Test Results and Interview Guide
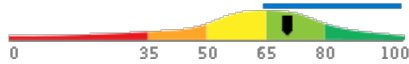
Candidate: **Richard Wantsajob**
Assessment: Clerk - Payroll and Timekeeping
Completed: May 11, 2025
Prepared for: Sara Maple
Example Company

What's Included

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

Important Note: The Clerk - Payroll and Timekeeping 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.
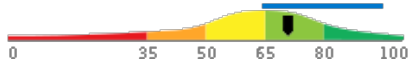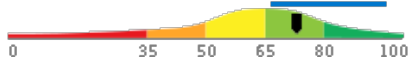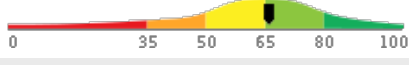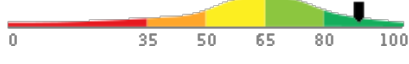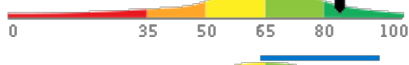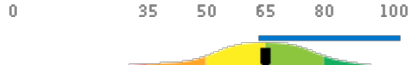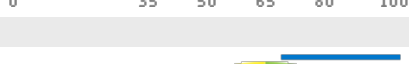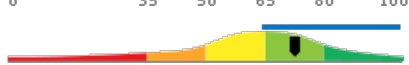
Overall

Candidate	Score	Interpretation
Richard Wantsajob	71	

rich.wantsajob@gmail.com
Clerk - Payroll and Timekeeping
May 11, 2025

Summary: Moderate to High Performance Potential

Potential Risk Areas
- Low Integrity score could indicate potential issues with reliability.

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

Competency Summary

Competency	Score	Interpretation
Cognitive Abilities (relates to job performance, problem-solving, ability to learn, etc.)		
Attention to Detail	71	
Skills/Knowledge (relates to immediate readiness)		
Data Entry	73	
Typing Speed & Accuracy	66	
Personality Characteristics (relates to fit with the job/team environment)		
Adaptability	89	
Drive	84	
Integrity	10	
Resilience	78	
Teamwork	65	
Behavioral History (relates to performance and turnover)		
History Survey - Performance	97	
History Survey - Tenure	72	

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.

Test-Taker Group	Percentile	0	10	20	30	40	50	60	70	80	90	100
Global	71st											
United States	58th											
Example Company	65th											

Detail

Candidate:	**Richard Wantsajob,** rich.wantsajob@gmail.com
Assessment:	Clerk - Payroll and Timekeeping
Authorized:	May 11, 2025, by Sara Maple, Example Company, qamailsaram.mike@hravatar.com
Started:	May 11, 2025, 5:49:39AM EDT
Completed:	May 11, 2025, 5:49:39AM EDT
Overall Score:	71

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

Attention to Detail
Score: 71
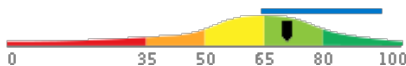
Description:

This scale represents thoroughness, accuracy, and being concerned for all areas involved no matter how insignificant. 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:

Strong scores in this area correlate with above average performance for many jobs.

Usually able to achieve a high degree of thoroughness and accuracy in a work task. Concerned for most areas involved. Requires only occasional oversight and checking.

Give me an example of a time you discovered an error that had been overlooked by either you or someone you were working with. What did you do? What was the outcome?

☆ 1	☆ 2	☆ 3	☆ 4	☆ 5
Unclear or careless example. Can't describe what was overlooked. No action.		Moderately clear example. Some concern for details. Direct but passive action.		Very detailed. Concern for all relevant components. Clear, proactive actions.

How do you handle a situation when you've messed up due to overlooking an important detail? How do you feel and what do you do about it.

| ☆ 1	☆ 2	☆ 3	☆ 4	☆ 5
Is unable to handle the situation.		Demonstrates the ability to admit to their error and quickly fix the error, but didn't put preventative systems in place.		Demonstrates the ability to admit to their error, put preventative systems in place and quickly fix the error.

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

Data Entry
Score: 73
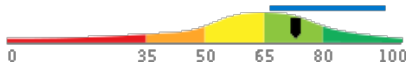
Description:

The ability to accurately enter information into computer-based forms.

Interpretation:

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

Usually enters data into computer forms reliably and accurately. However, occasional mistakes indicate that regular reviews may be required to ensure accuracy.

How do you typically ensure that you enter data correctly into web or computer-based forms?

1	2	3	4	5
How do you typically ensure that you enter data correctly into web or computer-based forms?		How do you typically ensure that you enter data correctly into web or computer-based forms?		Indicates care and frequent checking of work. May have an informal process.

Describe how you ensure accuracy in your work, particularly when entering information into a computer.

1	2	3	4	5
Doesn't provide any adequate strategies for ensuring accuracy in their work.		Doesn't provide any adequate strategies for ensuring accuracy in their work.		Provides two or more effective strategies for ensuring accuracy in their work. (i.e. manually checking, using database management tools, etc.)

Typing Speed & Accuracy
Score: 66
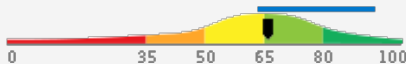
Description:

Evaluates a candidate's ability to enter data into a computer screen using a keyboard at both an acceptable rate of speed and degree of accuracy.

Interpretation:

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

Above average. Types information quickly and accurately compared to peers. Submitted work typically requires only light review prior to sending to end users or customers.

• Speed: 60 Words/Min
• Accuracy-Adjusted Speed: 50 Words/Min
• Accuracy: 85%

Can you tell me about a time when your ability to type quickly and accurately helped you achieve a goal or objective?

1	2	3	4	5
Typing or data entry is not relevant to example.		Example is somewhat related to typing or data entry speed and accuracy.		Example demonstrates fast and accurate data entry or typing under pressure.

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.
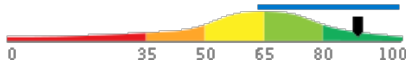
Detail	Interview Guide

Adaptability

Score: 89

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.

Thrives on change. Sees self as very flexible and easy-going. However, he or she may often be perceived as disinterested, unmotivated, or too easy-going in times of upheaval.

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 ☆ 2 ☆ 3 ☆ 4 ☆ 5

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

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

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

What are some of the techniques you use to keep yourself from getting burnt out when faced with ever-changing conditions?

☆ 1 ☆ 2 ☆ 3 ☆ 4 ☆ 5

1 Candidate doesn't have an effective technique to keep them from getting burnt out.

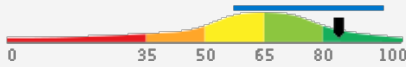**3** Candidate is only able to explain one effective technique to keep them from getting burnt out.

5 Candidate explains multiple effective techniques allowing themselves to not get burnt out.

Detail

Interview Guide

Drive
Score: 84

0   35   50   65   80   100

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 should contribute to enhanced overall job performance.

Highly motivated by challenging goals and tasks, financial rewards, and/or recognition, and willing to work very hard to succeed. Very focused on understanding guidelines, following the rules and personal achievement.

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

☆	☆	☆	☆	☆
1	2	3	4	5

Did not use their time in a beneficial way, or in a way that added value to the organization.		Used their time in a work related way, but those efforts didn't demonstrate hard work or added value (easy).		Used time in a beneficial way and added value to the organization. Showed ability to work hard and willingness to put in extra effort.

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

☆	☆	☆	☆	☆
1	2	3	4	5

| Reaction: Overwhelmed. Struggles to come up with a clear way to overcome the obstacle and doesn't demonstrate hard work.		Reaction: Ready but not excited. Candidate shows they are able to overcome the obstacle but only by doing the bare minimum.		Reaction: Excited and ready. Candidate shows they are able to overcome the obstacle by putting in extra effort and being diligent.

Detail

Interview Guide

Integrity
Score: 10

0   35   50   65   80   100
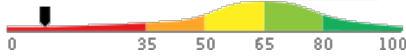
Description:

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	2	3	4	5
Shows that they are not concerned about ethics or organizational values/rules.		Explains only situational circumstances. Judgement does not stem from an ethical standpoint.		Explains only situational circumstances, or no circumstances. Judgement stems from ethical standards.

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

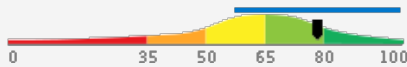| ☆	☆	☆	☆	☆
1	2	3	4	5
Answer shows that they are not concerned about ethics or organizational values/rules.		Explains only situational circumstances. Judgement does not stem from an ethical standpoint.		Explains only situational circumstances, or no circumstances. Judgement stems from ethical standards.

| Detail | Interview Guide |

Resilience
Score: 78

0   35   50   65   80   100

Description:

This scale reflects the degree to which an individual can withstand adversity, bounce back from difficult events, and be persistent in doing work tasks despite difficulties that come their way. High scores on this scale indicate a person will likely be able to deal with difficult situations with ease, perceive they have control over events in their life, and continue to push forward to achieve goals. Low scores on this scale indicate a person may claim that mistakes/failures were out of their control. Low scorers tend to not cope well with on-the-job stress and don't put in the extra effort to achieve success when obstacles come their way.

Please note that resilience is not a fixed trait. Unlike many other personality characteristics, resilience can be developed over time. Additionally, multiple factors can influence how resilient a person is within a specific situation. In recognition of these features, additional probing using suggested interview questions is strongly recommended.

Interpretation:

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

Responses indicate that the candidate can effectively work through difficulties at work by exhibiting positive emotions and the ability to take control of events. Candidate can likely push forward to achieve their goals, even when obstacles come their way.

Describe a time when something at work/school didn't go as planned. How did you feel? How did it impact your work moving forward?

☆	☆	☆	☆	☆
1	2	3	4	5

1	3	5
Feelings had a negative outlook. Event impacted their work in a negative way, they weren't able to learn from it or persevere.	Feelings are true to the situation. Event impacted their work in a negative way but were able to learn from it and persevere.	Feelings are true to the situation but with a positive outlook. The event impacted their work in a positive way or didn't impact their work at all.

How do you normally react to bad news?

☆	☆	☆	☆	☆
1	2	3	4	5

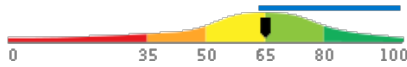| 1	3	5
They get upset and don't know how to work through the challenges.	They get upset, however they see the positive outlook and have a plan to fix the challenges.	They are able to see the positive outlook in the long run and it doesn't impact their work.

hr|avatar
Illuminating Talent

Detail   Interview Guide

Teamwork
Score: 65

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

☆	☆	☆	☆	☆
1	2	3	4	5

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.

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

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

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

Interpretation:

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

Actively cultivates relationships. Comfortable meeting new people and sensitive to how others feel. Works with colleagues and seeks input to develop friendships and meet goals.

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

☆	☆	☆	☆	☆
1	2	3	4	5

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

3 They feel they would work well in either environment but are unable to back that up with rational reasons.
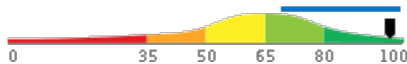
5 Response reflects rational reasons for why they prefer teams, individual, or both. They feel they would work well in either environment.

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: 97

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

☆	☆	☆	☆	☆
1	2	3	4	5

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 high job performance.

Exhibits past behaviors and achievements that are likely to enhance job performance.

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

☆	☆	☆	☆	☆
1	2	3	4	5

The following potential performance risk areas were identified:

• Below average productivity history
• Below average performance reviews
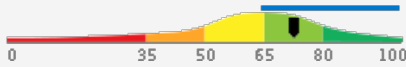Further probing is recommended for each of these items.

Detail

History Survey - Tenure

Score: 72

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:

• Frequent job changes
• Potential long commute
Further probing is recommended for each of these items.

Interview Guide

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

☆ 1 ☆ 2 ☆ 3 ☆ 4 ☆ 5

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?

☆ 1 ☆ 2 ☆ 3 ☆ 4 ☆ 5

Identity Confirmation Photos

The following photos of the candidate and any identification were uploaded during the assessment session.
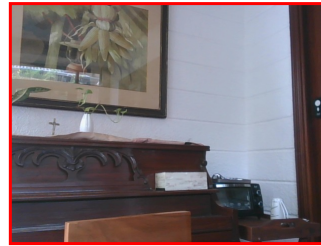
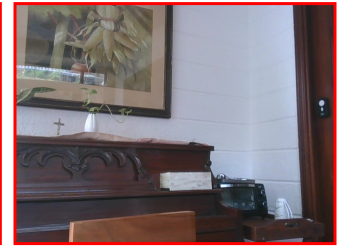| Photo Analysis Results	
- Risk:	Medium risk of cheating based on image inconsistencies
- Percent match among processed faces	100%
- Total images processed	17
- Total images with valid faces	14 (82%)
- Total pairs of faces compared	13
- Pairs in which faces matched	13 (100%)
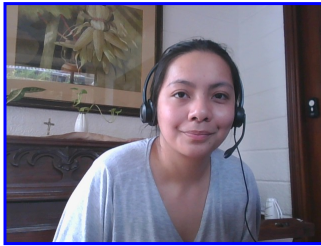
Pre/Post-Test Photo

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

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: 43-3051.00
- O*Net Version: 29.2
- Sim ID: 15364-6, Key: 0-0, Rpt: 13, Prd: 6219, Created: 2025-05-11 09:49 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	89.3766	Z-Statistic	1.6251	4.8808
Attention to Detail	71.1185	Z-Statistic	0.4079	36.5373
Data Entry	73.4530	Z-Statistic	0.5635	12.6059
Drive	84.5838	Z-Statistic	1.3056	5.1704
History Survey - Performance	97.0810	Z-Statistic	2.1387	6.3029
History Survey - Tenure	72.8212	Z-Statistic	0.5214	6.3029
Integrity	10.0000	Z-Statistic	-3.6667	5.2531
Resilience	78.6796	Z-Statistic	0.9120	5.1704
Teamwork	65.5479	Z-Statistic	0.0365	5.1704
Typing Speed & Accuracy	66.4055	Z-Statistic	0.0937	12.6059
Weighted Average of Competency Z-Scores:				0.4028
Mean applied to Raw Weighted Avg:				0.0000
Standard Deviation applied to Raw Weighted Avg:				1.0000
Normalized Raw Score:				0.4028
Mean:				65.0000
Standard Deviation Used:				15.0000
Final Overall Score:				71.0421

Notes

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