



**STRICTLY CONFIDENTIAL**  
**INDIVIDUAL ASSESSMENT REPORT**

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The purpose of the assessment has been to provide further information to  
assist with the recruitment of:

**Mr. Sam Sample**

*On: Saturday, 27<sup>th</sup> of May 2006*

**Prepared By:**

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**Confidentiality**

This highly confidential document is provided to the client on the candidate named on the cover sheet on the basis that the need for this confidentiality is recognised, accepted and that such confidentiality will be strictly maintained.

It should therefore only be read by staff specifically involved with the selection, promotion or development of the person named, and stored securely with minimum access.

Should a report be required at a later date, it can be obtained without further cost, from PsychPress archives.

**Objectives**

The report on the candidate's capabilities has been done based on several assessment materials used to provide objective information about the competencies which might be required for the specific position.

**Cross validation of Outcomes**

This report provides objective information on candidate's capabilities. We recommend supplementing it with other information obtained from other sources like interviews or other reports.

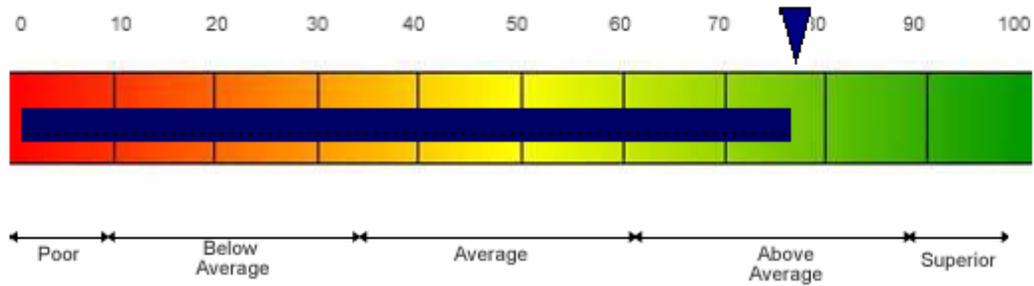
*The following report has been based on a series of scientifically validated profiles, each providing elements of insight or understanding into Mr. Sample's work behaviour style. Each profile is intended to provide you with a point of reference from which you can objectively assess his work suitability or strengths and weaknesses as part of a career development plan.*

## 1. Abilities and Aptitudes

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Ability	Percentile Result	Norm Group
<b>Verbal Reasoning</b>	76 <sup>th</sup> percentile (Attempted 32, Correct 21)	General Australian Population
<b>Numerical Reasoning</b>	46 <sup>th</sup> percentile (Attempted 17, Correct 14)	General Australian Population
<b>Mechanical Reasoning</b>	69 <sup>th</sup> percentile (Attempted 29, Correct 18)	General Australian Population
<b>Spatial Visual Reasoning</b>	27 <sup>th</sup> percentile (Attempted 46, Correct 30)	General Australian Population

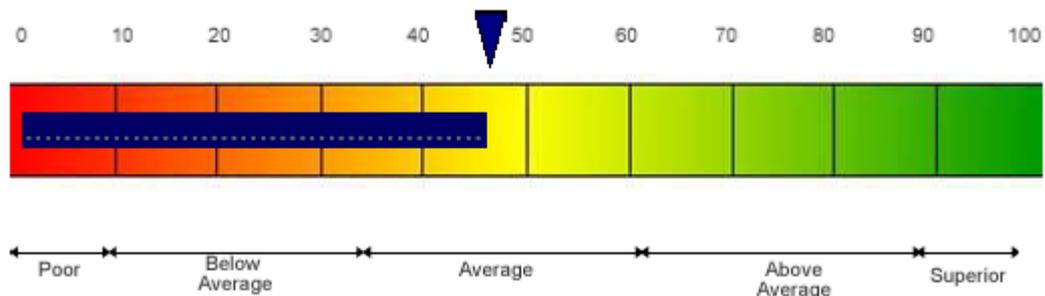
### Verbal Reasoning: 76<sup>th</sup> Percentile



The *Verbal Reasoning* assessment measures Mr. Sample's ability to communicate, written communication skills, the ability to understand internal and external clients' requests and the ability to convey complex information in a clear and understandable format to clients, team members or staff.

Mr. Sample's performance on the measure of Verbal Reasoning has placed him in the above average range compared to the Australian general population. The result suggests that Mr. Sample should be a competent communicator in both spoken and written forms. He should be able to effectively convey ideas, concepts or instructions to others as well as understand main issues such as organisational policies, work procedures and rules from written documentation. He should also be able to effectively produce written organisational documentation such as performance, production reports or any other organisational documents.

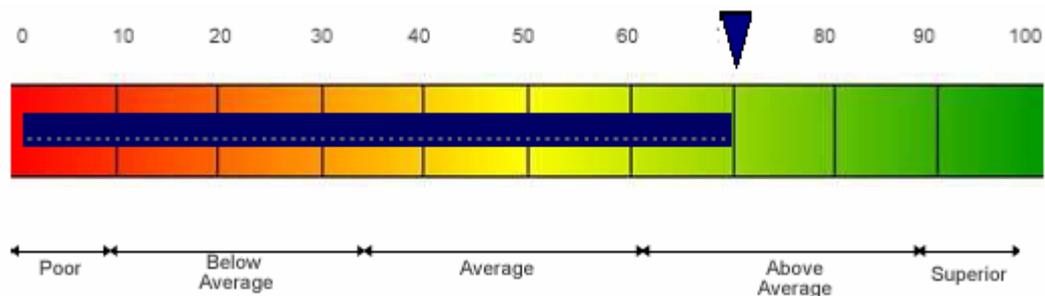
### Numerical Reasoning: 46<sup>th</sup> Percentile



The test of *Numerical Reasoning* measures basic arithmetic ability, understanding and use of numbers as a reasoning tool and quantitative reasoning. Competencies relevant to this measure include numerical and financial calculations and basic statistical calculations.

Mr. Sample's performance on the measurement of Numerical Reasoning has placed him in the average range compared to the Australian general population. The result reflects a sound ability to work with facts and figures and to understand organisational information presented in numerical forms such as tables and graphs. The result also suggests a sound ability to provide general numerical information and perform basic computations when reviewing organisational activities. Mr. Sample should accurately calculate familiar formulas as required when dealing with monthly or daily organisational reports and should be relatively comfortable performing tasks that include evaluating numerical information.

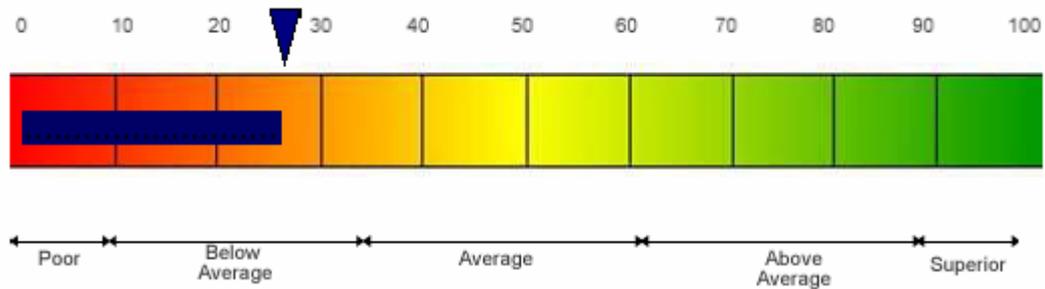
### Mechanical Reasoning: 69<sup>th</sup> Percentile



*The test of **Mechanical Reasoning** assesses the ability to understand basic principles of physics and mechanics and to visualise the movement of objects through space and the cause-effect relationships between mechanical components.*

Mr. Sample's performance on the measurement of Mechanical Reasoning is in the above average range compared to Australian technical employees and apprentices. The result suggests that he has a strong understanding of mechanical and physical concepts. He would effectively identify and resolve most common and complex mechanical problems.

### Spatial Visual Reasoning: 27<sup>th</sup> Percentile



*The test of **Spatial Reasoning** measures the ability to visualise how a single or a number of separate objects would appear when combined or rotated in a two and three dimensional spaces. Successful performance, which is related to higher work safety behaviour, depends critically on the perception of the correct proportions of the object as well as on the ability to reorient shapes in order to fit them together in a certain space. Competencies relevant to this measure include layout and space utilisation, flexibility, identify and resolve mechanical problems. These skills are of crucial importance in the manufacturing, designing and resources environments.*

Mr. Sample's performance on the test of Spatial Reasoning is in the below average range compared to the Australian general population. The result suggests that he may experience difficulties to identify and overcome mechanical problems which require changes to the physical work environment. He may also have some difficulty to identify unusual changes in the physical workplace which can result in work safety accidents.

## 2. Behaviour Style Profile

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The results collected on Mr. Sample's behaviour style indicate that he may have been very concerned to present himself in a falsely positive light. That is, he may have intentionally selected answers that project an image that is considered to be favourable given the context in which the questionnaire was completed.

Hence, the report's conclusions regarding this section should be treated with some degree of caution and any suggestions made should always be corroborated during feedback.

### Interpersonal and Teamwork Styles

Scale	Sten	Introverted										Extraverted	%
		1	2	3	4	5	6	7	8	9	10		
fA	9	Distant Aloof										Empathic	93
fF	9	Sober Serious										Enthusiastic	94
fH	9	Retiring										Socially-bold	95
fQ2	7	Self-sufficient										Group-orientated	78

*Note: Scores in the range 4-7 are considered average*

Mr. Sample will need a good deal of contact with work colleagues and managers and will adopt an openly expressive style in his communications with them. At times he may be inclined to talk excessively and may not know when to restrain this tendency.

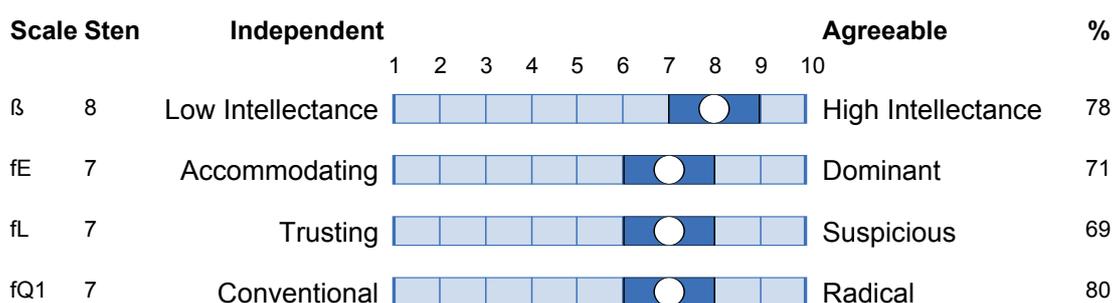
Mr. Sample is likely to feel at ease in the company of new work colleagues or managers, and will tend to come forward when interacting with several work colleagues and clients. In situations that require initiating, developing and maintaining positive work relations he will be totally in his element. He is kind, friendly and understanding of character, taking a marked interest in work colleagues and managers and their personal interests.

Enthusiastic but restrained by what he regards to be acceptable in the workplace, Mr. Sample is likely to be enthusiastic, expressive and optimistic. Very socially confident, he will be bold, venturesome when interacting with work colleagues and managers. Seeking high levels of excitement, he is very inclined to be adventurous and eager to try out the new and the unusual.

Mr. Sample will interact easily and comfortably with other work colleagues and will like interacting with others due to the recognition it provides. In fact, he will generally relish the opportunity of being centre-stage and performing to the gallery.

Relatively confident of his intellectual abilities, Mr. Sample is likely to be talkative when discussing lofty and intellectual issues. His ability to withstand external pressures without expending too much energy and effort will enable him to face quite difficult emotional situations.

Generally Mr. Sample will be a conformist, avoiding the kind of behaviour that would make him appear out of place. Generally preferring to work within a team, he enjoys group participation and social recognition. He will tend to feel most comfortable working in groups where he can share his thoughts with others. Being group-dependent he is receptive to the group's suggestions and may seek consultation with other work colleagues before making decisions or initiating action.

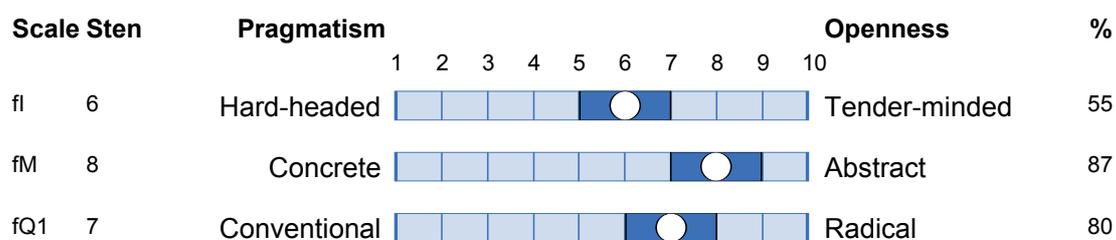


*Note: Scores in the range 4-7 are considered average*

Somewhat questioning in nature and inclined to meet conflict head-on, people may see him as being sceptical and cynical. Being quite competitive, he will quickly rise to any challenge and is likely to express his views in a rather uncompromising way. Though he has some empathy for others feelings, people may take time to get used to working with him.

Mr. Sample has tendencies to be somewhat cynical and questioning. This may at times make him a little suspicious of the motives of others. When interacting with others he is inclined to be quite forceful and self-assertive with a desire to impose his approaches and views on others. Generally high-profile and directive, he is likely to have the capacity to dominate. Noting his relatively authoritarian nature, and the tendency to push for his own goals, he may need to exercise diplomacy to avoid provoking resentment in others. Forthright, genuine and somewhat outspoken, he may express himself without fully considering the impact it will have on those around him. His uncalculated directness may ruffle a few feathers.

### Thinking and Decision-making Styles



*Note: Scores in the range 4-7 are considered average*

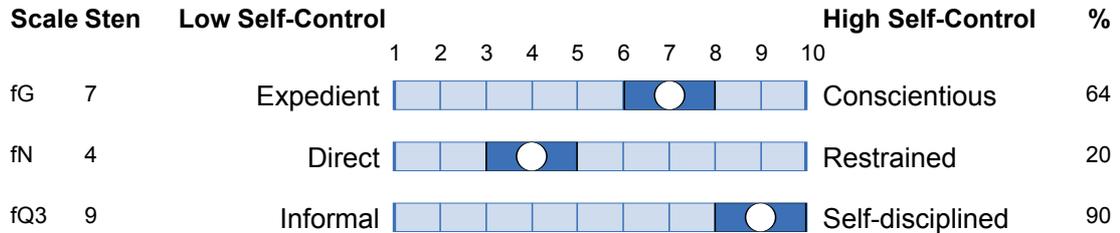
Mr. Sample is likely to come across as an intuitive person who is receptive to ideas and experiences. He is likely to be viewed as a relatively intellectually-orientated person who enjoys working on complex problems and ideas. Being rather competitive in this regard, he may express his insights in a challenging manner.

Naturally curious about things, with a highly penetrating mind, Mr. Sample tends to go beyond the obvious. Somewhat unconventional in his attitudes and opinions, his views may tend to be at variance with those of most people in the workplace. This may lead him to question older, established points of view and be reticent about accepting the status-quo. His inclination to be quite direct with people combined with his force of character may cause him to appear somewhat questioning of the status-quo, resulting in potential friction.

Mr. Sample strikes a balance between the rational and the emotional in decision-making. He is inclined to be abstract-thinking, intellectually-minded and as creatively-orientated as most. He will

usually prefer to be involved in idea generation, leaving the implementation of ideas to others. However, the ideas he generates may not always be practical.

### Complying with Regulations

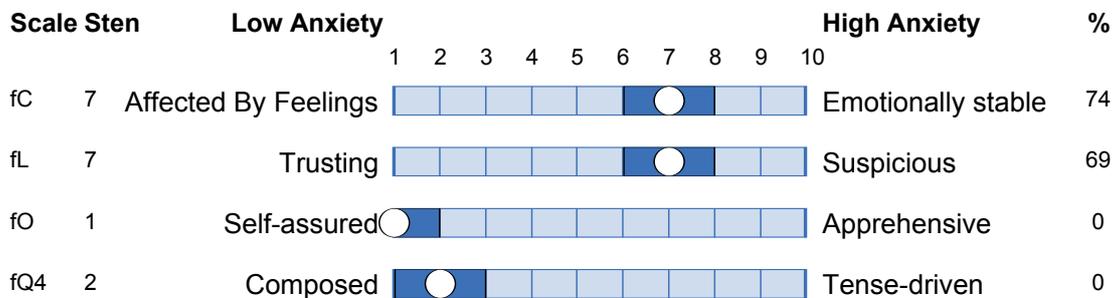


*Note: Scores in the range 4-7 are considered average*

Greatly respecting authority, he will want to abide by protocol and formality. Although, he is strongly drawn to social situations and needs a good deal of stimulation and challenge, he will be concerned to act in a manner, which will maintain his position.

Persevering and quite conscientious in character, Mr. Sample will generally accept and reliably discharge responsibility. He has a degree of thoroughness in his work that should predispose him to be quite a good finisher. He is likely to show respect for systems and procedures generally believing there is a right approach, both in work quality and behaviour.

### Coping with Stress



*Note: Scores in the range 4-7 are considered average*

Mr. Sample is currently experiencing very low levels of stress and should have little difficulty facing challenges in a calm, collected manner. Generally unruffled by events, he is likely to be viewed as being dependable in a crisis.

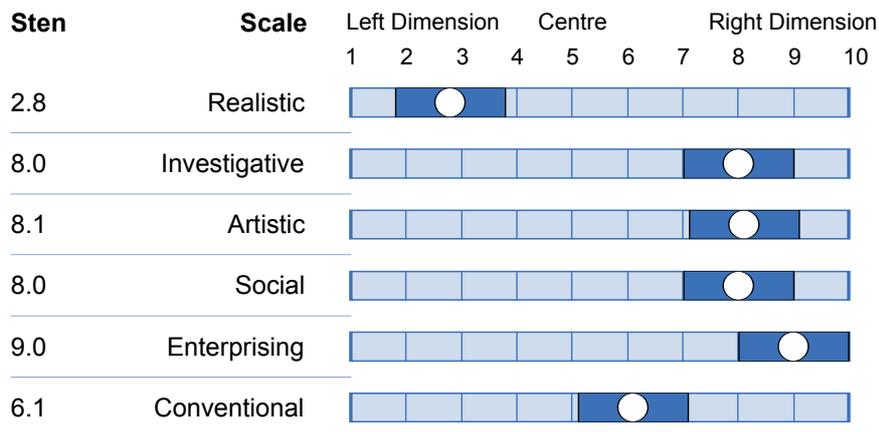
Mr. Sample should have sufficient inner resources to cope with fairly demanding situations. He should generally be able to rapidly recharge his depleted inner resources after having faced demanding work schedules.

Mr. Sample is likely to be cheerful, optimistic and free of regrets and self-doubt. Extremely sure of himself, and his intellectual abilities, he is likely to appear confident, especially in social settings. If things go wrong he is liable to blame others rather than holding himself responsible.

Mr. Sample retains an easygoing, very even-tempered composure. He projects himself as a very calm individual who is not easily perturbed and is rarely moved to outbursts of anger or frustration. This may cause others to see him as lacking drive or motivation. Even fairly major frustrations and irritations are unlikely to upset him.

### 3. Career Interests

*Career-Themes are based on the work of Holland. These provide a match between Mr. Sample's personality profile and those of the broad occupational groups listed. The scores take no account of other important factors such as interests, aptitudes, qualifications and work experience.*



*Note: Scores in the range 4-7 are considered average*

**Realistic Theme:** Activities involving manipulation of mechanical devices and principles of mechanics and physics. High scorers are likely to be technically orientated, repairing mechanical devices, working on motor cars. They may also enjoy outdoor activities.

**Investigative Theme:** Activities involving the manipulation of ideas and scientific principles. High scorers will enjoy applying logical and/or scientific principles to the resolution of experimental problems. They may enjoy laboratory work.

**Artistic Theme:** Activities centred around the expression of artistic and creative ideas. High scorers are typically interested in the Arts in the broadest manifestation e.g. art, music, writing, composing, dance, design etc.

**Social Theme:** Activities centred on helping or caring for others. High scorers tend to express an interest in charitable work, involving caring for the elderly, children with special needs or counselling, teaching and generally assisting others to achieve their potential.

**Enterprising Theme:** Activities involving the attainment of objectives through people. High scorers generally express an interest in managing or leading others or taking charge of situations. As such

they are attracted to business related situations where they are able to exercise leadership, managerial skills and public acclaim.

**Conventional Theme:** Activities involving organising, administration and well established work practices. High scorers enjoy developing and maintaining systems, operating business machines, doing paperwork, bookkeeping and accountancy.

**The following interview questions may assist with further clarification of the issues raised above:**

**Verbal Reasoning**

- What experience do you have in the evaluation of complex written instructions or verbal information? What was involved? How comprehensive do you believe your conclusions were?  
➔ Look for ability to write and communicate in English, the ability to understand written instructions and the ability to convey information in a clear and understandable format such to individuals and groups. Probe for and evaluate evidence that their communications are easily understood.
- Can you tell me about a task on which you were involved where you had to produce a written outcome? What was involved? How did you feel about addressing this? What was the end result?  
➔ Look for ability to communicate and express complicated concepts in written English.
- Can you give me an example of a situation that you were required to communicate instructions or concepts to others? What were the circumstances? How did you respond? What was the end result?  
➔ Look for ability to convey information in a clear and understandable format such as presentations to individuals and groups.

**Numerical Reasoning**

- How would you describe your numerical analysis skills? What is a task on which you have been involved that required you to evaluate or interpret numerical information and to make a decision based on your conclusions?  
➔ Look for ability to understand and use of numbers as a reasoning tool
- Tell me about a time when you had to complete a task which required you to analyse or interpret statistical or other numerical information? What aspects did you find challenging? Did you seek coaching or other assistance in order to complete the task? What was the outcome of this task?  
➔ Look for capability in basic quantitative or statistical analysis.

### **Teamwork**

- Describe a time when you had to initiate contact with new people at a work function. What were the circumstances? What did you do? What was the outcome?

➔ Look for evidence of social confidence.

- Can you tell me about a time when you had to work with a group of people in pursuing a goal? What was the goal? How did the group function? What role did you play in the group? How significant was your role? How did others respond to you? What was the end result?

➔ Look for ability to work in collaboration with others, to involve them in the decision making process and to be prepared to listen and build on their ideas.

### **Stress Tolerance**

- Tell me about a time when you made a serious mistake in your work. What was the situation? How did you respond? What did you then do? What was the outcome? What did you learn from this experience?

➔ Look for ability to 'bounce back' from setbacks and effectively solve the problem without allowing a tendency to worry to get in the way.

## **General Information for Interpreting Report findings:**

**Objective  
Information**

This report provides objective information on the candidate's abilities.

**Educated  
Decision Making**

The candidate's performance is compared with a relevant population group to assist in achieving effective Human Capital decision making.

**Interpreting  
results**

The results are presented in terms of a percentile (%) score for each test administered. A percentile is a score equal to or below which a certain percentage of the members of a selected sample group fall.

Percentile scores can be misleading if small differences between individuals' scores are interpreted as implying significant differences in work performance.

**Population  
norms**

Candidate's specific scores can be compared to a relevant Australian adult sample as a reference group or to a relevant sample from ones organization.

**Score ranges**

PsychPress uses a basic score range for ability percentile scores:

91st - 99th percentile – Superior performance

63rd - 90th percentile – Above Average performance

37th - 62nd percentile – Average performance

10th - 36th percentile – Below Average performance

1st - 9th percentile – Poor performance