prevue™
learning + reasoning

ICresset Talent Solutions

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Shreya Gupta
Business Analyst

Table of Contents

Report Design Options Selected for this Report

Report Family: Screening & Selection
Type: Learning & Reasoning Report
Scope: Abilities (WNS)
Format: Comprehensive (from choice of Comprehensive, Summary, or Graph)
Style: Other (from choice of Management, Sales, Customer Service or Other)
Prevue Assessments presented in this report:

‣ Prevue Abilities Assessments that examine four cognitive Abilities scales

For more information about Prevue Assessments and design options for Prevue reports see
www.prevuehr.com

Part 1 - Understanding this Report

Introduction

The Prevue Learning & Reasoning Report provides important information about an individual's capacity to learn and use information, develop skills, solve problems and understand instructions. It examines four cognitive dimensions: General Mental Ability, Working with Numbers, Working with Words and Working with Shapes.

The Prevue Benchmark for the Learning & Reasoning Report is a profile of the preferred levels of mental abilities for the Business Analyst position at iCresset Talent Solutions. This Benchmark has been scientifically designed with Prevue Assessment tools and customized by iCresset Talent Solutions management. The Benchmark shows the preferred range of score on the four mental abilities scales noted above.

Prevue Scores

The Prevue Results Graph on the next page shows Shreya Gupta's 'sten' score on each of the Prevue Assessments scales considered in this report. A sten score is a candidate's score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard tenths ('standard tenths' is shortened to 'sten'). The diagram also shows the percentage of the general working population that will typically score in each sten.

Prevue Benchmark

2.5%	4.5%	9%	15%	19%	19%	15%	9%	4.5%	2.5%
1	2	3	4	5	6	7	8	9	10

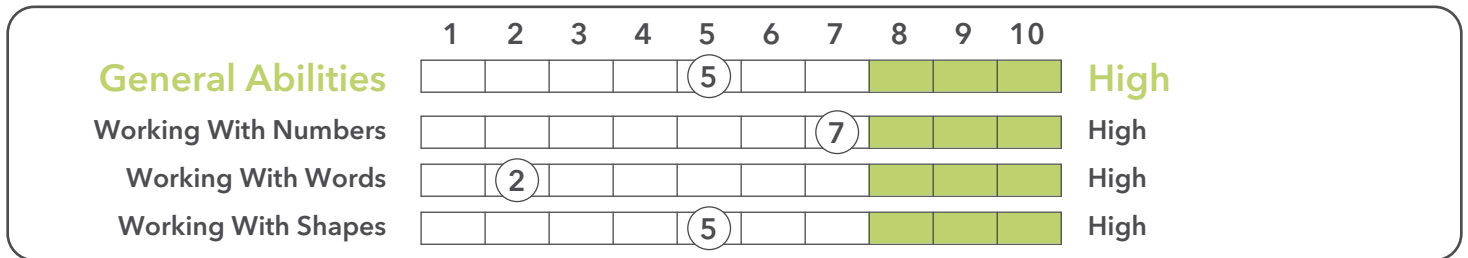| 16%	68%	16%
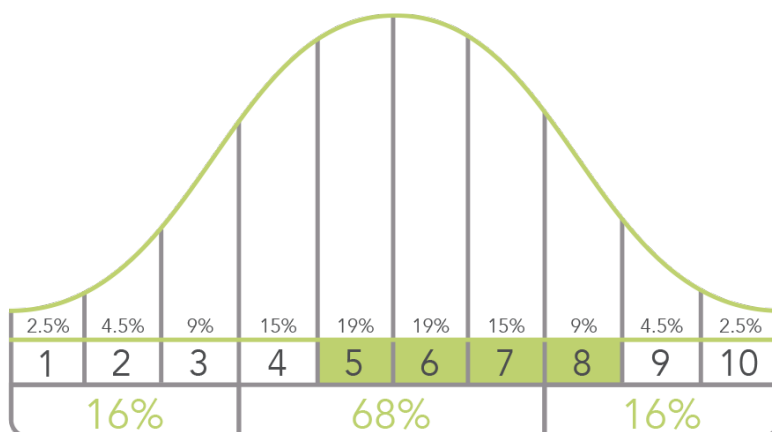
The Prevue Benchmark shows the preferred characteristics of an employee for a particular position. These characteristics are displayed as a range of desired sten scores on each scale. This range is shaded and forms the benchmark for the scale. The candidate's assessment results are shown as circled numbers and compared to the shaded ranges. The Benchmark Suitability Score is derived from a formula analyzing the candidate's sten scores on the benchmark (circled score is inside the shaded range) versus those scores that are off the benchmark (circled score is outside the shaded range).

Example: The benchmark for the Diplomatic vs. Independent scale (shown above) is the shaded range of stens from 5 to 8. Scores 5,6,7 or 8 will be on the benchmark. Scores of 1,2,3,4,9 and 10 will be off the benchmark.

Part 2 - Learning & Reasoning Profile

Shreya Gupta's ability scores are shown in the circled numbers on each of the prevue scales presented below. The Prevue Benchmark for the Business Analyst position is indicated by the green shaded ranges on each scale which are preferred scores for this position. A score inside a shaded range is on the benchmark. A score outside the shaded ranged is off the benchmark.

Abilities

	1	2	3	4	5	6	7	8	9	10	
General Abilities					⑤						**High**
Working With Numbers							⑦				High
Working With Words		②									High
Working With Shapes					⑤						High

Benchmark Suitability Score

The Benchmark Suitability Score quantifies Shreya Gupta's overall fit to the benchmark for the Business Analyst position.

Note: Shreya Gupta's Prevue Assessments results, including the Benchmark Suitability Score should comprise no more than one-third of the selection decision process. Refer to Best Practice Information for details.

25%

Interview Guide

Part 3 - Suggested Interview Questions

Planning the Interview

Planning the interview requires identifying concerns about the candidate's work history, references and scores off the Prevue Benchmark for the Business Analyst position. Use the available candidate information plus this report to structure the interview and make the best hiring decision.

This section provides suggested interview questions to address the following:

> ‣ First to examine those areas where Shreya Gupta's score did not fall on the benchmark for the position.

You should customize the interview questions as needed for this position at iCresset Talent Solutions.**You may wish to take a copy of Part 3 to have it available for the interview.**

Scores off the Benchmark

Shreya Gupta's scores fell off the Benchmark for the following scales. This indicates that the candidate could encounter challenges in these areas. Review each score description set out below and consider the suggested interview questions. The more distant the score is from the benchmark for a scale the more important it is for you to probe these areas.

	1	2	3	4	5	6	7	8	9	10	
Working With Numbers							(7)				**High**

Shreya Gupta is below the given Benchmark yet has good ability for Working with Numbers. This is likely to translate to above-average performance with arithmetic skills and number recognition. Tasks could include providing "on the spot" estimates, using statistics, and recording or searching for numeric data. This candidate is likely reliable and competent for most numerical work in the Business Analyst position. Support may be required for exceptionally challenging tasks.

1. Key Performance Indicators (KPIs) are monthly, quarterly, or annual statistics. Describe any KPIs relevant to your previous or current employment.

2. How do you ensure addresses and telephone numbers are recorded correctly?

3. Think of working on a complex task with many calculations. If the final result is unexpected—that is, unusually large or small—what do you do?

Your Comments:

_____

_____

_____

_____

	1	2	3	4	5	6	7	8	9	10	
Working With Words		②									High

Shreya Gupta shows weak ability for Working with Words and the score falls below the requirements of the given benchmark. This may be evident as slower word recognition, less awareness of spelling errors, and lower capacity for written information. Processing complicated documents or multipart forms will require more time.

1. When sending a note to a client, how do you make sure that spelling and grammar are correct?
2. Consider a new, multipart form to be used on the job. If no training were provided, how would you teach yourself to use the new form?
3. Describe how you would read a lengthy manual for safety procedures at work.

Your Comments:

_____
_____
_____
_____

	1	2	3	4	5	6	7	8	9	10	
Working With Shapes					⑤						High

Shreya Gupta has average ability for Working with Shapes but does not meet the requirement of the given benchmark. Often this means reasonable speed and accuracy for shape recognition tasks such as visualizing objects or relating symbols or diagrams to operations. Simple arrangements of physical objects should also be acceptable. Spatial challenges such as using or creating complex diagrams or charts will require instruction and regular practice or refresher training.

1. If you are given a workflow chart for a new procedure, do you review the chart before starting the new procedure? If you have questions about the chart, how do you get answers?
2. Think of a line and column graph with last quarter's business performance as columns and performance targets for the current quarter as a line above the columns. How would you show current actual performance? Ideally, where would current performance be?
3. Describe how to arrange shared office equipment—printer, paper supplies, fax machine, reference materials, worktable, etc.—for efficiency.

Your Comments:

_____
_____
_____
_____

Part 4 - Individual Characteristics

The Individual Characteristics descriptions provide more information about Shreya Gupta's scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight Shreya Gupta's strengths for the Business Analyst position. Scores that are two or more stens off the Prevue Benchmark for any scale highlight prospective areas of challenge for this candidate and should be addressed in the interview.

General Abilities

Shreya Gupta has an average level of speed and accuracy in reasoning and problem solving. She can learn and absorb new information without too much difficulty. She is as able as most, which means you will find her to be efficient working in an environment that makes reasonable demands. However, should this Business Analyst position demand very high levels of mental work load, she may find it difficult to cope.

1 2 3 4 **(5)** 6 7 8 9 10
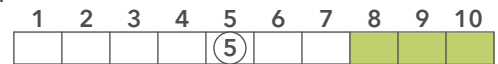
Working With Numbers

Shreya Gupta is in the high average range for Numerical Reasoning. This is typical of employees who are skilled and competent in reasoning with information derived from simple numbers.

1 2 3 4 5 6 **(7)** 8 9 10
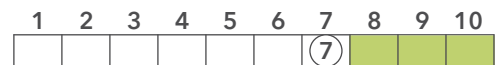
Working With Words

A sten score of two means Ms. Gupta has a below average capacity for working with written information, particularly under conditions where there is a degree of time pressure. She is likely to take longer and be less accurate when dealing with information that involves words and written material.

1 **(2)** 3 4 5 6 7 8 9 10
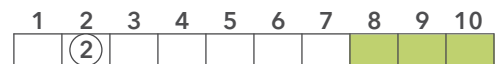
Working With Shapes

Ms. Gupta's speed and accuracy in using spatial material indicates that she is as able as most adult workers in dealing with information that involves manipulating shapes and objects.

1 2 3 4 **(5)** 6 7 8 9 10
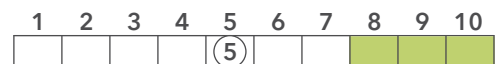
Part 5 - Best Practice Information

Assessment Administration: Best Human Resources practice recommends that assessments be administered to candidates in a controlled environment under the supervision of a proctor to ensure that:

‣ The person who completes the assessment is in fact the candidate.

‣ A candidate's responses to the assessment questions are not affected by collusion with others or by other actions that would invalidate the assessment.

‣ The supervisor is able to address unexpected conditions or problems affecting a candidate and to provide reasonable accommodation for candidates where required.

Where a candidate completes the assessments without supervision the accuracy of the results cannot be guaranteed. In such circumstances you may wish to have the candidate retake the Prevue Assessments in a controlled environment at the time they attend your offices for an interview. For more information on the administration of the Prevue Assessment, please see "Administering the Prevue Assessments" in the Prevue How To Guides posted at www.prevueonline.com.

Assessment Weighting: The weight given to the Prevue Assessments in any human resource selection or other high stakes decision should not exceed one-third of the total decision making process. The remainder of the process, including the candidate's work history, interview, background checks, etc., should be considered together with the results of this report.

Ensuring Fairness: When properly administered, the use of the Prevue Assessments will help to ensure that job applicants are treated fairly without regard to race, colour, religion, sex or national origin. The Prevue Assessments have been designed and developed to conform to the human rights legislative and best practice requirements prevailing in the various countries where the Prevue Assessments are distributed. This includes the EEOC Guidelines, the Americans With Disabilities Act, and the standards for test development published by the American Psychological Association, the British Psychological Society, and the Association of Test Publishers.