

Test Results and Interview Guide

Candidate: **Richard Wantsajob**
Assessment: Secretary / Administrative Assistant (Spanish)
Completed: October 26, 2024
Prepared for: Sara Maple
Example Company

What's Included

- Overall Score
- Competency Summary Table
- Comparison Matrix
- Detailed Competency Results with Interview Guide

Important Note: The Secretary / Administrative Assistant (Spanish) assessment measures key factors related to high performance and tenure in this job. Attribute types measured vary by test, but can include cognitive ability, skills, knowledge, personality characteristics, emotional intelligence, and past behavioral history. This report includes a one page summary, followed by detailed results with an embedded interview guide. Note that these results should always be used as a part of a balanced candidate selection process that includes independent evaluation steps, such as interviews and reference checks.

Overall

Candidate	Score	Interpretation
Richard Wantsajob rich.wantsajob@gmail.com Secretary / Administrative Assistant (Spanish) October 26, 2024 Summary: Moderate to High Performance Potential	71	

Key

- Higher Risk
- Lower Risk

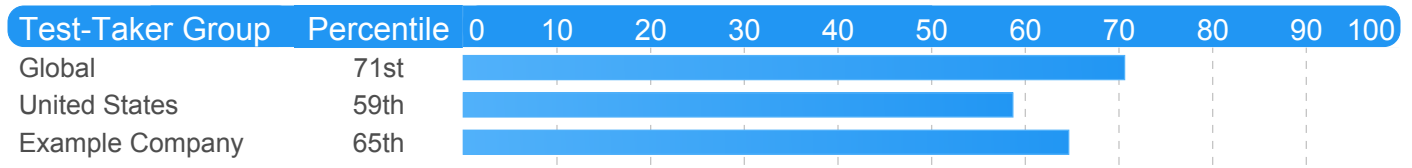
Competency Summary

Competency	Score	Interpretation
Cognitive Abilities (relates to job performance, problem-solving, ability to learn, etc.)		
Analytical Thinking and Attention to Detail	68	
Skills/Knowledge (relates to immediate readiness)		
Data Entry	71	
MS Word	87	
Writing	67	
Typing Speed & Accuracy	90	
Personality Characteristics (relates to fit with the job/team environment)		
Adaptability	86	
Integrity	10	
Drive	83	
Resilience	90	
Teamwork	70	
Emotional Intelligence (relates to situational judgment, performance and teamwork)		
Empathy and Emotional Self-Control	64	
Scored Survey Questions (Custom Questions)		
History Survey - Performance	69	
History Survey - Tenure	80	

Importance to Job ↑

Comparison

Percentile scores indicate how the candidate compares to other test-takers within various groups. The candidate scored equal to or better than the fraction of test-takers indicated by the percentile.



Detail

Candidate: **Richard Wantsajob**, rich.wantsajob@gmail.com
 Assessment: Secretary / Administrative Assistant (Spanish)
 Authorized: October 26, 2024, by Sara Maple, Example Company, qamailsaram.mike@hravatar.com
 Started: October 25, 2024, 9:15:58 PM EDT
 Completed: October 25, 2024, 9:15:58 PM EDT
 Overall Score: 71

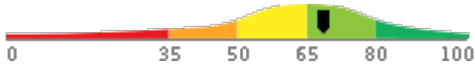
Cognitive Abilities Detail

This section contains a list of job-related cognitive abilities that have been evaluated in a job-like context using simulation technology. Studies have demonstrated that cognitive abilities are highly correlated with job performance for many jobs. Abilities also correlate with problem-solving and the ability to learn quickly.

Detail Interview Guide

Analytical Thinking and Attention to Detail

Score: 68



Description:

This scale indicates both the capacity to think in a thoughtful, discerning way, to solve problems, utilize resources, analyze data, and apply attention to detail. Individuals who demonstrate high amounts of analytical thinking are able to recognize patterns rapidly, navigate through problems, and resolve difficult problems systematically. Individuals who demonstrate high attention to detail produce work products that are consistently accurate and require little checking. They rarely forget schedule commitments or overlook even the smallest details.

Interpretation:

Strong scores in this area correlate with above average performance for many jobs.

Usually able to think in a thoughtful, discerning way. Capable of solving difficult problems, planning many-featured tasks and projects, organizing multiple resources, and analyzing complex data with only occasional assistance. Usually able to quickly recall and use information when needed or appropriate. Additionally, can usually achieve a high degree of thoroughness and accuracy in work tasks.

Describe a time when you were given a problem without a lot of guidance or information. How did you handle that situation?



Unable to problem solve with ease, use a systematic approach, or utilize resources. Was not thoughtful.



Demonstrates the ability to (1) problem solve with ease and (2) utilize resources. Doesn't do so systematically. Was thoughtful.



Demonstrates the ability to (1) problem solve with ease, (2) use a systematic approach, and (3) utilize resources. Was thoughtful.



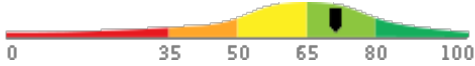
Knowledge and Skills Detail

This section contains a list of job-related knowledge areas and skills that have been evaluated. Low scores in these areas often indicate that additional learning may be required before top performance can be achieved.

Detail **Interview Guide**

Data Entry

Score: 71



Description:

The ability to accurately enter information into computer-based forms.

Interpretation:

Candidate should achieve above average job performance in this area with little or no training.

Usually enters data into computer forms reliably and accurately. However, occasional mistakes indicate that regular reviews may be required to ensure accuracy.

Data entry work can be repetitive. How do you stay focused on your work?



Demonstrates they are able to recognize their limits and have effective strategies to maintain focus at work.



Demonstrates they have effective strategies to maintain focus at work.

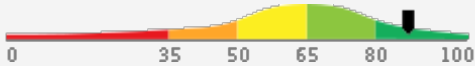


Unable to demonstrate they have effective strategies to maintain focus at work.



MS Word

Score: 87



Description:

Evaluates the candidate's understanding of word processing concepts and ability to perform basic tasks using MS Word 2019 (Currently used in Office 365) software.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

Scores indicate a solid working knowledge of word processing documents and MS Word 2019 (Currently used in Office 365). Candidate is likely ready to be productive without training for low to moderate complexity documents.

Can you tell me about any experience or education you may have that required or helped you grow your knowledge of MS Word?



No relevant experience or education



Some relevance

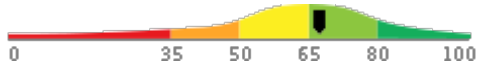


Directly relevant experience or education



Detail Interview Guide

Writing
Score: 67



Description:

The ability to be concise, friendly, and accurate when drafting written communications.

Interpretation:

Above-average writing skills can positively impact performance in many jobs.

Above average. Conveys ideas in a concise and succinct format. See writing sample section of report for raw essay(s) submitted.

- Raw computed score: 80
- Computed score confidence: 75
- Approximate Word Count: 247

Please see below to view the essay submitted.

Are you comfortable when you need to express yourself through writing? Do you feel confident you can get the right message across? Tell me about a project or task where your writing skills were required for success. How did it go?



1

Not confident in own writing ability. Prefers speaking.



2

Somewhat confident in own writing ability. Writes frequently.



3



4

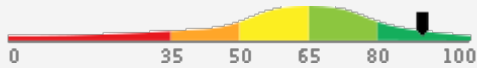
Very confident in ability to write. Has received compliments on clarity of written correspondences.



5

Typing Speed & Accuracy

Score: 90



Description:

Evaluates a candidate's ability to enter data into a computer screen using a keyboard at both an acceptable rate of speed and degree of accuracy.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

Significantly above average. Consistently types information both quickly and accurately. Submitted work typically requires little or no review prior to sending to end users or customers.

- Speed: 60 Words/Min
- Accuracy-Adjusted Speed: 50 Words/Min
- Accuracy: 85%

Can you tell me about a time when your ability to type quickly and accurately helped you achieve a goal or objective?



1

Typing or data entry is not relevant to example.



2

Example is somewhat related to typing or data entry speed and accuracy.



3



4

Example demonstrates fast and accurate data entry or typing under pressure.



5

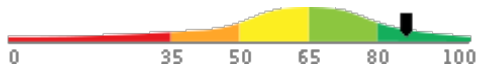
Personality Characteristics Detail

This section contains a list of personality characteristics that are frequently associated with job performance. Remember, these are not skills and do not indicate the ability to do a job. Rather, they can be used to evaluate the candidate's fit with the general needs of the job and the organizational culture. Sample interview questions are provided to gather more information.

Detail **Interview Guide**

Adaptability

Score: 86



Description:

This scale reflects how accepting a person is of frequent or substantial changes in his or her job requirements. Changing work requirements usually cause stress and put pressure on an individual to adapt. High scorers usually thrive under changing work conditions, while low scorers may burn out or become paralyzed. In more stable job circumstances, high scorers may become bored, while low scorers would remain satisfied.

Interpretation:

The candidate's score in this area should contribute to enhanced overall job performance.

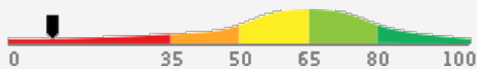
Thrives on change. Sees self as very flexible and easy-going. However, he or she may often be perceived as disinterested, unmotivated, or too easy-going in times of upheaval.

Even in a fast-changing environment there can be periods of relative calm and stability. How do you keep from getting bored during these slower times?

- | | | | | |
|---|--------|--|--------|---|
| ★
1 | ★
2 | ★
3 | ★
4 | ★
5 |
| Candidate has no effective technique to keep them from getting bored. | | Candidate can explain one effective technique to keep them from getting bored. | | Candidate explains multiple effective techniques to keep them from getting bored. Shows they enjoy stability too. |

Integrity

Score: 10



Description:

This scale reflects the degree to which an individual acts positively towards the organization, avoids unnecessary risk, and, simply put, does the right thing. High scores on this scale indicate a person will act in the organization's best interest, follow the rules, and work hard under limited supervision. Low scores on this scale indicate a person may engage in risk-taking behaviors, work to undermine the organization, and only do the bare minimum.

Interpretation:

The candidate's score in this area indicates risk of a negative impact on performance for some jobs. Additional probing is strongly recommended.

Distrusts the organization and management. Frequently assumes new ideas or changes will have a negative individual impact. Can be defensive regarding his or her own work, or show hostility towards management or company policies. May take unnecessary risks on the job.

Do you think it's ever okay to withhold information from your supervisor? How would you judge whether doing so is okay or not?

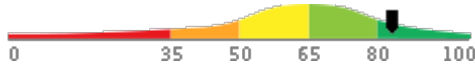
- | | | | | |
|---|--------|--|--------|---|
| ★
1 | ★
2 | ★
3 | ★
4 | ★
5 |
| Answer shows that they are not concerned about ethics or organizational values/rules. | | Explains only situational circumstances. Judgement does not stem from an ethical standpoint. | | Explains only situational circumstances, or no circumstances. Judgement stems from ethical standards. |

Detail

Interview Guide

Drive

Score: 83



Description:

This scale reflects the degree to which an individual will work hard to achieve goals and solve critical problems in the organization. High scores on this scale indicate a person will be diligent in their work and use all necessary sources to solve problems. Low scores on this scale indicate a person may be unenthusiastic about work and may struggle with complex tasks and challenges.

Interpretation:

The candidate's score in this area should contribute to enhanced overall job performance.

Highly motivated by challenging goals and tasks, financial rewards, and/or recognition, and willing to work very hard to succeed. Very focused on understanding guidelines, following the rules and personal achievement.

How do you respond when the going gets tough and it seems like you and your team are facing a nearly impossible task?



1

They are unenthusiastic. They respond by working to their expectations or less due to being overwhelmed.



2

Their feelings are neutral. They respond by working hard to achieve the goal.



3



4

They are enthusiastic. They respond by working hard to achieve the goal and by using all necessary sources.



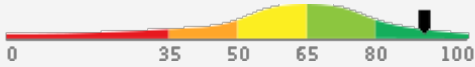
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Detail

Interview Guide

Resilience

Score: 90



Description:

This scale reflects the degree to which an individual can withstand adversity, bounce back from difficult events, and be persistent in doing work tasks despite difficulties that come their way. High scores on this scale indicate a person will likely be able to deal with difficult situations with ease, perceive they have control over events in their life, and continue to push forward to achieve goals. Low scores on this scale indicate a person may claim that mistakes/failures were out of their control. Low scorers tend to not cope well with on-the-job stress and don't put in the extra effort to achieve success when obstacles come their way.

Please note that resilience is not a fixed trait. Unlike many other personality characteristics, resilience can be developed over time. Additionally, multiple factors can influence how resilient a person is within a specific situation. In recognition of these features, additional probing using suggested interview questions is strongly recommended.

Interpretation:

The candidate's score in this area should contribute to enhanced overall job performance.

Responses indicate that the candidate can effectively work through difficulties at work by exhibiting positive emotions, having control over the events, being proactive, remaining hopeful, and learning from the experience. Candidate can always be expected to push forward to achieve their goals, even when obstacles come their way.

Tell me about a time you tried to reach an aggressive goal that you failed to achieve. What was the reason you missed the goal?



1

Their answer revolves around outside forces (boss, economy, coworkers, etc.) They do not take responsibility.



2

Their answer is a mix of what they could have done better and how others could have helped impact their goal.



3



4

Their answer revolves around them and what they could have done better to set themselves up and achieve the goal.



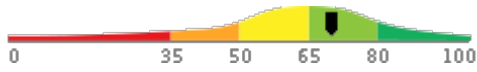
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Detail

Interview Guide

Teamwork

Score: 70



Description:

This scale reflects the degree to which an individual works well with teams and maintains positive interpersonal relationships. High scores on this scale indicate a person will thrive in collaborative team settings and maintain high-quality relationships with coworkers. Low scores on this scale indicate a person will prefer working on individual projects and may struggle to maintain close working relationships with colleagues.

Interpretation:

The candidate's score in this area should contribute to enhanced overall job performance.

Actively cultivates relationships. Comfortable meeting new people and sensitive to how others feel. Works with colleagues and seeks input to develop friendships and meet goals.

Describe a time when you worked in a team. What was your role? How did you delegate tasks with the other team members?



1

They describe their role in a way that does not show significance. Delegation tactics were not efficient or helpful.



2

They describe their role in a way that doesn't show significance. Delegation tactics were efficient and helpful.



3



4

They describe their role in a way that shows significance. Delegation tactics were efficient and helpful.



5

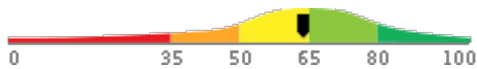
Emotional Intelligence Detail

This section contains a list of emotional intelligence characteristics that indicate how tuned in a candidate is to his or her own emotions, and those of others, as well as the candidate's ability to control his or her behavior in light of the emotions he or she is experiencing. These traits can often impact performance in groups or teams. Sample interview questions are provided to gather more information.

Detail **Interview Guide**

Empathy and Emotional Self-Control

Score: 64



Description:

This scale reflects both the ability to sense and understand other people's feelings, feel sympathy for others, and see things from other people's point of view, and the ability to manage the desire to satisfy urges or impulses, showing restraint and managing behaviors to ensure appropriate and effective interactions with others.

Interpretation:

The candidate's score in this area indicates neither a positive nor a negative impact on performance.

Demonstrates moderate strength in sensing the emotional needs of others, sympathizing with other people's problems, and seeing things from other people's point of view. Likely to generally be effective at demonstrating to customers or coworkers that they understand and care about them, maintaining current levels of customer loyalty, work relationships, and conflict in the workplace.

What do you typically do when you are working closely with someone who is very upset?



1

They have an inappropriate response and don't demonstrate understanding or care.



2

They (1) have an appropriate response and (2) demonstrate understanding but unable to show the customer that they care.



3



4

They (1) have an appropriate response (2) demonstrate understanding and (3) show the customer that they care.



5

Scored Survey Detail

This section provides additional detail on the candidate's scored survey responses. Potential caution areas (if any) are specified in each detail section.

Detail **Interview Guide**

History Survey - Performance

Score: 69

Description:

Evaluates elements of the candidate's past work and education history to identify indications of high or low performance potential.

Exhibits past behaviors and achievements that are likely to result in significantly below average job performance. Additional probing in this area is highly recommended.



1

No examples or rationale given.



2

Weak connection between past and future.



3








4

Clear connection between past and future.



5

Detail	Interview Guide
<p>History Survey - Tenure Score: 80</p> <p><i>Description:</i> Evaluates a candidate's past employment history and related factors for indications of potentially low job tenure.</p>	<p>What are some of the reasons you have left previous jobs?</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  1 Many different reasons. Blames employer. </div> <div style="text-align: center;">  2 Circumstances for leaving generally credible or somewhat outside control. </div> <div style="text-align: center;">  3 Circumstances for leaving generally credible or somewhat outside control. </div> <div style="text-align: center;">  4 Reasonable rationale or circumstances clearly outside control. </div> <div style="text-align: center;">  5 Reasonable rationale or circumstances clearly outside control. </div> </div>

Writing Sample(s)

During the assessment, the candidate was asked to write one or more passages. The text they wrote is included in the table below for review.

Writing Sample - Question	Response
<p>Please write an essay describing the keys to creative writing.</p>	<p>This is a sample essay. In a real test situation, the candidate or test taker would write an essay as a part of their assessment, in response to the question associated with this entry. All reports will share their writing as received. In some cases, our artificial intelligence engine will process their response to create a numerical score. Our system also checks for plagiarism, both among previously submitted essays, and the broader Internet. Additionally, spelling, grammar, and style checks are performed.</p> <p>Essay typically are from 150 to 600 words. They can be written in response to an explicit question, or they can be free-form responses to general questions.</p>

Identity Confirmation Photos

The following photos of the candidate and any identification were uploaded during the assessment session.

Photo Analysis Results

- Risk:	Medium risk of cheating based on image inconsistencies
- Percent match among processed faces	100%
- Total images processed	17
- Total images with valid faces	14 (82%)
- Total pairs of faces compared	13
- Pairs in which faces matched	13 (100%)



Pre/Post-Test Photo



ID Photo



In-Test Error Detected (No Face Detected)



In-Test Error Detected (No Face Detected)



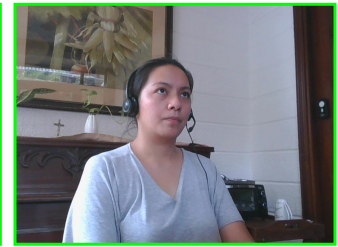
In-Test Error Detected (No Face Detected)



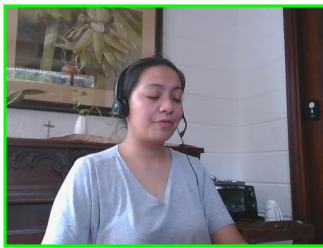
In-Test Photo



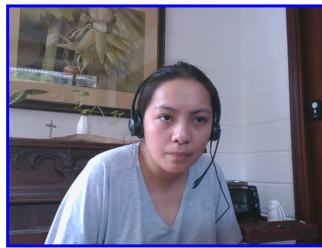
In-Test Photo



In-Test Photo



In-Test Photo



Pre/Post-Test Photo

Report Preparation Notes

- Hiring decisions should never be based on a single source of information. The most effective use of this assessment report is as a part of a multi-faceted program of candidate evaluation that includes resume review, interviews, and reference checks.
- Overall vs Percentiles Scores: The overall score reflects the success in the test, based on the mean (average) and standard deviation of the test scores. The percentile score reflects the percentage of test-takers who scored equal or below this overall score. We recommend you use the Overall Score as your primary evaluation criteria. However, percentile scores can often be useful in comparing specific candidates against one another and with a group, such as for test takers in a certain organization or within a certain account.
- Note that comparison information is calculated based on completed instances of this assessment at that time the assessment is scored. As additional instances are completed, the comparative data may change. You can always update a report to the current values by clicking on 'Recalculate Percentiles' within the online results viewing pages at www.hravatar.com.
- Most competency scores are norm-based, which means that they can be interpreted in terms of their distance from the average or mean score. For all scales, a score equal to the mean receives a score of 65 and scores above and below this value are set so that a score change of 15 equals one standard deviation.
- For linear competencies, higher is better across the entire scale. For these scales a score between 65 and 80 (light green) represents 0 to 1 standard deviation above the mean and a score above 80 (dark green) represents more than one standard deviation above the mean. Similarly, a score of 50 - 65 (yellow) represents 0 to 1 standard deviation below the mean, while a score of 35 - 50 (orange) equates to 1 to 2 standard deviations below the mean, and a score below 35 represents more than 2 standard deviations below the mean.
- This assessment makes use of data from the Occupational Information Network (O*NET), which is funded by the U.S. Federal Government - U.S. Department of Labor/Employment and Training Administration (USDOL/ETA) - as a primary source of occupational information. The O*NET database contains information on hundreds of standardized and occupation-specific descriptors that are continually updated by ongoing research. These data are used in preparing descriptive information as well as setting relative weights between competencies used in calculating the overall score. For additional information about O*NET, visit <http://www.onetcenter.org>.
- O*Net Standard Occupational Code (SOC) Used: 43-6014.00
- O*Net Version: 26.3
- Sim ID: 16314-1, Key: 0-0, Rpt: 91, Prd: 7315, Created: 2024-10-26 01:16 UTC
- UA: Mozilla/5.0 (Windows NT 6.3; Trident/7.0; Touch; rv:11.0) like Gecko

Score Calculation Detail

The following table provides a summary of how the overall score was calculated from the individual competency scores. Competency scores are calculated on a 0-100 scale by first calculating a Z statistic based on test-taker responses and then transforming the Z value to a scale with target mean and standard deviation. Certain competencies have a normal score distribution where it is best to be closest to the mean. For these competencies we modify the Z statistic by multiplying its absolute value by minus 1 for the overall score calculation. Next, to calculate the overall score, a weighted average of all modified competency Z statistics is computed and this weighted average is itself transformed to a Z statistic, which is then transformed to a score with the same target mean and standard deviation. Finally outlier scores are adjusted if they are below 0 or above 100.

Competency	Score	How applied to overall	Score Value Used	Weight (%)
Adaptability	86.8098	Z-Statistic	1.4540	4.2214
Data Entry	71.5036	Z-Statistic	0.4336	6.1655
Empathy and Emotional Self-Control	64.3009	Z-Statistic	-0.0466	6.1655
History Survey - Performance	69.4235	Z-Statistic	0.2949	6.1655
History Survey - Tenure	80.8030	Z-Statistic	1.0535	6.1655
Integrity	10.0000	Z-Statistic	-3.6667	4.8283
MS Word	87.7144	Z-Statistic	1.5143	6.1655
Drive	83.3547	Z-Statistic	1.2236	4.5316
Analytical Thinking and Attention to Detail	68.8603	Z-Statistic	0.2574	34.4881
Writing	67.7141	Z-Statistic	0.1809	5.7801
Resilience	90.9680	Z-Statistic	1.7312	4.5316
Teamwork	70.3294	Z-Statistic	0.3553	4.6260
Typing Speed & Accuracy	90.0389	Z-Statistic	1.6693	6.1655
Weighted Average of Competency Z-Scores:				0.4372
Mean applied to Raw Weighted Avg:				0.0000
Standard Deviation applied to Raw Weighted Avg:				1.0000
Normalized Raw Score:				0.4372
Mean:				65.0000
Standard Deviation Used:				15.0000
Final Overall Score:				71.5575

Notes

(This area is intentionally blank - it's reserved as space for your notes.)