

# Test Results and Interview Guide

Candidate: **Elizabeth Wantsajob**  
Assessment: Google Docs - Usage and Concepts  
Completed: August 29, 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 Google Docs - 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                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------|
| <b>Elizabeth Wantsajob</b><br>beth.wantsajob@gmail.com<br>Google Docs - Usage and Concepts<br>August 29, 2026                                                                                                                                                                                                                                                                                                                                             | <b>81</b> |  |
| <p>The candidate exhibits a comprehensive and advanced understanding of Google Docs and Google Drive, reflecting strong proficiency across all major areas including document formatting, content structuring, file and folder management, collaboration and sharing settings, and version history. This individual is well-equipped to independently manage complex document workflows and effectively support or guide others in using these tools.</p> |           |                                                                                     |
| <b>Key</b><br>↓ Candidate Score<br><span style="color: red;">■</span> Higher Risk<br><span style="color: green;">■</span> Lower Risk                                                                                                                                                                                                                                                                                                                      |           |                                                                                     |

## Competency Summary

| Competency                                               | Score | Interpretation                                                                       |
|----------------------------------------------------------|-------|--------------------------------------------------------------------------------------|
| <b>Skills/Knowledge (relates to immediate readiness)</b> |       |                                                                                      |
| Creating and Editing Documents                           | 97    |    |
| Formatting Text and Documents                            | 78    |    |
| Inserting and Structuring Content                        | 85    |   |
| Organizing Files in Google Drive                         | 67    |  |
| Sharing and Collaboration                                | 67    |  |
| Version History and Exporting Documents                  | 89    |  |

## 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           | 81st       |  |    |    |    |    |    |    |    |    |    |     |
| North America    | 67th       |  |    |    |    |    |    |    |    |    |    |     |
| United States    | 67th       |  |    |    |    |    |    |    |    |    |    |     |
| Example Company  | 74th       |  |    |    |    |    |    |    |    |    |    |     |

## 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 | -     | -          | <p>Summary Points (AI):</p> <ul style="list-style-type: none"> <li>• (Generic Text for Sample Report) Strong performer in Drag and Drop Files tasks, indicating comfort with file management and basic computer interactions.</li> <li>• Demonstrates solid numerical accuracy in Recognizing and Confirming Numbers, a valuable asset in detail-oriented roles.</li> <li>• Moderate overall performance in Analytical Thinking and Attention to Detail, with adequate grammar skills but room for improvement.</li> <li>• Struggles with Reading and Analyzing Problems, which may limit effectiveness in roles requiring critical reading and complex problem-solving.</li> <li>• Lowest performance in Navigating Between Screens, suggesting difficulty with multi-screen software workflows that could impact productivity in computer-intensive roles.</li> </ul> <p>Narrative (AI): Elizabeth Wantsajob demonstrates a mixed profile of knowledge, skills, and abilities across the assessed competencies.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Computed on: April 2, 2026, 11:09:49PM EDT</p> |

## Detail

Candidate: Elizabeth Wantsajob, beth.wantsajob@gmail.com  
 Assessment: Google Docs - Usage and Concepts  
 Authorized: August 29, 2026, by Sara Maple, Example Company, qamailsaram.mike@hravatar.com  
 Started: August 29, 2026, 6:22:35PM EDT  
 Completed: August 29, 2026, 6:22:35PM EDT  
 Overall Score: 81

## 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

#### Creating and Editing Documents

Score: 97



##### Description:

Covers how to create new documents in Google Docs, either from scratch or using a template within Google Drive. Includes basic editing tasks such as typing, deleting, copying, and pasting content within a document.

##### Interpretation:

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

The candidate demonstrates a comprehensive and advanced command of Google Docs and Google Drive, reflecting strong proficiency across all key areas including document creation and formatting, collaboration and review workflows, file organization, and version history management. They are well-equipped to independently handle complex document tasks, manage shared permissions, and leverage the full range of available features effectively.

Describe a situation where using a template in Google Docs would save you time compared to starting from a blank document. What kinds of templates have you used or would you look for?



1

Cannot identify a relevant use case or is unaware templates exist.



2

Identifies a general use case but gives limited detail about template types or access.



3



4



5

Gives a specific, practical example and demonstrates clear knowledge of finding and using templates.

Can you walk me through how you would start a new document in Google Docs, and describe what options are available to you when doing so?



1

Cannot describe basic steps or confuses Google Docs with other tools.



2

Describes creating a blank document but is unaware of templates.



3



4



5

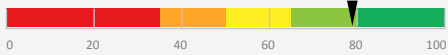
Clearly explains creating blank docs and using templates from Drive or the template gallery.

## Detail

## Interview Guide

**Formatting Text and Documents**

Score: 78


*Description:*

Covers how to format text using styles, fonts, alignment, spacing, and paragraph settings. Includes using headings and built-in styles to create a consistent and readable document layout.

*Interpretation:*

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

The candidate demonstrates a solid understanding of text and document formatting in Google Docs. They are likely proficient in applying styles, fonts, alignment, spacing, and paragraph settings, and can generally use headings and built-in styles to produce well-structured and readable documents.

How would you use heading styles in Google Docs to organize a long document, and what benefit does this provide beyond just changing how the text looks?



1

Does not know what heading styles are or only mentions visual appearance.



2

Understands headings change appearance but does not mention navigation or document structure benefits.



3



4

Explains heading styles enable document navigation, outline view, and consistent structure throughout the document.



5

If someone asked you to make a document look more professional by adjusting the text formatting, what are some basic formatting changes you know how to make in Google Docs?



1

Can only name one or two basic options like bold or font size with no further detail.



2

Mentions several formatting options but cannot explain how to apply styles or adjust spacing.



3



4

Describes a range of formatting tools including styles, alignment, line spacing, and paragraph settings.



5

**Detail**
**Interview Guide**
**Inserting and Structuring Content**

Score: 85


**Description:**

Covers how to insert elements such as tables, images, and links into a Google Doc. Includes using headers, footers, and page breaks to organize and structure a document's layout.

**Interpretation:**

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

The candidate demonstrates a high level of proficiency in inserting and structuring content in Google Docs. They exhibit strong command of inserting elements such as tables, images, and links, as well as expertly applying headers, footers, and page breaks to produce well-organized and professionally structured documents.

How would you set up a multi-page document in Google Docs so that each page has a consistent header with the document title and the pages are clearly separated by section?



1

Is unaware of headers or page breaks, or confuses them with other formatting options.



2

Knows how to add a header or page break but cannot describe doing both together in a structured way.



3



4



5

Explains inserting a header with title text and using page breaks to separate sections clearly and consistently.

How would you add a table to a Google Doc, and can you think of a situation at work where inserting a table would be useful?



1

Is unsure how to insert a table or cannot describe a practical use case.



2

Knows how to insert a table but gives a vague or generic use case.



3



4

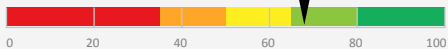


5

Clearly explains how to insert a table, set its size, and gives a specific, relevant workplace example.

**Organizing Files in Google Drive**

Score: 67


**Description:**

Covers how to organize documents and other files within Google Drive using folders. Includes renaming, moving, and deleting files, restoring items from trash, and using search to locate documents.

**Interpretation:**

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

The candidate demonstrates a solid working knowledge of Google Drive file organization. They are likely proficient in managing files and folders, including moving and deleting files, recovering items from trash, and using search to locate documents with minimal difficulty.

Imagine you accidentally deleted an important document in Google Drive. How would you go about recovering it, and is there any situation where recovery might not be possible?



1

Does not know files go to trash or believes deletion is permanent with no recovery option.



2

Knows to check the trash but is unsure about time limits or permanent deletion.



3



4



5

Explains finding the file in trash, restoring it, and notes that files are permanently deleted after 30 days.

If you had saved several Google Docs for a project and wanted to keep them organized, what steps would you take in Google Drive to manage those files?



1

Cannot describe how to create folders or move files in Drive.



2

Mentions creating a folder but does not describe moving files or other organizational steps.



3



4



5

Describes creating a folder, moving files into it, and naming files clearly for easy retrieval.

## Detail

## Interview Guide

**Sharing and Collaboration**

Score: 67


*Description:*

Covers how to share documents with others in Google Docs and Google Drive, including setting permission levels such as viewer, commenter, or editor. Includes real-time collaboration features, adding comments, tracking changes, and resolving suggestions.

*Interpretation:*

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

The candidate demonstrates a solid understanding of sharing and collaboration in Google Docs and Google Drive, including setting permission levels and using real-time collaboration features. They are likely proficient with adding and managing comments and working with suggestions, with only minor gaps in more advanced areas.

Describe how you would use the comments and suggestions features in Google Docs when collaborating on a document with a team. How do you handle resolving feedback once it has been addressed?



1

Confuses comments with suggestions or cannot describe how to resolve or respond to feedback.



2

Describes adding comments but gives limited detail about suggestions mode or resolving feedback.



3



4

Clearly distinguishes comments from suggestions, explains how to respond, resolve, and accept or reject changes.



5

If you needed to send a Google Doc to a colleague so they could give feedback without changing the content, how would you do that?



1

Suggests downloading and emailing the file or is unsure how sharing permissions work.



2

Knows how to share but is unsure which permission level prevents editing.



3



4

Clearly explains sharing the document and setting the permission to 'Commenter' to allow feedback without editing.



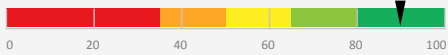
5

## Detail

## Interview Guide

**Version History and Exporting Documents**

Score: 89


**Description:**

Covers how to view and restore previous versions of a document using Google Docs version history. Includes how to export or download a document in other file formats such as Microsoft Word or PDF.

**Interpretation:**

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

The candidate exhibits a strong and comprehensive knowledge of Google Docs version history and document exporting capabilities. They are highly proficient in managing document versions, restoring prior states, and exporting documents across a variety of file formats with confidence and accuracy.

If a colleague who uses Microsoft Word asks you to send them a document you created in Google Docs, how would you provide it in a format they can open and edit easily?



1

Is unsure how to export or suggests copying and pasting content manually.



2

Knows how to download the file but is unsure which format to choose for Word compatibility.



3



4

Explains using File > Download > Microsoft Word (.docx) and notes the recipient can edit it in Word.



5

Have you ever needed to go back to an earlier version of a document after making changes? How would you do that in Google Docs?



1

Is unaware of version history or believes changes cannot be undone beyond basic undo.



2

Knows version history exists but cannot describe how to access or restore a previous version.



3



4

Clearly explains accessing version history via File menu and restoring or naming a previous version.



5

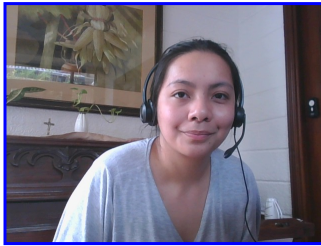


## Identity Confirmation Photos

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

### Photo Analysis Results

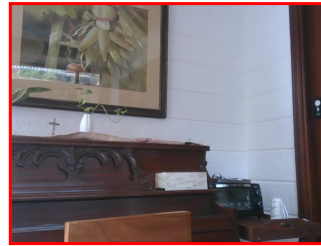
|                                       |                                                        |
|---------------------------------------|--------------------------------------------------------|
| - Risk:                               | Medium risk of cheating based on image inconsistencies |
| - 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%)                                              |



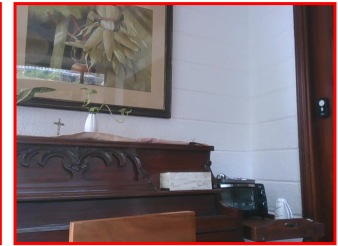
*Pre/Post-Test Photo*



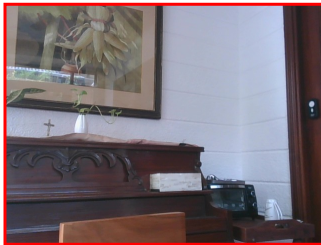
*ID Photo*



*In-Test Error Detected (No Face Detected)*



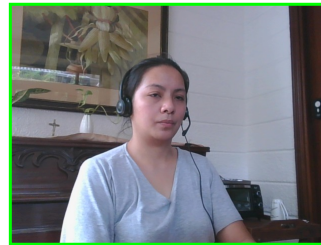
*In-Test Error Detected (No Face Detected)*



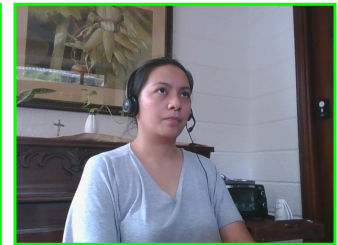
*In-Test Error Detected (No Face Detected)*



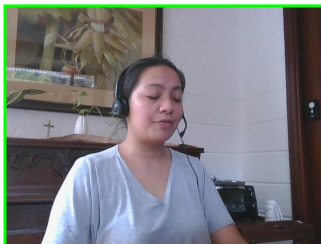
*In-Test Photo*



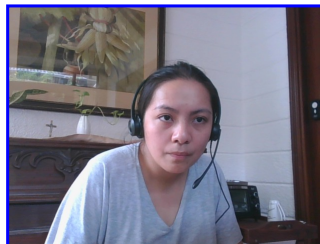
*In-Test Photo*



*In-Test Photo*



*In-Test Photo*



*Pre/Post-Test Photo*

## 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.
- Sim ID: 21060-1, Key: 0-0, Rpt: 68, Prd: 9910, Created: 2026-08-29 18:22 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 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 (%) |
|-----------------------------------------|---------|------------------------|------------------|------------|
| Creating and Editing Documents          | 97.7955 | Numeric Score          | 97.7955          | 16.6667    |
| Formatting Text and Documents           | 78.8768 | Numeric Score          | 78.8768          | 16.6667    |
| Inserting and Structuring Content       | 85.0578 | Numeric Score          | 85.0578          | 16.6667    |
| Organizing Files in Google Drive        | 67.7074 | Numeric Score          | 67.7074          | 16.6667    |
| Sharing and Collaboration               | 67.1484 | Numeric Score          | 67.1484          | 16.6667    |
| Version History and Exporting Documents | 89.7533 | Numeric Score          | 89.7533          | 16.6667    |
| Weighted Average:                       |         |                        |                  | 81.0566    |
| Final Overall Score:                    |         |                        |                  | 81         |

**Notes**

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