is important for most clerical jobs. It is also appropriate for jobs that require proofing tasks.

Donna Tester scored in the 14th percentile on Attention to Detail (Caution), meaning Donna scored lower than 86 percent of other candidates who have completed this assessment.



### Skill Level

The graphic below shows the percentage of test items the candidate answered correctly compared to those answered incorrectly. This illustration is useful for assessing the degree of skill/knowledge the individual demonstrated.



### Expected Job Behaviors

- This individual is generally not detail oriented.
- Inspects visual information slowly.
- He/she has difficulty quickly and accurately verifying and proofing written information.



## Energy



### Score Details

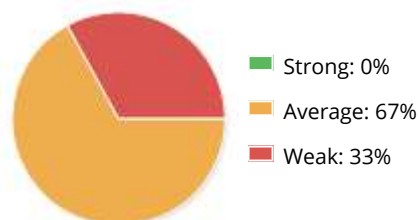
Energy measures the degree to which an individual is likely to demonstrate energy, passion and vitality throughout the workday. This characteristic is important for most fast paced jobs and jobs involving multi-tasking.

Donna Tester scored in the 52nd percentile on Energy (Average), meaning Donna scored better than 52 percent of other candidates who have completed this assessment.



### Strength of Candidate's Responses

The graphic below shows the candidate's response pattern for the Energy behavioral dimension. This illustration is useful for assessing the strength of the candidate's attitudes and behaviors associated with Energy.



### Expected Job Behaviors

- This individual will demonstrate moderate levels of energy on the job.
- Is usually able to work at an average pace on multiple tasks.
- Generally works at a satisfactory pace.
- Can generally handle a fast paced environment, but may get a bit overwhelmed from time to time.



- This individual's energy score is consistent with most other candidates.



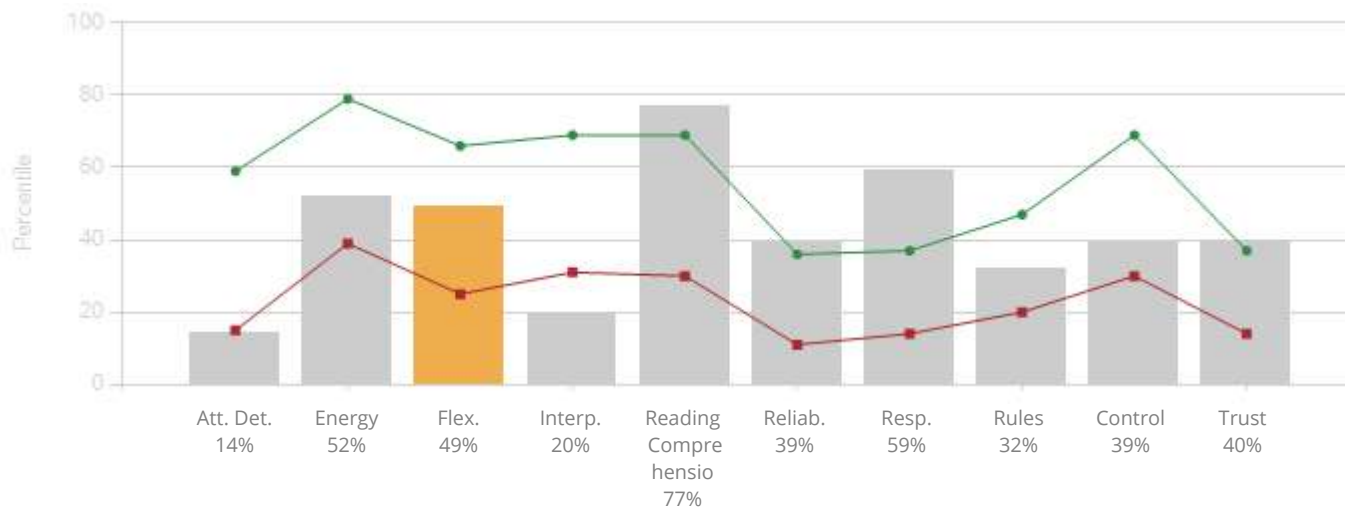
## Flexibility



### Score Details

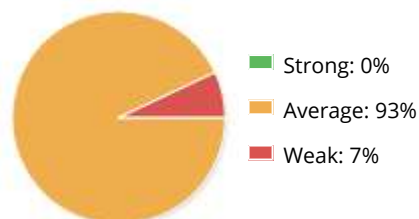
Flexibility measures the degree to which the individual is likely to be able to adapt to change and is more open minded than stubborn. This characteristic is important for fast paced jobs where priorities often shift. It is also important for organizations that are in transition or are expecting changes that will affect work duties and responsibilities.

Donna Tester scored in the 49th percentile on Flexibility (Average), meaning Donna scored lower than 51 percent of other candidates who have completed this assessment.



### Strength of Candidate's Responses

The graphic below shows the candidate's response pattern for the Flexibility behavioral dimension. This illustration is useful for assessing the strength of the candidate's attitudes and behaviors associated with Flexibility.



### Expected Job Behaviors

- This individual is generally able to adapt to change.
- Demonstrates a satisfactory level of flexibility.
- This individual's flexibility score is consistent with
- He/she tends to be cooperative when necessary.
- When asked to change priorities, does so but not without questioning.





## Interpersonal Skills

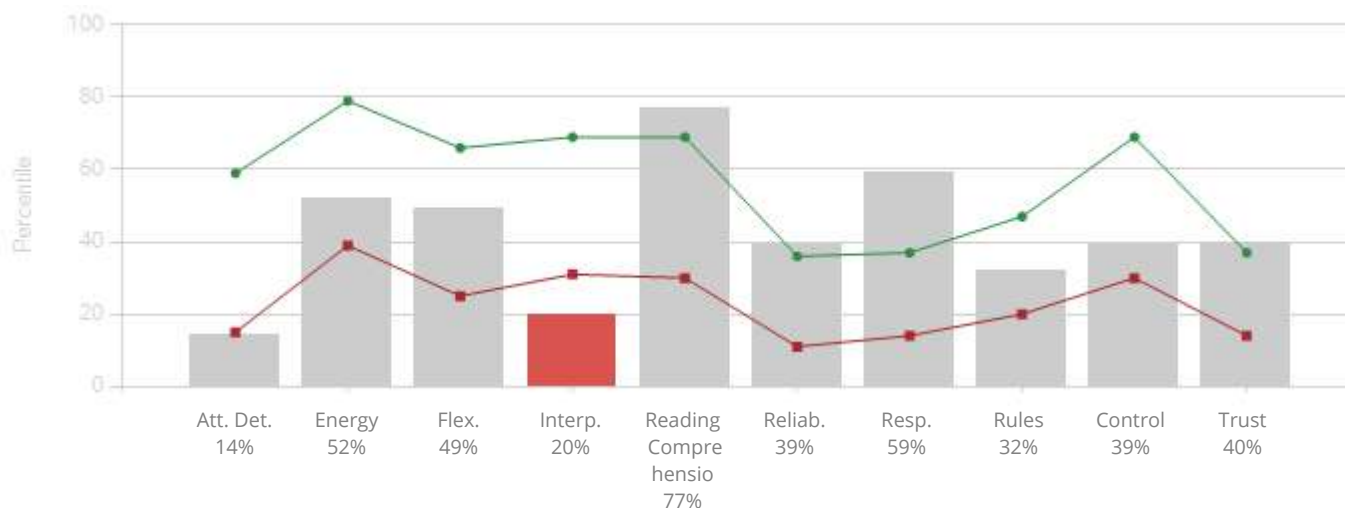


Caution

### Score Details

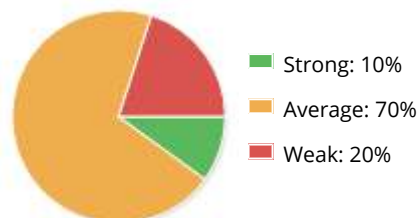
Interpersonal Skills measures the degree to which the individual is friendly, people-oriented and exhibits excellent interpersonal skills. This characteristic is important for all jobs that involve interacting with customers.

Donna Tester scored in the 20th percentile on Interpersonal Skills (Caution), meaning Donna scored lower than 80 percent of other candidates who have completed this assessment.



### Strength of Candidate's Responses

The graphic below shows the candidate's response pattern for the Interpersonal Skills behavioral dimension. This illustration is useful for assessing the strength of the candidate's attitudes and behaviors associated with Interpersonal Skills.



### Expected Job Behaviors

- Individuals who score in this range may be perceived as unfriendly and lacking interpersonal skills.
- Can get annoyed working in a customer service-oriented job.
- Would rather be alone at times than interacting with others.
- Can sometimes be perceived as being reserved.



## Reading Comprehension



### Score Details

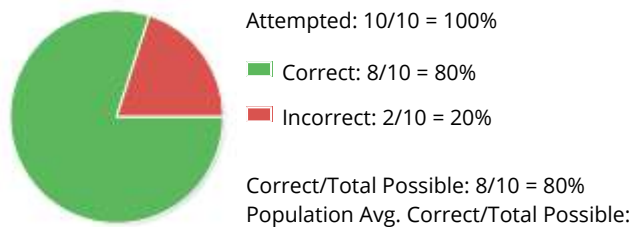
Reading Comprehension measures the degree to which this individual has the ability to quickly read and comprehend written information. This ability is appropriate for most jobs.

Donna Tester scored in the 77th percentile on Reading Comprehension (High), meaning Donna scored better than 77 percent of other candidates who have completed this assessment.



### Skill Level

The graphic below shows the percentage of test items the candidate answered correctly compared to those answered incorrectly. This illustration is useful for assessing the degree of skill/knowledge the individual demonstrated.



### Expected Job Behaviors

- This individual can read and comprehend the English language.
- Is able to read and understand basic instruction.



## Reliability



### Score Details

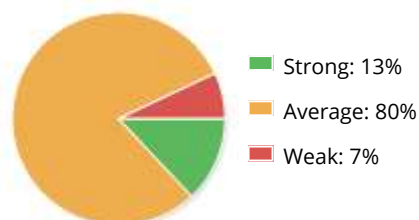
Reliability measures the degree to which the individual is likely to be dependable, hardworking and conscientious about the quality of his/her work.

Donna Tester scored in the 39th percentile on Reliability (High), meaning Donna scored lower than 61 percent of other candidates who have completed this assessment.



### Strength of Candidate's Responses

The graphic below shows the candidate's response pattern for the Reliability behavioral dimension. This illustration is useful for assessing the strength of the candidate's attitudes and behaviors associated with Reliability.



### Expected Job Behaviors

- This individual is dependable and goal-oriented.
- Is concerned about the quality of his/her work.
- Is a hard worker and detail-oriented.
- Can be counted on to do the task at hand with little supervision.



## Responsibility



### Score Details

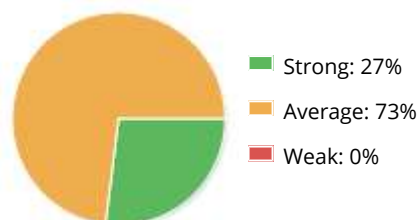
Responsibility measures the degree to which the individual is likely to be dependable, stable, takes responsibility for his/her actions and as a result, is not likely to have attendance problems. This characteristic is appropriate for all jobs.

Donna Tester scored in the 59th percentile on Responsibility (High), meaning Donna scored better than 59 percent of other candidates who have completed this assessment.



### Strength of Candidate's Responses

The graphic below shows the candidate's response pattern for the Responsibility behavioral dimension. This illustration is useful for assessing the strength of the candidate's attitudes and behaviors associated with Responsibility.



### Expected Job Behaviors

- This individual is dependable and stable.
- Works hard to achieve success.
- Takes responsibility for his/her actions.
- Believes one is in control of one's actions.



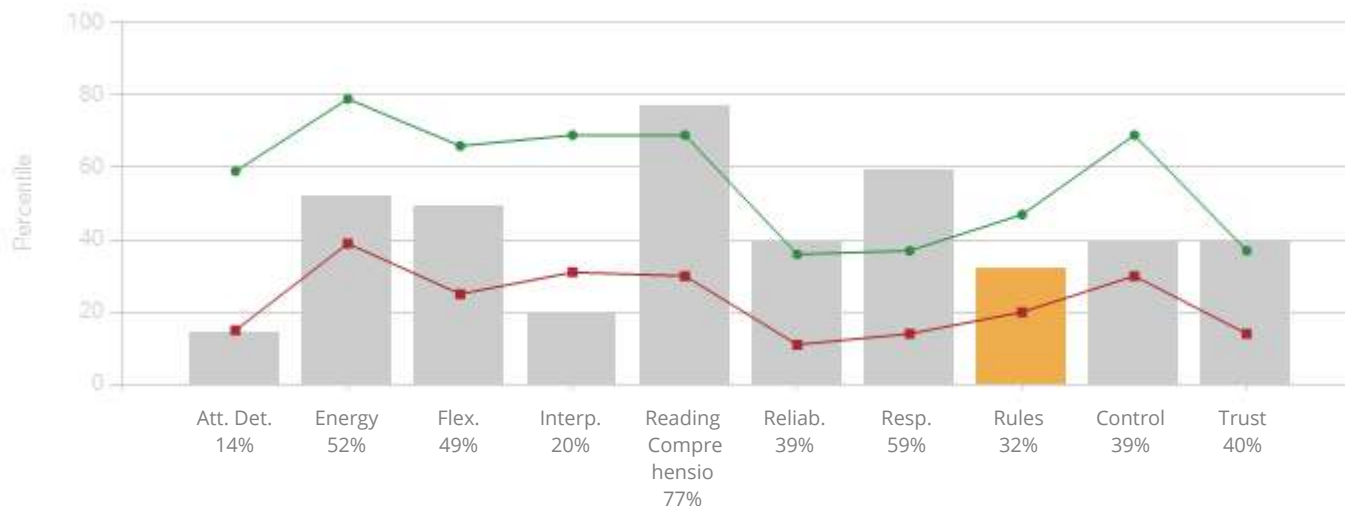
## Rules Compliance



### Score Details

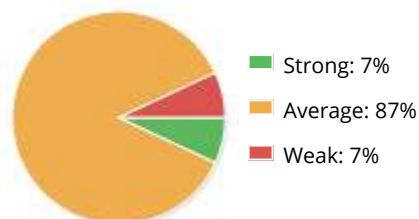
Rules Compliance measures the degree to which the individual is likely to follow company policies and adhere to rules and procedures established by management. This characteristic is appropriate for most, if not all jobs, with special emphasis on jobs requiring much trust (e.g., bank teller, cashier) and positions of authority (security guards, police officers).

Donna Tester scored in the 32nd percentile on Rules Compliance (Average), meaning Donna scored lower than 68 percent of other candidates who have completed this assessment.



### Strength of Candidate's Responses

The graphic below shows the candidate's response pattern for the Rules Compliance behavioral dimension. This illustration is useful for assessing the strength of the candidate's attitudes and behaviors associated with Rules Compliance.



### Expected Job Behaviors

- This individual may bend the rules here and there.
- May be tempted at times to not follow directives
- May follow the more obvious rules and policies in place but may be tempted to take short cuts when possible.



if they strongly disagree with them.

- This individual's rules compliance score is consistent with most other candidates.



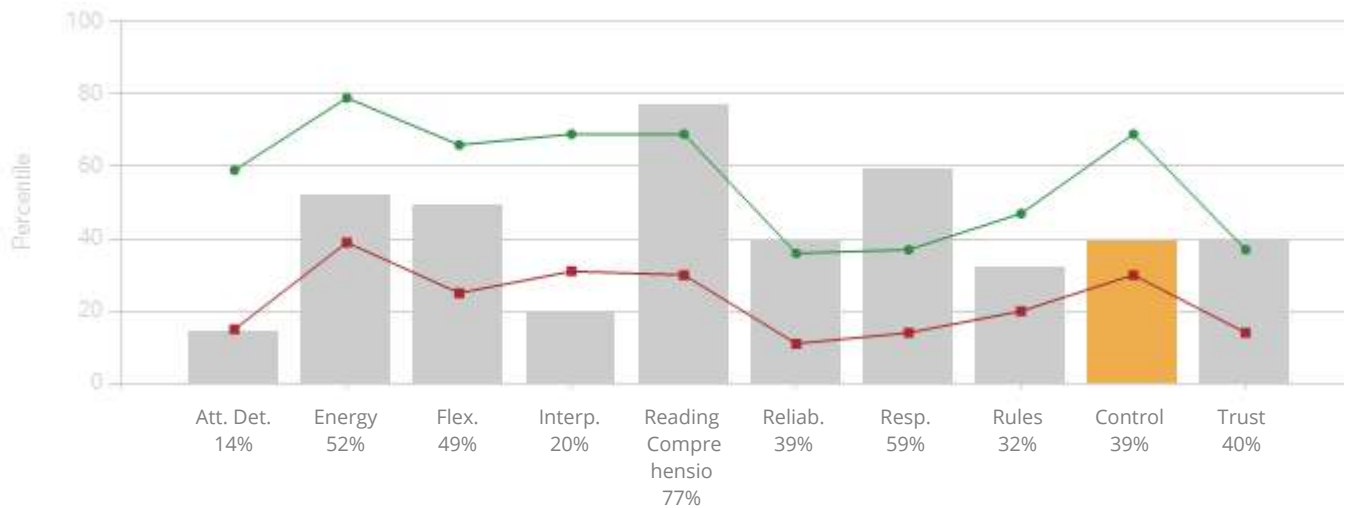
## Self Control



### Score Details

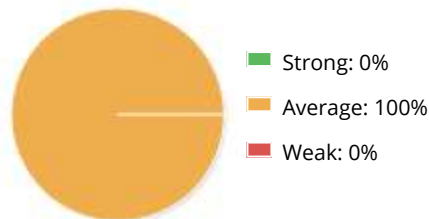
Self Control measures the degree to which the individual remains calm and in control during stressful, high pressure situations.

Donna Tester scored in the 39th percentile on Self Control (Average), meaning Donna scored lower than 61 percent of other candidates who have completed this assessment.



### Strength of Candidate's Responses

The graphic below shows the candidate's response pattern for the Self Control behavioral dimension. This illustration is useful for assessing the strength of the candidate's attitudes and behaviors associated with Self Control.



### Expected Job Behaviors

- Handles most stressful work situations well.
- May be challenged during stressful situations, but can generally handle it.
- During times of workplace conflict he/she will generally remain calm.
- This employee's score is consistent with most other candidates.



## Trustworthiness



### Score Details

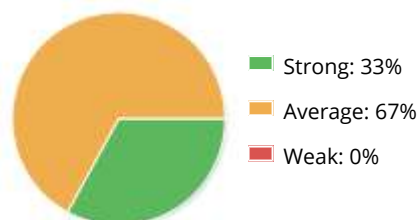
Trustworthiness measures the degree to which the individual is likely to be honest and trusting of others. This characteristic is important for most, if not all jobs with special emphasis on cash handling jobs and jobs involving confidential or sensitive information.

Donna Tester scored in the 40th percentile on Trustworthiness (High), meaning Donna scored lower than 60 percent of other candidates who have completed this assessment.



### Strength of Candidate's Responses

The graphic below shows the candidate's response pattern for the Trustworthiness behavioral dimension. This illustration is useful for assessing the strength of the candidate's attitudes and behaviors associated with Trustworthiness.



### Expected Job Behaviors

- This individual is likely to be candid and trustworthy.
- Is not likely to steal from his/her employer.
- Is trusting of others.
- Can be trusted with confidential information.





## Management Strategies

This section of the report offers suggestions for developing or managing the candidate based on his/her Profile responses. The diagram below also offers a graphical representation of the areas covered by the Profile. The smaller the area, the more coaching/development might be required.

### Attention to Detail

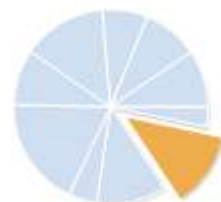
- It is recommended that if this individual is to work in jobs requiring verifying and checking information, he/she should be monitored closely to ensure the work is performed accurately.
- Discuss expectations with respect to speed and accuracy of verification and checking tasks.
- Set achievable, yet challenging goals to maintain or increase performance levels and offer coaching or training.
- If performance levels on tasks involving verification and checking of information are consistently below expectations, consider another position for the candidate that does not require such skills.



- Attention to Detail 14%
- Energy 52%
- Flexibility 49%
- Interpersonal Skills 20%
- Reading Comprehension 77%
- Reliability 39%
- Responsibility 59%
- Rules Compliance 32%
- Self Control 39%
- Trustworthiness 40%

### Energy

- Monitor his/her performance to determine if he/she is working at the desired pace.
- Offer recognition and praise to reinforce energy levels for those objectives that are being achieved.
- If work goals are not being met, determine if work tasks can be performed more efficiently or if the individual's pace of work just needs to pick up.
- Offer training and coaching on how to meet set goals.



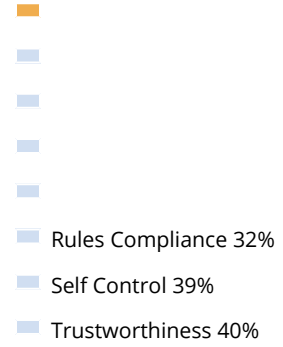
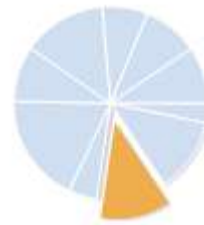
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- Responsibility 59%
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- Trustworthiness 40%

### Flexibility

- Praise and recognize this candidate when he/she demonstrates the ability to adapt to change or to an unexpected situation.
- Explain expectations with respect to their ability to be flexible.
- Monitor their ability to compromise or adapt to others.
- Inflexibility could lead to interpersonal issues with coworkers.

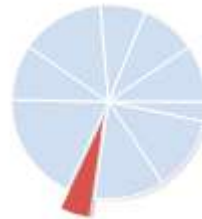
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- Reading Comprehension 77%
- Reliability 39%
- Responsibility 59%





## Interpersonal Skills

- His/her low degree of interpersonal skills warrants close monitoring of his/her interactions with customers and coworkers.
- If the observations reveal weaknesses in interpersonal skills, offer coaching and training.
- Offer praise and rewards for excellent service to both customers and coworkers.
- If the candidate demonstrates limited interpersonal skills, even after coaching and training, consider the individual for jobs where interaction with others is more limited.



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## Reading Comprehension

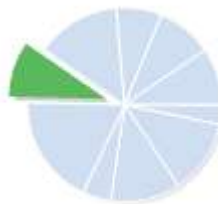
- This candidate is ideal for tasks that require reading and understanding basic instructions and processes.
- He/she should be challenged with mentally stimulating tasks.
- Use their comprehension abilities to explain information to others.



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- Trustworthiness 40%

## Reliability

- This individual values reliability, attention to detail and organization and expects those around him/her to do the same. Therefore, these should be exhibited and rewarded.
- Praise should be given to show appreciation when working with this individual.
- Try to let him/her work at own pace when possible. He/she likes to take his/her time to ensure work quality.
- While this characteristic is important for most aspects of life, including work, care should be taken to make sure the deliberateness of this individual is not an impediment to getting things done.



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## Responsibility

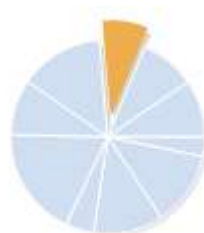
- This individual takes responsibility for his/her behavior and expects those around them to do the same. When he/she exhibits responsible and dependable behaviors he/she should be praised to show appreciation.
- Given his/her responsible nature, he/she may have low tolerance for those who do not behave responsibly.
- Some coaching may be required to increase tolerance levels if he/she is expected to work with less dependable team members.
- When appropriate increase levels of responsibility to show your confidence in his/her ability to perform.



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## Rules Compliance

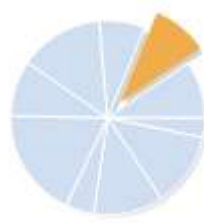
- Supervise him/her on occasion to ensure directives are being followed.
- Offer recognition when he/she follows management's directives particularly when you know he/she has other views.
- Have policies in place for those who break the rules and enforce them consistently.



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## Self Control

- When this employee overcomes a particularly stressful event, positively reinforce actions.
- When placing this individual in stressful situations, include tools and training on how to handle stress. The employee may require additional oversight regarding stress management.
- This individual can be placed in positions where change occurs, but will require additional oversight. Provide him/her with strategies for dealing with change.

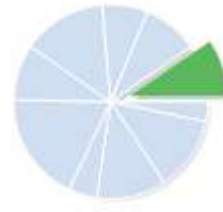


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## Trustworthiness

- Continue to build trust by offering an open, supportive, trusting environment.
- Assign tasks that involve confidential information when appropriate.
- Utilize the individual in team building activities, as their trusting nature and ability to be trusted are ideal for team rapport.
- Their trusting nature may cause him/her not to be vigilant of others' potential manipulative behaviors. If this is an issue, discuss it with them. The emphasis should not be on reducing trust but on increasing awareness of the reasoning behind the behaviors of others.



■	Attention to Detail 14%
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## Interview Guide

This report includes follow-up interview questions that focus on those areas where further development might be needed. These questions serve as an excellent guide during the hiring process, coaching or developmental efforts to further uncover potentially negative behavioral tendencies.

### Attention to Detail

**Question:**

Describe for me previous job responsibilities that required you to demonstrate your attention to detail skills. On a scale from 1-10 with 10 being the best, where would you rate yourself? Where would your supervisor rate you?

Response Notes:

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

In previous jobs where you had to demonstrate your level of detail orientation, how have you performed? Do you tend to be a stickler for details or are you less detail oriented and more of a "big picture" person?

Response Notes:

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

Describe for me times when you have had difficulty performing tasks that involved being very detailed oriented. What is it that gave you such a hard time?

Response Notes:

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Response Expected of a  
Poor Performing Employee

1

2

3

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Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7



## Energy

**Question:**

When do you find time to relax at work?

**Response Notes:**

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

Are you constantly on the go or do you always find time to take it easy?

**Response Notes:**

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---

Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

Tell me about your typical workday in terms of its pace. Would you describe it is fast or slow paced? How do you feel about it?

**Response Notes:**

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---

Response Expected of a  
Poor Performing Employee

1

2

3

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Satisfactory Employee

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Excellent Employee

6

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**Question:**

Tell me about days you have had when you just knew it was going to be "one of those days." What do you do on days like that?

**Response Notes:**

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---

Response Expected of a  
Poor Performing Employee

1

2

3

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Satisfactory Employee

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Response Expected of an  
Excellent Employee

6

7



**Question:**

Give work examples of work activities you engage in that you find relaxing? How often do you engage in these activities?

Response Notes:

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Response Expected of a  
Poor Performing Employee

1

2

3

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Satisfactory Employee

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Response Expected of an  
Excellent Employee

6

7

**Question:**

Tell me about how you try to relax at work?

Response Notes:

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

Describe for me what it is about your work that you enjoy most and what you enjoy least.

Response Notes:

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

Describe for me your energy level compared to your coworkers? How do you compare? Give work examples.

Response Notes:

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---

Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7





## Flexibility

### Question:

Would you describe yourself as pretty much "set in your ways?" Is it somewhat difficult for you to change your point of view? Give work examples when you behaved more stubbornly than you should have.

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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### Question:

Tell me about a time when you were negatively affected by change that took place at work? What was the outcome?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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### Question:

Why might you associate change with negative outcomes? Please explain your response based on your experience.

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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### Question:

What would it take to change your opinion about something? How easy or difficult is it to do that?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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## Interpersonal Skills

**Question:**

When is it not important to enjoy interacting with others at work?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

What are some of the things that bother you about dealing with people at work?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

When have you exhibited behaviors at work that could be regarded as shy? Are you usually more shy than sociable?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

What are the difficulties you have faced in trying to maintain positive relationships with all people? Do you feel it is realistic to want to get along with everyone?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Satisfactory Employee

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Excellent Employee

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## Reading Comprehension

The candidate demonstrated a high level of skill in this area, therefore follow-up questions are not provided for this dimension.

## Reliability

Question:

Give examples of when you have been more impulsive than reliable a work. What was the outcome?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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Question:

With respect to your work, what brings you satisfaction? How important is it for you to be perfect in your work in order for you to be satisfied? Use examples from your work history.

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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## Responsibility

Question:

What does a company have to do to keep you happy and satisfied? Tell me about previous companies you have worked for where you were not happy?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

How many times have you called in sick in the past two years just because you needed a break?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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## Rules Compliance

**Question:**

How common is it to be fired from one's job? How many times have you been fired from a job and what were the circumstances?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

What company rules have you broken or bent just a bit?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

Have you ever been terminated from a job? Can you please explain the situation?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

How normal is it for you to call in sick or make up a story in order for you to be able to stay home from work?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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## Self Control

**Question:**

Describe a time when you felt overwhelmed at work. How did this affect your work performance? How can you motivate yourself when you are feeling overwhelmed?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

Tell me about a time when the stress from work was too much. What did you do?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

Tell me about a time when you were pushed to the edge. Did you lose your cool? Did you say something or do something that you later regretted? If so, what?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

Describe for me a time when your supervisor was telling you what to do or was correcting your work and you began to get defensive.

What happened? How did you manage the situation?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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## Trustworthiness

**Question:**

Looking back at your experiences at work, can co-workers generally be trusted? Give examples.

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

What justification might there be in a business environment for not being totally honest? When have you not been totally honest at work?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

How easy or difficult has it been for you to trust others at work? What makes you feel this way?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

Have you ever benefited at work from being deceptive?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

Should employers expect that their employees will steal from them? Please explain your answer.

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Response Expected of a  
Satisfactory Employee

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Response Expected of an  
Excellent Employee

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**Question:**

When is it acceptable to try and get away with what you can at work?

Response Notes:

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Response Expected of a  
Poor Performing Employee

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Sum of Ratings

Number of Questions Rated

Average Rating

(Sum of all ratings divided by the number of questions rated.)

