



**Accounts Payable & Receivable /
Bookkeeping (ex10) Assessment
Report**

**Candidate:
Brenda Sampleuser**

**Date:
12/03/2020**

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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					◆

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Cognitive Aptitude Assessment

Compared to general adult norms using standardized tests which were validated for a wide range of positions, we estimate Brenda's overall level of general intellectual aptitude to be in the **60-69 percentile** range. Her individual aptitude levels are:

Abstract Reasoning 60-69%ile

Numeric Reasoning 70-79%ile

Verbal Reasoning 40-49%ile

Brenda has a slightly above-average level of general cognitive aptitude. She should be able to handle most of the problem-solving demands of this job in a satisfactory manner.

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.

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Test	Percent Correct Score	This score is considered to be:
Basic Accounting	85% Correct	Above Average

Test	Percent Correct Score	This score is considered to be:
Excel Proficiency	80% Correct	Above Average

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.

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Aptitude Assessment

	Percentile Range									
	0-10%	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	Top 10%
Perceptual Speed and Accuracy			X							

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Personality Assessment

Strengths:

- She is consistently agreeable, easygoing, and amiable. Brenda will go the extra mile to maintain a pleasant, harmonious working environment.
- Brenda tends to be fairly modest and unpretentious in her dealings with other people. She is mild-mannered and usually goes along with the wishes of others.
- Brenda is usually conscientious, rule-following, and reliable. She fulfills most commitments and expectations, though Brenda also makes up her own mind about when and in what order she will do so.
- She is trustworthy and reliable in the way she performs her job. Brenda fulfills her work commitments in a reliable manner others can count on.
- She is about average in terms of emotional stability and coping skills. Brenda can deal effectively with most normal forms of job stress and strain and not let her emotions undermine her job performance.
- Brenda wants a job that provides a variety of positive experiences at work. For her, doing interesting and personally meaningful work is a highly desirable factor in a job. She is highly motivated by such factors as challenge and task variety.
- She is fairly wary and observant. Brenda is usually on the lookout for potential problems and keeps a watchful eye on what is going on around her. She is not likely to waste valuable resources on problems that may not be worth the effort.
- She registers as being fairly careful and methodical in the way she performs many tasks and assignments.
- Brenda is somewhat prone to work independently. She usually prefers to be self-sufficient on her job, without having to rely much on other people.
- With an above-average work drive, Brenda works energetically and persistently to fulfill job responsibilities. She is usually willing to extend herself, when necessary, to meet heavy or irregular job demands, including working long hours.

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Developmental Concerns:

- Brenda can sometimes try so hard to get along with everyone that she gives in on important issues just to keep the peace. People may view her as too accommodating and unwilling to address difficult situations.
- Brenda is generally lacking in assertiveness. She may be too reticent and threat-sensitive to be effective in some situations. Brenda may be slow to offer opinions, engage in healthy debate of different ideas, or openly address difficult interpersonal situations.
- Brenda may sometimes use too much of her own discretion and cut corners too sharply when carrying out tasks and assignments. She probably needs to perform her work in a manner more consistent with company procedures and standards.
- She is not as careful and thorough in checking her work as is needed for any job where details and accuracy are important. Brenda should be counseled on how to do proper quality checks to assure an acceptable outcome.
- Brenda 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.
- Registering below-average on integrity, Brenda may occasionally act in ways that upper management perceives as ethically questionable or inappropriate. She may violate or fail to uphold some company rules and policies or professional standards.
- She may sometimes be too pessimistic and inclined to look for negative outcomes so that she misses the positive potential in new ideas, proposals, and plans. Brenda can occasionally be too skeptical or prone to find fault with other employees and their work.
- In a very quiet work setting where people are expected to do their work by themselves with minimal interruptions, she is likely to be unhappy. As a fairly outgoing person who needs a socially involving work environment, Brenda will find it hard to adapt, so she will search for ways to make the job more stimulating, some of which may decrease her productivity.
- She may sometimes be too independent and not willing enough to support teamwork and group efforts. Brenda could be more willing to work closely with other employees to achieve shared goals and objectives.

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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?

AGREEABLENESS

- Tell me about a project that required everybody to get along smoothly and harmoniously . What did you do to help promote harmony and cohesion?
- Sometimes it is good to question or challenge the ideas or decisions of the people you work with, even if it leads to disagreement or an argument. Tell me about a time when you have done so.
- Describe a situation where you took a stand on something that was not necessarily popular with other people, but where you felt it was the correct thing to do?
- Tell me about a situation where you went along with the group (or with individual coworkers) just to keep the peace, preserve harmony, or show support, even though you did not agree with them.
- Conflict seems to be inevitable in most work settings as business competition increases and more demands are made on all employees. Tell me about a conflict or disagreement you had with another employee? [Probes: What was the nature of the problem? What did you do to help resolve it? How often has this occurred?]

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.

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- 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.

INTEGRITY

- What would you do if you discovered that a coworker had been taking home office supplies without permission and without telling anyone?
- Under what conditions would it be acceptable to ignore or bend a company rule or policy?
- Describe what you would do if your boss asked you to keep quiet about some data he or she was falsifying for the annual company report.
- Under what circumstances would it be OK to claim a sick day (even though you were not sick) to deal with a personal problem at home?

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

- All of us learn from our errors and mistakes. Tell me about the most recent error or mistake you learned from. [Probes: What was the error or mistake? What did you learn from it? What did you do to prevent it from happening again?]

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- Tell me about a time when your organizational skills paid off and helped solve or prevent a problem at work.
- Sooner or later all employees have to make some trade-offs between working quickly and doing a sufficient quantity of work versus working precisely and doing work of the highest quality . Tell me about an occasion at work when you traded off quality for quantity or when time constraints forced you to compromise on thoroughness or attention to detail. [Probe: How did you feel about having to make such a trade-off?]
- Describe the most significant thing you have done to help yourself become better organized on your job.

TEAMWORK

- Describe some ways that you have helped a group of coworkers achieve an important goal or outcome.
- Tell me about a time when you needed to work collaboratively with another department or group to achieve a common goal.
- It is hard for some people to work independently. Describe how easy or difficult it is for you to work independently or carry out assignments where you don't consult with others.
- Give some examples of ways that too much emphasis on teamwork in a company can lead to lowered effort by individual employees or a loss of individual initiative .

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