



**Trainer for Industrial Settings
Assessment Report**

**Candidate:
Ruben Sampleuser**

**Date:
05/31/2017**

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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			◆		
Company Loyalty			◆		
Conscientiousness		◆			
Customer Service / Responsiveness				◆	
Emotional Stability / Resilience		◆			
Extroversion			◆		
Integrity			◆		
Intrinsic Motivation				◆	
Openness		◆			
Optimism/Enthusiasm		◆			
Orderliness		◆			
Teamwork			◆		
Tough Mindedness			◆		
Work Drive				◆	

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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%
3-D Spatial Reasoning					X					
Abstract Reasoning								X		
Math for Industry	X									
Mechanical Reasoning						X				
Numerical 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.

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Personality Assessment

Strengths:

- He will usually be agreeable and congenial in his interactions with other people. Unless he is particularly upset about something at work, you can expect him to avoid arguments and contentious interactions.
- Ruben is mildly assertive when the situation permits or calls for it. However, he is by no means aggressive or overbearing and tries to bring his influence to bear in a respectful, reasonable manner.
- Ruben brings attitudes of trust about the company and upper management to his job. When faced with a negative organizational culture, he will try to keep a positive attitude.
- He is fairly adaptable when interpreting what needs to be done and how to deal with work challenges and problems. Ruben can make on-the-spot adjustments and shift gears when needed on the job.
- Ruben places substantial emphasis on customer satisfaction and retention in his work. He tries to anticipate and fulfill customer needs and demands courteously and without delay. As a manager, Ruben usually encourages customer responsiveness by the people who report to him.
- Ruben is fairly sincere and straightforward in his interactions with other people on the job. He can readily concentrate on his own tasks and duties without spending too much time in extraneous conversations.
- The intrinsic aspects of his job, such as task variety, stimulation, and responsibility, motivate Ruben far more than money and financial incentives. He needs a job that offers the opportunity to do work that is personally meaningful and significant.
- He tends to be respectful of traditional ways of doing things. Ruben values convention and is comfortable with the organizational status quo.
- He is fairly attentive to what goes on around him and often keeps a close watch on situations that could be problematic. Ruben will not be deceived by false promises or blindsided by unexpected negative developments. He will not rush to expend valuable resources on questionable projects.
- Ruben prefers some independence in addition to cooperative activity in his work. He values both team player and individual contributor functions in achieving organizational goals.
- He will often be considerate and thoughtful in his interactions with coworkers. But Ruben will also analyze problems analytically and with regard for the available facts.
- Ruben has a fairly strong work ethic. He is usually willing to put in long or irregular hours at work when needed. Ruben is likely to put forth considerable effort to attain job goals.

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Developmental Concerns:

- At times, Ruben can be hard to get along with. He could make more of an effort to be consistently agreeable and pleasant in his job-based interactions.
- Ruben could be more assertive in some situations. He could also be more inclined to bring his influence to bear on other people and to address problems directly.
- During difficult times in the company, Ruben is more prone than many of his co-workers to develop negative attitudes about the company and question whether he should remain loyal and committed.
- Ruben could be more trustworthy and conscientious in his job behavior. He needs to ensure that others feel like they can count on him to do things on time and in the manner expected.
- In terms of personal adjustment and ability to handle stress, Ruben is not resilient. He registers as below-average on emotional stability and may experience more day-to-day anxiety or frustration from work pressure or personal problems away from work.
- In work situations where good communication skills are needed, Ruben could be more cheerful, outgoing, and sociable. He may need to communicate more readily at times.
- Ruben'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.
- He needs to guard against relying too much on what he already knows and is familiar with. Ruben could be more receptive to opportunities for change, improvement, and development.
- Ruben may occasionally be too pessimistic and inclined to expect negative outcomes on his job. He could, at times, be more upbeat about future prospects and outcomes of current problems. Some people may feel that Ruben is too quick to conclude that a solution to a problem is unattainable.
- He may be disorganized and find it difficult to systematically handle a large volume of data or products. Ruben could try to be more consistently methodical and careful in his work.
- He could more actively cooperate and collaborate with other employees. There may be times when Ruben places too much emphasis on individual contribution rather than group accomplishment.

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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?

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.

COMPANY LOYALTY

- We've all had the experience of hearing co-workers grumble about the company or its management. What type of experiences have you had? Tell me about one of them: what were the complaints, why were people upset, what was the situation. What did you say / how did you react to the conversation? (Listen for whether the candidate's comments promoted positive or negative attitudes.)
- In a previous job, when someone in the public would ask you about your company, what type of things would you say? (You'd like to hear that the candidate took the opportunity to create positive impressions about the company.)
- When you get upset about a work-related problem. Who do you typically talk to? Tell me about a time when you were aggravated or upset about a problem at work (maybe a team issue or something about company policies), what did you tell him or her? (Listen for someone who would badmouth the company in public.)

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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.

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?

OPENNESS

- Describe the most recent new job-related method, procedure, or technique you learned and how you felt about learning it. [Probe for when and how often this occurred.]
- Tell me about a time when you recommended or implemented a better way of doing things at work.
- Describe a situation where you felt that continuing demands to do new things on your job lowered your overall productivity or efficiency.
- Describe your plans (if any) for continued education, job-related training, or professional development you have for the coming year.

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.

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- 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?]
- 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.

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