

Test Results and Interview Guide

Candidate: **Elizabeth Wantsajob**
Assessment: Google Drive - 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 Drive - 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 Drive - Usage and Concepts October 9, 2026	81	
The candidate demonstrates an advanced and comprehensive mastery of Google Drive, reflecting strong proficiency across all major features and workflows. They are likely highly capable of managing complex file structures, administering shared drives, controlling permissions, and leveraging advanced tools such as version history, activity tracking, and priority views. This individual can be expected to use Google Drive with a high degree of independence and efficiency, and may be well-suited to support or train others.		

Key

- ▼ Candidate Score
- Higher Risk
- Lower Risk

Competency Summary

Competency	Score	Interpretation
Skills/Knowledge (relates to immediate readiness)		
File and Folder Organization	82	
Searching and Locating Files	69	
Sharing Files and Managing Permissions	88	
Trash Management and File Recovery	93	
Uploading and Downloading Files	84	
Version History and File Details	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	81st											
North America	67th											
United States	67th											
Example Company	75th											

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 Drive - 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, 6:48:32PM EDT
 Completed: October 9, 2026, 6:48:32PM EDT
 Overall Score: 81

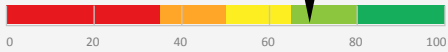
Knowledge and Skills Detail

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
File and Folder Organization Score: 82  <i>Description:</i> Covers how to create, rename, move, and delete files and folders within Google Drive. Includes understanding how to build and maintain a clear folder structure to keep files organized and easy to find. <i>Interpretation:</i> Candidate should achieve superior job performance in this area with little or no training. The candidate exhibits a comprehensive and advanced mastery of Google Drive, reflecting strong competency across all major areas including file creation and organization, sharing and permission settings, shareable link management, version history, starred and priority views, shared drives, and storage management. This individual is well-equipped to independently manage files and collaborate effectively within Google Drive with minimal to no additional training required.	Describe a situation where you needed to reorganize files in Google Drive. What approach did you take and why? ★ 1 Gives a vague answer with no specific actions or reasoning. ★ 2 Describes a basic reorganization but lacks detail on methods or folder structure logic. ★ 3 Explains a clear strategy, mentions specific tools, and describes how structure improved efficiency. ★ 4 ★ 5 Can you walk me through how you would create a new folder in Google Drive and move an existing file into it? ★ 1 Cannot describe steps or confuses basic actions like create and move. ★ 2 Describes general steps but misses details like right-click options or drag-and-drop. ★ 3 Clearly explains multiple methods such as right-click, drag-and-drop, and 'Move to' option. ★ 4 ★ 5

Detail
Interview Guide
Searching and Locating Files

Score: 69


Description:

Covers how to find files in Google Drive using the search bar, filters, and organizational features like starred files and priority view. Includes understanding how to narrow search results by file type, owner, or date modified.

Interpretation:

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

The candidate exhibits a solid understanding of searching and locating files in Google Drive, including the use of the search bar, filters, starred files, and priority view. They are generally proficient at narrowing search results by file type, owner, or date modified, with only minor gaps in knowledge.

How would you use Google Drive's search filters to find a spreadsheet shared with you by a specific person within the last month?



1

Cannot describe how to apply multiple filters or is unaware filters exist.



2

Knows filters exist but can only describe using one filter at a time, not combining them.



3



4



5

Clearly explains opening search filters, selecting spreadsheet type, specifying the owner, and setting a date range.

If you were having trouble finding a file in Google Drive, what steps would you take to locate it?



1

Suggests only manually browsing folders with no mention of search tools.



2

Mentions the search bar but does not describe filters or other features like starred files.



3



4



5

Describes using the search bar, applying filters like file type or owner, and checking starred or recent views.

Sharing Files and Managing Permissions

Score: 88


Description:

Covers how to share files and folders with other users, set permission levels such as viewer, commenter, and editor, and generate or manage shareable links. Includes understanding the difference between sharing with specific people and sharing via a link.

Interpretation:

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

The candidate demonstrates a comprehensive and sophisticated understanding of sharing files and folders in Google Drive, including precise application of permission levels and effective management of shareable links. They are well-equipped to independently manage complex sharing configurations and clearly differentiate between user-specific sharing and link-based access.

What is the difference between sharing a file directly with a person versus sharing it using a shareable link, and when would you use each method?



1

Cannot explain the difference or describes both methods inaccurately.



2

Identifies a basic difference but cannot fully explain when to use each or the security implications.



3



4



5

Clearly distinguishes both methods, explains access control differences, and gives practical use cases.

If you needed to share a Google Drive file with a colleague so they could make edits, how would you do that?



1

Cannot describe how to share or confuses permission levels.



2

Knows how to open the share dialog but is unclear about setting the correct permission level.



3



4

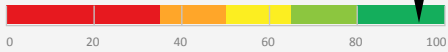


5

Clearly explains opening share settings, entering the contact, and selecting the Editor permission.

Detail
Interview Guide
Trash Management and File Recovery

Score: 93


Description:

Covers how to delete files and folders in Google Drive, restore items from the trash, and permanently delete items by emptying the trash. Includes understanding how long deleted files remain in the trash before being permanently removed.

Interpretation:

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

The candidate exhibits a comprehensive and proficient understanding of Trash Management and File Recovery in Google Drive. They are well-versed in all aspects of deleting, restoring, and permanently removing files and folders, as well as the policies governing how long deleted items are retained before automatic permanent removal.

What happens when you empty the trash in Google Drive, and what should someone consider before doing so?



1

Does not know that emptying trash permanently deletes files or has no considerations to share.



2

Knows files are permanently deleted but does not mention checking contents or considering version history.



3



4

Explains permanent deletion, advises reviewing trash contents first, and mentions that recovery is not possible afterward.



5

If you accidentally deleted an important file in Google Drive, how would you go about recovering it?



1

Is unaware that deleted files go to trash or does not know how to access the trash.



2

Knows files go to the trash but is unsure how to restore them or how long they are kept.



3



4

Explains navigating to the trash, right-clicking the file, and selecting restore, and mentions the 30-day retention period.



5

Uploading and Downloading Files

Score: 84


Description:

Covers how to upload files and folders from a local device to Google Drive and how to download files from Google Drive back to a device. Includes understanding supported file types and how Google Drive handles file conversion.

Interpretation:

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

The candidate demonstrates an advanced and comprehensive understanding of uploading and downloading files within Google Drive. They exhibit strong proficiency in transferring files and folders between local devices and Google Drive, with thorough knowledge of supported file types and Google Drive's file conversion capabilities.

Walk me through how you would download a file from Google Drive to your computer, and describe any options you would expect to see during that process.



1

Cannot describe the download process or is unaware of format options.



2

Knows how to download a file but cannot describe format conversion options for Google file types.



3



4

Explains right-click download, mentions format choices for Google Docs/Sheets, and confirms file saves locally.



5

How would you upload a file from your computer to a specific folder in Google Drive?



1

Cannot describe the upload process or is unaware of how to target a specific folder.



2

Describes a general upload process but does not mention how to upload into a specific folder.



3



4

Explains navigating to the folder first, then using drag-and-drop or the upload button to add the file.



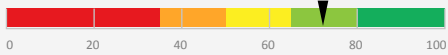
5

Detail

Interview Guide

Version History and File Details

Score: 72


Description:

Covers how to view and restore previous versions of a file in Google Drive and how to access file details and activity logs. Includes understanding when version history is useful and how it helps track and undo changes.

Interpretation:

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

The candidate demonstrates a solid working knowledge of version history and file details in Google Drive. They are generally proficient in viewing and restoring previous file versions, accessing activity logs, and understanding when and how to leverage these features to manage changes effectively.

A colleague tells you that changes were made to a shared Google Drive file and they want to see what was changed and by whom. How would you help them investigate this?



1

Cannot describe how to view file activity or version history.



2

Mentions version history but does not describe the activity panel or how to identify who made changes.



3



4

Explains using version history to see changes and the activity panel to identify who made edits and when.



5

Have you ever used version history in Google Drive? If so, how did you access it and what did you use it for?



1

Is unaware of version history or cannot describe how to access it.



2

Knows version history exists but is vague about how to access or use it to restore a prior version.



3



4

Explains accessing version history via File menu, viewing past versions, and restoring a specific one.



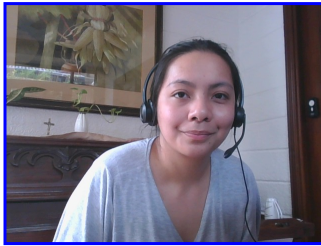
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Identity Confirmation Photos

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

Photo Analysis Results

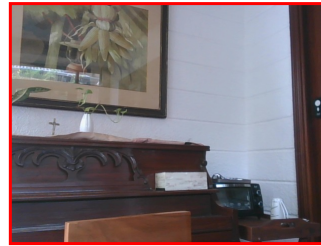
- Risk:	Medium risk of cheating based on image inconsistencies
- Percent match among processed faces	100%
- Total images processed	17
- Total images with valid faces	14 (82%)
- Total pairs of faces compared	13
- Pairs in which faces matched	13 (100%)



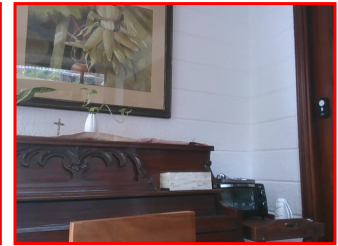
Pre/Post-Test Photo



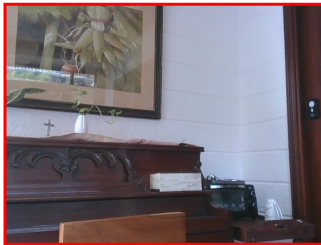
ID Photo



In-Test Error Detected (No Face Detected)



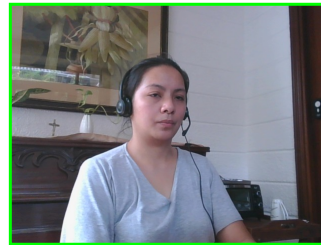
In-Test Error Detected (No Face Detected)



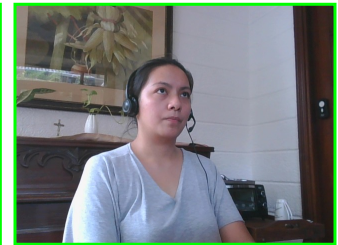
In-Test Error Detected (No Face Detected)



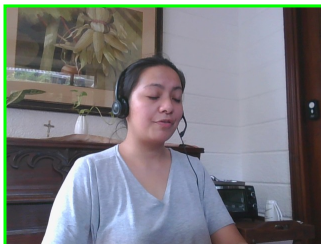
In-Test Photo



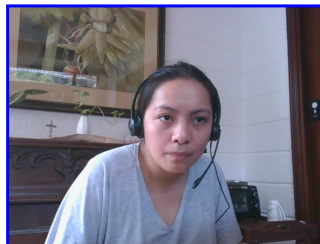
In-Test Photo



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: 21110-1, Key: 0-0, Rpt: 68, Prd: 10018, Created: 2026-10-09 18:48 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 (%)
File and Folder Organization	82.2330	Numeric Score	82.2330	16.6667
Searching and Locating Files	69.4137	Numeric Score	69.4137	16.6667
Sharing Files and Managing Permissions	88.6334	Numeric Score	88.6334	16.6667
Trash Management and File Recovery	93.8231	Numeric Score	93.8231	16.6667
Uploading and Downloading Files	84.6779	Numeric Score	84.6779	16.6667
Version History and File Details	72.0913	Numeric Score	72.0913	16.6667
Weighted Average:				81.8121
Final Overall Score:				81

Notes

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