

test center

by People Systems

Accounts Payable and Receivable/ Bookkeeping 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 : ◆

ALL RESULTS SHOULD REMAIN STRICTLY CONFIDENTIAL

| | Low | Below Average | Average | Above Average | High |
|---|-----|---------------|---------|---------------|------|
| Agreeableness | | | | | ◆ |
| Assertiveness | ◆ | | | | |
| Comfort with Procedure | | | | ◆ | |
| Conscientiousness | | | | ◆ | |
| Detail Mindedness | | | | ◆ | |
| Emotional Stability / Resilience | | | | | ◆ |
| Integrity | | | | ◆ | |
| Intrinsic Motivation | | | | | ◆ |
| Optimism/Enthusiasm | | ◆ | | | |
| Orderliness | | | | | ◆ |
| Preference for a Quiet Job | | ◆ | | | |
| Teamwork | | | ◆ | | |
| Tolerance for Repetitive Work | | | | ◆ | |
| 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 Lourdes'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 Top 5%ile

Verbal Reasoning Top 5%ile

Lourdes 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.

| Test | Percent Correct Score | This score is considered to be: |
|------------------|-----------------------|---------------------------------|
| Basic Accounting | 80% Correct | Above Average |

| Test | Percent Correct Score | This score is considered to be: |
|------------------------|-----------------------|---------------------------------|
| Excel Proficiency 2007 | 90% Correct | High Score |

Explanation of this “Percent Correct” Aptitude Score

The scoring for tests like this one is based on a “percent correct” calculation which is total number of correct answers divided by total number of questions on the test. The candidate has ample time to complete each question, so it is possible to achieve a 100% score.

Lower scores suggest the candidate will make a high number of errors on the job. Their basic skills in this topic area are probably lacking. If hired, you need to consider on-the-job training in this topic area.

Higher scores suggest the candidate is less likely to make mistakes of this type on the job. Their skills are adequate to good, so they can probably improve accuracy as they practice tasks on the job - especially if you give them feedback about errors as they occur during job performance.

We offer the following guideline:

| 0% to 50% correct | 51% to 70% correct | 71% to 85% correct | 86% to 100% correct |
|-------------------|--------------------|--------------------|---------------------|
| Low Score | Below Average | Above Average | High Score |

Most companies are simply trying to weed out candidates who would have the most trouble handling job tasks of this nature. If that is the case, you need to think about what is the lowest “Percent Correct” score you will tolerate. If errors are not particularly costly to your operations, then you may be able to accept candidates who score in the Below Average range.

Some companies are trying to enhance the overall quality of their workforce with the use of standardized aptitude testing. If this is the case for your company, then we advise that you accept candidates in the Above Average or High categories. If errors of this nature cause very serious problems in your company, then you should only hire people who score in the High category.

Personality Assessment

Strengths:

- She is very motivated to have smooth, amiable working relationships. Lourdes tries to be courteous and agreeable at all times on the job.
- She much prefers to get along with other people and to have smooth working relations. Lourdes puts a great deal of effort into coming across as courteous and amiable in her interactions with other people .
- Lourdes is low-key, humble, and unpretentious. She will readily defer to people who are more assertive than she is and accept work group leadership and organizational authority.
- Lourdes is typically conscientious, dutiful, and rule-following. She has fairly good follow-through and usually performs her work in a reliable manner consistent with established procedures.
- She is conscientious and dependable in the way she works. Lourdes will typically follow through on her commitments and do what she says she will do.
- Lourdes will be described by her peers as careful, attentive to details, and thorough in her work habits. Achieving high quality, error-proof results are important to her.
- She is emotionally resilient and hardy. Lourdes can weather even high levels of job stress and pressure without becoming anxious or losing her composure.
- Lourdes scores as having an above-average level of integrity. She is unlikely to lie, deceive, cheat, or engage in questionable or improper job behavior.
- Strongly motivated by the inherent enjoyment of the everyday work experience, Lourdes will enjoy coming to work everyday if the tasks and environment fit her preferences. She consistently looks for meaningful assignments and tasks.
- Lourdes strives for meaningfulness and personal gratification in her work. Cash prizes and bonuses have little or no motivational value for her, while challenges and variety motivate her a great deal.
- She is fairly attentive to what goes on around her and often keeps a close watch on situations that could be problematic. Lourdes will not be deceived by false promises or blindsided by unexpected negative developments. She will not rush to expend valuable resources on questionable projects.
- She is very systematic and orderly in her work. Lourdes should be good at managing information and keeping things organized.
- She generally prefers a controlled work environment where interruptions from other people are not a constant source of irritation and where other distractions are minimal.
- Lourdes is balanced with respect to teamwork versus individual contributor roles. She can alternate between working closely with others and working independently.
- Lourdes has an average work drive, which should be enough to meet most job demands. She will not be an idler or a slacker on the job.

Developmental Concerns:

- Lourdes has a low level of assertiveness. She may be too threat-sensitive and timid at times. Lourdes may feel too intimidated when difficulties arise on the job and she may withdraw from problems that need to be addressed.
- Lourdes may occasionally be too pessimistic and inclined to expect negative outcomes on her job. She could, at times, be more upbeat about future prospects and outcomes of current problems. Some people may feel that Lourdes is too quick to conclude that a solution to a problem is unattainable.
- She could, at times, contribute more actively to teamwork and cooperation in the workplace. If this job requires close collaboration among employees to achieve shared goals, Lourdes might benefit from training on team principles.
- She may, at times, need to invest more time and effort into her work. Long-term job success and organizational advancement may require Lourdes to extend herself more to meet pressing or heavy job demands.

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.

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.

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?

ORDERLINESS

- Tell me about a time when you organized the elements or parts of a project into a larger whole and came up with an integrated system.
- Describe how you use details to make plans and develop long-term strategies.
- Tell me about a time when you were so focused on details that you got bogged down and spent too much time on a task or assignment.
- Describe your approach to doing long-range planning and strategic development on your job.

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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