

# Test Results and Interview Guide

Candidate: **Elizabeth Wantsajob**  
Assessment: Sales Representative - Services (Indonesian)  
Completed: May 8, 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 Sales Representative - Services (Indonesian) 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
<b>Elizabeth Wantsajob</b> beth.wantsajob@gmail.com Sales Representative - Services (Indonesian) May 8, 2026 Summary: Moderate to High Performance Potential	<span style="font-size: 24pt; font-weight: bold; color: #008000;">75</span>	

**Potential Risk Areas**

- Low Integrity score could indicate potential issues with reliability.

**Key**

- █ Candidate Score
- █ Higher Risk
- █ Lower Risk

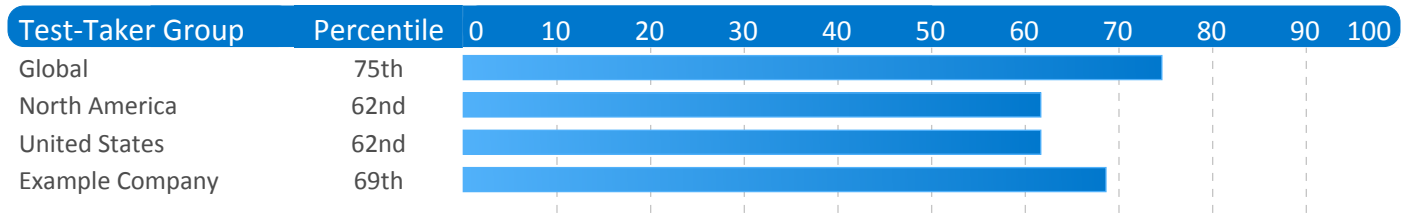
## Competency Summary

Competency	Score	Interpretation
<b>Cognitive Abilities (relates to job performance, problem-solving, ability to learn, etc.)</b>		
Analytical Thinking and Attention to Detail	84	
<b>Skills/Knowledge (relates to immediate readiness)</b>		
Writing	62	
Sales Situation Analysis	89	
Fundamental Sales Concepts	95	
<b>Personality Characteristics (relates to fit with the job/team environment)</b>		
Adaptability	66	
Drive	64	
Integrity	10	
Teamwork	83	
<b>Emotional Intelligence (relates to situational judgment, performance and teamwork)</b>		
Empathy and Emotional Self-Control	74	
<b>Behavioral History (relates to performance and turnover)</b>		
History Survey - Performance	66	
History Survey - Tenure	79	

Importance to Job ↑

## 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.



## 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
Job Match: Uji Kompetensi Standar Ketrampilan Menjual	82	0.8	<p>Summary Points (AI):</p> <ul style="list-style-type: none"> <li>• (Generic Text for Sample Report) Exceptional Writing competency is a critical asset for the email communication component of this customer service role.</li> <li>• Customer Service Fundamentals and Customer Service Mindset scores are among her highest, directly aligning with the core knowledge requirements of the job.</li> <li>• High Empathy and Emotional Self-Control and Integrity scores are well-suited for handling complaints, resolving disputes, and maintaining professionalism.</li> <li>• Strong Adaptability score supports the varied nature of customer service work and the required on-the-job learning period.</li> <li>• Resilience and Drive scores indicate a motivated candidate capable of sustaining performance in a demanding customer-facing environment.</li> <li>• Multitasking competency is adequate for managing multiple concurrent customer interactions, though there is room for improvement.</li> <li>• Teamwork score is moderate, which is sufficient but worth monitoring given the need to refer unresolved issues to other departments.</li> <li>• Analytical Thinking and Attention to Detail is the lowest-rated competency, posing a moderate risk for tasks requiring accurate record-keeping, data entry, and verification of resolutions.</li> <li>• History Survey - Performance score is relatively lower, introducing some uncertainty about consistency of past job performance.</li> <li>• Overall competency profile strongly favors customer-facing, communication-heavy responsibilities while showing some gaps in detail-oriented and analytical tasks.</li> </ul> <p>Narrative (AI): Elizabeth Wantsajob demonstrates strong alignment with the Uji Kompetensi Standar Ketrampilan Menjual role across several key dimensions. Her standout strengths include an exceptional Writing competency, which is critical for the email communication component of this role, as well as high scores in Customer Service Fundamentals and Customer Service Mindset, directly mapping to the core knowledge and service orientation required by the job description. Her strong Empathy and Emotional Self-Control and Integrity scores are well-suited for handling customer complaints, resolving disputes, and maintaining professionalism in challenging interactions. Adaptability is also a notable strength, which supports the varied nature of customer service work and the on-the-job learning curve expected in this role. Her Resilience and Drive scores indicate a candidate who is motivated and capable of persisting through the demands of a customer-facing position. Multitasking and Teamwork scores are solid, supporting the need to manage multiple customer interactions and collaborate with internal departments. On the weaker side, her Analytical Thinking and Attention to Detail score is the lowest among her competencies, which is a moderate concern given the job's emphasis on accurately keeping records of customer interactions, verifying information, and ensuring appropriate resolutions are applied. Her History Survey - Performance score is also relatively lower, which introduces some</p>

Estimated Value	Score	Confidence	Interpretation
			<p>uncertainty around her past job performance consistency. Overall, Elizabeth is a strong candidate for this role, with competency gaps that are limited and potentially addressable through the training period outlined in the job description.</p> <p>Computed on: April 1, 2026, 8:58:32PM EDT</p>

## Assessment Overview

Penilaian ini memberikan skor untuk sejumlah faktor penting dan kompetensi yang terkait dengan keberhasilan di tempat kerja. Skor disajikan berdasarkan dampak potensial mereka terhadap kinerja pekerjaan.

Skor disajikan secara individual pada skala 0-100. Pada kebanyakan kasus, termasuk skor keseluruhan, skor yang lebih tinggi mewakili kinerja pekerjaan yang diharapkan lebih tinggi. Namun, untuk beberapa kompetensi, skor sangat rendah yang ekstrim atau sangat tinggi menunjukkan risiko kinerja yang lebih rendah. Lihat bagian interpretasi dari setiap kompetensi untuk informasi tambahan.

Skor kompetensi individu juga digabungkan menjadi satu skor keseluruhan. Harap dicatat bahwa kompetensi individu dipertimbangkan secara berbeda, tergantung pada jenisnya, dan pada penyesuaian yang baik berdasarkan data dari Jaringan Data Pekerjaan Pemerintah AS (O \* Net).

Setiap kompetensi yang diukur mencakup satu atau lebih pertanyaan dalam wawancara yang diusulkan, dalam format yang mudah digunakan. Pertanyaan-pertanyaan ini harus digunakan untuk menggali lebih dalam, terutama ketika skor menunjukkan area kelemahan relatif.

Beberapa kompetensi yang diukur akan mengevaluasi preferensi untuk melakukan (atau tidak melakukan) kegiatan tertentu. Skor untuk kompetensi ini dapat digunakan untuk mengevaluasi kesesuaian pekerjaan.

Kami ingin menegaskan bahwa data yang terkandung dalam laporan ini harus digunakan sebagai bagian dari proses komprehensif untuk mengevaluasi kandidat pekerjaan. Data tambahan harus mencakup wawancara langsung, uji coba pekerjaan, tinjauan ulang, dan pemeriksaan latar belakang.

## Detail

Candidate: Elizabeth Wantsajob, beth.wantsajob@gmail.com  
Assessment: Sales Representative - Services (Indonesian)  
Authorized: May 8, 2026, by Sara Maple, Example Company, qamailsaram.mike@hravatar.com  
Started: May 8, 2026, 7:02:47AM EDT  
Completed: May 8, 2026, 7:02:47AM EDT  
Overall Score: 75

## Cognitive Abilities Detail

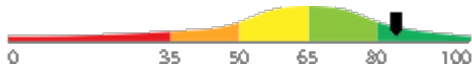
This section contains a list of job-related cognitive abilities that have been evaluated in a job-like context using simulation technology. Studies have demonstrated that cognitive abilities are highly correlated with job performance for many jobs. Abilities also correlate with problem-solving and the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

### Detail

### Interview Guide

#### Analytical Thinking and Attention to Detail

Score: 84



##### Description:

This scale indicates both the capacity to think in a thoughtful, discerning way, to solve problems, utilize resources, analyze data, and apply attention to detail. Individuals who demonstrate high amounts of analytical thinking are able to recognize patterns rapidly, navigate through problems, and resolve difficult problems systematically. Individuals who demonstrate high attention to detail produce work products that are 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.

Able to think in a thoughtful, discerning way. Can often solve difficult problems, plan many-featured tasks and projects, organize multiple resources, and analyze complex data. Able to quickly recall and use information when needed or appropriate. Additionally, able to achieve a high degree of thoroughness and accuracy in a work task. Concerned for all areas involved. Work products require little or no review or checking to maintain consistency.

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 and quickly fix the error, but didn't put preventative systems in place.



5

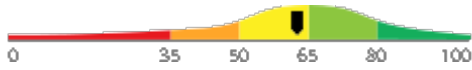
## Knowledge and Skills Detail

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

### Writing

Score: 62



**Description:**

The ability to be concise, friendly, and accurate when drafting written communications.

**Interpretation:**

The candidate exhibits average writing skills, which can hinder high performance in some jobs.

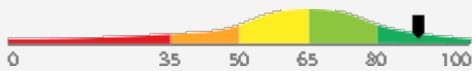
Average writing style. Usually gets point across but may use extra words or inconsistent sentence structure. See writing sample section of report for raw essay(s) submitted.

- Overall AI Score: 65.0
- Approximate Word Count: 197
- Average words per minute while composing: 21.7
- AI Confidence Level: 80
- Argument Strength (AI): 60.0
- Clarity and Coherence (AI): 70.0
- Grammar and Mechanics (AI): 60.0
- Other Errors per 100 Words: 2.0
- Spelling errors per 100 words: 1.0

Please see below to view the essay submitted.

### Sales Situation Analysis

Score: 89



**Description:**

Kemampuan untuk dengan cepat memahami isu-isu utama dan kekuatiran calon pelanggan dan merumuskan langkah-langkah selanjutnya yang sesuai.

**Interpretation:**

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

Kemampuan menganalisis yang luar biasa dalam situasi penjualan dan menentukan langkah selanjutnya.

Are you comfortable when you need to express yourself through writing? Do you feel confident you can get the right message across? Tell me about a project or task where your writing skills were required for success. How did it go?

- |   |   |   |   |   |
|---|---|---|---|---|
| ★   | ★   | ★ | ★ | ★   |
| 1   | 2   | 3 | 4 | 5   |
| Not confident in own writing ability. Prefers speaking. | Somewhat confident in own writing ability. Writes frequently. |   |   | Very confident in ability to write. Has received compliments on clarity of written correspondences. |

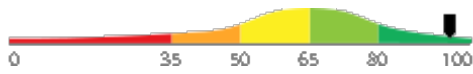
Ceritakan tentang di mana Anda harus membujuk seseorang yang tidak Anda kenal untuk membeli sesuatu atau mengambil tindakan lain. Bagaimana Anda menentukan cara terbaik untuk mendapatkan apa yang Anda inginkan?

- |   |  |   |   |   |
|---|--|---|---|---|
| ★   | ★  | ★ | ★ | ★   |
| 1   | 2  | 3 | 4 | 5   |
| Tidak mengerti pertanyaan. Tidak dapat merumuskan rencana untuk mempengaruhi. | Sedikit pemahaman akan prinsip-prinsip memahami keperluan dan pemecahan masalah bersama. |   |   | Bertanya dan menunjukkan pemahaman yang jelas tentang prinsip-prinsip memahami kebutuhan dan pemecahan masalah bersama. |

**Detail Interview Guide**

**Fundamental Sales Concepts**

Score: 95



*Description:*

Evaluates the candidate's knowledge of basic sales principles and practices, with an aim to determine the degree of training that will be required before the candidate can be expected to become productive.

*Interpretation:*

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

Scores indicate a solid working knowledge of basic sales principles and practices. Candidate is likely ready to be productive without basic training or with immediate entry into advanced training. Likely to be able to mentor others.

Tell me about a specific deal or sales situation where your knowledge of selling principles and practices helped you make the sale. How did it go?



1

Example didn't require or demonstrate knowledge.



2

Knowledge was only moderately important or moderately demonstrated in example.



3



4

Clearly relevant application and demonstration of knowledge.



5

How do you stay sharp and improve your selling techniques?



1

Does not make an active effort to stay sharp or improve



2

Makes adequate use of one or more resources to improve ability



3



4

Makes effective use of multiple resources to improve ability



5

## Personality Characteristics Detail

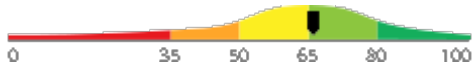
This section contains a list of personality characteristics that are frequently associated with job performance. Remember, these are not skills and do not indicate the ability to do a job. Rather, they can be used to evaluate the candidate's fit with the general needs of the job and the organizational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

Detail

Interview Guide

### Adaptability

Score: 66



*Description:*

This scale reflects how accepting a person is of frequent or substantial changes in his or her job requirements. Changing work requirements usually cause stress and put 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 work environment. Able to remain focused and positive in times of significant workplace change. Fairly easy-going and relaxed. However, may appear uninterested under certain circumstances.

Describe a time where you had to adapt to some significant changes at work. How did you feel? How did you handle the change?



1

Feelings: Strong Dislike or Very Resistant. Weren't able to handle the change or needed significant help.



2

Feelings: Unfazed or Slightly Resistant. Handled the situation & change only impacted their work in a minor way.



3



4

Feelings: Excited or Comfortable. Handled the situation well and in a way that didn't interfere with their work.



5

Even in a fast-changing environment there can be periods of relative calm and stability. How do you keep from getting bored during these slower times?



1

Candidate has no effective technique to keep them from getting bored.



2

Candidate can explain one effective technique to keep them from getting bored.



3



4

Candidate explains multiple effective techniques to keep them from getting bored. Shows they enjoy stability too.



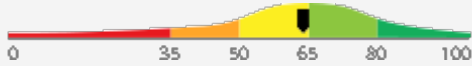
5

Detail

Interview Guide

**Drive**

Score: 64



*Description:*

This scale reflects 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 indicates neither a positive nor a negative impact on performance.

Motivated by moderately challenging goals, financial rewards, and meeting expectations, but may not be motivated by stretch goals or other highly challenging goals. Willing to work moderately hard to succeed.

Describe a time when you had some extra time available at work. How did you use this extra time?



1

Did not use their time in a beneficial way, or in a way that added value to the organization.



2

Used their time in a work related way, but those efforts didn't demonstrate hard work or added value (easy).



3



4

Used time in a beneficial way and added value to the organization. Showed ability to work hard and willingness to put in extra effort.



5

How do you respond when the going gets tough and it seems like you and your team are facing a nearly impossible task?



1

They are unenthusiastic. They respond by working to their expectations or less due to being overwhelmed.



2

Their feelings are neutral. They respond by working hard to achieve the goal.



3



4

They are enthusiastic. They respond by working hard to achieve the goal and by using all necessary sources.



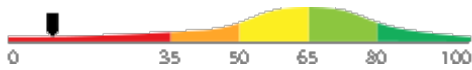
5

Detail

Interview Guide

**Integrity**

Score: 10



*Description:*

This scale reflects the degree to which an individual acts positively towards the organization, avoids unnecessary risk, and, simply put, does the right thing. High scores on this scale indicate a person will act in the organization's best interest, follow the rules, and work hard under limited supervision. Low scores on this scale indicate a person may engage in risk-taking behaviors, work to undermine the organization, and only do the bare minimum.

*Interpretation:*

The candidate's score in this area indicates risk of a negative impact on performance for some jobs. Additional probing is strongly recommended.

Distrusts the organization and management. Frequently assumes new ideas or changes will have a negative individual impact. Can be defensive regarding his or her own work, or show hostility towards management or company policies. May take unnecessary risks on the job.

What circumstance(s) might cause you to withhold information from your supervisor? How would you judge whether doing so would be justified?



1

Shows that they are not concerned about ethics or organizational values/rules.



2

Explains only situational circumstances. Judgement does not stem from an ethical standpoint.



3



4

Explains only situational circumstances, or no circumstances. Judgement stems from ethical standards.



5

Do you think it's ever okay to withhold information from your supervisor? How would you judge whether doing so is okay or not?



1

Answer shows that they are not concerned about ethics or organizational values/rules.



2

Explains only situational circumstances. Judgement does not stem from an ethical standpoint.



3



4

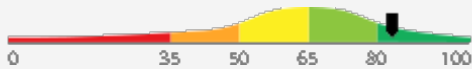
Explains only situational circumstances, or no circumstances. Judgement stems from ethical standards.



5

**Teamwork**

Score: 83



*Description:*

This scale reflects the degree to which an individual works well with teams and maintains positive interpersonal relationships. High scores on this scale indicate a person will thrive in collaborative team settings and maintain high-quality relationships with coworkers. Low scores on this scale indicate a person will prefer working on individual projects and may struggle to maintain close working relationships with colleagues.

*Interpretation:*

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

Actively cultivates and maintains relationships. Able to quickly establish rapport with new acquaintances and accurately sense others' feelings. Maintains positive relationships with colleagues and uses them to achieve work outcomes and meet goals.

Describe a time when you worked in a team. What was your role? How did you delegate tasks with the other team members?



1

They describe their role in a way that does not show significance. Delegation tactics were not efficient or helpful.



2

They describe their role in a way that doesn't show significance. Delegation tactics were efficient and helpful.



3



4

They describe their role in a way that shows significance. Delegation tactics were efficient and helpful.



5

Do you prefer working in teams or by yourself? Why?



1

They choose teams or individual and feel they would be incapable of working in the opposite environment.



2

They feel they would work well in either environment but are unable to back that up with rational reasons.



3



4

Response reflects rational reasons for why they prefer teams, individual, or both. They feel they would work well in either environment.



5

## Emotional Intelligence Detail

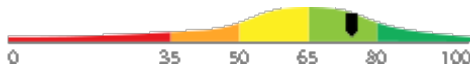
This section contains a list of emotional intelligence characteristics that indicate how tuned in a candidate is to his or her own emotions, and those of others, as well as the candidate's ability to control his or her behavior in light of the emotions he or she is experiencing. These traits can often impact performance in groups or teams. Sample interview questions are provided to gather more information.

### Detail

### Interview Guide

#### Empathy and Emotional Self-Control

Score: 74



*Description:*

This scale reflects both the ability to sense and understand other people's feelings, feel sympathy for others, and see things from other people's point of view, and the ability to manage the desire to satisfy urges or impulses, showing restraint and managing behaviors to ensure appropriate and effective interactions with others.

*Interpretation:*

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

Demonstrates strengths in sensing the emotional needs of others, sympathizing with other people's problems, and seeing things from other people's point of view. Likely to be effective at demonstrating to customers or coworkers that they understand and care about them, resulting in improved customer loyalty, stronger work relationships, and reduced levels of conflict in the workplace.

How well can you sense how others around you are feeling? How do you use this information when interacting with them?



1

Demonstrates that they are unable to sense how others around them are feeling.



2

Provides examples on how they are able to sense other's feelings. They don't use this to show understanding and care.



3



4

Provides examples on how they are able to sense others' feelings. They use this to show they understand and care about them.



5

What do you typically do when you are working closely with someone who is very upset?



1

They have an inappropriate response and don't demonstrate understanding or care.



2

They (1) have an appropriate response and (2) demonstrate understanding but unable to show the customer that they care.



3



4

They (1) have an appropriate response (2) demonstrate understanding and (3) show the customer that they care.



5

## Behavioral History Detail

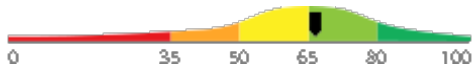
This section evaluates answers the candidate gave concerning his or her work-related history. Studies often show that a candidate's past behavior often indicates his or her future behavior. Potential caution areas (if any) are specified in each detail section.

### Detail

### Interview Guide

#### History Survey - Performance

Score: 66



##### 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 contribute to above average job performance.

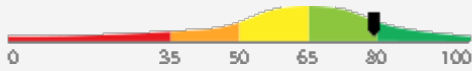
Exhibits past behaviors and achievements that are likely to result in above average job performance.

The following potential performance risk areas were identified:

Further probing is recommended for each of these items.

#### History Survey - Tenure

Score: 79



##### 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 above average job performance.

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

The following potential performance risk areas were identified:

Further probing is recommended for each of these items.

Exhibits past behaviors and achievements that are likely to result in significantly below average job performance. Additional probing in this area is highly recommended.



1

No examples or rationale given.



2

Weak connection between past and future.



3



4

Clear connection between past and future.



5

What are some of the reasons you have left previous jobs?



1

Many different reasons. Blames employer.



2

Circumstances for leaving generally credible or somewhat outside control.



3



4

Reasonable rationale or circumstances clearly outside control.



5

## Writing Sample(s)

During the assessment, the candidate was asked to write one or more passages. The text they wrote is included in the table below for review.

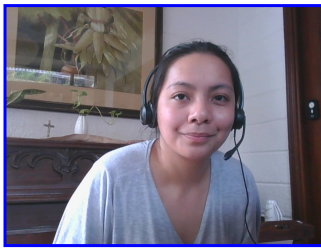
Writing Sample - Question	Response
<p>Please write an essay of 100 - 800 words evaluating the advantages and disadvantages of living in a tropical climate.</p>	<p>Living in a warm or tropical environment has a number of advantages and disadvantages. Whether it's right for you depends on your preferences, and in some cases, your health.</p> <p>The advantages include the following:</p> <ul style="list-style-type: none"><li>a. You can walk outside in light clothing almost every day and you never have to wear a heavy coat.</li><li>b. Most plants and trees grow faster in warm climates so if you like to maintain a garden you will experience greater success.</li><li>c. Nice weather every day means you are not stuck inside for long periods of time, which can sometimes cause depression.</li></ul> <p>At the same time, significant disadvantages include the following:</p> <ul style="list-style-type: none"><li>a. It rains on most days and you need to be prepared for heavy rain at all times.</li><li>b. The hot sun can cause severe sunburn if you are outside and not protected.</li><li>c. Your air conditioning utility bill can be very high and it can drain financial resources.</li><li>d. Hot humid weather can make strenuous exercise more difficult if you are not in good health.</li></ul> <p>When deciding if living in a tropical climate is right for you, consider which of these advantages or disadvantages is most meaningful for you.</p> <p>[Misspelled Words: coatt (1), resourcez (1)]</p> <p><b>Comments (AI):</b> The essay provides a balanced view of the advantages and disadvantages of living in a tropical climate. Idéer se logicamente presenté e facile a seguir, perqué tamente os erros de escritorio e gramática minor. Het, men kan med meer og. Overall, the essay meets the average scoring criteria.</p>

## Identity Confirmation Photos

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

### Photo Analysis Results

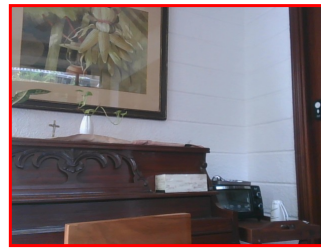
- Risk:	Medium risk of cheating based on image inconsistencies
- Percent match among processed faces	100%
- Total images processed	17
- Total images with valid faces	14 (82%)
- Total pairs of faces compared	13
- Pairs in which faces matched	13 (100%)



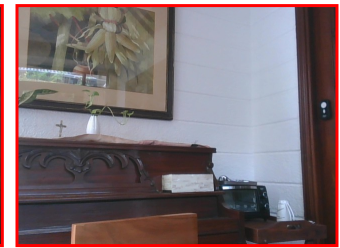
Pre/Post-Test Photo



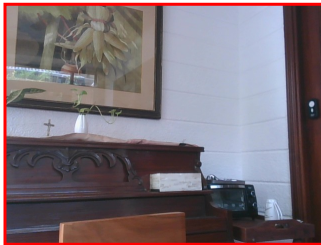
ID Photo



In-Test Error Detected (No Face Detected)



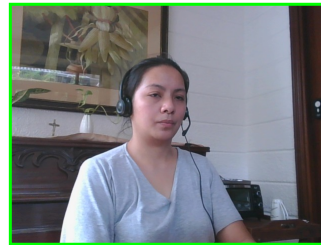
In-Test Error Detected (No Face Detected)



In-Test Error Detected (No Face Detected)



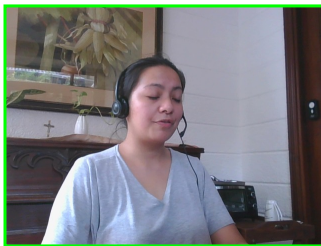
In-Test Photo



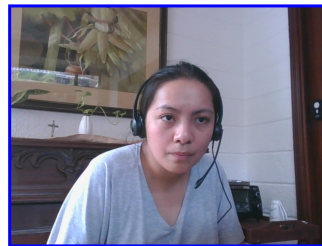
In-Test Photo



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	Some College or Associate's Degree
Job-Related Training	Less than 6 Months
Job-Related Experience	Less Than 1 Year

## 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](http://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: 41-3041.00
- O\*Net Version: 26.3
- Sim ID: 9271-6, Key: 0-0, Rpt: 13, Prd: 3627, Created: 2026-05-08 07:02 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 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	66.4807	Not used in Overall	0.0000	0.0000
Sales Situation Analysis	89.3305	Not used in Overall	0.0000	0.0000
Analytical Thinking and Attention to Detail	84.5591	Not used in Overall	0.0000	0.0000
Drive	64.0480	Not used in Overall	0.0000	0.0000
Integrity	10.0000	Not used in Overall	0.0000	0.0000
Empathy and Emotional Self-Control	74.8085	Not used in Overall	0.0000	0.0000
Teamwork	83.7371	Not used in Overall	0.0000	0.0000
Writing	62.9784	Z-Statistic	-0.1348	100.0000
Fundamental Sales Concepts	95.9643	Not used in Overall	0.0000	0.0000
History Survey - Performance	66.7081	Not used in Overall	0.0000	0.0000
History Survey - Tenure	79.6970	Not used in Overall	0.0000	0.0000
Weighted Average of Competency Z-Scores:				-0.1348
Mean applied to Raw Weighted Avg:				0.0000
Standard Deviation applied to Raw Weighted Avg:				1.0000
Normalized Raw Score:				-0.1348
Mean:				65.0000
Standard Deviation Used:				15.0000
Final Overall Score:				62.9784

**Notes**

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