



**Shipping and Receiving Specialist
/ Inventory Control Assessment
Report**

Candidate:
Thomas Sampleuser

Date:
04/27/2019

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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
Conscientiousness					◆
Detail Mindedness				◆	
Emotional Stability / Resilience					◆
Integrity					◆
Introversion	◆				
Long Tenure Potential					◆
Orderliness					◆
Tolerance for Repetitive Work				◆	
Work Drive					◆

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Test	Percent Correct Score	This score is considered to be:
Basic Math	100% 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% - 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%
Reading Comprehension									X	
Stock Picking								X		
Overall Cognitive Aptitude									X	

Explanation of Aptitude Scores In This Table:

The aptitude scores in this table reflect percentile rankings -- not percent correct on the test. For example, if a person scores 80-89%ile on a specific test in this report, it means that they scored at least as well or better than 80-89%ile of the norm group, but not as high as about 10-20%ile of the norm group. So, higher scores are better than lower scores.

The **Overall Cognitive Aptitude** is an average score (an average for the standardized scores) for all of the separate aptitude tests 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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Personality Assessment

Strengths:

- He is consistently conscientious and dependable in the way he works. Thomas will follow through on his commitments and do what he says he will do.
- He is careful and detail-minded in how his work is performed, and will put in the extra time for error-proofing to make sure the results are accurate and conform to specifications.
- He is quite resilient in the face of job stress and strain. Thomas can handle demanding conditions and work pressure, even on a continuing basis. He will respond to work crises and emergencies in a calm, even-tempered manner.
- Thomas is likely to be a principled and ethical person who uses a strict moral code by which to judge his choices. He will fully adhere to company rules and policies.
- Thomas is extroverted, gregarious, and outgoing in his interactions with other people. He will be an effective communicator and social facilitator in his work group.
- Thomas's potential for Long Tenure Potential is high. He would rather work at one company for a long time than have a series of jobs. Assuming things go well for Thomas on this job, he is unlikely to search for another job elsewhere.
- Thomas is systematic in the way he works. He strives to be efficient in his work. Thomas appears to have good organizational skills.
- Thomas will work long hours and an irregular schedule when needed. His work drive is in the high range, and Thomas will readily "go the extra mile" to complete projects and meet deadlines.

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Developmental Concerns:

- Thomas will at times let social factors undermine his objectivity in making evaluations. His high need for social interaction can impair his work efficiency.

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

INTROVERSION

- This test describes you as outgoing. Do you agree with that?
- Have you ever had a job where you did not have much opportunity to interact with others? How did that make you feel?

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.

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