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Shreya Gupta
Business Analyst

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Report Design Options Selected for this Report

Report Family: Screening & Selection

Type: Selection Report

Scope: Abilities, Interests & Personality (WNSIP)

Format: Comprehensive (from choice of Comprehensive, Summary, Interview 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
- ▶ Prevue Interests Assessment that examines three scales of occupational Interests/Motivations
- ▶ Prevue Personality Assessment that provides information on thirteen Personality scales

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

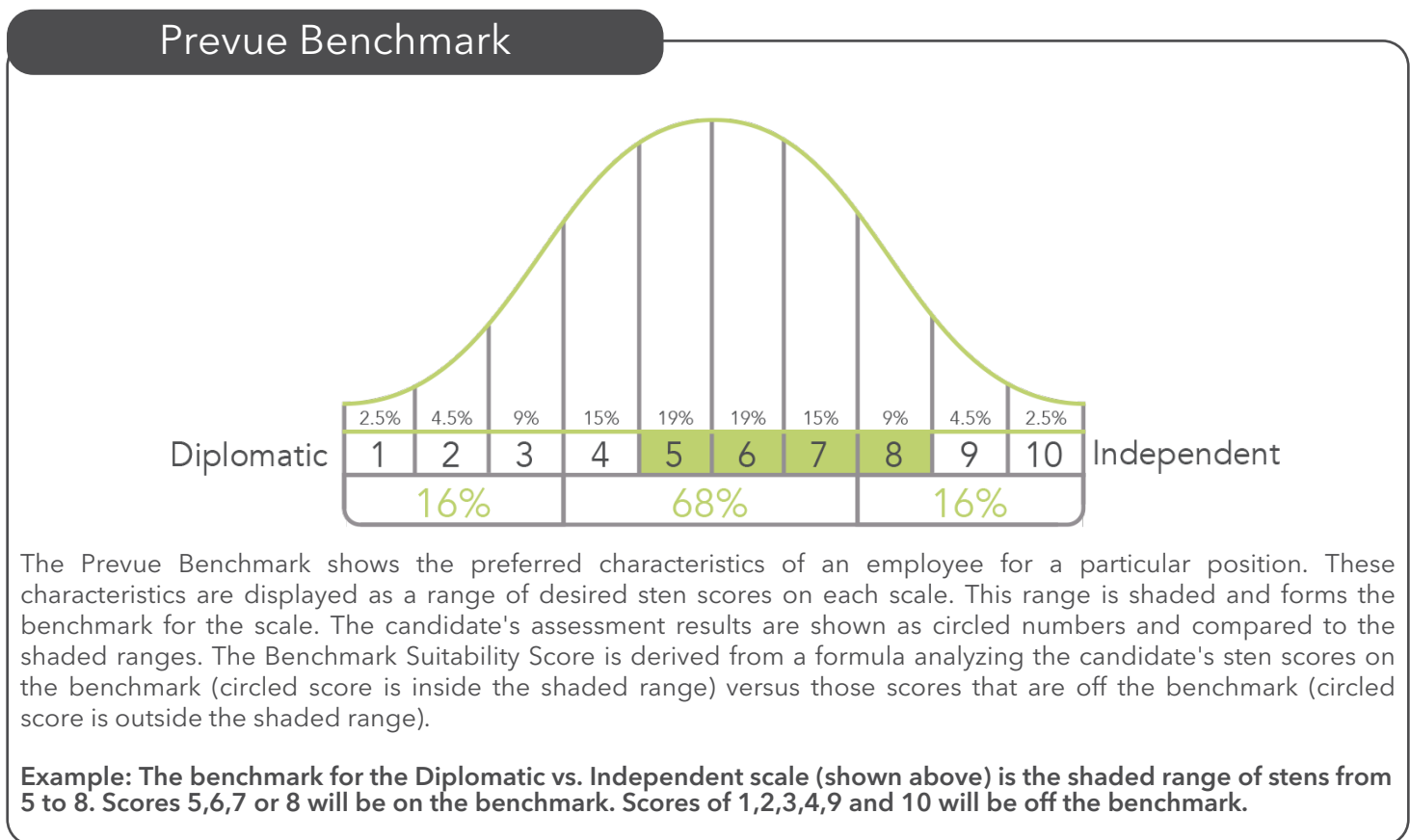
Part 1 - Understanding this Report

Introduction

This Selection Report describes Shreya Gupta’s suitability for the Business Analyst position at iCresset Talent Solutions. The information in this report comes first from reviewing the scores on each of the scales of the Prevue Assessments that were completed by Shreya Gupta and second from comparing those scores to the Prevue Benchmark for the position. Both the scores on the Prevue Assessments and the comparison of those scores to the Prevue Benchmark are exhibited graphically in the Prevue Results Graph in Part 2.

Prevue Assessments

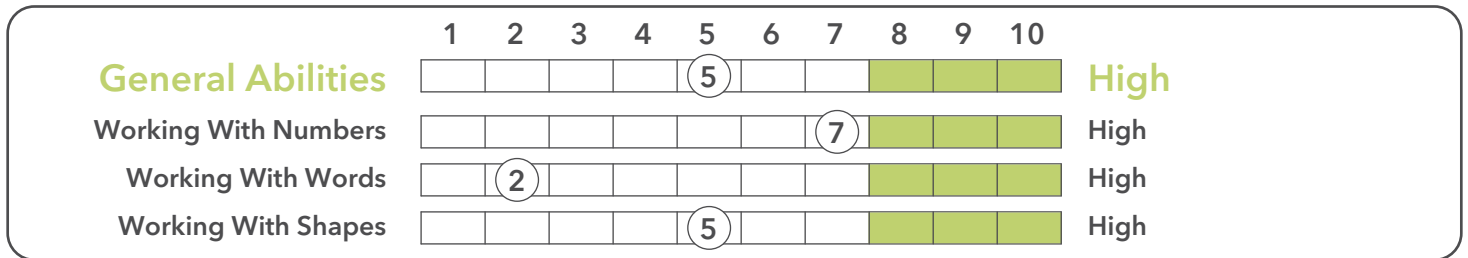
The Prevue Results Graph shows Shreya Gupta’s ‘sten’ score on each of the Prevue Assessments scales considered in the report. A sten score is a candidate’s score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard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



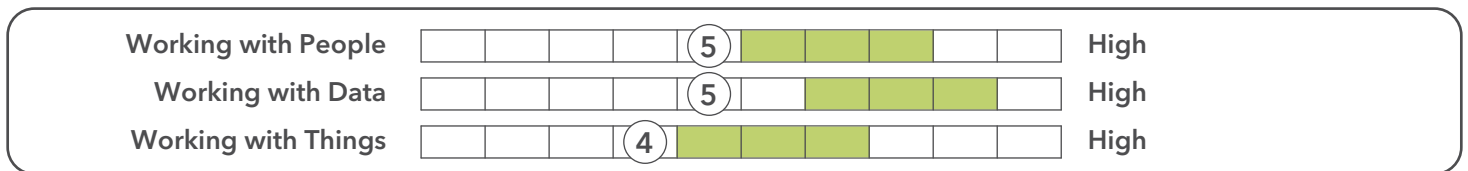
Part 2 - Prevue Results Graph

Shreya Gupta's 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 a shaded range is off the benchmark.

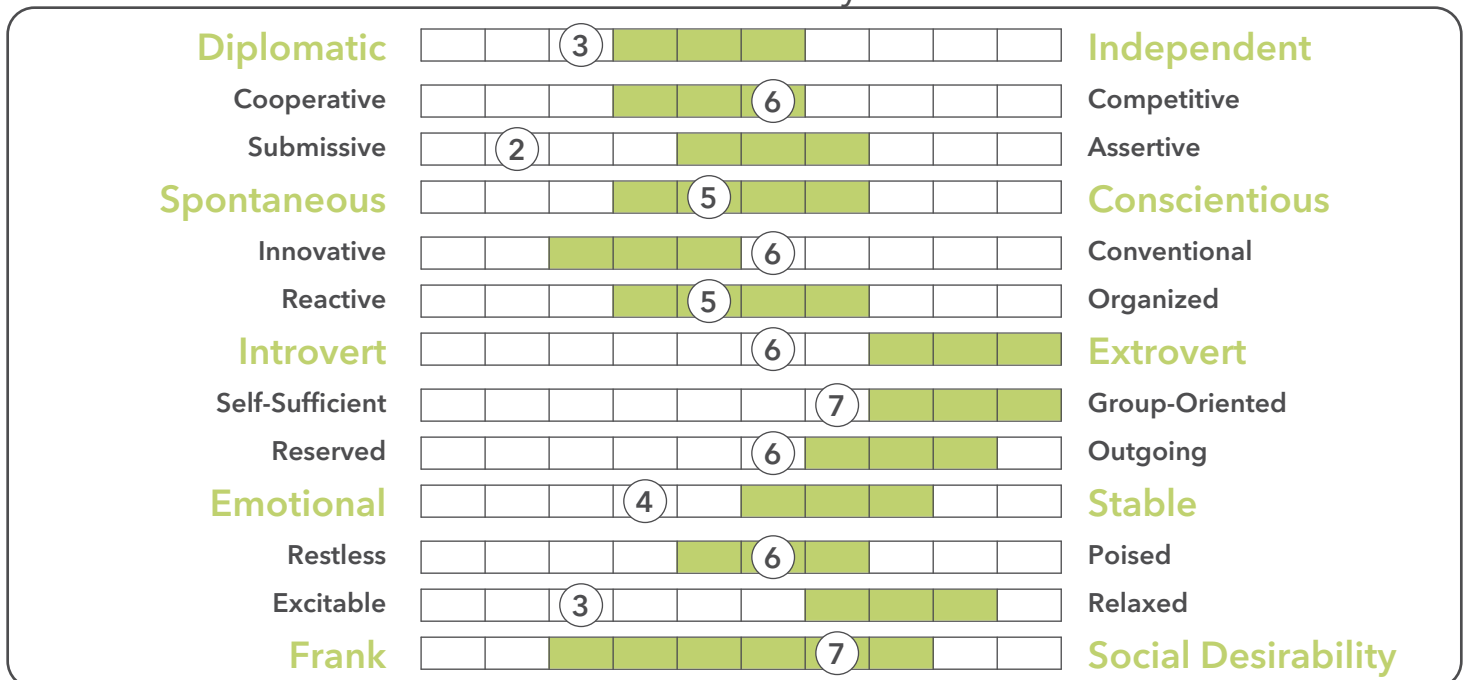
Abilities



Motivation/Interests



Personality



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.

54%

Part 3 - Total Person Description

The Total Person Description provides an overview of Shreya Gupta compared to the general working population. This profile is derived from the scores shown on the Prevue Results Graph.

Ms. Shreya Gupta has above average numeric skills, average ability to work with shapes, and lower than average verbal skills. She is well equipped for challenging numeric assignments and able to work with complex spreadsheets and data tables. Because she is reasonably proficient in tasks that require mental manipulation of shapes and objects, she will be able to follow routine diagrams, to estimate space requirements, and read blueprints. Her lower reading and writing skills mean that she will require more time for ordinary paperwork and written communication will be difficult for her. For other assignments, Ms. Gupta will need an average amount of time and will perform best when the environment and work practices change slowly. Frequent changes in the work routine will be difficult for her and may result in errors.

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.

Interview Guide

Part 4 - 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 4 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.



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.

- Key Performance Indicators (KPIs) are monthly, quarterly, or annual statistics. Describe any KPIs relevant to your previous or current employment.
- How do you ensure addresses and telephone numbers are recorded correctly?
- 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:



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:



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:



Ms. Gupta describes herself as a person who has some interest in working with others.

1. Could you describe the type of team members who are the hardest for you to deal with?
2. Often when working in a busy environment, there are opportunities for conflict. Describe the most recent situation on a team where a disagreement occurred.
3. Do you prefer to work alone or as part of a team?

Your Comments:



Ms. Gupta indicates she has some interest in working with data.

1. Describe the type of data entry work you have done in your current job.
2. Could you describe how you have previously checked the accuracy of your work?
3. How often have you researched information for your supervisor?

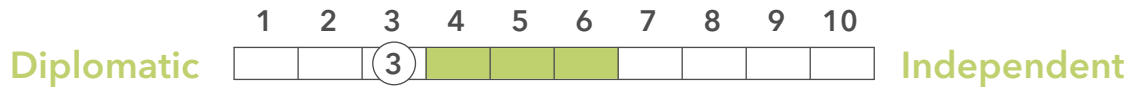
Your Comments:



Ms. Gupta expresses some interest in work which deals with inanimate objects such as machinery, tools, and equipment.

1. Describe the equipment that you were required to use in your last job.
2. Describe the most difficult and technical equipment you have used.
3. Have you learned the features and benefits of previous products or equipment through theory or by hands-on practice? Describe the least interesting part of learning new products or equipment.

Your Comments:



Ms. Gupta is likely to be a considerate and cooperative person.

1. Describe a situation when you had to become the team leader. What did you think of that role?
2. Illustrate how you resolved the last customer dilemma you encountered.
3. How did you develop rapport with your coworkers on your last job?

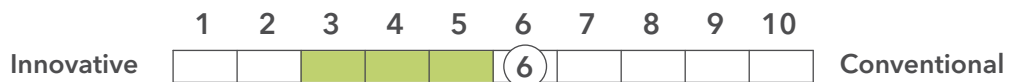
Your Comments:



Ms. Gupta appears to be a fairly modest and non-controversial person.

1. There have been occasions when you have had to get your point across to your supervisor. Please explain how you accomplished this.
2. When you feel strongly about something, how do you go about getting your ideas accepted?
3. Describe the type of coworkers that really annoy you.

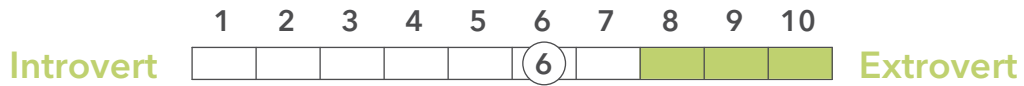
Your Comments:



Ms. Gupta sees herself as someone who is conscientious, with some understanding of change and innovation.

1. When do you feel a degree of flexibility is necessary in servicing your customers?
2. Describe how you react when work situations change somewhat unpredictably from day to day.
3. Expand on the changes to customer service that you felt were necessary in your last position.

Your Comments:



Ms. Gupta is usually stimulated by people.

1. Describe a work-related situation where you felt you had to induce people to work together. How did you accomplish that?
2. Describe the social characteristics of this Business Analyst position that appeal to you.
3. What kind of work situations do you prefer?

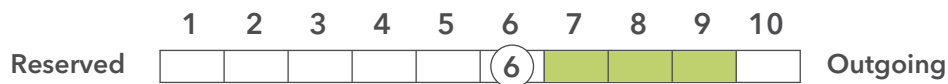
Your Comments:



Ms. Gupta is someone who usually enjoys company and a stimulating environment.

1. Describe the work-related leadership roles you have held as part of the job.
2. Describe the methods you have used to get away from a bustling, animated work day.
3. Recount the last situation where you felt that the active participation of your peers was not important.

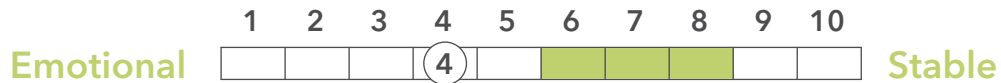
Your Comments:



Although Shreya Gupta likes to be the center of attention, there will be times when she may avoid the spotlight.

1. Describe the most boring aspects of your work.
2. Explain, by example, the role you typically take in team meetings.
3. Describe the occasions where your coworkers would describe you as quiet and retiring.

Your Comments:



Ms. Shreya Gupta is stable and calm under normal situations.

- 1. Difficult days are part of business. Can you describe the last incident when you were involved with a supervisor who was disappointed with you? How did you handle that?
- 2. When do you prefer to work alone?
- 3. Describe how you deal with negative feedback.

Your Comments:



On the whole Ms. Gupta sees herself as a rather emotional, often anxious person.

- 1. When you feel the effects of a stressful meeting with your supervisor, how do you relieve the pressure?
- 2. Describe the coworker behavior or complaints that cause you to become anxious.
- 3. What was your favorite work environment? Why?

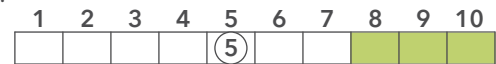
Your Comments:

Part 5 - 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.

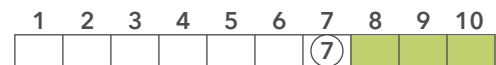
General Abilities

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.



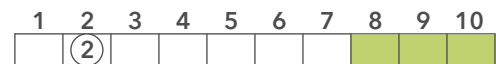
Working With Numbers

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.



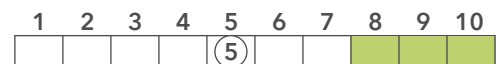
Working With Words

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.



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.



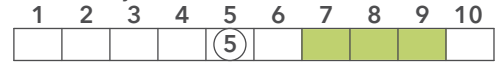
Working With People

Ms. Gupta shows an average level of interest in work that involves dealing with people. She is likely to prefer employment that involves contact with others. However, she is unlikely to want interaction with other people to be the major function of her work.



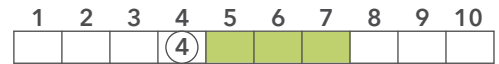
Working With Data

Ms. Gupta has some interest in working with data. Such a person should be able to relate and balance this limited interest in data to those tasks in the job that require working with people or working with machinery and equipment. She would not necessarily feel the need to work with data to form the major part of her job.



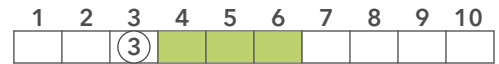
Working With Things

Shreya Gupta expresses a slightly below average level of interest in work that deals with inanimate objects such as machinery, tools or equipment. Such people are likely to be comfortable in handling goods or equipment, but would not see that interest being central to their work.



Diplomatic / Independent

Individuals like Ms. Gupta are generally likable, diplomatic and good-natured. Shreya Gupta is a considerate and cooperative person, and is capable of pulling people together. She gets her way by encouraging and persuading others, rather than forcefully asserting her own views. She may skirt important issues to avoid conflict.



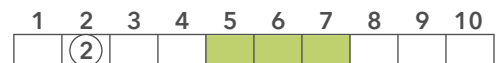
Cooperative / Competitive

She describes herself as a person who is competitive and plays to win. She is a cooperative team member. Such individuals seek compromise between their own achievements, and the need to maintain relationships with others.



Submissive / Assertive

Ms. Gupta is a submissive and non-confrontational person. She is likely to be valued for her service-orientated approach.



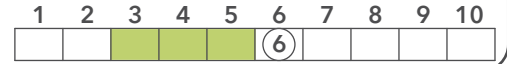
Spontaneous / Conscientious

She balances the need to do things well in the quickest possible way within the rules. This leads to solutions that are innovative without implementing radical changes. Such people are quite dependable, adaptive and innovative.



Innovative / Conventional

Shreya Gupta sees herself as someone who is reasonably conventional and has a balanced approach to change and innovation. She will prefer not to change for change's sake, however, when necessary, Ms. Gupta can cope with adjustments that have to be made.



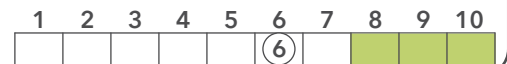
Reactive / Organized

She is somewhat organized, but can respond to spontaneous and unpredictable events. She could be described as a person who is systematic, while able to cope with the unexpected.



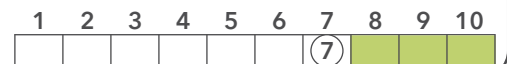
Introvert / Extrovert

Individuals like Ms. Gupta show moderate levels of enthusiasm and liveliness, contributing to social interaction without drawing undue attention to themselves.



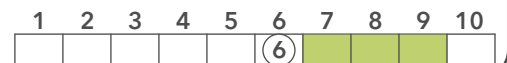
Self-Sufficient / Group-Oriented

She is happiest working in situations where there is a reasonable amount of contact with others. She enjoys company and a group environment, but occasionally requires time for quiet reflection.



Reserved / Outgoing

She can be talkative and outgoing. She would prefer some variety in her work. These people like to choose the situations in which they will take center stage, as they are comfortable in the company of others, but they do not seek constant attention from others.



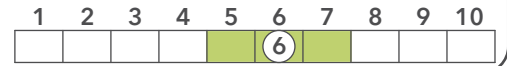
Emotional / Stable

She tends to maintain a general level of acceptance and optimism, but will worry about the consequences of things going wrong, particularly when under pressure. Ms. Gupta accepts people only after she is satisfied they are trustworthy. She can react sensitively and emotionally to criticism.



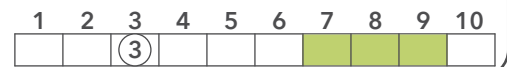
Restless / Poised

In the face of difficult situations, Ms. Gupta has an average balance between calm objectivity and any tendency to be upset and take things personally.



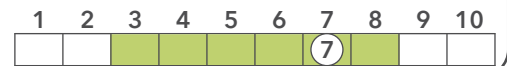
Excitable / Relaxed

Ms. Gupta is a somewhat excitable and anxious person, who is wary and cautious of others. Such people find it difficult to cope with high levels of pressure without becoming tense and anxious. It is best that Ms. Gupta avoid work situations in which there are likely to be prolonged periods of high pressure.



Social Desirability

This level of score, suggests that Shreya Gupta has presented a moderately frank picture of herself on the other scales.



Part 6 - 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.