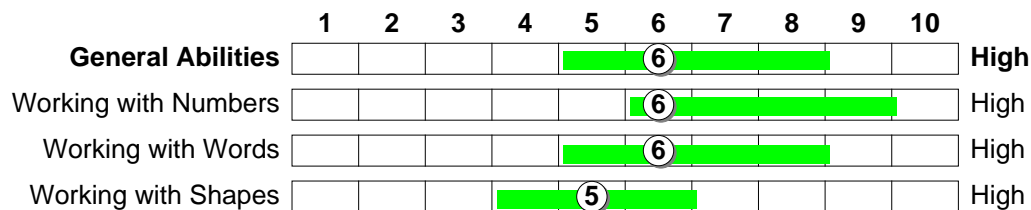


# Prevue Benchmark

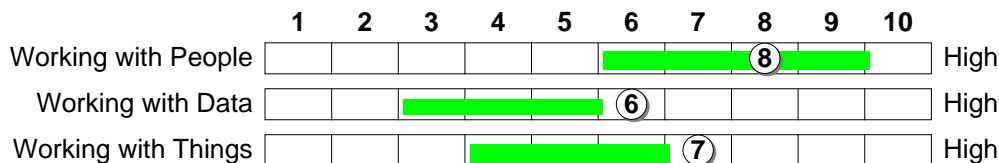
Daniel Sample

Sales Representative

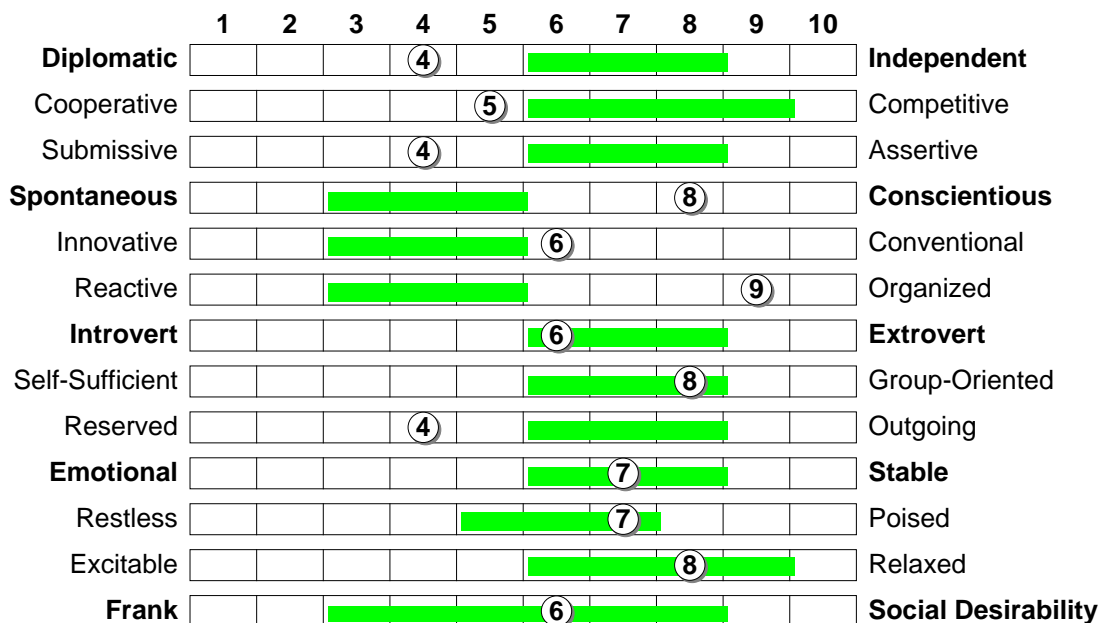
## Abilities



## Motivation/Interests



## Personality



A Prevue benchmark illustrates the required characteristics for this job as decided by management. The shadowed areas above graphically represent the benchmark for this Sales Representative position. The number on each scale is Daniel Sample's actual score. The following percentage reflects the degree of suitability of his scores when compared to this benchmark.

## Prevue Job Suitability

The Prevue benchmark suitability should comprise not more than one-third of the selection decision process. The other aspects of the selection decision process, including the job interview, candidate history and background check, should be furnished by management.

**Benchmark Suitability**

**77%**

## Planning the Interview

Your interview should be a formal meeting with the objective of assessing Mr. Sample qualifications for this Sales Representative position. Planning for the interview should begin with an examination of any areas of confusion or concern identified in the previous steps in the selection process, including your review of his resume or reference checks. This background information, in conjunction with this report, will assist you in determining this candidate's overall suitability for this position.

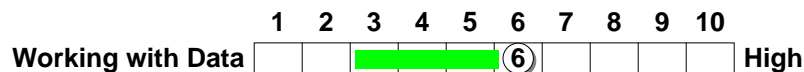
## How to Use the Prevue Assessment in the Interview Process

Good hiring and promoting practices require that the personality traits, interests and abilities of job candidates should be matched to those required for the job for which the candidate is being considered. This can be accomplished by creating a Benchmark of the characteristics that your experience has confirmed are required for the job and that are evident in people who may have prior success in the job. The more closely Mr. Sample scores match the Benchmark, the higher is his suitability for that specific job. Scores that are off the Benchmark should provoke closer scrutiny.

Interview questions directed to specific on-the-job conduct will improve the selection process. In most cases you should customize these questions for this particular Sales Representative position. Mr. Sample responses should be clarified with further behavioral questions until you are comfortable you can make a proper decision on his overall job suitability.

## Areas Off the Benchmark

The following are areas where Mr. Sample did not match this Sales Representative benchmark. A brief explanation of the score result and Benchmark is followed by suggested behavioral interview questions.



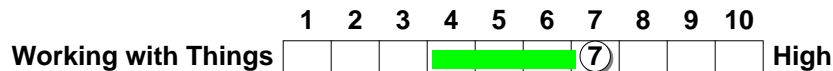
Mr. Sample indicates he has an above average level of interest in working with data.

1. What system do you use to manage your contacts? Your appointments?
2. Explain, by example, how you learned the features and benefits of previous products or services.
3. What computer software do you use? How many hours a day do you typically work with computers?

# The Interview

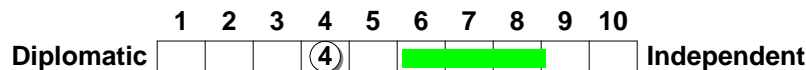
Daniel Sample

Sales Representative



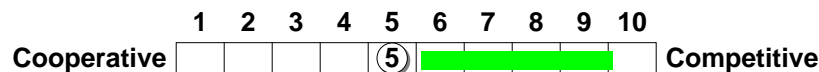
Mr. Sample expresses an average level of interest in work which deals with inanimate objects such as electronic devices, machinery, tools, and equipment.

1. How often did you use a computer at work? How many hours a day did you have to be on the computer?
2. What is the one piece of equipment you couldn't work without? Describe how you used it.
3. Describe the last piece of equipment that you demonstrated in a sale.



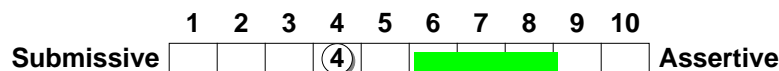
Daniel Sample has an interesting balance between a desire to compete and win on the one hand, and a wish to coordinate team goals on the other.

1. Tell me about the last time you dealt with an irate customer.
2. Illustrate the last situation in which you had to establish trust with a customer by phone.
3. Describe a method you have used to get your customer to listen to your point of view.
4. Describe the last sales situation in which you were part of a team. Is working with a team your preference?



Mr. Sample can be best described as a Sales Representative who is an average competitor who will work well within a sales team environment.

1. Describe how you have previously prospected for new business.
2. Other than your supervisor, describe a situation where you would work with someone else when solving a customer problem.
3. There could be sales situations where you could strive for more business. Describe the importance you usually place on getting an order.



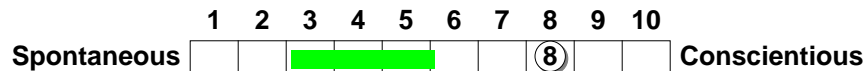
Mr. Sample is somewhat submissive and will rarely speak out on some issues.

1. Describe a sales call that was dragging on and it became necessary for you to exert yourself to get commitment.
2. Describe a sales situation when, contrary to what was said, you knew you were right and you had to convince your prospect of that.
3. Describe the role you took during a recent occasion when there was a heated discussion between members of the team.

# The Interview

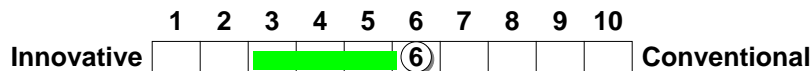
Daniel Sample

Sales Representative



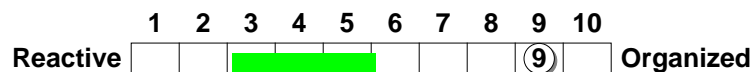
Mr. Sample is likely to be extremely conscientious, well organized, tidy, and detail conscious.

1. Can you recall an unexpected situation which upset a prospect, and explain how you dealt with the situation?
2. Describe how you have handled a prospect whose expectations exceeded standard policy.
3. As a Sales Representative you will be allowed a certain amount of flexibility, and can expect sales calls where you will have to 'think on your feet'. Describe how you have accommodated these types of calls.



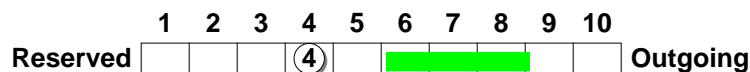
Mr. Sample sees himself as someone who is conscientious, with some understanding of change and innovation.

1. When do you feel a degree of flexibility is necessary in servicing your customers?
2. Describe how you reacted when work situations changed somewhat unpredictably from day to day.
3. Expand on the changes to customer service that you felt were necessary in your last position.



Mr. Sample regards himself as being a very well organized Sales Representative who is tidy and works from a controlled and rational base.

1. Describe the results of one of those sales days when there were more appointments than time available.
2. Describe how you forecast the opportunities in your territory. How important is the reality compared to the forecast?
3. Explain how you make a sales presentation when you know you have not had enough time to prepare properly.



Mr. Sample describes himself as someone who is fairly quiet and reserved, preferring infrequent periods of social contact.

1. Please give me some examples of the techniques you use to establish rapport with a prospect during an initial sales call.
2. Describe the parts of new business prospecting that give you the most difficulty.
3. Describe the occasions where your coworkers would describe you as quiet and retiring.

# Combinations Off the Benchmark

Daniel Sample

Sales Representative

## Note:

This section is comprised of excerpts from the Total Person description described in the Full Version of this Report. It focuses on those dimensions where Mr. Sample did not match the Benchmark established for the Sales Representative position.

Mr. Sample is highly motivated to work with people, and particularly interested in working with data and tools or equipment. His strong preference for working with others means that he will do well as part of a team, or in any position requiring social skills and use of technology. Regarding office equipment, his overriding interest in people should make him an eager user of telephone equipment, electronic mail, the Internet, etc. Because of his marked interest in data, he would also enjoy working with spreadsheets, databases, or any detailed paperwork. For maximum performance, any long-term assignments for Daniel Sample should include contact with people. Having good motivation to work with all three major factors in the workplace, he should enjoy a wide range of occupations.

Mr. Sample is moderately assertive and he also enjoys working with others. He has well-balanced desires to compete and to cooperate. He will balance his own need for achievement against the need to maintain good relations with others. His working strategy will be to strive unobtrusively for his own goals while remaining a useful member of the team. In disputes, Daniel Sample is able to alternate between the roles of peacemaker and decision-maker, but his reluctance to speak out on controversial issues will more often lead him to mediate.

Daniel Sample is meticulous with details, preferring to have a well-thought-out plan before beginning any project. He values punctuality, and may resent tardiness in others or unexpected changes in the schedule. Dealing with spontaneous events will be frustrating for him. He prefers working with proven procedures and established policies. He tends to be uncomfortable in unstructured situations, although he will strive to bring order out of chaos. Mr. Sample can deal with procedural changes if they are carefully explained and justified.

Daniel Sample enjoys the attention of others in a lively environment. As a team member, he will contribute readily but he needs time alone to reflect on his efforts and plan his offerings. He enjoys meeting new people and exploring new ideas. He often acts impulsively and long-term assignments must include variety or else he will lose interest. Mr. Sample will not tolerate a great deal of monotony and he will thrive on challenging assignments, particularly if these contain an element of risk.

## VALIDITY INTRODUCTION:

- The rules for identifying patterns of responses in the Personality Section of the Prevue Assessment which might be "invalid" include systematic, but non-meaningful response patterns, omissions and excessive use of the "B" answer option. Systematic, but non-meaningful response patterns occur when the distribution of the responses differ from the norm and are considered unusual. The omission rule occurs if more than three responses are omitted in a given scale, making the results appear more average than they are. The "B" answer rule is affected by the total number of "B" responses selected. The candidate had the choice of an "A", "B", or "C" for every question in the Personality Section of the Prevue Assessment. The second option, the "B" choice, is always an unsure or in-between answer.

## VALIDITY COMMENTARY:

- The total number of "B" responses chosen by the candidate in the course of completing the Prevue Assessment Questionnaire, including questions that were not answered, was 8.
- This number of "B" choices is within acceptable levels and the results of the Personality section of this report had meaningful response patterns. Therefore the data presented in this Prevue Assessment can be considered accurate and reliable.

## BEST PRACTICE RECOMMENDATIONS:

- **Assessment Administration:** Best practice protocol 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 an Assessment is administered without the recommended supervision, the accuracy of the report cannot be guaranteed. If the report is a significant consideration in any final selection or other high stakes decision, you might wish to have the candidate retake the Prevue Assessment in a controlled environment;

For more information on the administration of the Prevue Assessment, please see "Administering the Prevue Assessment" in the Prevue User Guide posted at [www.prevuesystem.com](http://www.prevuesystem.com).

- **Assessment weighting:** The weight given to the Prevue Assessment 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.

- **Ensure fairness:** When properly administered, the use of the Prevue Assessment will help to ensure that applicants are treated fairly without regard to race, colour, religion, sex or national origin. The Prevue Assessment was designed and developed to conform with the human rights legislative and best practice requirements prevailing in the various countries where the Prevue Assessment is distributed. This includes the EEOC Guidelines, the Americans for 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.



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