

Prevue Assessment Overview

The Prevue is a valid, reliable and fair psychometric assessment that can be used during the full lifecycle of an employee, from pre-employment hiring to team building and succession planning, to measure talent and make informed and objective personnel decisions. People are typically hired based on skills but fired due to fit. Combining a battery of mental abilities, interests and personality assessments, this tool enables you to assess potential candidates on important traits that directly impact success on the job and determine the “best fit”.

Prevue predicts job suitability by comparing candidate’s results against a **Benchmark** created specifically to reflect the nuances of the job for which you are recruiting. The Benchmark can be created from a composite of the abilities, interests and personality traits of individuals who are currently successful in the job, from management’s input or a combination of the two.

The Prevue Assessment is unique in that it measures General Mental Ability, Interests, and Personality together to present the “Total Person” so that you can **avoid the cost of a bad hire, reduce employee turnover and identify future leaders**. As an assessment rather than a test, there are no “wrong” answers; only results that suggest an individual is better suited to one type of work than another.

Why Do Employers Use Assessments? Organizations use psychometric assessments to help them with a number of HR management functions including:

- **Selection & Placement** – A Society for HR Management (SHRM) study found that a bad hire can cost a company anywhere from \$20,000 for an intermediate position up to \$300,000 for a sales position. Assessments help in identifying and hiring the best people for the job and the organization in a fair and efficient manner so the costs of a bad hire can be avoided. Desired attributes like Honesty and Integrity, Motivation and Drive, or Interest in the Work cannot be measured via an interview.
- **Training & Development** – A *Harvard Business Review* study determined that organizations who utilize Job Fit Assessments can lower employee turnover by up to 50%. By identifying those applicants or employees who might benefit from particular training programs or coaching, organizations can improve employee retention and reduce turnover.
- **Succession Planning & Promotion** – Identifying employees who possess the potential for higher level activities and can be the future leaders builds the bench strength and foundation of the organization.

- Career Exploration –Helping people to make career decisions within an organization, particularly for larger companies who have a wide range of jobs.

Assessments are generally used in the hiring process to gather information on a job applicant's knowledge (particularly where a special level of knowledge is required), skills (where particular skills are required), abilities (measuring underlying abilities such as aptitude for verbal or numerical problem solving) and experience.

What Makes a Good Assessment? The US Department of Labor has established guidelines for employers to utilize when selecting assessments and recommends:

- Use the “Whole Person” approach
- Have clear evidence of validation procedures, reliability and fairness
- Meet the US Department of Labor Validity and Reliability criteria.

By combining measures of General Abilities, Motivations/Interests, and Personality into one assessment, the Prevue uncovers the “Total Person” so employers can find the best job fit for a position. Furthermore, Prevue is one of only a handful of assessments that have actually been upheld in a court of law as a reliable, valid and fair assessment for employment selection.

Normative scored psychometric assessments like Prevue also provide a way of comparing any individual's scores with the scores of a specific group such as the general working population. When used with a Benchmark, they can also match or compare an individual's scores to the preferred scores for a particular position.

Because psychometric assessments have these properties, they allow employers to make objective, statistically based judgments about a person's capabilities or potential for acting or behaving in a way that will assure success in a specific job.

How does Prevue Work? The Prevue is easily administered online and consists of twenty (20) scales where a person's score is reported in relation to a normal curve based on the general working population:

- Four Mental Ability Scales
- Three Interest Scales
- Twelve Personality Scales
- A Social Desirability Scale

Ability Scales: General Ability has been shown to be the # 1 predictor of job performance. The Ability Scales are divided into the major scale of **General Ability** and three minor scales that measure an individual's ability to learn new information in different media. Mental abilities is not an IQ test but is an indication of how well a person thinks ahead to anticipate the effects of actions and decisions and how quickly he or she learns.

The three minor Ability scales examine learning and reasoning skills potential.

1. ***Working with Words Scale*** is an evaluation of reasoning with and using written language effectively. It is an indication of written communication skills. Almost every job requires some level of ability to use verbal information whether comprehending simple written instructions, understanding workplace manuals or writing management reports.
2. ***Working with Numbers Scale*** is an evaluation of numerical reasoning ability. It shows how well and individual reasons with new information, data and numbers. It indicates the ability to reason logically and solve problems.
3. ***Working with Shapes Scale*** has to do with spatial skills, or how well a person is able to manipulate objects, both physically and visually. It is an indication of a person's ability to think and reason in three dimensions. Many jobs involve tasks where you have to imagine how items or images can be organized or arranged within a particular space or area.

Interests Scales: People generally work more effectively in jobs that are aligned with their interests. The Motivation/Interests scales measure types of work or tasks an individual prefers in three scales based on the same criteria as the USA Dictionary of Occupational Titles.

1. ***Working with People Scale*** measures the extent to which an individual needs or wants involvement with people. It also indicates whether a person wants to mentor, negotiate, instruct, supervise, delegate, persuade, interact, serve and/or help people.
2. ***Working with Data Scale*** measures how a person feels about working with statistics, symbols, facts and figures. It is different from Working with Numbers because it measures interests, not abilities. Working with Data indicates an interest in synthesizing, co-ordination, analyzing, compiling, computing, copying and comparing.
3. ***Working with Things Scale*** measures an individual's interest in working with inanimate objects such as machinery, tools and equipment. An interest in Working with Things includes setting up, precision working, operating-controlling, driving-operating, manipulating, tending, feeding-unloading and handling.

Personality Scales: People are like icebergs; there is so much information that is typically not volunteered or uncovered in an interview. However, the quality of a normative and valid assessment like Prevue lifts more of the iceberg out of the water so there is less guesswork in the selection process. Rather than measuring "type" of personality like the popular Myers-Briggs or "state of mind" like DISC, the Prevue Personality Scales examine the underlying personality traits that identify an individual's preferred way of acting and thinking. The Prevue Personality Assessment is based on what is known as The Big Five or Five Factor Model of personality,

which identifies the primary personality dimensions that underpin all observable behavior, with two minor scales supporting each major scale.

- ***Diplomatic vs. Independence Scale*** measures the degree to which an individual wants others to win vs. themselves and how willing they will be to speak out.
 - Cooperative vs. Competitive
 - Submissive vs. Assertive
- ***Spontaneous vs. Conscientious Scale*** measures an individual's degree of flexibility for change and attention to detail.
 - Innovative vs. Conventional
 - Reactive vs. Organized
- ***Introvert vs. Extrovert Scale*** measures the degree to which an individual is energized by being around others and their desire to be the center of attention.
 - Self-Sufficient vs. Group-Oriented
 - Reserved vs. Outgoing
- ***Emotional vs. Stable Scale*** measures an individual's sense of urgency and how they deal with criticism and stress.
 - Restless vs. Poised
 - Excitable vs. Relaxed

An individual's personality profile, like ability, is a key influence on how a person performs at work. It is particularly important in situations that involve interaction and cooperation with other people such as managerial, supervisory, customer-oriented, team or group based activities. The Prevue Personality Assessment, when used with a Job Benchmark, is designed to measure how an individual fits the behavioral requirements of a particular job; or, conversely, if they are already in a job to identify the individual's training and developmental needs.

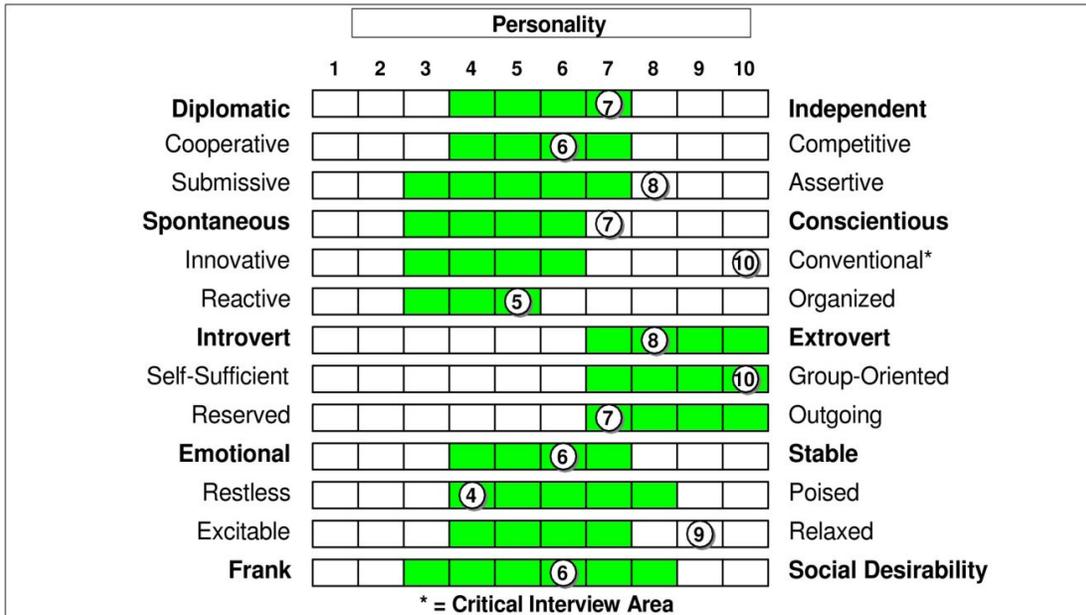
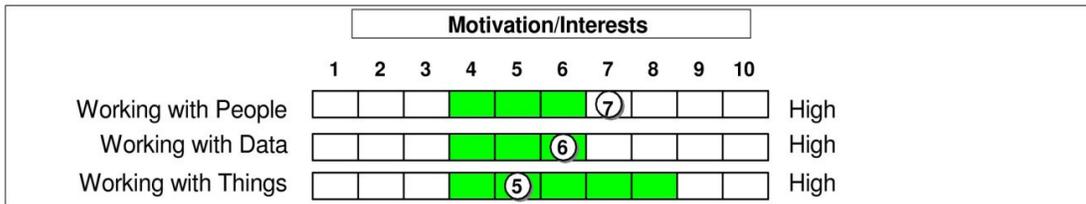
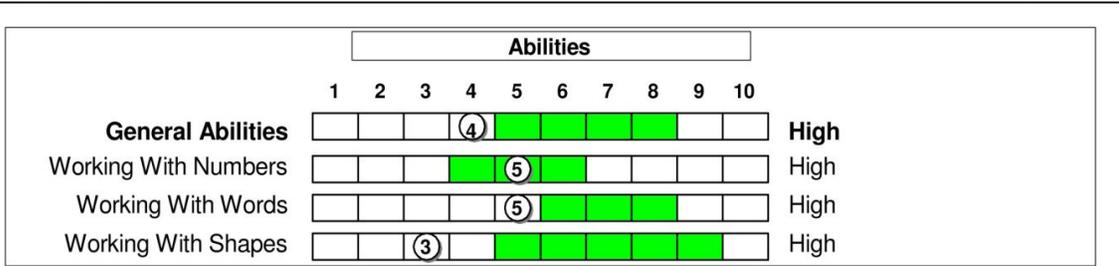
Social Desirability Scale: The **Frank vs. Social Desirability Scale** is not a personality measure per se, rather it is a reliability scale that serves as an indicator of possible behavior. The scale provides insight into how a candidate has completed the assessment and if they have tried to manipulate their results.

Tom Willingham of The Hampton Group has extensive knowledge and experience working with psychometric assessments, especially with the Prevue Assessment. He has used Prevue for over 17 years (first, to hire staff as a manager, then in consulting with clients). Tom is well-versed in process improvement and utilizes Prevue to help clients improve their Hiring Process. As an expert in strategy and execution management, Tom also helps clients to close the Execution Value Gap by using the KeyneLink™ Execution Management System.

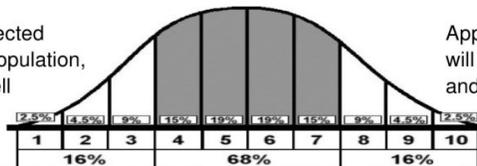
Prevue Benchmark

Mary Sample

Insurance Sales Agent



The assessment scores collected from a large sample of the population, when graphed, produce a bell shaped curve as shown.



Approximately 16% of the population will have sten scores in the 1-3 range and 16% in the 8-10 ranges. The other 68% in the 4-7 range.

A Prevue benchmark illustrates the required characteristics for this job as decided by management. The green shadowed areas above graphically represent the benchmark for this Insurance Sales Agent position. The number on each scale is Mary Sample's actual score. The following percentage reflects the degree of suitability of her scores when compared to this benchmark.

Prevue Job Benchmark Suitability		Suitability
The Prevue Benchmark Suitability should comprise not more than one-third of the selection decision process. The other aspects of the selection decision process, including the job interview, candidate history and background check, should be furnished by management.		68%*