HR AVATAR™
EMPLOYMENT TESTS

Candidate: **Betty Penske**
Assessment: MS Outlook Basic (Office 365)
Completed: May 5, 2024
Prepared for: Susan Bookman
HR Avatar Data Collection Account

Test Results and Interview Guide

The MS Outlook Basic (Office 365) 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
Betty Penske	**70**	
bettypenske@yourcompany.org		
MS Outlook Basic (Office 365)		
May 5, 2024		
Scores indicate a good working knowledge of spreadsheets and MS Outlook. Candidate is likely ready to be productive without training for low to moderate complexity communication and scheduling tasks.		

Key

▼ Candidate Score
Higher Risk
Lower Risk
Custom Baseline (Optional)

Competency Summary

Competency	Score	Interpretation
Skills/Knowledge (relates to immediate readiness)		
MS Outlook	70	

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	70th	
United States	58th	
HR Avatar Data	65th	

Detail

Candidate:	**Betty Penske,** bettypenske@yourcompany.org
Assessment:	MS Outlook Basic (Office 365)
Authorized:	May 5, 2024, by Susan Bookman, HR Avatar Data Collection Account, sue.bookman@richardson.biz
Started:	May 5, 2024, 6:40:06AM EST
Completed:	May 5, 2024, 6:40:06AM EST
Overall Score:	70

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 Outlook Score: 70 0 20 40 60 80 100 *Description:* Evaluates the candidate's understanding of scheduling and business communications concepts and ability to perform basic tasks using MS Outlook. *Interpretation:* Candidate should achieve above average job performance in this area with little or no training. Scores indicate a good working knowledge of spreadsheets and MS Outlook. Candidate is likely ready to be productive without training for low to moderate complexity communication and scheduling tasks.	Can you tell me about any experience or education you may have that required or helped you grow your knowledge of MS Outlook 2019? 1 2 3 4 5 No relevant experience or education Some relevance Directly relevant experience or education.

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

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: 14117-1, Key: 0-0, Rpt: 68, Prd: 5131, Created: 2024-05-05 11:40 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 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 Outlook	70.8758	Numeric Score	70.8758	100.0000
Weighted Average:				70.8758
Final Overall Score:				70

Notes

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