



Report designed for

Sally Sample

ProfileXT[®]

Interview Guide - Total Person

Performance Model: Widget Bender ***SAMPLE FOR PXT***

Performance Model Date: 02/04/2010

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Introduction

The interview is an important part of the selection process; however, studies show that most interviews are poorly done. Using a stock list of interview questions to ask every candidate will not lead the interviewer to the important areas necessary for the effective placement of each individual. This Interview Guide, coupled with the ProfileXT Performance Model Comparison, will help make each interview a valuable tool.

The scientifically developed Performance Model for this position reflects a solid understanding of what the job requires. The Total Person information related to this model allows us to create interview questions that will allow you to get the information you need to make the best possible decision about each candidate.

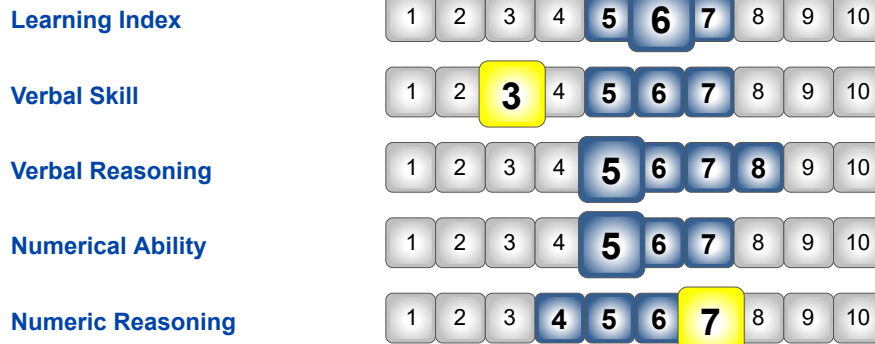
This report reflects the responses provided by Sally Sample when she completed the ProfileXT assessment. A Summary Graph is included that shows her scores and how she fits to the Performance Model for this position. It gives a quick overview of where she is in or out of the model and also shows her overall percentage match. The result for each characteristic is illustrated on a scale from 1 to 10. The darker area on each scale represents the best Job Match for the position. The enlarged segment of the scale shows where Sally scored. If the enlarged segment is dark, Sally is in the Job Match model. If it is lighter, she is not.

The interview questions provided are based on how well Ms. Sample fits the Performance Model. Where she is outside the model the questions will take the interviewer into areas where potentially important information will be addressed. The questions provided where she is in the model provide you with confirmation that she is right for the job. Each question should be considered for use in her placement interview. A space is provided to record the interviewer's thoughts when the response to a question provides important information regarding placement in the position for which Ms. Sample is being considered.

Please consult the User's Guide for additional information on using these results when working with Sally. As discussed in the User's Guide for this product, the results from this or any assessment should never make up more than a third of the final decision in placements.

Summary Graph

Overall Job Match - 69%



Thinking Style
82% Match



Behavioral Traits
54% Match


Distortion for this assessment is within the acceptable range.

Top Interests for Sally Sample

-  Enterprising
-  People Service
-  Creative

Top Interests for this Performance Model

-  Financial/Administrative
-  People Service
-  Enterprising

 = Match

Interests
71% Match

Interview Questions

Interview questions are provided for Sally to facilitate an effective interview process. Behavioral Considerations for each scale relate to her actual scores. Where the scores for Ms. Sample fall within the Performance Model, one interview question is provided. Should she fall outside of the model, additional questions are provided.

Thinking Style

Learning Index

An index of expected learning, reasoning, and problem solving potential.



Interview Question

- When receiving training for new skills, do you prefer the opportunity to practice the skill "hands-on" or do you get most from the lectures of the instructor?

[Interviewer's Notes](#)

Verbal Skill

A measure of verbal skill through vocabulary.



Behavioral Considerations

On the Verbal Skill scale Ms. Sample is below the designated Performance Model for this position. This suggests that her ability to use a thorough vocabulary is less than the position typically requires and that she could have a problem with communicating ideas and concepts. Discussions with her should explore the possibility that for Ms. Sample, the position may be overly challenging and could lead to frustration and a reduction in her level of performance.

Interview Questions

- Have you ever had someone become upset because you needed instructions repeated? How have you dealt with such a situation?
[Interviewer's Notes](#)
- Some people read well but don't always remember what they have read. Do you ever experience this type of situation? How do you deal with it?
[Interviewer's Notes](#)
- How often do you read instructions or memos and have difficulty understanding what they mean? Give some examples.
[Interviewer's Notes](#)

Verbal Reasoning

Using words as a basis in reasoning and problem solving.



Interview Question

- Describe a time when you dealt with a miscommunication and tell me how you discovered that an error in understanding had been made.
[Interviewer's Notes](#)

Numerical Ability

A measure of numeric calculation ability.



Interview Question

- What opportunity have you had recently to calculate numerical problems? Did you use a calculator to help?

[Interviewer's Notes](#)

Numeric Reasoning

Using numbers as a basis in reasoning and problem solving.



Behavioral Considerations

On the Numerical Reasoning scale Ms. Sample is outside the designated profile for this Performance Model. This suggests that her ability to analyze numerical data as part of the decision making process is different than the position typically requires. Discussions with her should explore the possibility that for Ms. Sample, the position may be inappropriate for her ability level.

Interview Questions

- Describe a recent experience you had in adapting to new methods in numerical processes at work.

[Interviewer's Notes](#)

- Describe a situation in which you had to prove to a superior that there was a mistake in their calculations.

[Interviewer's Notes](#)

- How do you insure the accuracy of your mathematical work and the work of your co-workers?

[Interviewer's Notes](#)

- Tell me about your experience with achieving timely results with numerical computations.

[Interviewer's Notes](#)

Behavioral Traits

Energy Level

Tendency to display endurance and capacity for a fast pace.



Interview Question

- What experiences have you had in managing multiple projects? How did you cope with the stress of such a situation?

[Interviewer's Notes](#)

Assertiveness

Tendency to take charge of people and situations. Leads more than follows.



Behavioral Considerations

Ms. Sample scored above the Performance Model for this position in the Assertiveness scale. She may find the environment of this position challenging in the area of how much control is appropriately exerted over others. While talking with her, determine her ability to practice greater diplomacy in her interpersonal relations.

Interview Questions

- Has there ever been a time when speaking up about your ideas has gotten you into trouble? What happened and how did it make you feel?

[Interviewer's Notes](#)

- Describe a time when you communicated something unpleasant or difficult to say to your manager. How did you assert yourself?

[Interviewer's Notes](#)

- Tell me about a time when you had to suppress your thoughts and be quiet about a problem even though you believed you had a better solution.
[Interviewer's Notes](#)
- Tell me about a situation when you had to "stand up" for a decision you made even though it made you unpopular.
[Interviewer's Notes](#)

Sociability

Tendency to be outgoing, people-oriented, and participate with others.



Behavioral Considerations

Ms. Sample achieved a Sociability score that is outside the designated profile for this Performance Model. This suggests that her orientation for working within a team is different than the position typically requires but that she may be able to perform well with adequate training. Discussions with her should determine her potential for training and willingness to adapt to the work environment of this position.

Interview Questions

- Describe the usefulness of small talk with clients and co-workers, if any.
[Interviewer's Notes](#)
- How do you typically create a network of contacts?
[Interviewer's Notes](#)

- If one person had to remain in the office while the rest went to a meeting, would you volunteer to stay and how would you make the best use of that time?
[Interviewer's Notes](#)
- What is the perfect level of client or co-worker contact for you? What are your feelings about that?
[Interviewer's Notes](#)

Manageability

Tendency to follow policies, accept external controls and supervision, and work within the rules.



Interview Question

- In what manner do you typically resolve conflicts at work?
[Interviewer's Notes](#)

Attitude

Tendency to have a positive attitude regarding people and outcomes.



Behavioral Considerations

On the Attitude scale Ms. Sample is below the designated Performance Model for this position. This suggests that her general response to others will be pessimistic compared to the most successful individuals in this position. Discussions with her should explore the possibility that for Ms. Sample, the position may be overly challenging and could lead to frustration and a reduction in her level of performance.

Interview Questions

- Describe the last time you experienced a big change in the workplace, like a new set of regulations, for example. How did you feel about those changes?
[Interviewer's Notes](#)
- Tell me about a high stress situation when it was desirable for you to keep a positive attitude. What happened?
[Interviewer's Notes](#)
- Describe a specific time when your skepticism had a negative effect on a customer or client.
[Interviewer's Notes](#)
- What role have you played in the recent past in which your team was unmotivated and how did you resolve the problem?
[Interviewer's Notes](#)

Decisiveness

Uses available information to make decisions quickly.



Behavioral Considerations

On the Decisiveness scale, Ms. Sample is above the designated Performance Model for this position. This suggests that she may act without a thorough understanding of the related details. Discussions with her should determine the extent of her spontaneity in decision-making, and consider if her effectiveness could be enhanced by more deliberation.

Interview Questions

- Many situations at work will require fast thinking and speed in making decisions. Give me an example of a situation in which you were especially skillful in making a decision quickly.
[Interviewer's Notes](#)
- Describe a situation in which you had to take immediate action in a crisis involving human life or severe financial consequences.
[Interviewer's Notes](#)
- What role should coworkers play in your decision making process?
[Interviewer's Notes](#)
- Tell me about a decision you made that you regret. How long did you deliberate before you made that decision?
[Interviewer's Notes](#)

Accommodating

Tendency to be friendly, cooperative, agreeable. To be a team person.



Behavioral Considerations

Ms. Sample achieved an Accommodating score outside the designated profile for this Performance Model. This suggests her willingness to cooperate with others is different than the position typically requires and she may have a problem with the work environment. Discussions with her should explore the possibility for Ms. Sample, the climate of this position may be too challenging and could lead to frustration and a reduction in her level of performance.

Interview Questions

- When, if ever, is it appropriate to tell it like it is, that is, to be blunt with a co-worker?
[Interviewer's Notes](#)
- In the work situation, we must all compromise to make things happen. Tell me about a time when you felt it necessary to compromise your own immediate interests in order to be tolerant of another person's needs.
[Interviewer's Notes](#)
- What role, if any, do conflict and cooperation play in teamwork?
[Interviewer's Notes](#)
- What is it like for you when it seems that a co-worker or supervisor is trying to manipulate you?
[Interviewer's Notes](#)

Independence

Tendency to be self-reliant, self-directed, to take independent action, and make own decisions.



Behavioral Considerations

On the Independence scale Ms. Sample is above the designated Performance Model for this position. This suggests that her self-reliance is greater than the position typically requires and that she may become frustrated by the level of supervisory attention typical of this position. Discussions with her should explore the possibility the position may be too challenging to maintain her motivation and/or level of performance.

Interview Questions

- Creative persons seem to offer fresh insights. Give me an example of a time when one of your insights was particularly well received by others.
[Interviewer's Notes](#)
- What is the best thing about clearly defined objectives and goals?
[Interviewer's Notes](#)
- Describe your preferences concerning supervision of your work and explain the ideal situation that produces the best work you can do.
[Interviewer's Notes](#)
- Just about anybody can give a routine, standard answer to common problems; however, the payoff is often in the development of unique solutions to common problems. Give me an example of one of your unique and novel problem solutions.
[Interviewer's Notes](#)

Objective Judgment

The ability to think clearly and be objective in decision-making.



Behavioral Considerations

On the Judgment scale Ms. Sample is below the designated Performance Model for this position. This suggests that her decision-making process is less objective than the position typically requires and that she could have a problem with the pragmatic nature of the job. Discussions with her should explore the possibility that for Ms. Sample, the position could lead to frustration and a reduction in her level of performance.

Interview Questions

- What sources of information do you typically use in reaching a decision at work?
[Interviewer's Notes](#)

- Describe the process involved when you have to make a decision under pressure.
[Interviewer's Notes](#)

- Describe a high-pressure situation you had to handle at work. Tell me what happened, who was involved and what you did in terms of problem solving.
[Interviewer's Notes](#)

- Have you ever had to take decisive action based on your gut feelings alone? How did that make you feel?
[Interviewer's Notes](#)