

test center

by People Systems

Buyer/ Purchasing Agents Assessment Report

Candidate: XXXXXXXXXXXXX

Username: XXXXXXXXXXXXX

Date: XXXXXXXXXXXXX

Sample Report

The following pages represent a report based on the results of a psychological assessment. The profile presented below summarizes key results in each area compared against general population norms (indicated by the descriptors Low, Below Average, Average, Above Average, and High) and with norms for high performers in the type of job for which the candidate is applying (indicated by the shaded areas). The candidate's score is indicated by the diamond symbol : ◆

	Low	Below Average	Average	Above Average	High							
Agreeableness			◆									
Assertiveness				◆								
Customer Service / Responsiveness					◆							
Dependability				◆								
Detail Mindedness					◆							
Emotional Stability / Resilience				◆								
Empathy			◆									
Extroversion		◆										
Integrity					◆							
Openness		◆										
Optimism/Enthusiasm		◆										
Self-Confidence			◆									
Work Drive				◆								
Overall Cognitive Aptitude											◆	

Cognitive Aptitude Assessment

Compared to general adult norms using standardized tests which were validated for a wide range of positions, we estimate Ben's overall level of general intellectual aptitude to be in the **Top 10 percentile** range. His individual aptitude levels are:

Abstract Reasoning	Top 10%ile
Numeric Reasoning	Top 5%ile
Verbal Reasoning	80-89%ile

Ben has a very high level of general cognitive aptitude. He can learn new information quickly, solve complex problems efficiently, and be able to handle a very heavy information-processing load on this job.

Explanation of Cognitive Aptitude Scores:

The aptitude scores in this section reflect percentile rankings -- not percent correct on the test. With percentiles, the average is the 50%ile. Half of the people score below this score and half score above it. As another example, if a person scores 80-89%ile on a specific test in this report, it means that they scored as well as or better than 80-89% of the norm group, but not as high as 11-20% of the norm group.

The **Overall Cognitive Aptitude** is an average of the separate aptitude sections given to this candidate.

The lower the Overall Cognitive Aptitude score, we predict that the candidate will have difficulty learning new information and making decisions. For example, if they are well experienced in their occupation, they may be able to continue to perform well practiced tasks adequately, but have difficulty learning new things. As such, they will need additional training time and more support from supervisors. People who produce lower Overall Cognitive Aptitude scores generally prefer tasks that call for specific responses rather than ones requiring insightful solutions. They are also slower in processing information and are often easily overwhelmed by complex problems, especially ones they have not dealt with before.

The higher the Overall Cognitive Aptitude score, the more we predict that the candidate will learn quickly, pick up a lot of new information on their own without needing to be trained, handle a large information load easily, make decisions in an efficient manner, and show a great deal of insight about how to solve new and complex problems.

Personality Assessment

Strengths:

- He will usually be agreeable and congenial in his interactions with other people. Unless he is particularly upset about something at work, you can expect him to avoid arguments and contentious interactions.
- Ben is fairly forceful and assertive. He will usually address difficult situations in a direct manner and stand up to people who criticize, dispute, or argue with him.
- Ben has a strong customer focus and strives to meet customers' requests and concerns in a timely, courteous manner. He also reinforces quality customer service among the people who report to him.
- Ben should be reasonably conscientious and reliable on the job. He is typically responsible and trustworthy in the way he performs his job and discharges his duties to customers and his employer.
- Ben can be trusted to be a very detailed, meticulous, careful person in his work habits. He always puts in the extra time to proof his work to avoid any mistakes.
- He has good control over his emotions and can handle most forms of job strain. When subjected to normal pressures on the job, Ben keeps his composure and does not let stress undermine his performance.
- While he can be logical and analytical in the way he appraises problems, Ben is also attentive to and respectful of the feelings and emotional states of other people. He tries to balance a concern for objective and psychological parameters when making decisions.
- Ben tends to be introverted and is not one to waste words or engage in much casual, extraneous conversations in the workplace. He functions comfortably in situations that do not require extensive interaction with others.
- Ben is likely to perform his work in a manner fully consistent with company rules and policies. He is quite honest and ethical on the job. Ben will make decisions in a professional manner without compromising integrity.
- Ben places a fairly high value on tried-and-true methods and current ways of doing things at work. If change is asked for, he will need explanation and justification before altering his behavior. Ben will gravitate toward tasks and assignments that he has done before.
- He is observant on the job and doesn't let emerging or potential problems escape his attention. Ben won't take much for granted or at face value, preferring instead to look for the truth of the matter, despite appearances.
- Ben has an average work drive, which should be enough to meet most job demands. He will not be an idler or a slacker on the job.

Developmental Concerns:

- In trying to handle situations that are particularly upsetting or aggravating, he can sometimes be disagreeable or harsh in how he comes across to others. Ben might benefit from feedback on maintaining consistently positive relationships with others on the job.
- Ben could strengthen his communication and social skills. He probably needs to be more expressive, sociable, and outgoing in his job-based interactions.
- Often set in his ways, Ben may not be willing enough to try new practices and procedures on his job. He could be more receptive to company-sponsored innovation and continuous improvement efforts.
- He may sometimes be too pessimistic and inclined to look for negative outcomes so that he misses the positive potential in new ideas, proposals, and plans. Ben can occasionally be too skeptical or prone to find fault with other employees and their work.
- Ben does not have a high work drive. He sometimes needs to step up his work intensity and invest more time and energy into his job, especially during highly demanding situations.

INTERVIEW QUESTIONS

After reviewing the assessment results for this candidate, you may want to conduct a structured interview to further explore and clarify some specific concerns. The interview questions listed below reflect areas of concern raised by the assessment results. You should keep asking questions until you have gained confidence in your assessment of the candidate. You can use some or all of these questions when interviewing the candidate. You will probably want to customize these questions to best fit your style and what you already know about the candidate as well as the job for which s/he is being considered. Most of these are behavioral description items which ask the candidate to describe specific behavior on the job. Some additional probes which you might want to use with individual questions are:

- * When did this take place?
- * What factors led up to it?
- * What were the outcomes?
- * What did others in the organization say about this?
- * How often has this type of situation arisen?

EXTROVERSION

- Describe a situation when your ability to communicate made a difference in the outcome of a project, assignment, or task at work.
- Tell me how much time you would ideally like to spend each day in meetings and discussion groups on the type of job for which you are applying.
- All of us have different styles of interacting and communicating with other people. Describe a situation where your style did not mesh well with that of another employee. [Probe: How did your styles differ? What problems did this lead to? What adjustments did you make?]
- Give me an example of a presentation that you have made where the audience was not particularly interested in the topic. What did you do? What were the results?

OPENNESS

- Describe the most recent new job-related method, procedure, or technique you learned and how you felt about learning it. [Probe for when and how often this occurred.]
- Tell me about a time when you recommended or implemented a better way of doing things at work.
- Describe a situation where you felt that continuing demands to do new things on your job lowered your overall productivity or efficiency.
- Describe your plans (if any) for continued education, job-related training, or professional development you have for the coming year.

OPTIMISM

- Sometimes it helps to prepare for the worst and try to anticipate potential problems at work. Describe a time when your concerns about possible future problems were justified.

- What would you say to a coworker whom you felt was being naïve or gullible about some new job they were considering? If asked, what advice would you give?
- How do you personally guard against unrealistically high expectations at work or being blindsided by unanticipated problems?

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