



Paralegal Assessment Report

Candidate:
Chardra Sampleuser

Date:
05/01/2020

Paralegal Assessment Report

Candidate: Chardra Sampleuser

Date: May 01, 2020

Date: 05/01/2020

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			◆		
Conscientiousness		◆			
Detail Mindedness			◆		
Emotional Stability / Resilience			◆		
Extroversion		◆			
Flexibility		◆			
Impression Management			◆		
Integrity			◆		
Intrinsic Motivation			◆		
Long Tenure Potential			◆		
Optimism/Enthusiasm			◆		
Orderliness			◆		
Responsive Service			◆		
Tough Mindedness		◆			
Work Drive		◆			

Paralegal Assessment Report

Candidate: Chardra Sampleuser

Date: May 01, 2020

Test	Percent Correct Score	This score is considered to be:
Grammar & Spelling Test	92% 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.

Paralegal Assessment Report

Candidate: Chardra Sampleuser

Date: May 01, 2020

Aptitude Assessment

	Percentile Range									
	0-10%	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	Top 10%
Abstract Reasoning				X						
Numeric Reasoning								X		
Verbal Reasoning						X				
Overall Cognitive Aptitude							X			

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.

Paralegal Assessment Report

Candidate: Chardra Sampleuser

Date: May 01, 2020

Personality Assessment

Strengths:

- Chardra usually gets along smoothly with the people she works with. Unless Chardra has to work with someone she particularly dislikes, she will interact with others in an agreeable manner.
- Chardra has an average level of assertiveness. She will sometimes address tough situations directly and stand up for what she believes in, though she is also willing to accommodate to the preferences and demands of others.
- Chardra functions effectively in less structured situations where the answers to problems and guidelines for behavior are not clearly defined. She often uses her own judgment about how and when to perform job tasks and achieve work goals.
- She is usually stable and in control of her emotions. Chardra can handle most normal forms of job stress without lowering her job effectiveness.
- Chardra is typically quiet and introverted. She tends not to be distracted by opportunities for socializing on the job. She has fairly good work focus and concentration.
- Often a creature of habit, Chardra prefers to rely on standards and work habits that have been in place for a long time rather than being flexible for every new situation that presents itself.
- Chardra is moderately adept at controlling the image she presents to others. She is not phony or insincere, but she can adjust her actions and responses in order to create a fairly positive self-presentation.
- Chardra registers as being motivated by intrinsic factors on her job, so she will take a some personal pride in her accomplishments and enjoy daily tasks. However, financial incentives do serve some motivating potential for her.
- Registering as having an average potential for long-tenure with her employer, Chardra typically prefers to work at one company for a moderately long time rather than have a series of jobs. She is not a job-hopper.
- Although fairly optimistic in her outlook most of the time, Chardra is not naïve or unrealistic. She tempers her positive expectations with an awareness of the potential for problems and difficulties.
- She registers as being fairly careful and methodical in the way she performs many tasks and assignments.
- Chardra will often base her decisions on her own personal feelings and the perceived feelings of the people she works with, rather than on facts and data. She is likely to demonstrate empathy and understanding in her relations with coworkers.

Paralegal Assessment Report

Candidate: Chardra Sampleuser

Date: May 01, 2020

Developmental Concerns:

- She can sometimes be unpleasant or difficult to deal with when interacting with other people . Chardra may need some feedback about being more consistently pleasant and congenial in her interactions with coworkers.
- Chardra may need to be more strong-willed and assertive in some situations. She should let others know what she really thinks or feels about things at times.
- Chardra could be more conscientious and reliable, at times, in the way she performs job tasks, duties, and assignments. She could more consistently follow through on her work commitments.
- She is not as careful and thorough in checking her work as is needed for any job where details and accuracy are important. Chardra should be counseled on how to do proper quality checks to assure an acceptable outcome.
- She may lose her composure when confronted with heavy work pressure. Chardra may need to find ways to buffer such stress and increase her emotional resilience .
- Chardra may be uncomfortable with work tasks and settings requiring extensive social interaction. She may sometimes be too quiet, impersonal, or reserved.
- Not particularly adaptable or flexible, Chardra can become set in her ways at times, which could limit her ability to respond to changing needs and demands in the workplace.
- Chardra's score on the integrity dimension was in the average range . While this does not necessarily predict a future problem, it points to the need for a good on-the-job orientation and training about how to handle various situations, including "gray areas" in a manner that reflects the company's concern for integrity and rule-adherence.
- She could strengthen her customer service orientation. Chardra could be more responsive to the needs and preferences of customers in her job capacity.
- Chardra may, at times, have difficulty viewing problems, situations, and other people in a realistic, objective manner. Her judgment may be clouded by her own feelings on occasion. Chardra may give too much weight to the perceived feelings of other people in choosing among decision alternatives.
- Her work drive is lower than that of most successful incumbents in this position. Chardra may not always invest enough time and effort into her job or show a strong sense of urgency to meet all its demands in a timely manner.

Paralegal Assessment Report

Candidate: Chardra Sampleuser

Date: May 01, 2020

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?
- * How would you handle it differently in the future?

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.

CONSCIENTIOUSNESS

- Describe a time when you have taken a shortcut or bypassed some steps at work to get something done quicker, better, or more efficiently?
- Flexibility is important in many jobs. Describe a situation where it would be advantageous to bend or ignore a company rule or policy to improve job effectiveness.
- Describe how you deal with situations where the best course of action is not covered by company policies and procedures.
- Describe a situation where you feel that organizational bureaucracy or red tape made your job difficult or significantly slowed you down.

Paralegal Assessment Report

Candidate: Chardra Sampleuser

Date: May 01, 2020

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.

EXTROVERSION

- Describe a situation when your ability to communicate made a difference in the outcome of a project, assignment, or task at work.
- Tell me how much time you would ideally like to spend each day in meetings and discussion groups on the type of job for which you are applying.
- All of us have different styles of interacting and communicating with other people. Describe a situation where your style did not mesh well with that of another employee. [Probe: How did your styles differ? What problems did this lead to? What adjustments did you make?]
- Give me an example of a presentation that you have made where the audience was not particularly interested in the topic. What did you do? What were the results?

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?

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?]
- 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.

Paralegal Assessment Report

Candidate: Chardra Sampleuser

Date: May 01, 2020

TOUGH-TENDER-MINDED

- Describe a time when you made an important decision based primarily on an objective analysis of facts and data. (Compare the candidate's answer on this question with answers to the next question in terms of level of detail and enthusiasm.)
- Describe a time when you made an important decision based on your personal feelings, values, and intuition.
- Describe a situation where you dealt with an employee (or peer) who was consistently negative in meetings or when interacting with other employees. What did you do? What were the results?
- Describe a time when someone at work responded emotionally to something you said or did. How did you respond? What was the result?

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?

The information contained in this report is Resource Associates, Inc. business information intended only for the use of the individual or entities named above. If the reader of this report is not the intended recipient you are hereby notified that any dissemination, distribution or copying of this report is strictly prohibited. If you have received this report in error, please notify us immediately at (865) 579-3052 or by sending E-mail to info@resourceassociates.com.