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corporate coach

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**Assessment Taken:**  
3/1/2019

**Assessment Printed:**  
4/15/2019

## Coach's Copy

**Shreya Gupta**

# UNDERSTANDING THIS REPORT

## **The Purpose of This Report**

The Prevue Corporate Coach Report provides information that will assist a Coach in understanding Shreya Gupta's unique profile. It can also provide Ms. Gupta with a better understanding of herself. The report provides insight into Shreya Gupta's personality profile and important work related characteristics. It is intended to assist the coaching or mentoring relationship by providing a starting point for meaningful discussion about Ms. Gupta's values, needs and objectives. Further, the report should assist the Coach to ask pertinent questions and provide relative feedback and ideas that are tailored for Shreya Gupta.

## **Where Does The Information in This Report Come From?**

The information in this report is derived from Shreya Gupta's responses to the Prevue Assessment. The Prevue Assessment is a psychometric test battery developed in the early 1990's by Prevue HR Systems Inc. under the direction of Dr. David Bartram, one of the world's leading psychometricians. The Prevue Assessment is the cornerstone of a number of established and respected employment and vocational assessment products including the Prevue Assessment system and the Career Mapper Assessment. Those products have been used to assess more than two million people in North America alone. For more information about the Prevue Assessment, see [www.prevueassessments.com](http://www.prevueassessments.com).

## **Recommendation**

Both the Coach and the Coaching Candidate should read their copies of this Assessment carefully. We generally recommend the Candidate be encouraged to have her Assessment reviewed by a spouse or personal friend. Candidates are often surprised to find the Assessment presents such an accurate profile.

# Total Person Description

Shreya Gupta

Ms. Gupta has balanced, average interests in working with people, data, and things. She is equally comfortable interacting with other people, collecting and processing information, or working directly with material objects such as tools or machinery. None of her motivations is intense. Consequently, she can function well with or without social contact, and while using either abstract thought or material objects.

Ms. Gupta is competitive but not particularly assertive. While she may be a strong team player, she still wants individual recognition. Her leadership style is marked by persuasion and encouragement, with emphasis on cooperation. On the whole, she prefers to avoid rather than confront conflict and Shreya Gupta will use tact and diplomacy to maintain harmony in the workplace. She is likely to be useful as a peacemaker or mediator.

Shreya Gupta is consistent with her approach to problem solving, tending to stay with proven practices and procedures unless there is a compelling reason to change. She recognizes the value of planning, and generally display adequate time management skills. At the same time, she can react to unexpected changes easily. This is a very strong combination for most businesses because it means reliable performance with the flexibility to meet sudden changes in the marketplace.

Shreya Gupta enjoys the company of other people and could be troubled by extended periods of solitude. Most people will find her to be friendly and personable. She is quick to talk to others and enjoys their attention. While she can listen effectively when concentrating, her instinct is to be the one doing the talking. Her enthusiasm is a tremendous advantage when presenting ideas. Though conversational and outgoing, Ms. Gupta is also self-reliant and does not require constant social interaction. In a group setting, she will occasionally command attention but she is also comfortable as a quiet observer.

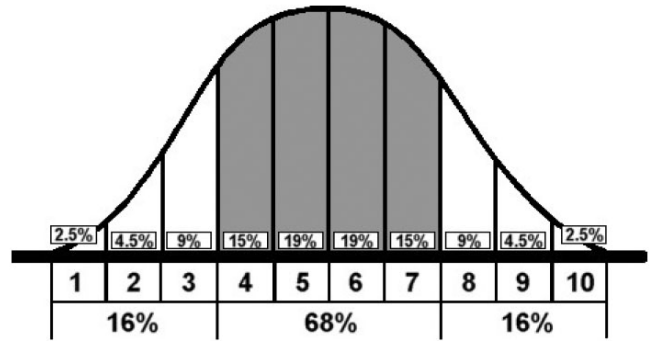
While keeping herself in control, Shreya Gupta is highly sensitive to stress. However, even when suspicious and upset, she will strive to maintain her composure and will rarely reveal the depth of her feelings. In all but the most dire situations, Ms. Gupta will retain her business-like demeanor and continue to function well.

**The components of this Total Person Description are graphically displayed on the next page.**

# Total Person Description

Shreya Gupta

The assessment scores collected from a large sample of the population, when graphed, produce a bell shaped curve as shown in the diagram to the right. The bell curve can be divided into ten equally wide dimensions called standard tenths or stens. The 1 to 10 scoring scale is used throughout the Prevue Corporate Coach Assessment. Approximately 16% of the population will have sten scores in the 1-3 ranges and 16% in the 8-10 ranges. The other 68% will score in the middle ranges 4-7.



## Motivation/Interests

	1	2	3	4	5	6	7	8	9	10	
Working with People					5						High
Working with Data					5						High
Working with Things				4							High

## Personality

	1	2	3	4	5	6	7	8	9	10	
<b>Diplomatic</b>			3								<b>Independent</b>
Cooperative						6					Competitive
Submissive		2									Assertive
<b>Spontaneous</b>					5						<b>Conscientious</b>
Innovative						6					Conventional
Reactive					5						Organized
<b>Introvert</b>						6					<b>Extrovert</b>
Self-Sufficient							7				Group-Oriented
Reserved						6					Outgoing
<b>Emotional</b>				4							<b>Stable</b>
Restless						6					Poised
Excitable			3								Relaxed
<b>Frank</b>							7				<b>Social Desirability</b>

Each of the personality and interest dimensions displayed above are examined in more detail in the next section of the report that describes Shreya Gupta's Individual Characteristics.

# Individual Characteristics

Shreya Gupta

This section of the report provides more detailed information on each of the interests and personality dimensions shown on the preceding graph. First is a review of Ms. Gupta's responses to three recognized interest scales, working with people, working with data and working with things. This is followed by an examination of twelve personality dimensions which are based on four established major personality scales, independence, conscientiousness, extroversion and stability (ICES). These major scales provide a measure of the overall structure of personality. Each of the major scales is supported by two related minor scales that provide a richer description of personality. The examination of the personality scales is followed by a social desirability scale which checks for consistency in the responses to the questions in the personality section. For more information on the origin and development of the interests and personality scales, see [www.prevueassessments.com](http://www.prevueassessments.com).

## Working With People

Shreya Gupta will likely focus on tasks that require less work with people or more detached relations with others. While she would not avoid social contact, she is inclined to downplay interpersonal relations. This slightly below average interest in people is a positive factor for solitary work and remote social contact. If key tasks require face-to-face contact with people, building up her moderate interest in others would increase her job satisfaction.

**COACH'S TIP:** You may want to explore how Shreya Gupta perceives work. She may view social contact at work as less important than solitary effort. If so, coaching might be as simple as helping her to appreciate personal contact as a vital part of her job. You may want to model social interest to encourage this in Ms. Gupta. If strong interest in working with people is required, Shreya Gupta could be advised to study group dynamics, body language, and active listening.



## Working With Data

Shreya Gupta has an average interest in working with data. She will put sufficient effort into organizing her schedule, doing paperwork, and preparing reports. Although not over-enthused about numbers, statistics, or accounts, she will keep a balanced view of business reports.

**COACH'S TIP:** If Ms. Gupta's job demands zeal for working with data, you may want to encourage her to develop her interest in information by taking courses in logic, data management, or decision support strategy. On the other hand, you may decide that she only requires clear guidelines to keep data management at an appropriate level of priority.



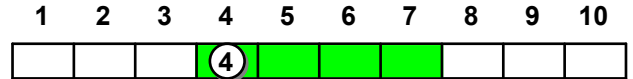
# Individual Characteristics

Shreya Gupta

## Working With Things

Shreya Gupta is moderately interested in working with machinery, tools, and equipment. This could be an advantage in that she will be inclined to delegate hands-on work and leave herself free for more thoughtful tasks.

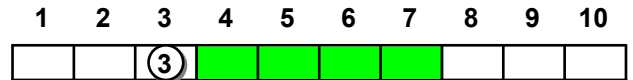
COACH'S TIP: You may want to offer Ms. Gupta training in the mechanical aspects of any equipment that she might have to use in presentations, seminars or other aspects of the job. If she is taking a leadership role in the use of computer tools, she will benefit from thorough training to build her confidence and proficiency. You may find that her lack of enthusiasm for tools is only due to insufficient training and a need for complete understanding of the overall assignment.



## Diplomatic / Independent

Shreya Gupta is a considerate person, readily capable of pulling people together. She achieves goals by encouraging and persuading others, rather than by forcefully asserting her own views. She will often put others before herself and gain satisfaction from being a team player. Likable and good-natured, individuals like Shreya Gupta can be relied on to create harmony.

COACH'S TIP: Being diplomatic and empathetic, Ms. Gupta will be at her best when persuading and encouraging others. However, she may hesitate to deal with important issues or crises because she prefers to avoid controversy. You may choose to offer her nonconfrontational techniques for conflict resolution with a direct approach. Also, consider the potential benefits of training in assertiveness, leadership, and crisis management.



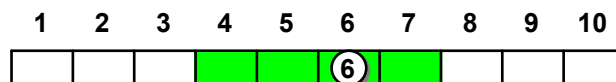
# Individual Characteristics

Shreya Gupta

## Cooperative / Competitive

Shreya Gupta expresses herself as a mildly competitive person who strives for success while preserving accord within the group. For the most part, she will balance her own achievements with the need to maintain helpful relationships with others. Although she is somewhat ambitious and may enjoy being a front runner, her will-to-win almost never interferes with corporate goals.

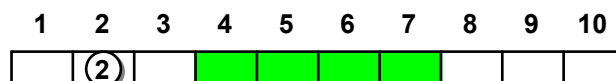
COACH'S TIP: You might consider a detailed discussion of personality profiles to make Ms. Gupta more aware of her competitive and cooperative traits and how these compare with the general population and those of her team. Given her good blend of these traits, she may only need temporary support if particular projects require either a high level of collaboration or single-minded determination to win.



## Submissive / Assertive

Shreya Gupta is remarkably tactful and compliant. These are excellent qualities for getting along with others, but she may be unwilling to assert herself, to give directions, and to show leadership when necessary.

COACH'S TIP: If Ms. Gupta's submissive tendencies are holding her back, you might recommend assertiveness and leadership training. Similarly, if you observe that she is reluctant to speak up and express opinions, a public speaking course would teach her to put forward her ideas without offending others.



## Spontaneous / Conscientious

Shreya Gupta is resourceful and generally keeps within company guidelines. She might work in a meticulous, detailed way, but will prefer adapting to change and "thinking on her feet." Being quite conscientious, she might hesitate to be creative in solving business problems but she is basically spontaneous and will react quickly enough to unusual demands.

COACH'S TIP: You may find that Ms. Gupta only needs subtle prompting to do the right things in the right way at the right time.



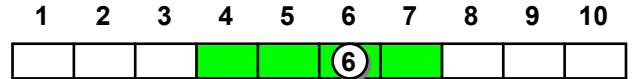
# Individual Characteristics

Shreya Gupta

## Innovative / Conventional

Shreya Gupta has a slightly above-average preference for conventionality, but she is flexible enough to deal with change and innovation. Occasionally, she might be tempted to interpret rules loosely to meet a deadline or solve a problem with personnel. She probably works best with a definite plan in a structured environment.

COACH'S TIP: You may find that reinforcing Ms. Gupta's good organizational skills is worthwhile, especially if her job requires meticulous attention to detail. On the other hand, if more innovation is called for, Ms. Gupta could experiment with a flexible time management plan to give herself more leeway to deal with disruptions or she might benefit from exercises in lateral thinking.



## Reactive / Organized

Although Shreya Gupta values organization and structure, she generally copes well with change and disruption. Most often she can find the right balance between administrative tasks and professional objectives. While she may prefer to think things through before responding to unforeseen events, she will not drag her feet when a quick reaction is necessary.

COACH'S TIP: If Ms. Gupta's job warrants very fast reactions, you might emphasize flexibility and help her to set priorities so that she can respond even more speedily. Also, if she has key tasks which require intense attention to technicalities, you may want to encourage her to develop her existing organizational skills to a greater level.





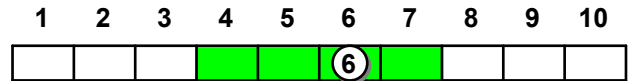
# Individual Characteristics

Shreya Gupta

## Introvert / Extrovert

Shreya Gupta is moderately extroverted and enthusiastic about being with people yet she also values working alone. She can contribute easily to social interaction and she most likely has above-average interpersonal and communication skills. For the most part, she will balance her need for companionship with the need to work alone.

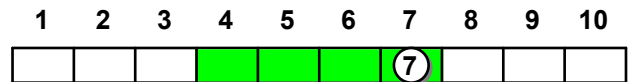
COACH'S TIP: Ms. Gupta's people skills are likely to be good for most interactions but, if she will have to deal with frequent and possibly emotionally-charged meetings, you could consider a short course in facilitation. Alternatively, if she has many repetitious or mundane tasks requiring solitary effort, you could try reinforcing the importance of commonplace work and advise scheduling techniques that will allow varying the time and sequence of administrative duties.



## Self-Sufficient / Group-Oriented

Although Shreya Gupta likely prefers varying tasks in a lively environment, she is self-sufficient enough to work quietly on her own. When she sets her own goals for accuracy and accomplishment, she will likely show increased motivation to achieve corporate objectives. Without the recognition of the group, however, she may be less inclined to exert herself in detailed work. She is happiest in work situations where she has considerable contact with others.

COACH'S TIP: If circumstances demand that Ms. Gupta must do monotonous and/or exacting tasks in isolation, she may need your support to develop more autonomy and tolerance for repetition. You may want to encourage her to develop her moderate self-sufficiency. However, if she usually works with many people in an open plan setting, you may find that Ms. Gupta needs minimal coaching regarding this trait.



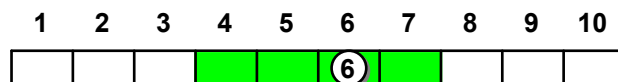
# Individual Characteristics

Shreya Gupta

## Reserved / Outgoing

Outgoing and talkative with a sociable person, Shreya Gupta can still hold back and be quiet when dealing with co-worker who is "strictly business." While she will handle most routine tasks well, she probably prefers some variety and challenge in her assignments. Generally, she will be cautious about taking risks and will not rely exclusively on her own judgement.

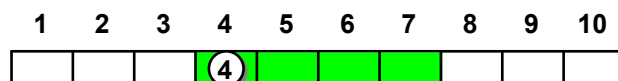
COACH'S TIP: If many of Ms. Gupta's tasks require restraint and formality, you can readily build on her inclination to be reserved, but she will likely need less support for ad hoc assignments. If you think that Ms. Gupta should develop a more forceful leadership style with greater tolerance for risk, you might want to advise an Outward Bound type of endurance course.



## Emotional / Stable

Although inclined to be apprehensive, Shreya Gupta only rarely loses her emotional stability. She is wary of other's motives, however, and would likely react appropriately to anyone who tried to take advantage of her. Her instincts are good in most situations and she probably copes well with most on-the-job problems.

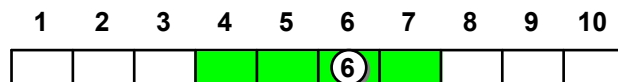
COACH'S TIP: If Ms. Gupta appears to be struggling to maintain her demeanor, you might consider stress management and relaxation exercises to ease tension.



## Restless / Poised

Being optimistic and sensible, Shreya Gupta copes well with challenges and setbacks. She is aware of stress but not deterred by it. Subordinates and peers alike will appreciate her poise in all but the most trying circumstances.

COACH'S TIP: If Ms. Gupta seeks your assistance, you might encourage her to be more alert to other's motives and less removed from her own feelings. However, if she needs an even higher degree of self-control, you might want to advocate stress and anger management courses.



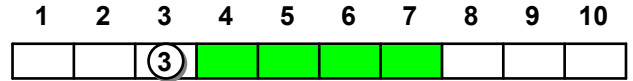
# Individual Characteristics

Shreya Gupta

## Excitable / Relaxed

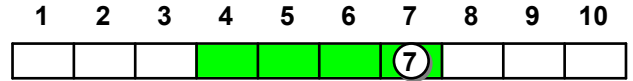
In stressful situations, Shreya Gupta tends to be somewhat anxious and excitable. If others do not share her sense of urgency, she could become suspicious and agitated, but she will strive to keep a business-like attitude. She will work better if she is not exposed to unduly long periods of high pressure.

COACH'S TIP: If Ms. Gupta asks for your help to reduce anxiety, you might recommend relaxation techniques, stress management, and trust exercises.



## Social Desirability

Ms. Gupta describes herself as being well aware of social rules and expectations, and a person who frequently conforms to them. She has most likely presented a reasonably frank and fair picture of herself.



# Approach To Work

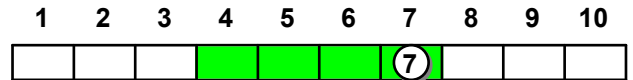
Shreya Gupta

This section of the Prevue Corporate Coach Report provides information on your response to a number of work related subjects or situations. Each of the Approach to Work scales is derived from one or a composite of the personality scales reviewed in the Total Person and Individual Characteristics sections of this report. The information in this section should provide a better understanding of your natural approach to several significant work situations or requirements that are experienced in various types of employment.

## Focus On Work

WORKS TO LIVE (1) VS. LIVES TO WORK (10):- The Focus on Work scale provides information on the importance of work to Ms. Gupta.

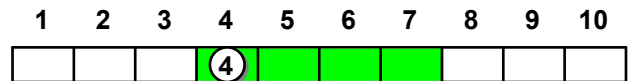
Some see work as a means to an end while others define themselves by their work. Shreya Gupta takes pride in professional accountability, putting a significant emphasis on work compared with other activities. She is not so zealous as to let her career precede all aspects of her life, but she will try to get the job done, even if this inconveniences friends and family. Leading a full social and business life, she may sometimes be overextended but the social skills she develops in leisure activities should translate well to business.



## Approach to New Ventures

CAUTIOUS (1) VS. OPTIMISTIC (10):- This scale distinguishes those who approach new ventures or issues with caution from those who approach new ventures with optimism.

Shreya Gupta is a well-grounded individual who is somewhat given to pessimism. Although she might be uneasy about voicing negative opinion, she would not keep silent about her concerns and will encourage the team to proceed cautiously with new and potentially risky ventures. She recognizes that there are dangers in the business world but it is largely an exciting, rather than hostile, place for her.



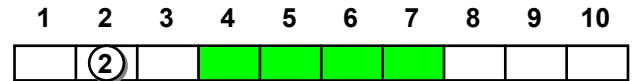
# Approach To Work

Shreya Gupta

## Leadership Style

DEMOCRATIC (1) VS. COMMANDING (10):- Leadership Style is measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding Leadership Style.

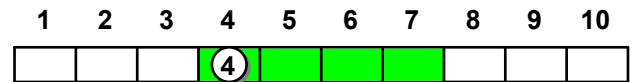
Shreya Gupta tends to prefer a nurturing, caring approach to leadership and this is very productive when the team has shared and predictable goals. If her work merits a gentle touch, Ms. Gupta's pliant style will be highly successful. Most businesses, however, experience some transition, even crisis, and these situations demand more hard-edged leadership. Although it could be a stretch for her, in an emergency, Shreya Gupta may need to take command.



## Preference for Change

LIKES ROUTINE (1) VS. LIKES CHANGE (10):- This scale identifies where Ms. Gupta fits in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

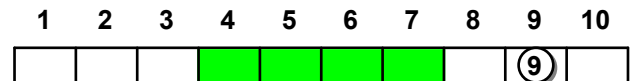
While Shreya Gupta prefers tried and tested methods, she recognizes change is sometimes required. She likes a well-defined schedule in a structured environment, but usually reacts well to rational shifts in personnel or corporate structure. She is inclined to be insular and prefers to avoid confrontations or strident requests. She typically adapts standard policy for a new agenda rather than invent new policy. In short, she will not seek change for change's sake, or because it is exciting, but rather because it provides a better solution.



## Approach to Conflict

FORCEFUL (1) VS. ACCOMMODATING (10):- This scale distinguishes those who are forceful in their approach to conflict from those who avoid conflict by being accommodating.

Shreya Gupta will strive to avoid conflict. Her approach will tend to be subtle, accommodating, and representative of the best that soft skills have to offer. Unfortunately, in some instances, a harder, more vigorous approach would get faster, more lasting results. If passive acceptance is inappropriate, she may have to remind herself that honest disagreement can be worthwhile and effective.



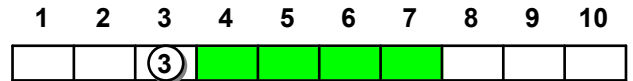
# Approach To Work

Shreya Gupta

## Compensation Preference

**FIXED SALARY (1) VS. COMMISSION/BONUS (10):-** The Compensation Preference scale identifies whether Shreya Gupta is more motivated to work by a secure salary or by performance based remuneration.

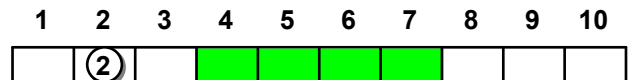
Shreya Gupta usually prefers a secure income over the excitement of striving for greater but less certain rewards. She is reluctant to rely on profit-sharing or stock options because she is not comfortable with the uncertainty of performance-based earnings. If she must accept a blended package of compensation, she will likely require some support to see the benefits of this. Her careful, meticulous approach may cause her to miss some opportunities, but it makes her "a safe pair of hands" for projects requiring smooth stewardship.



## Approach to Self Promotion

**RELUCTANT (1) vs. ASSURED (10):-** People who score 1 on this scale are reluctant to put themselves forward while those who score 10 are extremely assured.

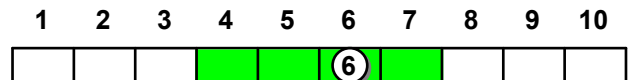
Shreya Gupta tends to be rather reticent about putting herself forward. In some instances, she truly believes in herself but others might see her as vaguely tentative or unsure. She is probably more at ease if she can do a "faceless" presentation via teleconferencing or e-mail or, if she must perform in person, she may want to focus the group's attention on her concept or product rather than on herself.



## Approach to Risk Taking

**CAREFUL (1) vs. DARING (10):-** This Approach to Risk scale is measured from 1 for avoidance of risky behavior to 10 for willingness to engage in risk.

Although sometimes tempted by chancy behavior or quick decisions, Shreya Gupta will act appropriately in most situations and expediently in a crisis. She will avoid unnecessary risk, particularly if it could lead to accidents, damage or loss. She prefers to refrain from ad hoc solutions but, if matters are pressing, she can react swiftly, even impulsively. Those who value steadiness will like her typically mindful approach. Others, who want quick answers and fast actions, will appreciate her competent performance.



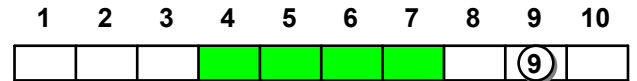
# Approach To Work

Shreya Gupta

## Approach to Listening

CONTROLLING (1) VS. SYMPATHETIC (10):- The Approach to Listening scale is measured from 1 for a person who tends to dominate a conversation to 10 for a person who is an exceptionally sympathetic listener.

Shreya Gupta may provide a sympathetic ear but this could be more passive hearing than complete listening. Real listening requires active involvement, questioning, paraphrasing, probing for complete understanding and she may hesitate to be so assertive. Because she is unusually willing to accept other points of view, she may not achieve goals unless she can manoeuvre others into discussing difficult issues. A review of active listening skills is recommended.



# Validity

Shreya Gupta

The rules for identifying patterns of responses in the Personality Section of the Prevue Assessment which might be "invalid" include systematic, but non-meaningful response patterns, omissions and excessive use of the "B" answer option. Systematic, but non-meaningful response patterns occur when the distribution of the responses differ from the norm and are considered unusual. The omission rule occurs if more than three responses are omitted in a given scale, making the results appear more average than they are. The "B" answer rule is affected by the total number of "B" responses selected. The candidate had the choice of an "A", "B", or "C" response for every question in the Personality Section of the Prevue Assessment. The second option, the "B" choice, is always an unsure or in-between answer.

The total number of "B" responses chosen for this report was: 16

This number of "B" choices is within acceptable levels and the results of the Personality Section of this report had meaningful response patterns. Therefore the data presented in this Prevue Corporate Coach report can be considered accurate and reliable.