HR AVATAR™
EMPLOYMENT TESTS

Candidate:	**Betty Penske**
Assessment:	MS Word 2019 (Office 365) - Basic (Legacy)
Completed:	April 25, 2024
Prepared for:	Susan Bookman HR Avatar Data Collection Account

Test Results and Interview Guide

The MS Word 2019 (Office 365) - Basic (Legacy) 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.

Proprietary and Confidential

Overall

Candidate	Score	Interpretation
Betty Penske bettypenske@yourcompany.org MS Word 2019 (Office 365) - Basic (Legacy) April 25, 2024	80	

The candidate's scores indicate high performance potential in most jobs. We recommend that this score be used in conjunction with a comprehensive process for evaluating potential performance, including the specific knowledge, skills, and abilities required for a particular job.

Key
- Candidate Score
- Higher Risk
- Lower Risk
- Custom Baseline (Optional)

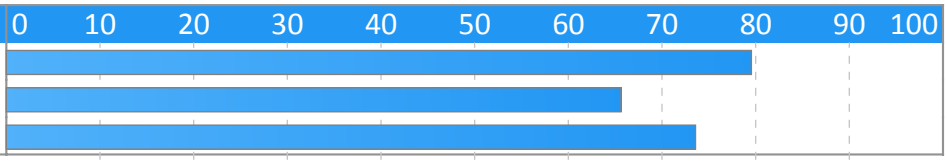
Competency Summary

Competency	Score	Interpretation
Skills/Knowledge (relates to immediate readiness)		
MS Word (2019)	80	

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
Global	80th
United States	66th
HR Avatar Data	74th



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Assessment Overview

This assessment measures a candidate's ability to use a specific software product. The scores for this type of assessment are a good measure of the candidate's familiarity with the software. This is an indicator of how much training a candidate will need if their job requires they use the software.

Detail

Candidate:	Betty Penske, bettypenske@yourcompany.org
Assessment:	MS Word 2019 (Office 365) - Basic (Legacy)
Authorized:	April 25, 2024, by Susan Bookman, HR Avatar Data Collection Account, sue.bookman@richardson.biz
Started:	April 25, 2024, 4:47:54PM EST
Completed:	April 25, 2024, 4:47:54PM EST
Overall Score:	80

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
MS Word (2019) Score: 80 *Description:* Evaluates the candidate's understanding of word processing concepts and ability to perform basic tasks using MS Word 2019 (Currently used in Office 365) software. *Interpretation:* Candidate should achieve superior job performance in this area with little or no training. Scores indicate a solid working knowledge of word processing documents and MS Word 2019 (Currently used in Office 365). Candidate is likely ready to be productive without training for low to moderate complexity spreadsheets.	Tell me about a project or task where you needed to create, maintain, or update a document using word processing software What did the document include and how did it go? 1 — Little or no experience with word-processing sw. 2 3 — Weak description of project and/or knowledge of tool. 4 5 — Clear description of project and word-processing / Word knowledge.

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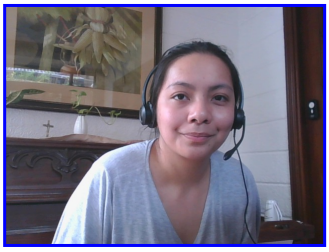
Identity Confirmation Photos

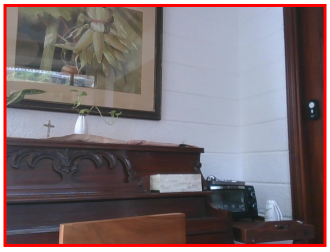
The following photos of the candidate and any identification were uploaded during the assessment session.

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



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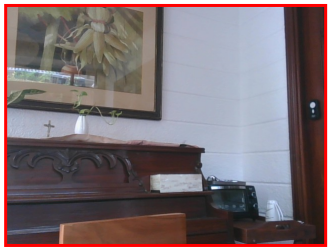

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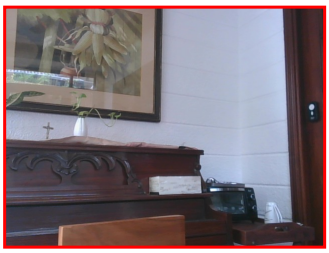

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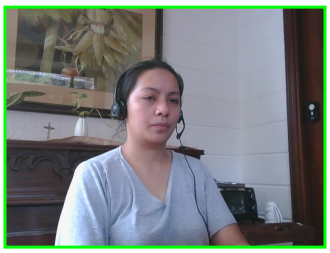
In-Test Photo



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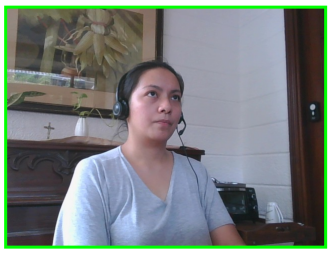

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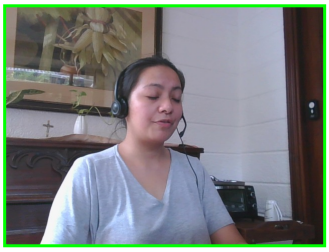

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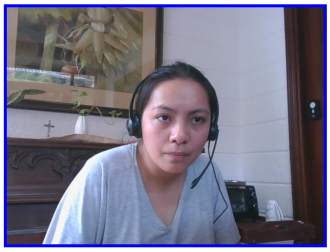

Pre/Post-Test Photo

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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: 5413-2, Key: 0-0, Rpt: 16, Prd: 1853, Created: 2024-04-25 21:47 UTC
- UA: Mozilla/5.0 (Windows NT 6.3; Trident/7.0; Touch; rv:11.0) like Gecko

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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 (%)
MS Word (2019)	80.5911	Numeric Score	80.5911	100.0000
Weighted Average:				80.5911
Final Overall Score:				80

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Notes

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