



***Confidential  
Placement Report***

***for***

**Trevor Sample**

**SUPERVISOR, OFFICE/ADMINISTRATIVE**

Wednesday, April 27, 2005

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Pattern Date: 3/30/2005 2:15:33 PM

# Introduction

This report provides information about Trevor Sample, presented in a manner to help you judge her match with a selected position in your organization. Every employable person will match some positions better than other types of work.

This report reflects the responses provided by Trevor Sample when He completed the **Profile XT** assessment. Results are illustrated on a scale from 1 to 10. The darker area on the scale represents the “Job Match” target. The enlarged segment of the scale shows where Trevor scored. If the enlarged segment is dark, Trevor is in the “Job Match” pattern; if it is light, He is not. Information about Trevor is reported in these five categories:

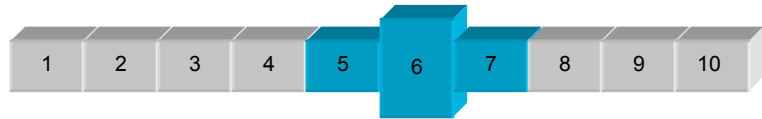
- **Profile for Thinking Style** – Learning index, Verbal Skill, Verbal Reasoning, Numerical Ability, and Numeric Reasoning.
- **Profile for Behavioral Traits** – Energy Level, Assertiveness, Sociability, Manageability, Attitude, Decisiveness, Accommodating, Independence, and Objective Judgment.
- **Profile for Interests** – Enterprising, Financial/Administrative, People Service, Creative, Technical, and Mechanical.
- **The Total Person** – Additional information regarding Trevor and the significance of her scores.
- **Interview Questions** – Suggested interview questions for acquiring additional information that could be helpful in judging suitability for this position.

Please consult the User’s Guide for additional information on using these results in working with Trevor.

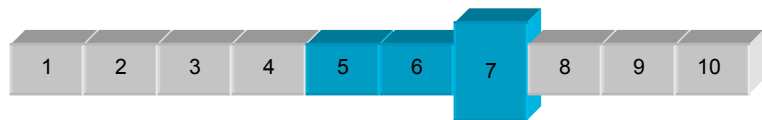
## Profile for Thinking Style

The darker shading represents the Job Match Pattern for the role of SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary]. The larger box indicates this individual's

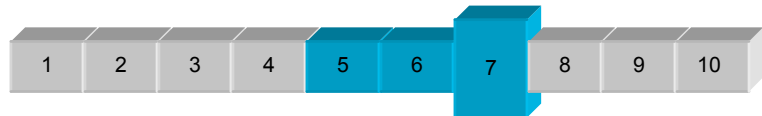
**Learning Index** – An index of expected learning, reasoning and problem solving potential.



**Verbal Skill** – A measure of verbal skill through vocabulary.



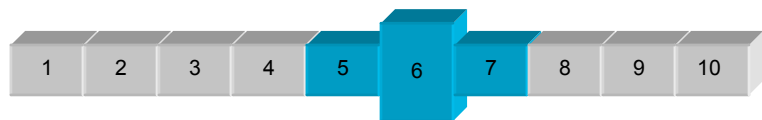
**Verbal Reasoning** – Using words as a basis in reasoning and problem solving.



**Numerical Ability** – A measure of numeric calculation ability.



**Numeric Reasoning** – Using numbers as a basis in reasoning and problem solving.

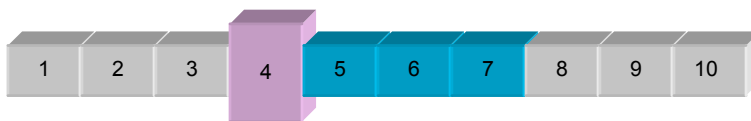


**95%** match with Thinking Style Pattern for the SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary] position.

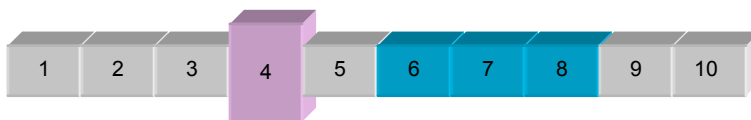
Trevor Sample has a **83%** overall match for the SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary] position.

## Profile for Behavioral Traits

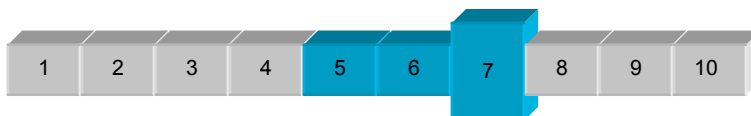
**Energy Level** – Tendency to display endurance and capacity for a fast pace.



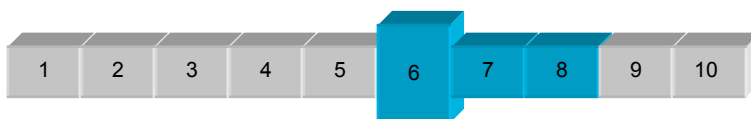
**Assertiveness** – Tendency to take charge of people and situations. Leads more than follows.



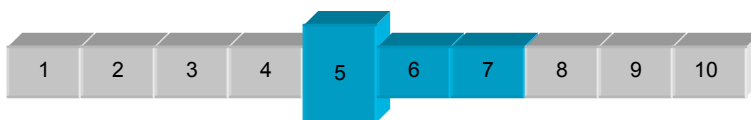
**Sociability** – Tendency to be outgoing, people-oriented and participate with others.



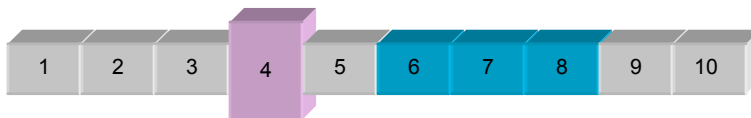
**Manageability** – Tendency to follow policies, accept external controls and supervision and work within the rules.



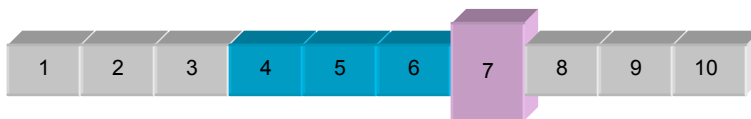
**Attitude** – Tendency to have a positive attitude regarding people and outcomes.



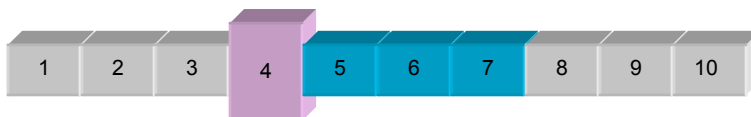
**Decisiveness** – Uses available information to make decisions quickly.



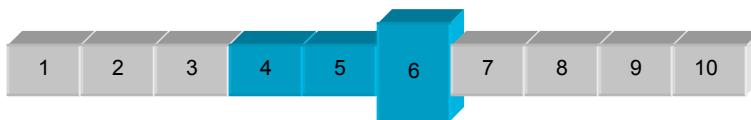
**Accommodating** – Tendency to be friendly, cooperative, agreeable. To be a team person.



**Independence** – Tendency to be self-reliant, self-directed, to take independent action and make own decisions.



**Objective Judgment** – The ability to think clearly and be objective in decision-making.



**78% Behavioral Traits Pattern match for the SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary] position.**

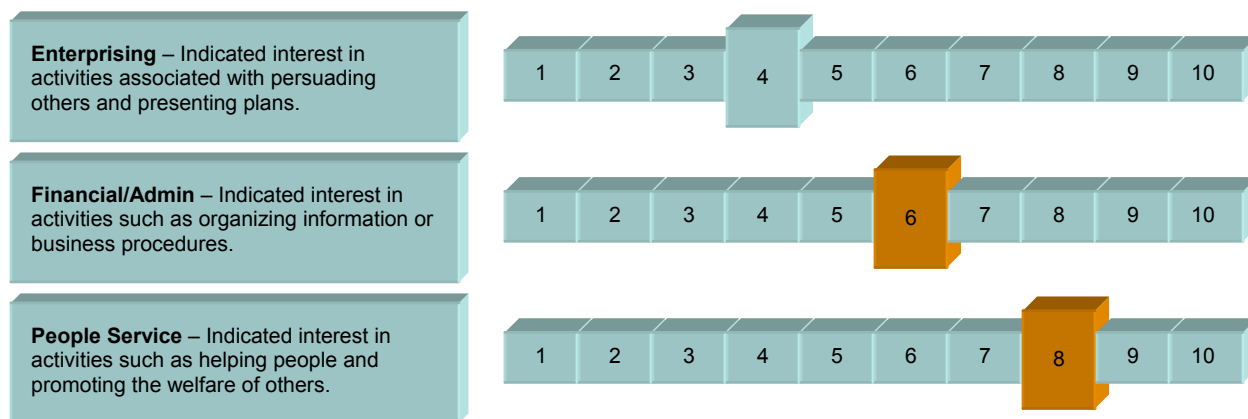
**Trevor Sample has a 83% overall match for the SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary] position.**

The Distortion Scale Score on this assessment is **9**. The Distortion Scale deals with how candid and frank the respondent was while taking this assessment. The range for this scale is 1 to 10, with higher scores suggesting greater candor.

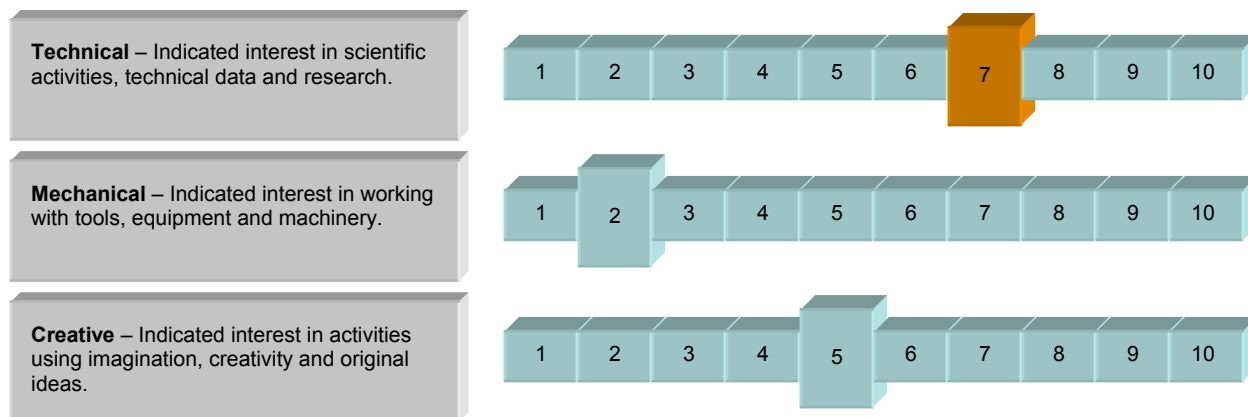
## Profile for Interests

For the Job Match Pattern under consideration, the top three interests in descending order are: **Enterprising, Financial/Admin** and **People Service**. The other three interests have no impact on this position. The top three interests for Trevor in descending order are: **People Service, Technical** and **Financial/Admin**. **Mr. Sample shares two of these interest areas: Financial/Admin and People Service**

### Top three Interests for this position



### Interests not relevant to this Position



When the top three interests are in common, the Job Match Percentage is greater than if there are fewer than three in common.

**Trevor Sample has an 70% match with Interest Pattern for the SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary] position.**

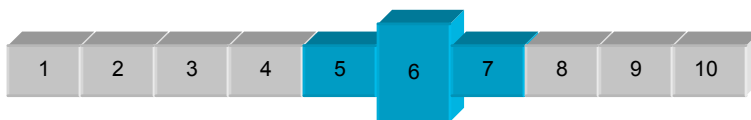
**Trevor Sample has an overall match of 83% for the SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary] position.**

A large empty rectangular box with a double blue border, intended for a profile picture.

## The Total Person

This part of the report discusses the results for Trevor Albert on each of the scales in all three sections. The reported scores relate to the working population in general, and not to any specific Job Match Pattern.

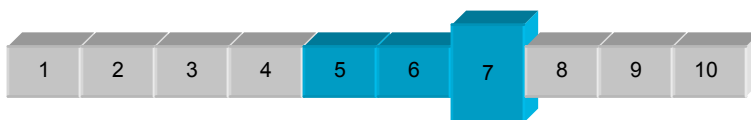
**Learning Index** – An index of expected learning, reasoning and problem solving potential.



**Job Pattern 5-7      Score 6**

- He is generally adaptive in the intellectual sense.
- Upon completing a new training program, Mr. Sample should pick up new concepts easily.
- Overall, Mr. Sample may be expected to complete a typical training program with adequate success.
- Trevor's overall learning index is above average and suggests a good potential for quickly learning new information.

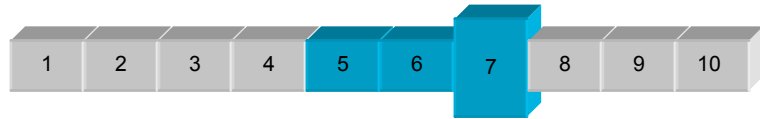
**Verbal Skill** – A measure of verbal skill through vocabulary.



**Job Pattern 5-7      Score 7**

- Trevor can build on her basic foundation as the particular communication skills required in performing the job become familiar.
- He has a sound understanding of basic communication processes.
- Mr. Sample shows strong potential for developing her existing communication skills.
- Mr. Sample should be competent in making analyses involving written and verbal data.

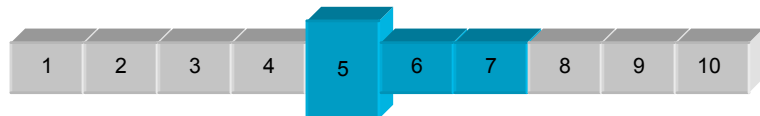
**Verbal Reasoning** – Using words as a basis in reasoning and problem solving.



**Job Pattern 5-7      Score 7**

- Trevor is proficient in information gathering and expression of thoughts and ideas.
- Mr. Sample assimilates verbal information fairly rapidly when compared to the general population.
- He likely prefers to work with verbal information.
- Mr. Sample should communicate thoughts and ideas to others effectively.

**Numerical Ability** – A measure of numeric calculation ability.

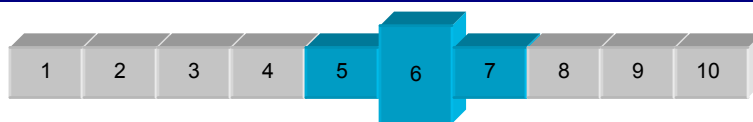


**Job Pattern 5-7      Score 5**

- Mr. Sample should be able to grasp simple mathematical principles that apply to the job.
- Trevor is comfortable analyzing basic numerical material and performing some mathematical functions without relying on a calculator.
- Mr. Sample should be capable of learning to apply basic mathematical principles to new, more complex problems as necessary.
- He needs assistance with complex mathematics or technical calculations.



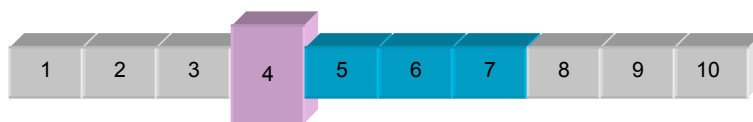
**Numeric Reasoning** – Using numbers as a basis in reasoning and problem solving.



**Job Pattern 5-7      Score 6**

- He may prefer calculators for more complex mathematical calculations.
- Trevor should not require additional time or repetition to accomplish numerical learning.
- Mr. Sample's ability to assimilate information that is mathematical or numerical in nature is sufficient at a general level.
- Mr. Sample should be able to complete the mathematical parts of the training process with little difficulty.

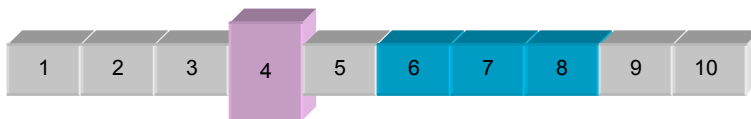
**Energy Level** – Tendency to display endurance and capacity for a fast pace.



**Job Pattern 5-7      Score 4**

- Mr. Sample is capable of taking action in a timely manner.
- Mr. Sample acts with a sense of urgency under routine conditions.
- He is moderately energetic; her work pace will show few peaks and valleys.
- Mr. Sample generally focuses on timely results.

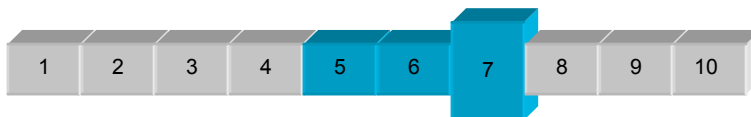
**Assertiveness** – Tendency to take charge of people and situations. Leads more than follows.



**Job Pattern 6-8      Score 4**

- He tends to be a good listener, to be more comfortable as a participant in a group rather than as the leader.
- Trevor tends to prefer solutions that are low risk and that have proven effective in the past.
- Mr. Sample is slow to be assertive and tends to be more of a follower than a leader.
- Mr. Sample has a limited need to be in charge or be in control of people and situations.

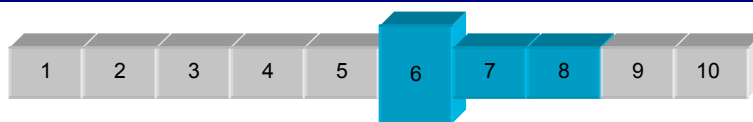
**Sociability** – Tendency to be outgoing, people-oriented and participate with others.



**Job Pattern 5-7      Score 7**

- Mr. Sample is generally inclined to promote the benefits of teamwork, to involve the team in the discussion of how things will be done.
- Trevor prefers democratic supervision, in which two-way dialogue is encouraged.
- He works to foster good relations across departments, maintains friendly contact and keeps up with the issues of common concern.
- Mr. Sample is moderately sociable. He tends to be aware of the necessity for keeping lines of communication open.

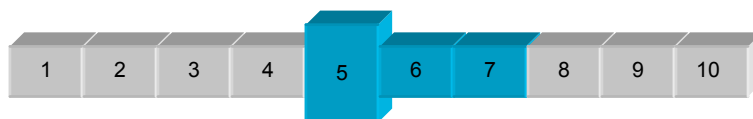
**Manageability** – Tendency to follow policies, accept external controls and supervision and work within the rules.



**Job Pattern 6-8      Score 6**

- Mr. Sample is typically willing to accept guidance and suggestions from others.
- Trevor demonstrates a moderately positive attitude concerning organizational constraints and restrictions.
- Mr. Sample is friendly, accommodating and should be fairly easy to manage.
- He should be willing to conform to company policies without feeling any loss of personal freedom.

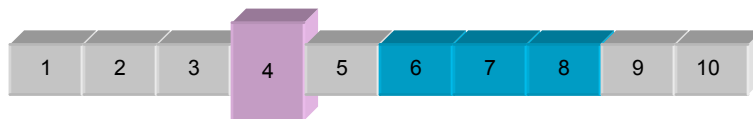
**Attitude** – Tendency to have a positive attitude regarding people and outcomes.



**Job Pattern 5-7      Score 5**

- Trevor can become impatient, sometimes and/or fault-finding with others who do not conform to her expectations
- Mr. Sample's assessment of others may occasionally be more critical and negative than positive and optimistic.
- Her attitude is moderately compatible with confronting interpersonal problems and frustrations.
- Mr. Sample expresses guarded optimism and trust; her attitude toward some people can be more negative than positive, when under stress.

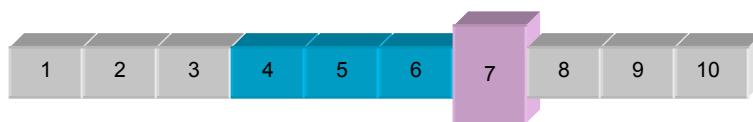
**Decisiveness** – Uses available information to make decisions quickly.



**Job Pattern 6-8      Score 4**

- Trevor tends to be cautious, preferring to wait for more information and advice before taking action.
- Mr. Sample is capable of making decisions that arise from day to day.
- He can be a competent decision-maker when given enough time, but has difficulty taking decisive action under pressure.
- Mr. Sample is not inclined to delay important decisions, unless ill-prepared or disorganized.

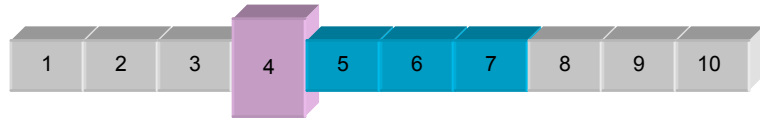
**Accommodating** – Tendency to be friendly, cooperative, agreeable. To be a team person.



**Job Pattern 4-6      Score 7**

- Mr. Sample typically recognizes the need to work with others and He is usually willing to share resources and information.
- He is generally pleasant, friendly and patient, not inclined to show temper or frustration.
- Trevor is modest, not inclined to take or to maintain an extreme opinion or position.
- Mr. Sample tends to have a cooperative outlook, generally prepared to help others.

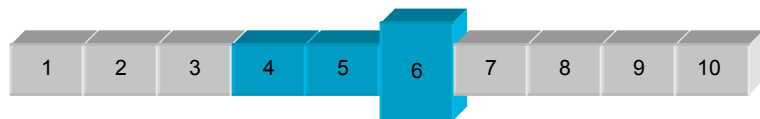
**Independence** – Tendency to be self-reliant, self-directed, to take independent action and make own decisions.



**Job Pattern 5-7      Score 4**

- Mr. Sample is comfortable with the normal restraints of organizational life.
- He generally prefers to follow established procedures.
- Trevor is usually satisfied with the status quo. He is comfortable working within the system.
- Mr. Sample is willing to function in a coordinated, interrelated way, wanting to participate in group decision making.

**Objective Judgment** – The ability to think clearly and be objective in decision-making.



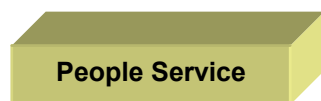
**Job Pattern 4-6      Score 6**

- Trevor generally makes sensible, on the spot judgments.
- Mr. Sample's judgment and decisions should indicate generally consistent usage of her thinking capabilities.
- Mr. Sample's thinking requirements should emphasize logical deduction more than intuitive capabilities.
- Mr. Sample's judgment should reflect a balance of common sense and practical experience.

## Occupational Interests

The Interest section assesses the relative interests between the six interest areas. The top three interests for Mr. Sample are shown here, along with the top three interests for the SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary] position. Note that Trevor shares TWO top interests with the requirements of this position.

### TOP THREE areas of interest for Cecilia Albert.



Indicated interest in activities such as helping people and promoting the welfare of others.

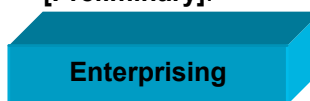


Indicated interest in scientific activities, technical data and research.



Indicated interest in activities such as organizing information or business procedures.

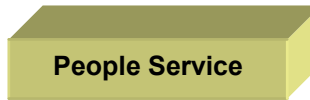
### TOP THREE areas of interest for the position of SUPERVISOR, OFFICE/ADMINISTRATIVE [Preliminary].



Indicated interest in activities associated with persuading others and presenting plans.



Indicated interest in activities such as organizing information or business procedures.



Indicated interest in activities such as helping people and promoting the welfare of others.

Mr. Sample's interests are focused in the administrative and technical aspects of work. He demonstrates an interest in the Financial, People Service and Technical themes. This pattern is consistent with people who like to work in a fairly structured setting, especially in which there is a definable chain of command and there are typical office practices to be dealt with. The preferred work environment is usually defined by a focus on interpersonal dynamics and helping clients, especially with technical information from a consultative/expert point of view.

With People Service as her primary area of interest, Mr. Sample is likely to seek out activities that involve working with and serving others, whether team members, the company or customers. As her main area of interest, these kinds of activities will do best to motivate her. Secondly, He is motivated by the Technical aspects of a job. Working with data and drawing conclusions from them helps her to maintain a positive level of motivation on the job. Finally, her interest in Financial/Administrative activities rounds out her profile. While organizing information or keeping records and balancing budgets may not be the central focus of her motivation, these activities play a part in her interest profile.

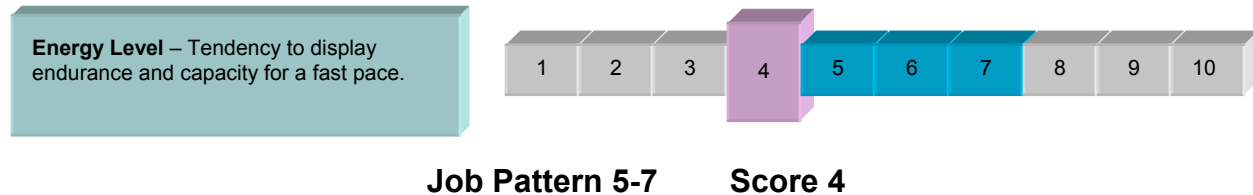
### Notice:

As discussed in the User's Guide for this product, this job pattern approach to matching individuals to a position provides information of great value and should be an important part of the placement decision. However, the user is reminded that the results from any test should never make up more than a third of the final decision.

## Interview Questions

Trevor Albert scored outside the position match pattern in the following areas. When interviewing Trevor Albert, you should consider the following information:

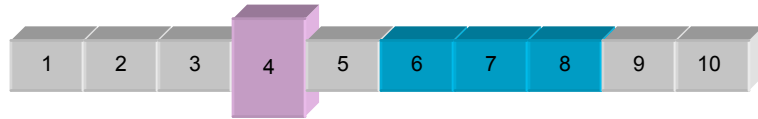
### BEHAVIORAL TRAITS



On the Energy Level scale Mr. Sample is below the designated Profile for this Job Match Pattern. This suggests that her capacity to endure hard work is less than the position typically requires and that He could have a problem with the high demands of this job. Discussions with her should explore the possibility that for Mr. Sample, the energy required for this position may be above what He is willing to exert.

- Tell me about a time when you had to cope with strict deadlines or time demands. Give me an example.
- What kind of experiences have you had involving multiple projects; how do you prefer to cope with the stress of such a situation?
- We all have to make decisions on the job about the delicate balance between personal and work objectives. When do you feel you have had to make personal sacrifices in order to get the job done?
- Give me an example of any specific time in which you found it necessary to give long hours to the job and how you coped with the effect on your ability to perform.

**Assertiveness** – Tendency to take charge of people and situations. Leads more than follows.

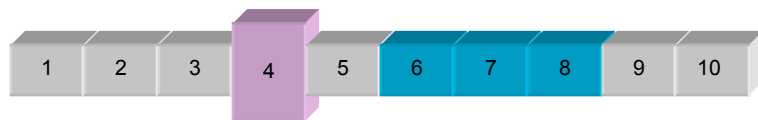


**Job Pattern 6-8      Score 4**

On the Assertiveness scale, Mr. Sample scored below the job profile for this position. He could find the requirements of a strong presence to be overly challenging. Determine her willingness to enhance her confidence and leadership skills in the future.

- What does being assertive mean to you?
- How do you typically handle a situation when you have to be assertive in giving directions to others?
- Tell me about someone you worked with that was too assertive.
- Tell me about a time in which you were able to be very persistent in order to reach goals; be specific.

**Decisiveness** – Uses available information to make decisions quickly.



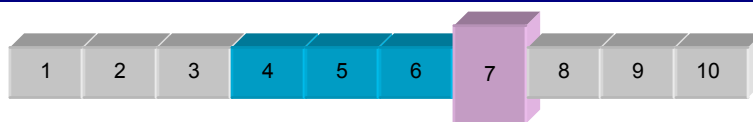
**Job Pattern 6-8      Score 4**

On the Decisiveness scale Mr. Sample is below the designated Job Match Pattern. This suggests that He may respond more deliberately when making decisions than the position typically requires and that He could lack a sense of urgency. Discussions with her might explore the possibility that Mr. Sample may be frustrated with the need for fast-paced decision-making.

- Tell me about a specific experience you have had in which it was necessary for you to react quickly because of a change.
- Describe the way you recently handled an on the job emergency.
- What do you find most challenging about making a hard decision?
- When a decision is needed, how do you prefer to tackle the problem?



**Accommodating** – Tendency to be friendly, cooperative, agreeable. To be a team person.

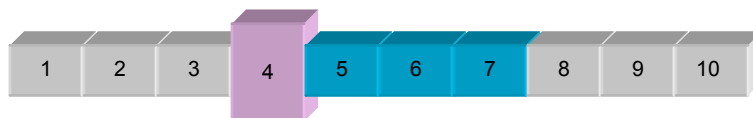


**Job Pattern 4-6      Score 7**

On the Accommodating scale Mr. Sample is above the designated profile for this position. This suggests that her willingness to productively challenge the opinions of others is less than the position typically requires and that this could cause a problem. Discussions with her should explore the possibility the position may require a more direct style than is usual for her.

- When a co-worker is wrong about a work issue, what is the best way to confront him or her?
- Describe a time when you were able to be personally supportive and reassuring to a person who needed a friend.
- What is more productive for the team: communication, group unity, or something else? Explain.
- When, if ever, is conflict a positive factor in the workplace?

**Independence** – Tendency to be self-reliant, self-directed, to take independent action and make own decisions.



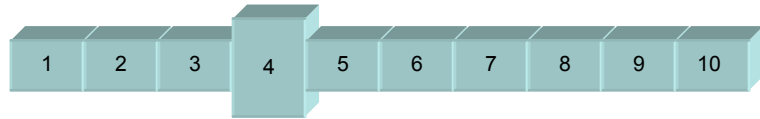
**Job Pattern 5-7      Score 4**

On the Independence scale Mr. Sample is below the designated Profile for this Job Match Pattern. This suggests that her tendency is to seek guidance from supervisors is greater than that of successful individuals in this position. He could have a problem with the capability to work independently and resourcefully. Discussions with her should explore the possibility that for Mr. Sample, the position may be overly challenging and could lead to frustration and a reduction in her level of performance.

- Have you ever found yourself in a situation with little structure? How did you resolve your work and achieve goals?
- What is the best thing about clearly defined objectives or goals?
- How do you prefer your supervisor to explain his or her directions or instructions?
- Describe a time when you were under pressure to make an immediate decision (perhaps without the aid of a supervisor or a manager.) Did you take action IMMEDIATELY or were you more DELIBERATE and slow?

## OCCUPATIONAL INTERESTS

**Enterprising** – Indicated interest in activities associated with persuading others and presenting plans.



Activities that involve entrepreneurial pursuits are preferred most by those who match the Interest Pattern for this position. However, the activities associated with the Enterprising theme are not among Mr. Sample's primary three interest themes and may not motivate her as much.

- How often do you take the role of a persuasive leader in a group; why so often? (or so infrequently)
- Describe some motivational aspects of entrepreneurial activities you have experienced before.
- What is most frustrating about leading or persuading others?
- How do you feel about using skills of persuasion to convince others to do what you need?