

SAMPLE REPORT: HOURLY ASSESSMENT

This is a sample of the PsyMax Solutions' Hourly Report.
This report is instantly delivered via the internet after a candidate
completes the Entry-Level Assessment.

PsyMax Solutions | Hourly Work Style Assessment®



Confidential Candidate Results About
Pat McDonald

Retail Associate
ABC Corporation

Assessed on: 11.11.2006

SAMPLE

















Assessing People • Maximizing Performance
A Max-Ventures Portfolio Company

Good hiring decisions rely on detailed information from multiple sources. What you learn about a candidate based on the results of this assessment should always be evaluated in conjunction with other information such as prior job experience, work credentials, and information from references. Furthermore, results should be handled in a confidential manner consistent with your organization's human resource policies. Store this document in a secure place whether it is in print or electronic format. Shred and/or delete the document when no longer needed.



WORK STYLE RESULTS

The PsyMax Solutions Hourly Work Style Assessment® inventory assesses candidate performance in core work style and supplementary areas. Scores for each of these scales are provided below, along with an overall score. Consider this information as it applies to the target job.

WORK STYLE	CANDIDATE'S LEVEL
Achiever - Works effectively and appropriately in order to be successful.	Average 
Conscientious - Attempts to do the right thing and feels obligated to do his/her best at work; knows the difference between right and wrong.	Low 
Customer-Focused - Is service-oriented and actively looks for ways to help people; attends to customer needs in a pleasant and friendly manner.	Average 
Dependable - Shows diligence; meets deadlines and completes work to the best of his/her ability.	High 
Drive - Takes responsibility, accomplishes goals and assists others to perform their duties.	Very High 
Energetic - Is action-oriented and a self-starter; works to get things done quickly and efficiently.	Very High 
Flexible - Adapts quickly to different people and changing work situations.	Very High 
Safety-Oriented - Follows procedures and accepted work practices; avoids making mistakes, identifies errors, and minimizes safety risks.	High 
Sales-Oriented - Communicates information about products or services in a persuasive manner and is effective in convincing others to go along with his/her ideas.	Average 
Stress-Tolerant - Deals calmly and effectively with high-stress situations or heavy workloads.	Low 
Team Player - Encourages and facilitates cooperation; fosters team spirit and collaborates with others to achieve goals.	Very Low 
Trustworthy - Acts honestly and ethically; avoids violence, theft, and other counterproductive work behaviors.	Low 
SUPPLEMENTARY SCALES	CANDIDATE'S LEVEL
Situational Judgement - Evaluates and responds effectively to work-related situations and issues.	Average 
Numerical Reasoning - Is able to read data and solve basic mathematical business problems.	High 

OVERALL SCORE

Pat McDonald's overall work style scores were considered to be in the **High** range.





INTERVIEW SUGGESTIONS FOR WORK STYLE BEHAVIORS

An effective interview is a good way to determine how well a candidate meets your organization's needs. Consider using the following questions to target key areas for the given position. Confirm candidate strengths and probe further about potential candidate weaknesses for work style behaviors that matter most for this job.

During the interview, ask for examples to get specific information about past experiences and behaviors. Remember to ask follow-up questions when you require additional information from the candidate.

For those job-related interview questions below that you choose to apply, place a checkmark (✓) in the appropriate box representing your interpretation of the candidate's response. Also, be sure to take notes throughout your interview to support your ratings.

	LOW	AVERAGE	HIGH
Achiever <i>Works effectively and appropriately in order to be successful.</i>			
Candidate's Level: Average			
<ul style="list-style-type: none"> When organizing your work, how do you decide which tasks need to be given priority? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Discuss a work situation when you had to make resources stretch beyond what was normally expected. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> How would you describe your work habits? Would people say you were more organized and structured or more flexible and unstructured? Please explain. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Conscientious <i>Attempts to do the right thing and feels obligated to do his/her best at work; knows the difference between right and wrong.</i>			
Candidate's Level: Low			
<ul style="list-style-type: none"> Is any additional information relative to a different name necessary to check your work and education record? Please explain. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Would you consider yourself a dependable employee? Would your coworkers consider you to be dependable? Why? What behaviors do you engage in that make you reliable? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> You see a coworker filling a personal vehicle at a company gas pump. What would you do? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Customer-Focused <i>Is service-oriented and actively looks for ways to help people; attends to customer needs in a pleasant and friendly manner.</i>			
Candidate's Level: Average			
<ul style="list-style-type: none"> Describe a time when you had to help an upset customer. Why was the customer upset? What did you do to resolve the situation? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> What does the saying "The customer is always right" mean to you? Provide an example to illustrate your point. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Describe a time when you went out of your way to help a customer and provided excellent service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



	LOW	AVERAGE	HIGH
Dependable			
<i>Shows diligence; meets deadlines and completes work to the best of his/her ability.</i>			
Candidate's Level: High			
• Explain how you have handled several equally important simultaneous tasks or projects. What was the outcome?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How do you ensure that tasks or projects are successful? What indicators do you use to measure effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you prepared to perform duties that may not be part of your normal routine or job description? Provide examples of when you have done this in the past.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Drive			
<i>Takes responsibility, accomplishes goals and assists others to perform their duties.</i>			
Candidate's Level: Very High			
• What strategies have you used to address continuous/high volume interactions with groups, clients, or individuals effectively? How do you know that the strategies worked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Describe a task or project that was not going well and required several tries before success. How did you turn it around and avoid being discouraged? Were you solely responsible for the success?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• When in charge of tasks or projects, how have you balanced your workload with that of others? Do you prefer to do most of the work, delegate, or blend the two? Has this approach worked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Energetic			
<i>Is action-oriented and a self-starter; works to get things done quickly and efficiently.</i>			
Candidate's Level: Very High			
• Do you prefer a job where you are busy all the time or one where there is some "down time?" Please explain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tell me about a time when you had to accomplish a lot in a very short period of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Describe a situation when you were working on several tasks at once. How did you handle the situation and what was the outcome?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Flexible			
<i>Adapts quickly to different people and changing work situations.</i>			
Candidate's Level: Very High			
• Discuss a time when you had to make a quick decision based on incomplete information. How did you ensure that things worked out well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Describe how you handled a project or situation that, despite careful planning, got out of control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Describe how you have coped with a new or difficult situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



	LOW	AVERAGE	HIGH
Safety-Oriented <i>Follows procedures and accepted work practices; avoids making mistakes, identifies errors, and minimizes safety risks.</i>			

Candidate's Level: High

- | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • List some typical accidents in your workplace and discuss their probable causes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • What steps have you taken to reduce the number of accidents on your job? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Provide examples of how have you communicated and reinforced safe work practices on your job. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Sales-Oriented

Communicates information about products or services in a persuasive manner and is effective in convincing others to go along with his/her ideas.

Candidate's Level: Average

- | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • Some have described sales as "90% rejection." How do you cope with constant rejection and reluctant buyers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Describe how you have handled an irate customer. How did you ensure that the person's needs were met? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Describe a situation in which you worked as part of a sales team. What was your role? What went well and what didn't? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Stress-Tolerant

Deals calmly and effectively with high-stress situations or heavy workloads.

Candidate's Level: Low

- | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • Describe a situation in which you had to work with a difficult person (e.g., customer, coworker). How did you handle the person? What would you have done differently? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Describe a time when you disagreed with a supervisor's decision or company policy. How did you handle the situation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • How do you balance work priorities with those of your personal or family life? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Team Player

Encourages and facilitates cooperation; fosters team spirit and collaborates with others to achieve goals.

Candidate's Level: Very Low

- | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • How do you establish and maintain effective working relationships with others? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • How do you effectively communicate with others? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • What would your supervisor say is your greatest problem? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:



	LOW	AVERAGE	HIGH
Trustworthy <i>Acts honestly and ethically; avoids violence, theft, and other counterproductive work behaviors.</i>			
Candidate's Level: Low			
<ul style="list-style-type: none"> What would you do if you saw a fellow employee acting unethically, such as stealing or harassing another employee or customer? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Have you ever had to take a longer way of doing something in order to follow procedures or professional standards? Why do you think that the procedures or standards were written that way? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Describe a time when you or someone else became very upset and "flew off the handle" at work. What did you do? How did the situation turn out? How did others react? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			