

Test Results and Interview Guide

Candidate: **Elizabeth Wantsajob**
Assessment: Google Docs - Usage and Concepts
Completed: October 9, 2026
Prepared for: Sara Maple
Example Company

What's Included

- Overall Score
- Competency Summary Table
- Comparison Matrix
- Detailed Competency Results with Interview Guide

Important Note: The Google Docs - Usage and Concepts assessment measures key factors related to high performance and tenure in this job. Attribute types measured vary by test, but can include cognitive ability, skills, knowledge, personality characteristics, emotional intelligence, and past behavioral history. This report includes a one page summary, followed by detailed results with an embedded interview guide. Note that these results should always be used as a part of a balanced candidate selection process that includes independent evaluation steps, such as interviews and reference checks.

Overall

Candidate	Score	Interpretation
Elizabeth Wantsajob beth.wantsajob@gmail.com Google Docs - Usage and Concepts October 9, 2026	79	
The candidate shows a solid and well-rounded understanding of Google Docs, including document creation, formatting, file organization, sharing, and collaboration features. They may have occasional gaps in knowledge related to advanced functions such as tracking contributions from multiple collaborators, managing storage, or configuring detailed document settings.		
Key  Candidate Score  Higher Risk  Lower Risk		

Competency Summary

Competency	Score	Interpretation
Skills/Knowledge (relates to immediate readiness)		
Document Creation and Text Formatting	88	
Editing Tools and Document Review	85	
Inserting Document Elements	81	
Printing, Downloading, and Page Setup	76	
Saving, Organizing, and Managing Files in Google Drive	74	
Sharing, Permissions, and Collaboration	72	

Comparison

Percentile scores indicate how the candidate compares to other test-takers within various groups. The candidate scored equal to or better than the fraction of test-takers indicated by the percentile.

Test-Taker Group	Percentile	0	10	20	30	40	50	60	70	80	90	100
Global	79th											
North America	66th											
United States	66th											
Example Company	73rd											

Artificial Intelligence (AI) Generated Scores

This table includes one or more scores derived from a large language model AI query. AI-derived scores are non-deterministic. That is, they are not precisely repeatable. Therefore, these scores should always be treated as supplementary information and should never be used exclusively or compared to hard cutoff values.

Estimated Value	Score	Confidence	Interpretation
Knowledge, Skills, and Abilities Summary	-	-	Summary Points (AI): • (Generic Text for Sample Report) Strong performer in Drag and Drop Files tasks, indicating comfort with file management and basic computer interactions. • Demonstrates solid numerical accuracy in Recognizing and Confirming Numbers, a valuable asset in detail-oriented roles. • Moderate overall performance in Analytical Thinking and Attention to Detail, with adequate grammar skills but room for improvement. • Struggles with Reading and Analyzing Problems, which may limit effectiveness in roles requiring critical reading and complex problem-solving. • Lowest performance in Navigating Between Screens, suggesting difficulty with multi-screen software workflows that could impact productivity in computer-intensive roles. Narrative (AI): Elizabeth Wantsajob demonstrates a mixed profile of knowledge, skills, and abilities across the assessed competencies. Elizabeth shows a strong aptitude in Drag and Drop Files, performing well on this technical task and suggesting she is comfortable with this type of computer interaction. This is a notable strength that would translate well into roles requiring file management and basic computer navigation tasks. In the area of Analytical Thinking and Attention to Detail, Elizabeth performs at a moderate level. She demonstrates solid ability in Recognizing and Confirming Numbers, which suggests she is careful and accurate when working with numerical data — a valuable skill in detail-oriented work environments. Her Grammar performance is adequate but leaves room for improvement, indicating she may occasionally make written communication errors. Her weakest area within this competency is Reading and Analyzing Problems, where she struggled to consistently interpret and work through written problem scenarios. This may impact her effectiveness in roles that require critical reading, written comprehension, or complex problem-solving. Elizabeth's most significant area for development is Navigating Between Screens, where she scored considerably lower than the other competencies. This suggests she may have difficulty efficiently moving through software interfaces or multi-screen workflows, which could slow productivity in roles that rely heavily on navigating computer applications or data entry systems. Overall, Elizabeth brings some useful technical strengths, particularly in file management and numerical accuracy, but would benefit from targeted development in software navigation and analytical problem-solving to be fully effective in roles that demand these skills. Computed on: April 2, 2026, 11:09:49PM EDT

Detail

Candidate: Elizabeth Wantsajob, beth.wantsajob@gmail.com
 Assessment: Google Docs - Usage and Concepts
 Authorized: October 9, 2026, by Sara Maple, Example Company, qamailsaram.mike@hravatar.com
 IP Address: 96.241.65.10
 IP Country: United States
 IP State: Virginia
 IP City: Gainesville
 Started: October 9, 2026, 5:45:35PM EDT
 Completed: October 9, 2026, 5:45:35PM EDT
 Overall Score: 79

Knowledge and Skills Detail

This section contains a list of job-related knowledge areas and skills that have been evaluated. Low scores in these areas often indicate that additional learning may be required before top performance can be achieved.

Detail

Interview Guide

Document Creation and Text Formatting

Score: 88



Description:

Covers how to create a new Google Doc, enter and edit text, and apply common formatting options such as fonts, font sizes, bold, italics, underline, text color, alignment, line spacing, and lists. This is the most fundamental skill set required to produce usable documents in Google Docs.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

The candidate exhibits a comprehensive and advanced mastery of Google Docs, demonstrating strong proficiency across all major areas including document creation, rich text formatting, file management, sharing and permissions, collaborative editing, review tools, and document settings. They can be expected to independently and efficiently handle complex document workflows, support others in using the platform, and leverage the full range of available features with confidence.

How would you use paragraph styles and spacing settings in Google Docs to make a multi-section document look consistent and professional?



1

Describes only manual formatting per paragraph; unaware of built-in heading styles or paragraph spacing options.



2

Mentions using heading styles from the styles dropdown and adjusting line spacing but lacks detail on customizing styles.



3



4

Explains applying and updating named styles, setting custom spacing, and using Format > Paragraph styles to ensure consistency.



5

Can you walk me through how you would change the appearance of text in a Google Doc — for example, making a heading bold and a different font size?



1

Cannot describe basic steps; confuses menus or is unsure where formatting options are located.



2

Describes using the toolbar to apply bold and change font size but misses details like using Format menu options.



3



4

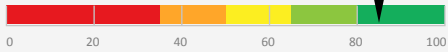
Clearly explains toolbar use, keyboard shortcuts, and Format menu; mentions applying styles for consistency.



5

Detail
Interview Guide
Editing Tools and Document Review

Score: 85


Description:

Covers practical editing features including cut, copy, paste, undo, redo, find and replace, spell check, and word count. Also includes reviewing a document using comments, suggestions mode, and version history to track and manage changes made by one or more contributors.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

The candidate exhibits an advanced and comprehensive mastery of editing tools and document review features in Google Docs. They are highly proficient in both practical editing operations and collaborative review workflows, including managing contributions from multiple reviewers through comments, suggestions mode, and version history.

How would you use Google Docs' review features to give feedback on a colleague's document and keep track of all the changes made over time?



1

Unaware of comments or suggestions mode; thinks only direct edits are possible.



2

Describes adding comments and knows about suggestions mode but is unsure how to view or restore earlier versions.



3



4

Explains adding and resolving comments, switching to suggesting mode, and using version history to review or restore prior document states.



5

If you made a mistake while editing a Google Doc and also wanted to check your spelling before sharing it, what would you do?



1

Only mentions Ctrl+Z for undo; unaware of spell check location or how to run it manually.



2

Describes using undo and mentions spell check under the Tools menu but is unsure about suggestions or autocorrect.



3



4

Explains undo/redo shortcuts, Tools > Spelling and grammar, and also mentions real-time spell check underlines and ignoring or accepting suggestions.



5

Detail

Interview Guide

Inserting Document Elements

Score: 81


Description:

Covers how to insert common elements into a Google Doc such as images, tables, hyperlinks, headers, footers, and page numbers. These features are regularly used to structure and enrich documents for professional or organizational purposes.

Interpretation:

Candidate should achieve superior job performance in this area with little or no training.

The candidate exhibits a strong and comprehensive understanding of inserting document elements in Google Docs, including images, tables, hyperlinks, headers, footers, and page numbers. They are highly proficient in leveraging these features to effectively structure and enrich documents for professional or organizational purposes.

How would you insert and format a table in a Google Doc to organize information clearly, and how would you add a clickable link to direct readers to a related resource?



1

Can insert a table but cannot adjust it; unaware of how to insert or format a hyperlink.



2

Describes inserting a table and adding rows/columns, and knows to use Insert > Link but may not know how to edit or remove links.



3



4

Explains inserting and resizing tables, merging cells, adding/removing rows, and inserting links via Insert > Link or right-click, including editing link text.



5

If you needed to add a table and a page number to a Google Doc you were creating, how would you go about doing that?



1

Unsure how to insert either element; does not know where to find Insert menu options.



2

Knows to use the Insert menu for both but is unsure of the exact steps for configuring table size or page number placement.



3



4

Describes Insert > Table with row/column selection, and Insert > Headers & footers > Page number with placement options.

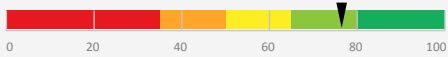


5

Detail

Printing, Downloading, and Page Setup

Score: 76


Description:

Covers how to print a Google Doc, download it in other file formats such as PDF or Word, and adjust document settings including page orientation, margins, and paper size. These skills are important for producing finalized documents that meet specific formatting or distribution requirements.

Interpretation:

Candidate should achieve above average job performance in this area with little or no training.

The candidate demonstrates a solid working knowledge of printing, downloading, and page setup within Google Docs. They are generally capable of producing finalized documents that meet formatting and distribution requirements, with only occasional difficulty in more advanced or nuanced scenarios.

Interview Guide

How would you prepare a Google Doc for formal distribution — setting the correct page margins and orientation, downloading it as a Word document, and printing a final copy?



1

Unaware of page setup options; can print but cannot change margins or download in a specific format.



2

Describes File > Page setup for margins and orientation and File > Download for Word format but may miss print preview details.



3



4

Explains File > Page setup fully, choosing landscape/portrait and custom margins, downloading as .docx, and using print preview to confirm layout before printing.



5

If someone asked you to send them a Google Doc as a PDF and also print a copy, how would you do both of those things?



1

Unsure how to download as PDF or access print settings; may think printing requires downloading first.



2

Knows File > Download > PDF and File > Print but is unsure about adjusting print settings or page setup options.



3



4

Clearly explains File > Download > PDF, File > Print with preview and settings, and mentions File > Page setup for margins and orientation.



5

Detail

Interview Guide

Saving, Organizing, and Managing Files in Google Drive

Score: 74


Description:

Covers how Google Docs automatically saves to Google Drive, how to locate and open existing documents, rename or move files, organize documents into folders, and manage or delete files including restoring them from trash. This area is essential for keeping work accessible and organized.

Interpretation:

Candidate should achieve above average job performance in this area with little or no training.

The candidate demonstrates a solid and competent understanding of Google Drive file management concepts, including saving, renaming, moving, and organizing documents into folders. They are likely capable of handling most file management tasks independently, with only occasional difficulty in more nuanced or advanced scenarios.

How would you manage a large number of Google Docs across multiple projects to make sure files are easy to find and nothing important gets accidentally deleted?



1

Suggests only basic naming; unaware of folder structures, starred files, or trash restoration.



2

Describes using folders, clear file names, and mentions that deleted files go to trash and can be restored.



3



4



5

Explains folder hierarchies, consistent naming conventions, using starred items, shared drives, and restoring files from trash within the 30-day window.

If you created a Google Doc and wanted to find it again later and move it into a specific folder, how would you do that?



1

Unsure how auto-save works or how to navigate Google Drive; cannot describe how to move a file to a folder.



2

Knows files save automatically and can describe finding a file in Drive and dragging it to a folder.



3



4



5

Explains auto-save, searching in Drive, right-clicking to move files, creating folders, and organizing by project or team.

Detail
Sharing, Permissions, and Collaboration

Score: 72


Description:

Covers how to share a Google Doc with specific people or via a link, set access permissions (viewer, commenter, or editor), manage who has access, and collaborate with others in real time. This is a core feature of Google Docs that distinguishes it from traditional word processors.

Interpretation:

Candidate should achieve above average job performance in this area with little or no training.

The candidate demonstrates a solid working knowledge of sharing, permissions, and collaboration features in Google Docs. They are generally proficient in sharing documents, assigning appropriate access roles, managing collaborators, and working with others in real time, with only minor gaps in advanced areas.

Interview Guide

How would you set up a Google Doc so that some people can only view it, others can leave comments, and one specific person can make direct edits?



1

Unaware that different permission levels can be set per person; thinks sharing is all-or-nothing.



2

Knows viewer, commenter, and editor roles exist and can assign them individually through the Share dialog.



3



4

Clearly explains assigning individual roles, adjusting link-sharing settings separately, and changing or revoking access later.



5

If your manager asked you to share a Google Doc with a colleague so they could make edits, how would you do that?



1

Unsure how to open the share dialog or does not know the difference between viewer and editor access.



2

Can describe clicking Share, entering an email, and selecting editor access but is unsure about link sharing settings.



3



4

Explains Share dialog, choosing editor/commenter/viewer roles, link sharing options, and notifying collaborators by email.



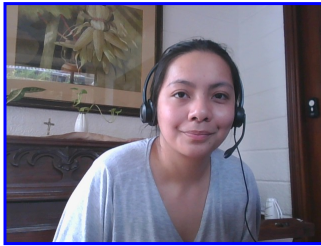
5

Identity Confirmation Photos

The following photos of the candidate and any identification were uploaded during the assessment session.

Photo Analysis Results

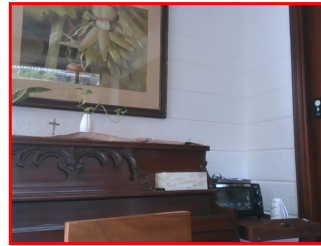
- Risk:	Medium risk of cheating based on image inconsistencies
- Percent match among processed faces	100%
- Total images processed	17
- Total images with valid faces	14 (82%)
- Total pairs of faces compared	13
- Pairs in which faces matched	13 (100%)



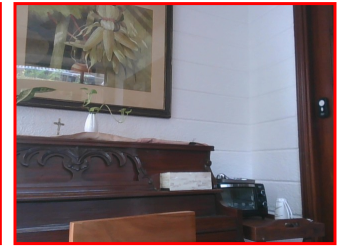
Pre/Post-Test Photo



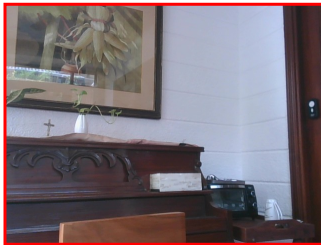
ID Photo



In-Test Error Detected (No Face Detected)



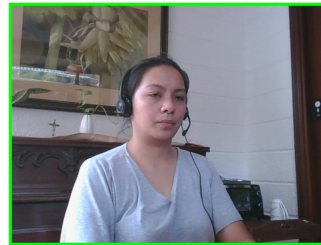
In-Test Error Detected (No Face Detected)



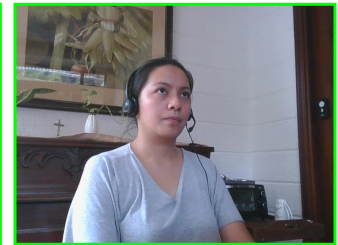
In-Test Error Detected (No Face Detected)



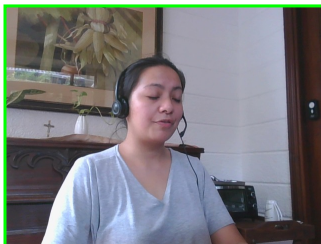
In-Test Photo



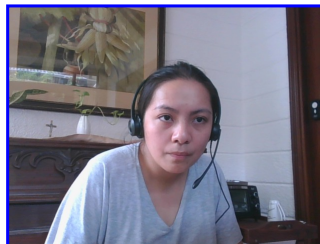
In-Test Photo



In-Test Photo



In-Test Photo



Pre/Post-Test Photo

Resume or CV

Summary

Updated on

Motivated career professional with extensive experience in office administration and management. Proven track record of improving efficiency, reducing costs, and enhancing office operations through strategic initiatives and technology implementation.

Objective

I am seeking a role where I can use my many skills and my exceptional judgment and empathy for customers to make a difference to a growing company.

Education

- Associate of Applied Science in Office Administration, Portland Community College, 2020

Experience

- General Office Clerk, Paramount Office Management, 09/2023 – Present
- Administrative Assistant, Global Enterprises Inc., 04/2021 – 08/2023
- Administrative Assistant, Innovative Business Solutions Ltd., 07/2019 – 03/2021

Other Qualifications

- Microsoft Office Specialist (MOS) Certification
- Certified Administrative Professional (CAP)
- International Association of Administrative Professionals (IAAP) Certification

Report Preparation Notes

- Hiring decisions should never be based on a single source of information. The most effective use of this assessment report is as a part of a multi-faceted program of candidate evaluation that includes resume review, interviews, and reference checks.
- Overall vs Percentiles Scores: The overall score reflects the success in the test, based on the mean (average) and standard deviation of the test scores. The percentile score reflects the percentage of test-takers who scored equal or below this overall score. We recommend you use the Overall Score as your primary evaluation criteria. However, percentile scores can often be useful in comparing specific candidates against one another and with a group, such as for test takers in a certain organization or within a certain account.
- Note that comparison information is calculated based on completed instances of this assessment at that time the assessment is scored. As additional instances are completed, the comparative data may change. You can always update a report to the current values by clicking on 'Recalculate Percentiles' within the online results viewing pages at www.hravatar.com.
- Most competency scores are norm-based, which means that they can be interpreted in terms of their distance from the average or mean score. For all scales, a score equal to the mean receives a score of 65 and scores above and below this value are set so that a score change of 15 equals one standard deviation.
- For linear competencies, higher is better across the entire scale. For these scales a score between 65 and 80 (light green) represents 0 to 1 standard deviation above the mean and a score above 80 (dark green) represents more than one standard deviation above the mean. Similarly, a score of 50 - 65 (yellow) represents 0 to 1 standard deviation below the mean, while a score of 35 - 50 (orange) equates to 1 to 2 standard deviations below the mean, and a score below 35 represents more than 2 standard deviations below the mean.
- Sim ID: 21109-1, Key: 0-0, Rpt: 68, Prd: 10017, Created: 2026-10-09 17:45 EDT
- UA: Mozilla/5.0 (Windows NT 6.3; Trident/7.0; Touch; rv:11.0) like Gecko

Score Calculation Detail

The following table provides a summary of how the overall score was calculated from each of the individual competency scores. First, all competency scores are calculated on a scale of 0-100. Note that some competencies use their color category rather than their actual numeric score in the overall calculation. For these, a standard score associated with the assigned color category is used in the overall score calculation rather than the actual numeric score. This is reflected in the "Score Value Used" column. Next, a weighted average of scores is computed using individual competency weights, typically set using job analysis data provided by the US Government Occupational Information Network (O*Net).

Competency	Score	How applied to overall	Score Value Used	Weight (%)
Document Creation and Text Formatting	88.7820	Numeric Score	88.7820	16.6667
Editing Tools and Document Review	85.0475	Numeric Score	85.0475	16.6667
Inserting Document Elements	81.3779	Numeric Score	81.3779	16.6667
Printing, Downloading, and Page Setup	76.4801	Numeric Score	76.4801	16.6667
Saving, Organizing, and Managing Files in Google Drive	74.4904	Numeric Score	74.4904	16.6667
Sharing, Permissions, and Collaboration	72.8800	Numeric Score	72.8800	16.6667
Weighted Average:				79.8430
Final Overall Score:				79

Notes

(This area is intentionally blank - it's reserved as space for your notes.)