



Report designed for
Jane Smith

CONFIDENTIAL

ProfileXT[®]

Interview Guide – Total Person

Performance Model: Agency Principal/CEO
Performance Model Date: 12/13/10
Assessment Taken: 12/14/10 Printed: 12/14/10



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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.

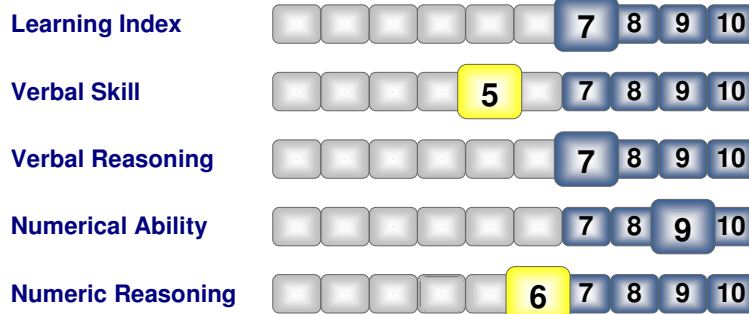
This report reflects the responses provided by Jane Smith when she completed the ProfileXT assessment. A Summary Graph is included that shows her scores and how she fits to the Performance Model for this position. It gives a quick overview of where she is in or out of the model and also shows her overall 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 Jane scored. If the enlarged segment is dark, Jane is in the Job Match model. If it is lighter, she is not.

The interview questions provided are based on how well Ms. Smith 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. Smith is being considered.

Please consult the User's Guide for additional information on using these results when working with Jane. 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 – 81%



Thinking Style
80% Match



Behavioral Traits
80% Match


Distortion for this assessment
is within the acceptable range.

Top Interests for Jane Smith

-  Enterprising
-  People Service
-  Creative

Top Interests for this Performance Model

-  Enterprising
-  Financial/Administrative
-  People Service

 = Match

Interests
86% Match

Interview Questions

Interview questions are provided for Jane to facilitate an effective interview process. Behavioral Considerations for each scale relate to her scores without reference to the Agency Principal/CEO model. Where the scores for Ms. Smith 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 training others to learn new skills, what method have you used to get the point across?
[Interviewer's Notes](#)

Verbal Skill

A measure of verbal skill through vocabulary.



Behavioral Considerations

Ms. Smith achieved a Verbal Skill score outside the designated profile for this Performance Model. This suggests that her vocabulary level is different than the position typically requires and she could have a problem or become frustrated communicating appropriately with others. Discussions with her should explore the possibility that the position may be at an inappropriate level for her.

Interview Questions

- When receiving instructions from a co-worker, how do you prefer they explain themselves and what they want?
[Interviewer's Notes](#)
- Would you say you are a speed reader, or do you prefer to carefully study written information? Or are you somewhere in between?
[Interviewer's Notes](#)
- Describe the way people communicated at some of your previous jobs. What part did you play in those communications?
[Interviewer's Notes](#)
- Describe a past situation in which a co-worker didn't seem able to get the point across to you. What did you do and how did you handle it?
[Interviewer's Notes](#)

Verbal Reasoning

Using words as a basis in reasoning and problem solving.



Interview Question

- Give an example of a time when you solved the problem of a miscommunication.
[Interviewer's Notes](#)

Numerical Ability

A measure of numeric calculation ability.



Interview Question

- When expressing numerical data to others, what method has been most successful for you, even when some of them are not numerically inclined?
[Interviewer's Notes](#)

Numeric Reasoning

Using numbers as a basis in reasoning and problem solving.



Behavioral Considerations

On the Numerical Reasoning scale Ms. Smith 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. Smith, the position may be inappropriate for her ability level.

Interview Questions

- 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](#)
- Describe a recent experience you had in adapting to new methods in numerical processes at work.
[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

- Describe your experience with a past situation when work demands were high and deadlines pressed you to work long hours.

[Interviewer's Notes](#)

Assertiveness

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



Interview Question

- Tell me about a time when you were successful in challenging others' ideas. What does this say about your ability to be assertive?

[Interviewer's Notes](#)

Sociability

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



Behavioral Considerations

Ms. Smith 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

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

- Describe the results of a past conflict with a supervisor. How did it happen, whose fault was it, and how was it resolved?
[Interviewer's Notes](#)

Attitude

Tendency to have a positive attitude regarding people and outcomes.



Behavioral Considerations

On the Attitude scale Ms. Smith 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. Smith, the position may be overly challenging and could lead to frustration and a reduction in her level of performance.

Interview Questions

- 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](#)
- 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](#)

Decisiveness

Uses available information to make decisions quickly.



Interview Question

- What role should coworkers play in your decision making process?

[Interviewer's Notes](#)

Accommodating

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



Behavioral Considerations

On the Accommodating scale Ms. Smith is below the designated Performance Model for this position. This suggests that her patience with the opinions of others in the group is less than the position typically requires and that she could have a problem with the capability to resolve differences of opinion in an accommodating way. Discussions with her should explore the possibility that for Ms. Smith, the position may be overly challenging and could lead to frustration and a reduction in her level of performance.

Interview Questions

- When a co-worker is wrong about a work issue, what is the best way to discuss the issue with him or her?

[Interviewer's Notes](#)

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