

Test Results and Interview Guide

Candidate: **Elizabeth Wantsajob**
Assessment: Gmail - 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 Gmail - 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 Gmail - Usage and Concepts October 9, 2026	77	

The candidate demonstrates a solid and broadly proficient knowledge of Google Gmail, capably handling most email communication tasks in a professional manner. They are likely comfortable with features such as attaching files, organizing the inbox, using signatures, forwarding messages, and searching for emails, though some advanced or less frequently used features may still present occasional challenges.

Key
 ↓ Candidate Score
 Higher Risk
 Lower Risk

Competency Summary

Competency	Score	Interpretation
Skills/Knowledge (relates to immediate readiness)		
Attaching and Downloading Files	74	
Composing and Sending Messages	83	
Organizing Messages with Labels, Folders, and Archiving	78	
Replying, Replying to All, and Forwarding Messages	93	
Searching and Filtering Messages	70	
Using Signatures and Out-of-Office Replies	66	

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	77th											
North America	64th											
United States	64th											
Example Company	71st											

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: Gmail - 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, 6:43:11PM EDT
 Completed: October 9, 2026, 6:43:11PM EDT
 Overall Score: 77

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

Attaching and Downloading Files

Score: 74



Description:

Covers how to attach files to outgoing emails and download or open attachments from received messages. Includes awareness of file size considerations and the ability to locate and share attachments efficiently.

Interpretation:

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

The candidate demonstrates a solid working knowledge of Gmail attachment and file download processes, including an understanding of file size considerations. They are generally capable of locating and sharing attachments efficiently with only minor gaps in proficiency.

Have you ever encountered an issue when trying to send a large file as an email attachment? How did you handle it or how would you handle it in Gmail?



1

Unaware of file size limits or cannot suggest any workaround.



2

Aware of size limits but only vaguely mentions a workaround like Google Drive without detail.



3



4

Describes using Google Drive or a shareable link as a practical solution and explains the steps involved.



5

How would you attach a document to an email you are composing in Gmail, and how would you open or save a file that someone has sent to you as an attachment?



1

Cannot describe how to attach a file or locate and open a received attachment.



2

Knows attachments exist but gives an incomplete or partially incorrect description of the process.



3



4

Accurately describes attaching files when composing and downloading or previewing received attachments.



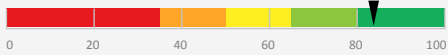
5

Detail

Interview Guide

Composing and Sending Messages

Score: 83


Description:

Covers the core skills of writing, addressing, and sending emails in Gmail. Includes using the To, Cc, and Bcc fields correctly, writing clear subject lines, and formatting text in the message body.

Interpretation:

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

The candidate demonstrates a comprehensive and advanced mastery of Google Gmail across all evaluated areas of professional email communication. Skills encompass the full range of Gmail functionality, including message composition and formatting, recipient and contact management, inbox organization, filtering, signatures, draft management, and out-of-office configuration. This individual is well-equipped to leverage Gmail effectively and professionally in any workplace environment.

How do you use text formatting options in Gmail when composing a message, and can you give an example of when formatting would improve the clarity of a professional email?



1

Unaware of formatting options or cannot give a relevant example of their use.



2

Mentions basic formatting like bold or bullet points but gives a vague or generic example.



3



4

Describes specific formatting tools and gives a clear, practical example that improves readability.



5

Can you walk me through the steps you would take to send an email to a colleague while also keeping your manager informed, without the colleague knowing your manager received a copy?



1

Cannot distinguish between To, Cc, and Bcc fields or their purposes.



2

Knows Bcc hides recipients but struggles to explain when or why to use each field.



3



4

Clearly explains using Bcc for the manager and describes appropriate use of all three fields.



5

Detail

Interview Guide

Organizing Messages with Labels, Folders, and Archiving

Score: 78


Description:

Covers how to keep an inbox organized by using Gmail labels, creating folder-like structures, and archiving messages that no longer need immediate attention. Includes searching for and retrieving organized messages.

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 organizing messages in Gmail using labels, folder structures, and archiving. They are generally capable of managing inbox organization effectively and searching for and retrieving archived messages with reasonable proficiency.

What is the difference between archiving a message and deleting it in Gmail, and when would you choose to archive rather than delete?



1

Believes archiving and deleting are the same or cannot explain the difference.



2

Knows archived messages are not deleted but is unclear about where they go or how to retrieve them.



3



4

Clearly explains that archived messages are stored and searchable, and gives a practical reason to archive over delete.



5

If your inbox was becoming difficult to manage, what steps would you take in Gmail to organize your messages so you could find important emails more easily?



1

Cannot describe any organizational features or strategies beyond deleting emails.



2

Mentions labels or archiving but cannot explain how to apply or use them effectively.



3



4

Describes a clear system using labels, archiving, and possibly filters to keep the inbox manageable.



5

Detail

Replying, Replying to All, and Forwarding Messages

Score: 93


Description:

Focuses on responding to received emails, including when to use Reply versus Reply All, and how to forward a message to additional recipients. Covers professional judgment about which option to use in different situations.

Interpretation:

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

The candidate demonstrates a strong, comprehensive understanding of replying, replying to all, and forwarding messages in Gmail. They consistently apply professional judgment to select the most appropriate response method across a wide range of situations, reflecting a high level of competence with these features.

Interview Guide

How would you forward an email to someone who was not originally included in a conversation, and what information would you typically add to the forwarded message?



1

Unsure how to forward a message or does not mention adding context for the new recipient.



2

Knows how to forward but only vaguely mentions adding a note or explanation.



3



4

Describes forwarding clearly and explains adding a concise, relevant introduction for the new recipient.



5

What is the difference between Reply and Reply All in Gmail, and can you describe a situation where using Reply All instead of Reply could cause a problem?



1

Cannot clearly distinguish Reply from Reply All or identify a problematic scenario.



2

Understands the basic difference but gives a vague or unlikely example of misuse.



3



4

Clearly explains the difference and gives a specific, realistic example of when Reply All would be inappropriate.



5

Detail

Interview Guide

Searching and Filtering Messages

Score: 70


Description:

Covers how to use Gmail's search bar to find specific messages and how to set up filters to automatically sort, label, or manage incoming emails. Helps users quickly locate past conversations and reduce inbox clutter.

Interpretation:

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

The candidate demonstrates a solid and proficient understanding of Gmail's search and filtering functionality. They are capable of locating specific messages efficiently and configuring filters to automatically sort, label, or manage incoming emails with minimal difficulty.

How would you set up a filter in Gmail so that emails from a particular sender are automatically labeled and skip the inbox?



1

Unaware that Gmail filters exist or cannot describe how to create one.



2

Knows filters exist but gives an incomplete description of how to set one up or what it can do.



3



4

Accurately walks through creating a filter by sender, applying a label, and selecting skip inbox.



5

If you needed to find an email from a specific person that contained an attachment and was sent several months ago, how would you search for it in Gmail?



1

Can only describe scrolling through the inbox or a basic keyword search with no refinement.



2

Mentions the search bar but is unaware of advanced search options like filtering by sender or attachment.



3



4

Describes using search operators or advanced search filters such as sender, has attachment, and date range.

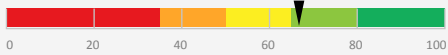


5

Detail

Using Signatures and Out-of-Office Replies

Score: 66


Description:

Covers how to create and manage an email signature that automatically appears in outgoing messages, and how to set up an out-of-office auto-reply when away from work. Both features support professional and consistent communication.

Interpretation:

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

The candidate demonstrates a solid working knowledge of Gmail's signature and out-of-office reply functionality. They are generally capable of configuring and managing these features effectively to maintain professional and consistent communication.

Interview Guide

If you were going on vacation for a week, how would you set up an automatic reply in Gmail to let people know you are unavailable and when you will return?



1

Unaware that an out-of-office or vacation reply feature exists in Gmail.



2

Knows the feature exists but cannot describe how to enable it or set a date range.



3



4

Describes enabling the vacation responder in Settings, setting start and end dates, and writing a clear message.



5

How would you set up an email signature in Gmail so that your name and contact information automatically appear at the bottom of every email you send?



1

Does not know where to find the signature setting or how to create one.



2

Knows a signature feature exists but cannot clearly describe where to find or configure it.



3



4

Accurately describes navigating to Gmail Settings to create and save a signature for outgoing messages.



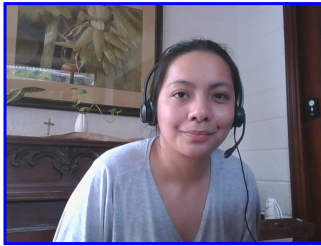
5

Identity Confirmation Photos

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

Photo Analysis Results

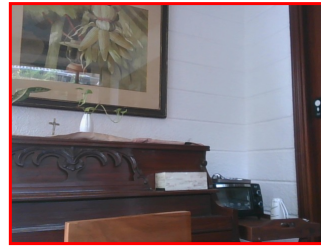
- Risk:	Medium risk of cheating based on image inconsistencies
- Percent match among processed faces	100%
- Total images processed	17
- Total images with valid faces	14 (82%)
- Total pairs of faces compared	13
- Pairs in which faces matched	13 (100%)



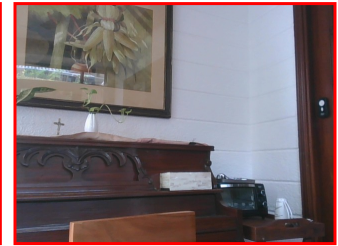
Pre/Post-Test Photo



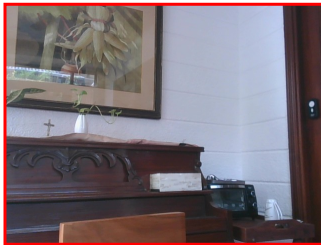
ID Photo



In-Test Error Detected (No Face Detected)



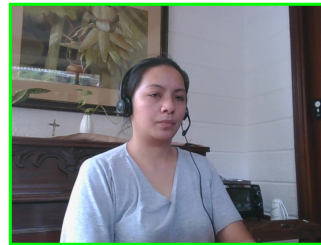
In-Test Error Detected (No Face Detected)



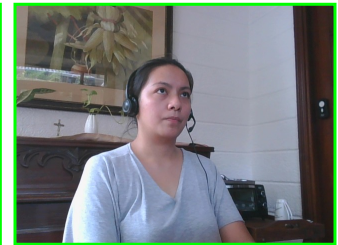
In-Test Error Detected (No Face Detected)



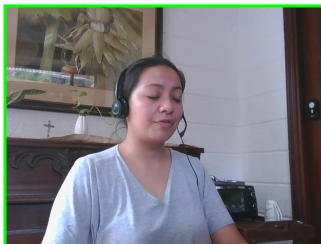
In-Test Photo



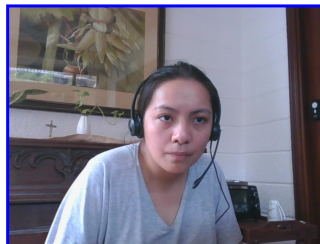
In-Test Photo



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: 21111-1, Key: 0-0, Rpt: 68, Prd: 10019, Created: 2026-10-09 18:43 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 (%)
Attaching and Downloading Files	74.9917	Numeric Score	74.9917	16.6667
Composing and Sending Messages	83.9074	Numeric Score	83.9074	16.6667
Organizing Messages with Labels, Folders, and Archiving	78.1620	Numeric Score	78.1620	16.6667
Replying, Replying to All, and Forwarding Messages	93.1410	Numeric Score	93.1410	16.6667
Searching and Filtering Messages	70.3016	Numeric Score	70.3016	16.6667
Using Signatures and Out-of-Office Replies	66.7251	Numeric Score	66.7251	16.6667
Weighted Average:				77.8715
Final Overall Score:				77

Notes

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