PXT

Report designed for

Sally Sample

ProfileXT®
Interview Guide – Total Person

Performance Model: Sample Position
Assessment Taken: 1/8/10   Printed: 1/15/10

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Introduction

The interview is an important part of the selection process; however, studies show that most interviews are poorly done. Using a stock list of interview questions to ask every candidate will not lead the interviewer to the important areas necessary for the effective placement of each individual. This Interview Guide, coupled with the ProfileXT Performance Model Comparison, will help make each interview a valuable tool.

The scientifically developed Performance Model for this position reflects a solid understanding of what the job requires. The Total Person information related to this model allows us to create interview questions that will allow you to get the information you need to make the best possible decision about each candidate.
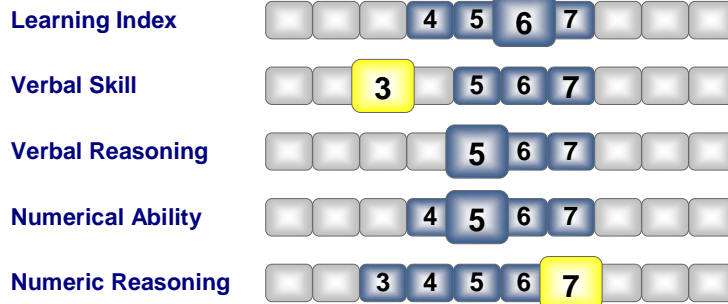
This report reflects the responses provided by Sally Sample when she completed the ProfileXT assessment. A Summary Graph is included that shows her scores and how she fits to the Performance Model for this position. It gives a quick overview of where she is in or out of the model and also shows her overall percentage match. The result for each characteristic is illustrated on a scale from 1 to 10. The darker area on each scale represents the best Job Match for the position. The enlarged segment of the scale shows where Sally scored. If the enlarged segment is dark, Sally is in the Job Match model. If it is lighter, she is not.

The interview questions provided are based on how well Ms. Sample fits the Performance Model. Where she is outside the model the questions will take the interviewer into areas where potentially important information will be addressed. The questions provided where she is in the model provide you with confirmation that she is right for the job. Each question should be considered for use in her placement interview. A space is provided to record the interviewer's thoughts when the response to a question provides important information regarding placement in the position for which Ms. Sample is being considered.

Please consult the User's Guide for additional information on using these results when working with Sally. As discussed in the User's Guide for this product, the results from this or any assessment should never make up more than a third of the final decision in placements.

Summary Graph

Overall Job Match – 74%

Trait	1	2	3	4	5	6	7	8	9	10
Learning Index				4	5	**6**	7			
Verbal Skill			**3**		5	6	7			
Verbal Reasoning					**5**	6	7			
Numerical Ability				4	**5**	6	7			
Numeric Reasoning			3	4	5	6	**7**			

**Thinking Style
81% Match**

Trait	1	2	3	4	5	6	7	8	9	10
Energy Level				4	5	6	**7**			
Assertiveness					5	6	7	**8**		
Sociability				**4**	5	6	7			
Manageability						**6**	7	8	9	
Attitude			**3**			6	7	8		
Decisiveness			3	4	5	6		**8**		
Accommodating					**5**	6	7	8		
Independence		2	3	4	5			**8**		
Objective Judgment		**2**	3	4	5	6				

**Behavioral Traits
61% Match**

Distortion for this assessment
is within the acceptable range.

Top Interests for Sally Sample	Top Interests for this Performance Model
Enterprising	Enterprising
People Service	Financial/Administrative
Creative	People Service

○ = Match

**Interests
86% Match**

Interview Questions

Interview questions are provided for Sally to facilitate an effective interview process. Behavioral Considerations for each scale relate to her scores without reference to the Sample Position model. Where the scores for Ms. Sample fall within the Performance Model, one interview question is provided. Should she fall outside of the model, additional questions are provided.

Thinking Style

Learning Index

An index of expected learning, reasoning, and problem solving potential.

| 1 | 2 | 3 | **4** | **5** | **6** | **7** | 8 | 9 | 10 |

Interview Question

- Describe a past situation in which you successfully learned a new skill, even under pressure to perform quickly.
  Interviewer's Notes

Verbal Skill

A measure of verbal skill through vocabulary.

| 1 | 2 | **3** | 4 | **5** | **6** | **7** | 8 | 9 | 10 |

Behavioral Considerations

On the Verbal Skill scale Ms. Sample is below the designated Performance Model for this position. This suggests that her ability to use a thorough vocabulary is less than the position typically requires and that she could have a problem with communicating ideas and concepts. Discussions with her should explore the possibility that for Ms. Sample, the position may be overly challenging and could lead to frustration and a reduction in her level of performance.

Interview Questions

- How often do you read instructions or memos and have difficulty understanding what they mean? Give some examples.
  Interviewer's Notes

- Have you ever had someone become upset because you needed instructions repeated? How have you dealt with such a situation?
  Interviewer's Notes

- Some people read well but don't always remember what they have read. Do you ever experience this type of situation? How do you deal with it?
  Interviewer's Notes

Verbal Reasoning
Using words as a basis in reasoning and problem solving.

1	2	3	4	**5**	**6**	**7**	8	9	10

Interview Question

- When you are reading directions or a memo, how do you come to a conclusion as to what was expressed?
  Interviewer's Notes

Numerical Ability

A measure of numeric calculation ability.

| 1 | 2 | 3 | **4** | **5** | **6** | **7** | 8 | 9 | 10 |

Interview Question

• Describe the results you have had when instructed in a new mathematical process at work. How long did it take to get comfortable with the calculations?
Interviewer's Notes

Numeric Reasoning

Using numbers as a basis in reasoning and problem solving.

| 1 | 2 | **3** | **4** | **5** | **6** | **7** | 8 | 9 | 10 |

Behavioral Considerations

On the Numeric Reasoning scale Ms. Sample scored moderately above the designated Performance Model for this position. This suggests that her proficiency in making decisions based on numerical analysis is greater than the position typically requires but that she should have no problem with the capability to perform in this area. Discussions with her can identify the level of challenge this position may or may not provide her and the effect of this on motivation.

Interview Questions

• Describe a situation in which you had to prove to a superior that there was a mistake in their calculations.
Interviewer's Notes

• How do you insure the accuracy of your mathematical work and the work of your co-workers?
Interviewer's Notes

- Describe a recent experience you had in adapting to new methods in numerical processes at work.
  Interviewer's Notes

- Tell me about your experience with achieving timely results with numerical computations.
  Interviewer's Notes

Behavioral Traits

Energy Level

Tendency to display endurance and capacity for a fast pace.

| 1 | 2 | 3 | **4** | **5** | **6** | **7** | 8 | 9 | 10 |

Behavioral Considerations

On the Energy Level scale Ms. Sample scored comparably to most people. However, it is above the designated Performance Model for this particular position. This suggests that her drive and enthusiasm is greater than the position typically requires but that she should have no problem with the capability to perform in this area. Discussions with her should explore the possibility the position may not be sufficiently challenging to maintain her interest or level of performance.

Interview Questions

- In what ways have you made sacrifices of your time to motivate others to accomplish more work for a deadline?
  Interviewer's Notes

- What experiences have you had in managing multiple projects? How did you cope with the stress of such a situation?
  Interviewer's Notes

- Tell me about a time when you had to work very hard to reach your goals and how you achieved the best results, despite sacrifices of your time.
  Interviewer's Notes

- Describe your experience with a past situation when work demands were high and deadlines pressed you to work long hours.
  Interviewer's Notes

Assertiveness
Tendency to take charge of people and situations. Leads more than follows.

| 1 | 2 | 3 | 4 | **5** | **6** | **7** | **8** | 9 | 10 |

Behavioral Considerations

Ms. Sample scored above the Performance Model for this position in the Assertiveness scale. She may find the environment of this position challenging in the area of how much control is appropriately exerted over others. While talking with her, determine her ability to practice greater diplomacy in her interpersonal relations.

Interview Questions

- Tell me about a time when you had to suppress your thoughts and be quiet about a problem even though you believed you had a better solution.
  Interviewer's Notes

- Has there ever been a time when speaking up about your ideas has gotten you into trouble? What happened and how did it make you feel?
  Interviewer's Notes

- Tell me about a situation when you had to "stand up" for a decision you made even though it made you unpopular.
  Interviewer's Notes

- Describe a time when you communicated something unpleasant or difficult to say to your manager. How did you assert yourself?
  Interviewer's Notes

Sociability

Tendency to be outgoing, people-oriented, and participate with others.

| 1 | 2 | 3 | **4** | **5** | **6** | **7** | 8 | 9 | 10 |

Interview Question

- If one person had to remain in the office while the rest went to a meeting, would you volunteer to stay and how would you make the best use of that time?
  Interviewer's Notes

Manageability

Tendency to follow policies, accept external controls and supervision, and work within the rules.

| 1 | 2 | 3 | 4 | 5 | **6** | **7** | **8** | **9** | 10 |

Interview Question

- When is it better to do things in the conventional manner? Explain.
  Interviewer's Notes

Attitude

Tendency to have a positive attitude regarding people and outcomes.

| 1 | 2 | **3** | 4 | 5 | **6** | **7** | **8** | 9 | 10 |

Behavioral Considerations

On the Attitude scale Ms. Sample is below the designated Performance Model for this position. This suggests that her general response to others will be pessimistic compared to the most successful individuals in this position. Discussions with her should explore the possibility that for Ms. Sample, the position may be overly challenging and could lead to frustration and a reduction in her level of performance.

Interview Questions

- Tell me about a high stress situation when it was desirable for you to keep a positive attitude. What happened?
  Interviewer's Notes

- What role have you played in the recent past in which your team was unmotivated and how did you resolve the problem?
  Interviewer's Notes

- Describe a specific time when your skepticism had a negative effect on a customer or client.
  Interviewer's Notes

- Describe the last time you experienced a big change in the workplace, like a new set of regulations, for example. How did you feel about those changes?
  Interviewer's Notes

Decisiveness

Uses available information to make decisions quickly.

| 1 | 2 | **3** | **4** | **5** | **6** | 7 | **8** | 9 | 10 |

Behavioral Considerations

On the Decisiveness scale, Ms. Sample is above the designated Performance Model for this position. This suggests that she may act without a thorough understanding of the related details. Discussions with her should determine the extent of her spontaneity in decision-making, and consider if her effectiveness could be enhanced by more deliberation.

Interview Questions

- Many situations at work will require fast thinking and speed in making decisions. Give me an example of a situation in which you were especially skillful in making a decision quickly.
  Interviewer's Notes

- Tell me about a decision you made that you regret. How long did you deliberate before you made that decision?
  Interviewer's Notes

- Describe a situation in which you had to take immediate action in a crisis involving human life or severe financial consequences.
  Interviewer's Notes

- What role should coworkers play in your decision making process?
  Interviewer's Notes

Accommodating

Tendency to be friendly, cooperative, agreeable. To be a team person.

| 1 | 2 | 3 | 4 | **5** | **6** | **7** | **8** | 9 | 10 |

Interview Question

- In the work situation, we must all compromise to make things happen. Tell me about a time when you felt it necessary to compromise your own immediate interests in order to be tolerant of another person's needs.
  Interviewer's Notes

Independence

Tendency to be self-reliant, self-directed, to take independent action, and make own decisions.

| 1 | **2** | **3** | **4** | **5** | 6 | 7 | **8** | 9 | 10 |

Behavioral Considerations

On the Independence scale Ms. Sample is above the designated Performance Model for this position. This suggests that her self-reliance is greater than the position typically requires and that she may become frustrated by the level of supervisory attention typical of this position. Discussions with her should explore the possibility the position may be too challenging to maintain her motivation and/or level of performance.

Interview Questions

- What is the best thing about clearly defined objectives and goals?
  Interviewer's Notes

- Describe your preferences concerning supervision of your work and explain the ideal situation that produces the best work you can do.
  Interviewer's Notes

- Creative persons seem to offer fresh insights. Give me an example of a time when one of your insights was particularly well received by others.
  Interviewer's Notes

- Just about anybody can give a routine, standard answer to common problems; however, the payoff is often in the development of unique solutions to common problems. Give me an example of one of your unique and novel problem solutions.
  Interviewer's Notes

Objective Judgment

The ability to think clearly and be objective in decision-making.

| 1 | **2** | **3** | **4** | **5** | **6** | 7 | 8 | 9 | 10 |

Behavioral Considerations

On the Judgment scale Ms. Sample is below the designated Performance Model for this position. This suggests that her decision-making process is less objective than the position typically requires and that she could have a problem with the pragmatic nature of the job. Discussions with her should explore the possibility that for Ms. Sample, the position could lead to frustration and a reduction in her level of performance.

Interview Questions

- Describe a high-pressure situation you had to handle at work. Tell me what happened, who was involved and what you did in terms of problem solving.
  Interviewer's Notes

- Describe the process involved when you have to make a decision under pressure.
  Interviewer's Notes

- What sources of information do you typically use in reaching a decision at work?
  Interviewer's Notes

- Have you ever had to take decisive action based on your gut feelings alone? How did that make you feel?
  Interviewer's Notes