

Test Results and Interview Guide

Candidate: **Elizabeth Wantsajob**
Assessment: Adobe Acrobat - Usage and Concepts
Completed: August 25, 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 Adobe Acrobat - Usage and Concepts 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
Elizabeth Wantsajob beth.wantsajob@gmail.com Adobe Acrobat - Usage and Concepts August 25, 2026	82	

The candidate demonstrates an advanced and comprehensive mastery of Adobe Acrobat usage and concepts, reflecting strong proficiency across all major functional areas including document creation, editing, security, optimization, annotation, form management, and collaborative review. This level of knowledge indicates the candidate is highly capable of leveraging Adobe Acrobat effectively and efficiently in a professional environment.

Key
 Candidate Score
 Higher Risk
 Lower Risk

Competency Summary

Competency	Score	Interpretation
Skills/Knowledge (relates to immediate readiness)		
Commenting, Annotating, and Reviewing Documents	76	
Creating, Combining, and Organizing PDF Files	98	
Editing Text and Images in a PDF	69	
Filling Out Forms and Adding Signatures	84	
Protecting, Saving, and Exporting Documents	73	
Viewing and Navigating PDF Documents	94	

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	82nd											
North America	68th											
United States	68th											
Example Company	76th											

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
Knowledge, Skills, and Abilities Summary	-	-	Summary Points (AI): • (Generic Text for Sample Report) Strong performer in Drag and Drop Files tasks, indicating comfort with file management and basic computer interactions. • Demonstrates solid numerical accuracy in Recognizing and Confirming Numbers, a valuable asset in detail-oriented roles. • Moderate overall performance in Analytical Thinking and Attention to Detail, with adequate grammar skills but room for improvement. • Struggles with Reading and Analyzing Problems, which may limit effectiveness in roles requiring critical reading and complex problem-solving. • Lowest performance in Navigating Between Screens, suggesting difficulty with multi-screen software workflows that could impact productivity in computer-intensive roles. Narrative (AI): Elizabeth Wantsajob demonstrates a mixed profile of knowledge, skills, and abilities across the assessed competencies. Elizabeth shows a strong aptitude in Drag and Drop Files, performing well on this technical task and suggesting she is comfortable with this type of computer interaction. This is a notable strength that would translate well into roles requiring file management and basic computer navigation tasks. In the area of Analytical Thinking and Attention to Detail, Elizabeth performs at a moderate level. She demonstrates solid ability in Recognizing and Confirming Numbers, which suggests she is careful and accurate when working with numerical data — a valuable skill in detail-oriented work environments. Her Grammar performance is adequate but leaves room for improvement, indicating she may occasionally make written communication errors. Her weakest area within this competency is Reading and Analyzing Problems, where she struggled to consistently interpret and work through written problem scenarios. This may impact her effectiveness in roles that require critical reading, written comprehension, or complex problem-solving. Elizabeth's most significant area for development is Navigating Between Screens, where she scored considerably lower than the other competencies. This suggests she may have difficulty efficiently moving through software interfaces or multi-screen workflows, which could slow productivity in roles that rely heavily on navigating computer applications or data entry systems. Overall, Elizabeth brings some useful technical strengths, particularly in file management and numerical accuracy, but would benefit from targeted development in software navigation and analytical problem-solving to be fully effective in roles that demand these skills. Computed on: April 2, 2026, 11:09:49PM EDT

Detail

Candidate: Elizabeth Wantsajob, beth.wantsajob@gmail.com
 Assessment: Adobe Acrobat - Usage and Concepts
 Authorized: August 25, 2026, by Sara Maple, Example Company, qamailsaram.mike@hravatar.com
 Started: August 25, 2026, 7:07:20PM EDT
 Completed: August 25, 2026, 7:07:20PM EDT
 Overall Score: 82

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

Commenting, Annotating, and Reviewing Documents

Score: 76



Description:

Covers the tools used to add feedback to a PDF, including highlights, sticky notes, text comments, drawing markups, and stamps. Also includes understanding how to share a document for review and view or respond to comments from others.

Interpretation:

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

The candidate demonstrates a solid and well-rounded knowledge of Adobe Acrobat's commenting and annotation tools, including highlights, text comments, drawing markups, and stamps. They are generally proficient in sharing documents for review and managing or responding to comments within a collaborative review process.

How would you manage and track comments from multiple reviewers in a shared PDF review, and what tools in Adobe Acrobat support this process?



1

Unaware of review workflows or how to view and filter comments from multiple contributors.



2

Knows comments can be viewed in a panel but cannot describe filtering, replying, or tracking review status.



3



4

Explains using the Comments panel to filter, reply to, and resolve comments, and describes shared review features.



5

If a colleague sent you a PDF and asked for your feedback, how would you add comments or notes to the document in Adobe Acrobat?



1

Cannot identify comment tools; suggests printing and writing by hand or other non-digital methods.



2

Knows how to add a sticky note but is unaware of other annotation tools like highlights or drawing markups.



3



4

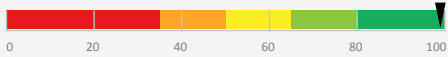
Describes using the Comment toolbar to add highlights, sticky notes, and text markups, and mentions sharing feedback.



5

Detail
Interview Guide
Creating, Combining, and Organizing PDF Files

Score: 98


Description:

Covers how to create PDF files from other documents or images, merge multiple files into one PDF, and organize pages within a document. Includes adding, deleting, rotating, and reordering pages, as well as splitting a PDF into separate files.

Interpretation:

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

The candidate demonstrates a comprehensive and advanced understanding of creating, combining, and organizing PDF files in Adobe Acrobat. They are highly proficient across all related tasks, including converting and merging documents, as well as adding, deleting, rotating, reordering, and splitting pages with confidence and accuracy.

Describe a situation where you might need to reorganize the pages of a PDF, and walk me through how you would do it in Adobe Acrobat.



1

Cannot describe how to reorder or manage pages; unaware of the Organize Pages tool.



2

Knows pages can be rearranged using thumbnails but gives an incomplete or partially incorrect description.



3



4

Clearly explains using the Organize Pages panel to drag, rotate, delete, or extract pages with a practical example.



5

How would you combine two separate PDF files into one document using Adobe Acrobat?



1

Cannot describe the process; unaware of the Combine Files feature.



2

Knows a combining feature exists but cannot clearly describe the steps to complete the task.



3



4

Accurately describes using Combine Files, selecting documents, arranging order, and saving the merged PDF.



5

Detail

Interview Guide

Editing Text and Images in a PDF

Score: 69


Description:

Focuses on the ability to modify existing text and images within a PDF using Adobe Acrobat's editing tools. Includes adding, deleting, or reformatting text, as well as resizing, moving, or replacing images within a document.

Interpretation:

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

The candidate demonstrates a solid and competent understanding of Adobe Acrobat's PDF editing tools and concepts. They can proficiently add, delete, and reformat text as well as resize, move, or replace images, with only occasional difficulty on advanced tasks.

What are some limitations you might run into when editing text or images in a PDF using Adobe Acrobat, and how would you work around them?



1

Unaware of common limitations such as font availability or scanned document restrictions.



2

Mentions that scanned PDFs are harder to edit but cannot explain how to address this.



3



4

Discusses font matching issues, scanned vs. native PDFs, and solutions like OCR or reformatting text boxes.



5

If you needed to fix a typo in a PDF document using Adobe Acrobat, how would you go about doing that?



1

Does not know how to access editing tools; suggests workarounds like remaking the document.



2

Knows to use the Edit PDF tool but struggles to describe the steps in detail.



3



4

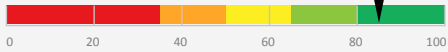
Clearly describes opening the Edit PDF panel, clicking the text, and making changes directly in the document.



5

Detail
Interview Guide
Filling Out Forms and Adding Signatures

Score: 84


Description:

Covers how to fill in interactive and non-interactive PDF forms and how to sign documents electronically using Adobe Acrobat. Includes typing into form fields, using checkboxes and dropdowns, and applying digital or drawn signatures.

Interpretation:

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

The candidate exhibits a strong and comprehensive mastery of filling out PDF forms and applying electronic signatures in Adobe Acrobat. They are highly proficient across all relevant form types and signature methods, demonstrating the ability to handle both routine and complex form and signature tasks with confidence and accuracy.

What is the difference between an electronic signature and a digital signature in Adobe Acrobat, and when would you use each?



1

Cannot distinguish between the two types of signatures or their appropriate use cases.



2

Knows one is more secure but cannot clearly explain the difference or when each is appropriate.



3



4



5

Clearly explains that digital signatures use certificates for authentication while electronic signatures are simpler approvals.

How would you fill out and sign a PDF form using Adobe Acrobat before sending it back to someone?



1

Cannot describe how to fill fields or sign; suggests printing, signing by hand, and scanning.



2

Knows form fields can be typed into but is unsure how to add a signature electronically.



3



4

Describes clicking into form fields, completing all field types, and using Fill & Sign to apply an electronic signature.



5

Protecting, Saving, and Exporting Documents

Score: 73


Description:

Covers how to secure a PDF by setting passwords and permissions, and how to save, export, or print a finished document. Includes reducing file size for sharing, exporting to formats like Word or Excel, and understanding basic document protection settings.

Interpretation:

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

The candidate demonstrates a solid working knowledge of PDF protection, saving, and exporting in Adobe Acrobat. They are generally proficient in applying document security settings, exporting to formats such as word processing or spreadsheet files, and reducing file size for distribution.

What options does Adobe Acrobat give you for reducing a PDF's file size, and what trade-offs should you consider when using them?



1

Unaware of file size reduction tools; cannot describe any trade-offs involved.



2

Knows a compression or reduce file size option exists but cannot explain settings or quality trade-offs.



3



4

Describes Reduce File Size and PDF Optimizer options, and explains trade-offs between image quality and file size.



5

If you needed to send a sensitive PDF and wanted to make sure only certain people could open or edit it, what would you do in Adobe Acrobat?



1

Cannot describe password or permission settings; suggests non-Acrobat methods like email encryption only.



2

Knows a password can be added but cannot distinguish between open passwords and permission restrictions.



3



4

Accurately describes setting an open password and a permissions password to control access and editing rights.



5

Detail

Viewing and Navigating PDF Documents

Score: 94


Description:

Covers the skills needed to open, view, and move through PDF documents in Adobe Acrobat. Includes using zoom tools, scroll modes, page thumbnails, bookmarks, and the navigation panel to find and view content efficiently.

Interpretation:

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

The candidate demonstrates a comprehensive and advanced mastery of Adobe Acrobat, encompassing the full range of skills needed to create, edit, secure, review, and manage high-quality PDF documents. They are highly proficient with tools, panels, and workflows including form handling, OCR text recognition, file optimization, and collaborative review processes.

Interview Guide

What are some ways Adobe Acrobat helps you navigate a large PDF document more efficiently, and when would you use each method?



1

Mentions only basic scrolling; cannot distinguish between navigation tools or their use cases.



2

Identifies bookmarks and page thumbnails but gives limited explanation of when to use each.



3



4

Compares bookmarks, thumbnails, the Find tool, and the page number field with clear, practical use cases for each.



5

Can you walk me through how you would open a PDF in Adobe Acrobat and navigate to a specific page in the middle of a long document?



1

Cannot describe basic steps; confuses tools or navigation methods.



2

Describes opening a file and scrolling but misses efficient tools like the page number box or bookmarks.



3



4

Clearly explains using the page number field, bookmarks panel, or thumbnails for fast, precise navigation.



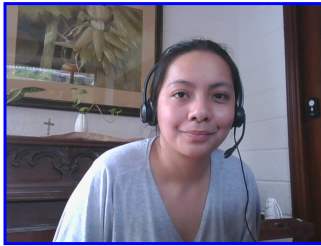
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Identity Confirmation Photos

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

Photo Analysis Results

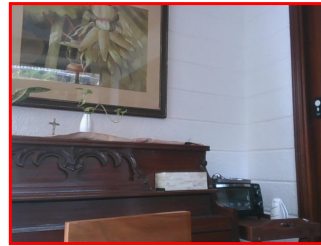
- Risk:	Medium risk of cheating based on image inconsistencies
- Percent match among processed faces	100%
- Total images processed	17
- Total images with valid faces	14 (82%)
- Total pairs of faces compared	13
- Pairs in which faces matched	13 (100%)



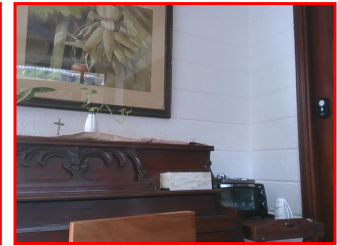
Pre/Post-Test Photo



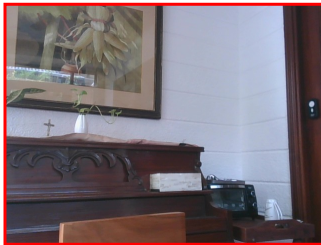
ID Photo



In-Test Error Detected (No Face Detected)



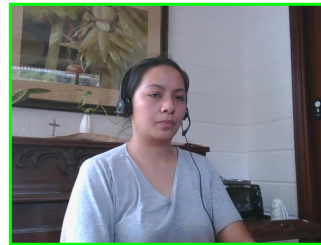
In-Test Error Detected (No Face Detected)



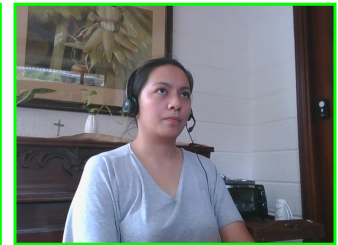
In-Test Error Detected (No Face Detected)



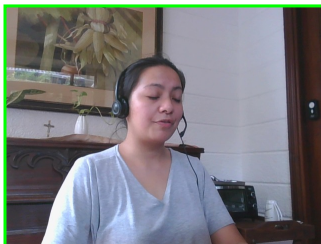
In-Test Photo



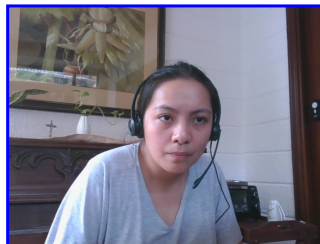
In-Test Photo



In-Test Photo



In-Test Photo



Pre/Post-Test Photo

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.
- 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: 21050-1, Key: 0-0, Rpt: 68, Prd: 9891, Created: 2026-08-25 19:07 EDT
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Score Calculation Detail

The following table provides a summary of how the overall score was calculated from each of the individual competency scores. First, all competency scores are calculated on a scale of 0-100. Note that some competencies use their color category rather than their actual numeric score in the overall calculation. For these, a standard score associated with the assigned color category is used in the overall score calculation rather than the actual numeric score. This is reflected in the "Score Value Used" column. Next, a weighted average of scores is computed using individual competency weights, typically set using job analysis data provided by the US Government Occupational Information Network (O*Net).

Competency	Score	How applied to overall	Score Value Used	Weight (%)
Commenting, Annotating, and Reviewing Documents	76.1232	Numeric Score	76.1232	16.6667
Creating, Combining, and Organizing PDF Files	98.8799	Numeric Score	98.8799	16.6667
Editing Text and Images in a PDF	69.7256	Numeric Score	69.7256	16.6667
Filling Out Forms and Adding Signatures	84.7852	Numeric Score	84.7852	16.6667
Protecting, Saving, and Exporting Documents	73.8497	Numeric Score	73.8497	16.6667
Viewing and Navigating PDF Documents	94.4381	Numeric Score	94.4381	16.6667
Weighted Average:				82.9669
Final Overall Score:				82

Notes

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