

# test center

by People Systems

## Accounting Professional Assessment Report

Candidate: XXXXXXXXXXXX  
Username: XXXXXXXXXXXX  
Date: XXXXXXXXXXXX

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	
<b>Agreeableness</b>					◆	
<b>Assertiveness</b>	◆					
<b>Conscientiousness</b>					◆	
<b>Detail Mindedness</b>				◆		
<b>Emotional Stability / Resilience</b>				◆		
<b>Integrity</b>					◆	
<b>Intrinsic Motivation</b>					◆	
<b>Orderliness</b>				◆		
<b>Preference for a Quiet Job</b>		◆				
<b>Teamwork</b>				◆		
<b>Work Drive</b>				◆		
<b>Overall Cognitive Aptitude</b>						◆

## Cognitive Aptitude Assessment

Compared to general adult norms using standardized tests which were validated for a wide range of positions, we estimate Fran's overall level of general intellectual aptitude to be in the **Top 5 percentile** range. Her individual aptitude levels are:

Abstract Reasoning Top 5%ile

Numeric Reasoning 80-89%ile

Verbal Reasoning Top 5%ile

Fran has a superior level of general cognitive aptitude. She should learn new information very quickly, solve the most complex problems efficiently, and be able to handle an exceptionally 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:

- She is very concerned with pleasing other people and getting along with the people she works with. Fran is unselfish and willing to give in to other people to preserve harmony and goodwill.
- Mild-mannered and accommodating, Fran follows the lead of others. She is not at all stubborn, divisive, or argumentative. Fran will not challenge organizational authority.
- She fulfills her job responsibilities very reliably and conscientiously. Fran honors her obligations to others and dependably does what she says she will do.
- She should be able to withstand most of the stressors associated with this job. Fran is unlikely to lose her temper, have emotional outbursts on the job, or experience a lot of anxiety over unresolved work problems.
- Fran is likely to perform her work in a manner fully consistent with company rules and policies. She is quite honest and ethical on the job. Fran will make decisions in a professional manner without compromising integrity.
- She is much more motivated by intrinsic rewards on her job than by extrinsic, tangible factors. Fran appreciates recognition in the form of praise and recognition of her contributions. She is also attracted to variety and personal responsibility for work outcomes.
- She is systematic and orderly in her work. She should be comfortable managing job-related data and information.
- Fran works comfortably in situations requiring independence as well as in situations where she must work cooperatively with others. She can adapt well to a job that calls for both individual and team contributions.
- Generally, Fran works hard enough to meet most job demands while also achieving a balance between work and the rest of her life. Her work drive registers as being about average.

**Developmental Concerns:**

- Fran is likely to be too submissive, reticent, and unassertive to function effectively in some work situations. She may back down too easily from problems which she should address. It will be difficult for her to voice a negative opinion in a group setting, engage in a debate about competing ideas, or deal with conflict.
- Not particularly thorough or careful in checking her work, Fran will need instruction in proper methods of checking work products, as well as extra supervision and quality checks for the results of her efforts .
- Fran may not be able to handle as much job stress as other employees in this position. Highly demanding situations and heavy job stress could be a problem for her in terms of managing her anxiety and/or controlling her emotions in a mature, professional manner.
- She is likely to be happier and more productive in a socially stimulating work environment where there are a lot of people to talk to. A quiet, placid work atmosphere will probably contribute to non-productive behaviors such as higher absenteeism, making too many personal phone calls on the job, etc.
- She could place greater emphasis on group unity, cohesion, and a shared sense of purpose with her fellow employees. Fran may need to be encouraged to be more actively team-minded, especially in work settings where close cooperation and interdependence are required.
- Fran does not have a high work drive. She sometimes needs to step up her work intensity and invest more time and energy into her 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?

### ASSERTIVENESS

- Describe a time when you took charge of a difficult situation in your organization and turned it around into a success.
- Describe a time when you spoke up on a matter of importance to you, even though you knew it would not be well-received or when others in the company opposed you.
- Tell me about a time you took the initiative to get a project started or to complete it in a timely manner.
- What would you do if you felt that your boss had been ignoring you or not paying attention to your ideas?
- Describe a time when you successfully confronted a problem situation that others had trouble dealing with in the past.
- Tell me about a time when you effectively negotiated with upper-management to get them to accept your recommendation over the recommendations of others.

### EMOTIONAL STABILITY/RESILIENCE

- Tell me about a time when you had to keep on working despite having some problem or concern weighing on your mind. [Probes: How long did it go on? How was it resolved? How often has this kind of thing happened in the last six months?]
- Stress is a natural part of most work environments these days. Describe a situation where some significant form of stress has impacted you on your job and how you dealt with it.
- Describe a situation where you learned to live with something stressful at work.

### INTRINSIC MOTIVATION

- Tell me which factors define success for you in a job.

- Describe how your feelings of job satisfaction are affected by how much challenge and variety you have at work.
- Tell me what you would do if your job became repetitive and routine.
- Describe the kind of work that really motivates you.

#### WORK DRIVE

- Under what conditions, if any, do you think a company has a right to ask its employees to work long hours? What is the upper limit for you on how many hours/week you are willing to work on an ongoing basis to meet the demands of your job.
- Describe some ways that you think your commitment to your family or personal life away from the job may have limited your advancement opportunities or earnings potential. How do you feel about this?
- What are the potential problems associated with a company expecting too much overtime from their employees or encouraging them to become workaholics?
- Describe how you keep work separate from your home and personal life and how you keep job demands from intruding on your free time.
- Under what situations would you be willing to work overtime and weekends for your job? How long would you be willing to do so?

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