

Test Results and Interview Guide

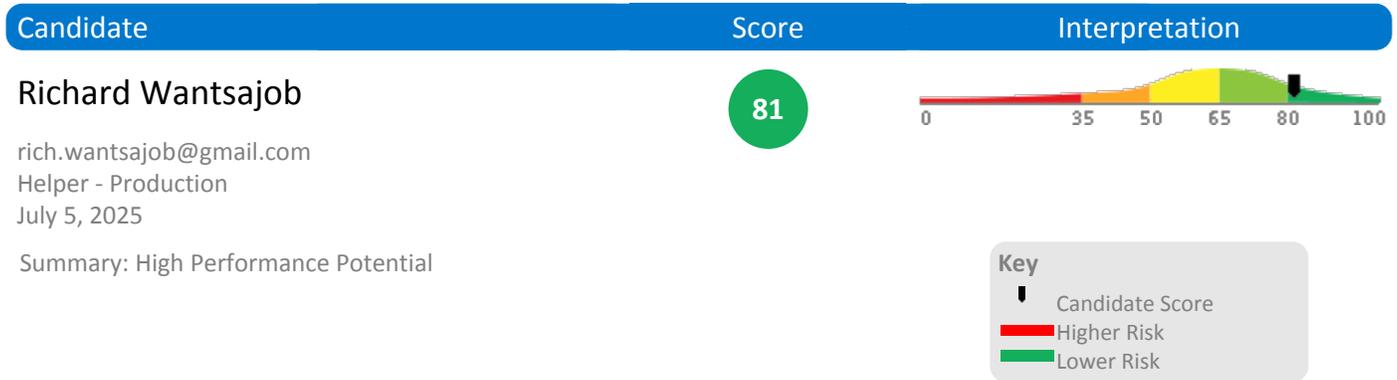
Candidate: **Richard Wantsajob**
Assessment: Helper - Production
Completed: July 5, 2025
Prepared for: Sara Maple
Example Company

What's Included

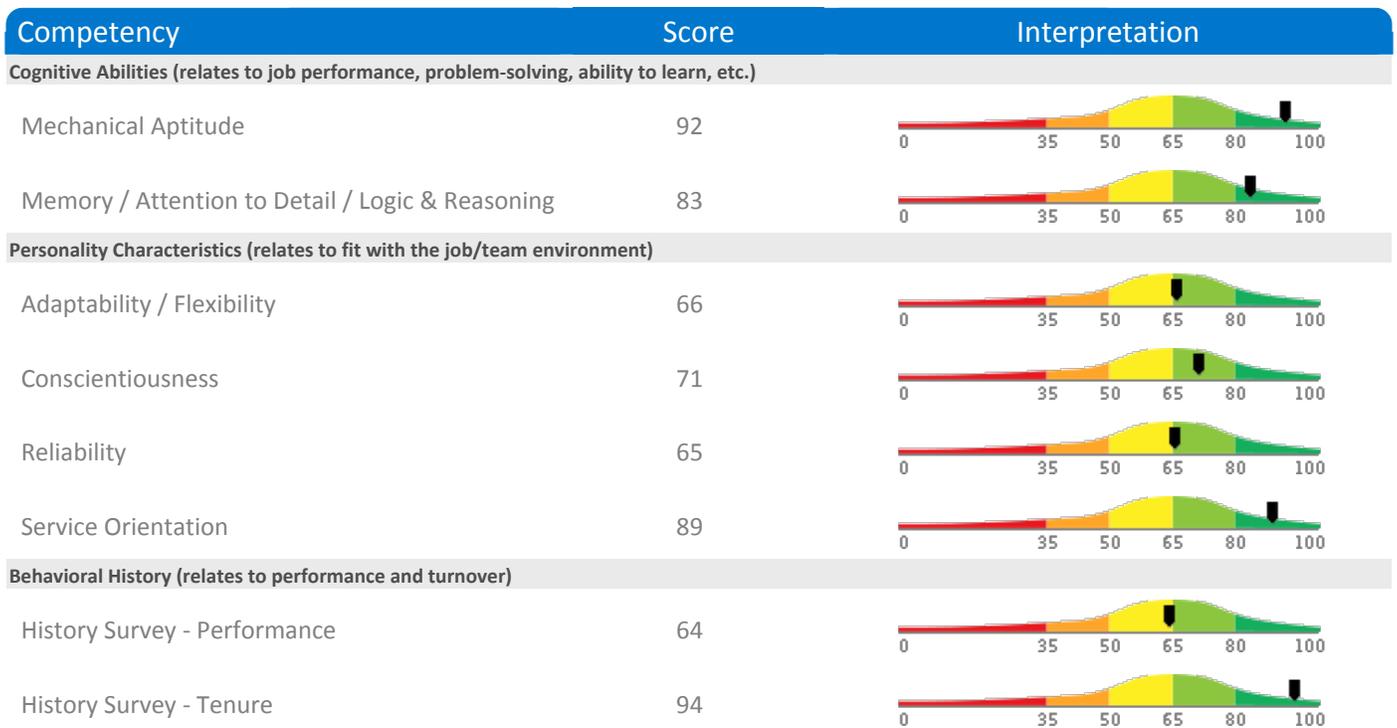
- Overall Score
- Competency Summary Table
- Comparison Matrix
- Detailed Competency Results with Interview Guide

Important Note: The Helper - Production 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

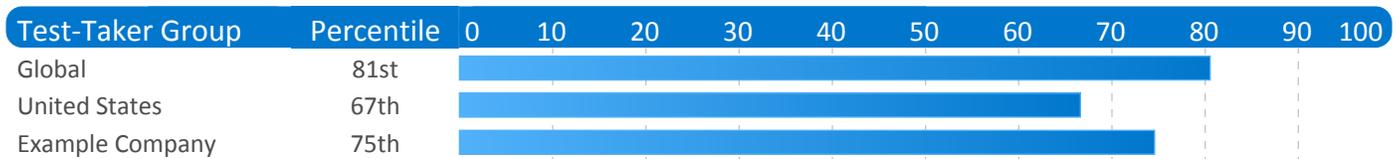


Competency Summary



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.



Assessment Overview

This assessment provides scores for a number of important factors and competencies that are related to success on the job. Scores are presented based on their potential impact on job performance.

Scores are presented individually on a scale of 0-100. In most cases, including the overall score, higher scores represent higher expected job performance. However, for some competencies, either extreme low or extreme high scores indicate a risk of lower performance. Refer to the interpretation section of each competency for additional information.

Individual competency scores are also combined into a single overall score. Please note that individual competencies are weighted differently, depending on their type, and on fine adjustments based on data from the US Government's Occupational Data Network (O*Net).

Each competency measured includes one or more suggested interview questions, in an easy-to-use format. These questions should be used for additional probing, especially when the score shows an area of relative weakness.

Some of the competencies measured evaluate preferences for doing (or not doing) specific activities. Scores for these competencies can be used to evaluate job-fit.

We wish to emphasize that the data contained in this report should be used as part of a comprehensive process for evaluating job candidates. Additional data should include in-person interviews, job tryouts, resume review, and background checks.

Detail

Candidate: **Richard Wantsajob**, rich.wantsajob@gmail.com
Assessment: Helper - Production
Authorized: July 5, 2025, by Sara Maple, Example Company, qamailsaram.mike@hravatar.com
Started: July 5, 2025, 1:57:14PM EDT
Completed: July 5, 2025, 1:57:14PM EDT
Overall Score: 81

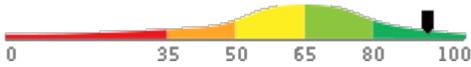
Cognitive Abilities Detail

This section contains a list of job-related cognitive abilities that have been evaluated in a job-like context using simulation technology. Studies have demonstrated that cognitive abilities are highly correlated with job performance for many jobs. Abilities also correlate with problem-solving and the ability to learn quickly.

Detail **Interview Guide**

Mechanical Aptitude

Score: 92



Description:

Mechanical aptitude is a measure of a candidate's ability to learn production and maintenance job-related tasks.

Interpretation:

High scores in this area correlate with superior performance for many jobs.

Demonstrates a high degree of mechanical aptitude. Likely be comfortable with mechanically challenging tasks.

Tell me about a time when your ability to take things apart and fix them helped you to solve a problem either at home or at work.



1

Unable to do this. Not interested in taking things apart.



2

Moderate example. Willing to take things apart when needed.



3



4

Strong example. Appears to like taking things apart when necessary.



5

What do you find appealing about having to work in a role that requires mechanical aptitude?



1

This role is not appealing to them.



2

Demonstrates excitement/enjoyment for the role. Doesn't relate the role to their unique skillset.



3



4

Demonstrates excitement/enjoyment for the role and is able to relate the role to their unique skillset.



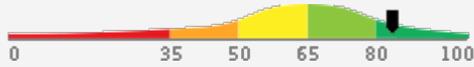
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Detail

Interview Guide

Memory / Attention to Detail / Logic & Reasoning

Score: 83



Description:

This scale reflects how successful a person is at making sense of facts through logical reasoning. High scorers understand causes and consequences by interpreting a given situation and predicting its outcomes. They are able to remember details and take action accordingly. Low scorers may burn out or become paralyzed. In more stable circumstances, high scorers may become bored, while low scorers would remain satisfied. This scale also represents thoroughness, accuracy, and being concerned for all areas involved no matter how insignificant. Individuals who demonstrate high Attention to Detail produce work that is consistently accurate and require little checking. They rarely forget schedule commitments or overlook even the smallest details.

Interpretation:

High scores in this area correlate with superior performance for many jobs.

High scores in memory, attention to detail and logic indicate the candidate can learn quickly, recall information promptly, solve problems, and adapt to changing conditions rapidly. This usually means the candidate can be expected to respond appropriately to challenging situations with little or no supervision.

Can you give me an example of where your attention to detail or your thoughtful analysis of a situation helped make a project successful?



1

Poor example. Does not show attention to detail or analytical ability.



2

Moderately relevant or impactful example.



3



4

Strongly relevant and clear example.



5

How do you handle a situation when you've messed up due to overlooking an important detail?



1

Is unable to handle the situation.



2

Demonstrates the ability to admit to their error and quickly fix the error but didn't put preventative systems in place.



3



4

Demonstrates the ability to admit to their error, put preventative systems in place, and quickly fix the error.



5

Personality Characteristics Detail

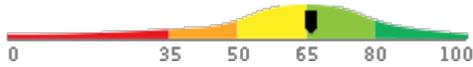
This section contains a list of personality characteristics that are frequently associated with job performance. Remember, these are not skills and do not indicate the ability to do a job. Rather, they can be used to evaluate the candidate's fit with the general needs of the job and the organizational culture. Sample interview questions are provided to gather more information.

Detail

Interview Guide

Adaptability / Flexibility

Score: 66



Description:

This scale reflects how accepting a person is of frequent or substantial changes in his or her job requirements and how they adjust to those changes. Changing work requirements usually causes stress and puts pressure on an individual to adapt. High scorers usually thrive under changing work conditions, while low scorers may burn out or become paralyzed. In more stable job circumstances, high scorers may become bored, while low scorers would remain satisfied.

Interpretation:

The candidate's score in this area should contribute to enhanced overall job performance.

Prefers a dynamic environment. Able to remain focused and positive in times of significant change. Fairly easy-going and relaxed. However, may be perceived as too easy-going under certain circumstances.

Would you rather work in a job where the work is predictable or one where activities are constantly changing? Why?



1

Becomes paralyzed by change. Or disregards the change and continues same path.



2

Resistant and fearful of change, or appears to live for change.



3



4

Comfortable with change, though feels some stress or anxiety. Usually able to stay focused.



5

How do you feel when things change at work? How do you cope?



1

Candidate gets frustrated and doesn't have an effective way to cope.



2

Candidate recognizes that they struggle and has one quality way to cope.



3



4

Candidate thrives when things change and has multiple ways to cope.



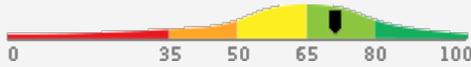
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Detail

Interview Guide

Conscientiousness

Score: 71



Description:

This scale reflects the amount of pride a person takes in producing quality work products. Additionally, it demonstrates the degree to which an individual will work hard to achieve goals and solve critical problems in the organization. High scores on this scale indicate a person will be diligent in their work and use all necessary sources to solve problems. Low scores on this scale indicate a person may be unenthusiastic about work and may struggle with complex tasks and challenges.

Interpretation:

The candidate's score in this area should contribute to enhanced overall job performance.

Takes pride in performing quality work. Motivated by challenging goals and tasks, financial reward, and/or recognition, and willing to work hard to succeed. Focused on understanding and following guidelines, personal achievement, and meeting or exceeding quality and production standards.

Tell me about a time when you went above and beyond the call of duty to achieve a difficult goal or challenge. What motivated you to put forth the extra effort?



1

Poor or weak example. No real extra effort.



2

Moderate example. Some extra effort evident.



3



4

Strong example. Clearly applied extra effort. Well organized in approach.



5

How do you react when you are faced with obstacles while trying to achieve a goal? How do you overcome them?



1

Reaction: Overwhelmed

Struggles to come up with a clear way to overcome the obstacle and doesn't demonstrate hard work.



2

Reaction: ready but not excited

Candidate shows they are able to overcome the obstacle but only by doing the bare minimum.



3



4

Reaction: excited and ready

Candidate shows they are able to overcome the obstacle by putting in extra effort and being diligent.



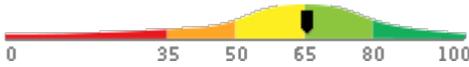
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Detail

Interview Guide

Reliability

Score: 65



Description:

This scale reflects the degree to which an individual is able to be trusted and maintain consistent quality performance. High scores on this scale indicate a person who can be trusted to do what they say, always follows through, and never breaks their promises. Low scores on this scale indicate a person who would likely brush off timelines and responsibilities, and is known for being inconsistent.

Interpretation:

The candidate's score in this area should contribute to enhanced overall job performance.

Responses indicate the candidate is trustworthy and likely to show consistent performance. Can be expected to meet commitments and to earn the respect of peers in doing so. Able to form mutually supportive work relationships while reducing potential for workplace conflict.

Describe a time when someone relied on you and you were successful.

- ★
1
- ★
2
- ★
3
- ★
4
- ★
5

Candidate has never been in this situation or has never been successful.

Candidate describes a time someone relied on them for something easy and they followed through on that commitment.

Candidate describes a time someone relied on them for something substantial and they followed through on that commitment.

Describe a time when you were unable to follow through on a promise. How did you handle that situation? Why didn't you follow through?

- ★
1
- ★
2
- ★
3
- ★
4
- ★
5

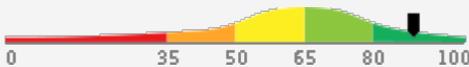
Candidate was unable to follow through due to circumstances under their control. They did nothing to correct the situation.

Candidate was unable to follow through due to circumstances under their control. They apologized and regained the trust back.

Candidate was unable to follow through due to circumstances out of their control. They apologized and regained the trust back.

Service Orientation

Score: 89



Description:

This scale reflects the degree to which an individual recognizes and meets customers' needs. High scores on this scale indicate a person who makes themselves available for others and cares about them. They show a level of understanding, dedication, and the ability to be proactive. Low scores on this scale indicate a person who has difficulty recognizing the needs of others, often preoccupied with their personal needs, and may find some customers to be unreasonable.

Interpretation:

The candidate's score in this area should contribute to enhanced overall job performance.

Holds a strong desire to understand customer needs and do whatever it takes to resolve customer issues. Likely to deliver exceptional customer service that delights the customer, greatly improves customer satisfaction and customer relationships, and strengthens the reputation of the organization. Demonstrates a strong level of understanding, dedication, and the ability to be proactive.

What appeals to you about being in a customer service role?

- ★
1
- ★
2
- ★
3
- ★
4
- ★
5

Doesn't find the role appealing.

Has quality reasoning for applying but doesn't show they will enjoy working in a customer service role.

Ties their passions and skills into why they applied for a customer service role.

What is your experience with multitasking? How were you able to handle doing multiple things at once?

- ★
1
- ★
2
- ★
3
- ★
4
- ★
5

Has no or minimal multitasking experience. Is unable to handle doing multiple things at once.

Has experience multitasking. Uses one quality skill to handle doing multiple things at once.

Has a lot of experience multitasking. Uses multiple quality skills to handle doing multiple things at once.

Behavioral History Detail

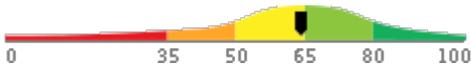
This section evaluates answers the candidate gave concerning his or her work-related history. Studies often show that a candidate's past behavior often indicates his or her future behavior. Potential caution areas (if any) are specified in each detail section.

Detail

Interview Guide

History Survey - Performance

Score: 64



Description:

Evaluates elements of the candidate's past work and education history to identify indications of high or low performance potential.

Interpretation:

The candidate's score indicates past behaviors that neither detract from nor enhance job performance.

Exhibits past behaviors and achievements that are likely to result in average job performance.

The following potential performance risk areas were identified:

- Below average productivity history
- Below average performance reviews

Further probing is recommended for each of these items.

How does your work compare with your peers? Do you produce more or less? How do you know?

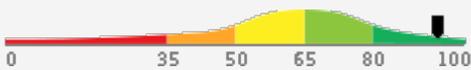


What kind of feedback have you received about your performance from your managers and your peers?



History Survey - Tenure

Score: 94



Description:

Evaluates a candidate's past employment history and related factors for indications of potentially low job tenure.

Interpretation:

The candidate's score indicates past behaviors that contribute to high job performance.

Exhibits behaviors likely to result in longer than average job tenure.

The following potential performance risk areas were identified:

- Frequent job changes
- Potential long commute

Further probing is recommended for each of these items.

Review your last few jobs with me, explaining why you left the old job and what attracted you to the new one.



What is the longest distance you have had to commute to work? What did you do during the commute? How long did you keep that job?



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

Minimum Qualification Guidelines - from O*Net

The following are suggestions from O*Net, the United States government's occupational information network, regarding prerequisites for this job type.

Item

Educational Achievement	High School
Job-Related Training	Less than 6 Months

Resume or CV

Summary Updated on July 5, 2025, 1:57:15PM EDT

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.
- This assessment makes use of data from the Occupational Information Network (O*NET), which is funded by the U.S. Federal Government - U.S. Department of Labor/Employment and Training Administration (USDOL/ETA) - as a primary source of occupational information. The O*NET database contains information on hundreds of standardized and occupation-specific descriptors that are continually updated by ongoing research. These data are used in preparing descriptive information as well as setting relative weights between competencies used in calculating the overall score. For additional information about O*NET, visit <http://www.onetcenter.org>.
- O*Net Standard Occupational Code (SOC) Used: 51-9198.00
- O*Net Version: 26.3
- Sim ID: 7982-8, Key: 0-0, Rpt: 13, Prd: 3034, Created: 2025-07-05 17:57 UTC
- 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 the individual competency scores. Competency scores are calculated on a 0-100 scale by first calculating a Z statistic based on test-taker responses and then transforming the Z value to a scale with target mean and standard deviation. Certain competencies have a normal score distribution where it is best to be closest to the mean. For these competencies we modify the Z statistic by multiplying its absolute value by minus 1 for the overall score calculation. Next, to calculate the overall score, a weighted average of all modified competency Z statistics is computed and this weighted average is itself transformed to a Z statistic, which is then transformed to a score with the same target mean and standard deviation. Finally outlier scores are adjusted if they are below 0 or above 100.

Competency	Score	How applied to overall	Score Value Used	Weight (%)
Adaptability / Flexibility	66.2715	Z-Statistic	0.0848	7.2112
Conscientiousness	71.7496	Z-Statistic	0.4500	8.2531
History Survey - Performance	64.6386	Z-Statistic	-0.0241	10.0274
History Survey - Tenure	94.5076	Z-Statistic	1.9672	10.0274
Mechanical Aptitude	92.2295	Z-Statistic	1.8153	25.0685
Memory / Attention to Detail / Logic & Reasoning	83.9296	Z-Statistic	1.2620	24.4418
Reliability	65.8494	Z-Statistic	0.0566	8.5546
Service Orientation	89.3498	Z-Statistic	1.6233	6.4160
Weighted Average of Competency Z-Scores:				1.1106
Mean applied to Raw Weighted Avg:				0.0000
Standard Deviation applied to Raw Weighted Avg:				1.0000
Normalized Raw Score:				1.1106
Mean:				65.0000
Standard Deviation Used:				15.0000
Final Overall Score:				81.6591

Notes

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