



## Prevue Hiring Account

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**John Sample**  
**Front Desk Receptionist**  
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Let's learn more about your candidate using science! By taking the candidate's results and comparing it against a benchmark for the role you're hiring for, we are able to get a sense of their potential fit in that position. Remember, a benchmark can be carefully adjusted over time to best fit who you are looking for. To do that, simply reach out to your Success Manager and we will work with you to make any fine-tune adjustments.

To learn more about the science behind the assessment, EEOC compliance, as well as best practice information, please visit: <https://help.prevuehr.com/best-practice-information>

## How To Read The Prevue Results Graph

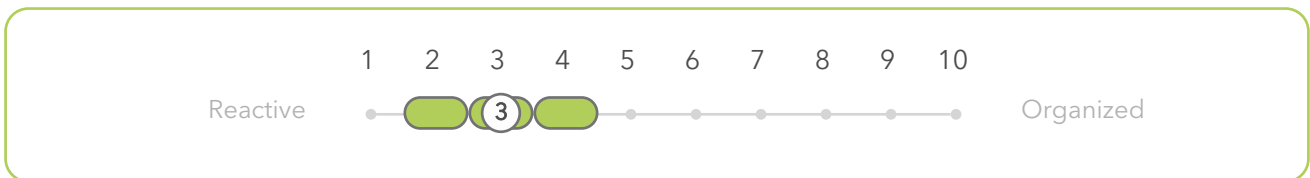


After completing a full Prevue Assessment, a candidate's results will be mapped out on the Prevue Results Graph of the Job-Fit report. On this page, hiring managers can quickly see how a candidate matches up with the requirements of the role that you're hiring for.

Based on the candidate's results on **Abilities**, **Motivations** and **Personality**, a suitability score will be generated that indicates job-fit and compatibility. Understanding what the score means is essential to using the Job-Fit report for hiring.



In the **Abilities** and **Motivations** sections, the circle provides a quick glance at where a candidate falls on a 1-to-10 number scale. The higher the candidate's result is, the more likely they are to excel under that category. However, while a higher score may typically seem better, this is not always the case. For example, some jobs may not require an employee to work well with numbers. An overly high score that exceeds the benchmark, as highlighted in green, could result in them being bored on the job. This could mean lower job performance and ultimately turnover.

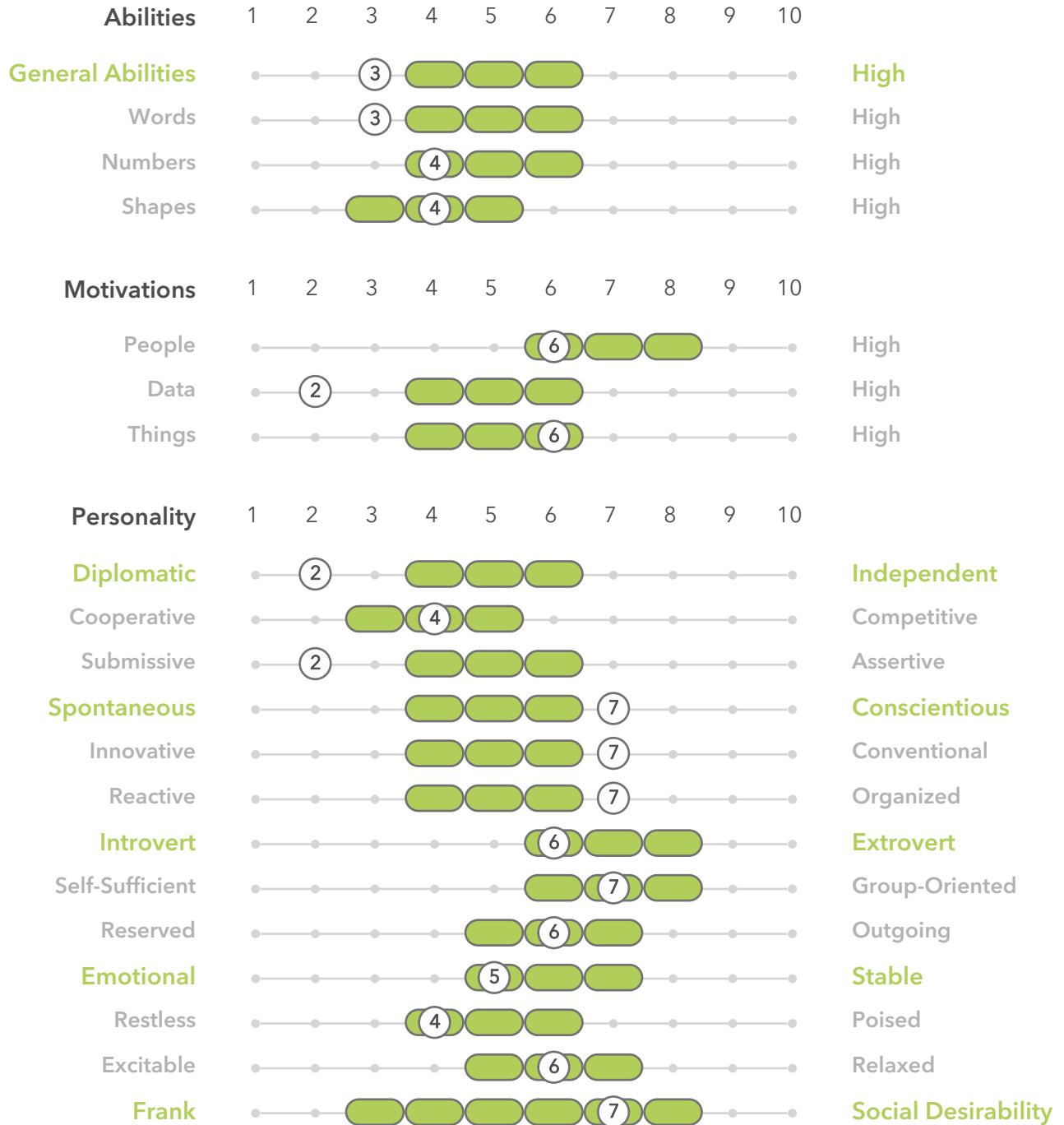


In the **Personality** section, a 10-step opposing scale is used instead, consisting of two contrasting extremes. Whichever direction the circle leans toward shows the candidate's tendency to exude that personality trait. In addition, an outcome in the middle means the candidate is likely to behave in both ways depending on the situation.

# Prevue Results Graph

**85%**  
Overall Job-Fit

In comparison to the average working population, here are John Sample's overall Job-Fit results as compared to the benchmark for the role of Front Desk Receptionist. The Job-Fit should only be weighted one-third of the entire interview process.



# Total Person Description



Based on John's assessment results, we've put together a summary. This snapshot will help illustrate what John Sample may be like in a work environment.

## Aptitude

John Sample has average ability to work with numbers and shapes but lower than average verbal skills. This means that John will be competent for many numeric assignments and spatial tasks, but will find any work requiring skill with words very challenging. John will be able to do simple arithmetic and to work with routine spreadsheets and data tables. Because the candidate can mentally manipulate shapes and objects reasonably well, they will be able to follow ordinary diagrams, arrange displays, and estimate space requirements. For any written work, they will require more instruction and more time. Similarly, when faced with major changes in the workplace, John will need additional time to adapt.

## Motivations

John Sample is interested in people and will probably be most happy in a job that involves contact with others. John has little interest in abstract information, but is well motivated to work with tools or machinery. Although the candidate can work with technology, they will perform best where they can take advantage of their preference for interpersonal activity. In a computer context, this individual will do best in direct communication with others via social media, e-mail, and word processing.

## Personality

John Sample has well-balanced desires to compete and to cooperate. This individual will put themselves forward in some situations, but not so far as to compromise team spirit. The candidate will balance their own need for achievement against the need to maintain good relations with others. Although this individual will usually submit to the will of the group or more assertive opponents, they will occasionally defend their ideas and promote their own ambitions, particularly if they feel secure within the group or know the other people well. On the whole, John prefers to avoid rather than confront conflict. John will use tact and diplomacy to maintain harmony in the workplace.

John Sample prefers to work with proven procedures and practices, and is reluctant to change unless there is a compelling reason to do so. This is a strong score for many businesses, as it combines the consistency necessary for smooth operations with the flexibility to meet sudden changes in the marketplace. The candidate works best in situations that allow for reasonable scheduling and planning, although they can deal with unexpected changes that might disrupt their plans. John may be frustrated in chaotic work conditions or situations that have little or no structure.

John Sample enjoys the company of other people and can be troubled by extended periods of solitude. Most people will find this individual to be friendly and personable. John is quick to talk to others and enjoys their attention. While the candidate can listen effectively when concentrating, their instinct is to be the one doing the talking. John's enthusiasm is a tremendous advantage when presenting ideas. Though conversational and outgoing, John is also self-reliant and does not require constant social interaction. In a group setting, the candidate will occasionally command attention, but John is also comfortable as a quiet observer.

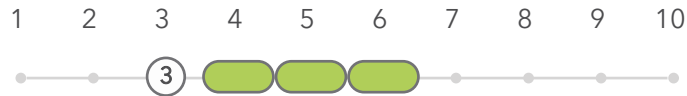
The candidate is sensitive to the emotions of both themselves and others, but this is kept in perspective. Certainly, inappropriate criticism can upset John Sample's equilibrium, but John is not bothered by the normal give and take of human relations. This individual is generally calm, and while aware of stress, does not let it stop them from achieving their goals. John exemplifies an effective combination of emotional awareness without excessive vulnerability. The candidate tolerates stress without being indifferent to it. Whether required to give a fast response to a crisis or methodical attention to a routine task, John will work well under most pressures.

# Interview Guide



Whether it's your first interview or your twentieth, here are some interview questions speaking directly to the candidate's results. If your team has more than one hiring manager, this is a great tool to make sure the flow of the conversation stays on track and to help reduce any individual bias.

## General Abilities



High

John Sample's score on General Mental Ability is in the low-average and is below the given benchmark. This implies a gradual learning pace, and could also mean slower reaction to changing business issues and moderate capacity for processing information. Routine or repetitive work should be tolerated fairly well. Training and support are recommended for tasks requiring creative or challenging use of information.

1. What is the best way for you to learn a new office procedure?
2. Describe your preferred work environment.
3. How do you react to sudden change in the workplace?

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## Words



High

With low-average ability for Working with Words, John Sample falls below the given benchmark, but may still be reasonably competent for many verbal tasks. This level of ability usually translates to moderate performance on word recognition tasks, such as finding or recording customer names and correcting common spelling errors. However, more time is necessary for processing written information. Advanced tasks, such as handling correspondence or complicated paperwork, require training and support.

1. When sending a note to a client, how do you make sure that spelling and grammar are correct?
2. Consider a new, multipart form to be used on the job. If no training was provided, how would you teach yourself to use the new form?
3. Describe how you would read a manual for safety procedures at work.

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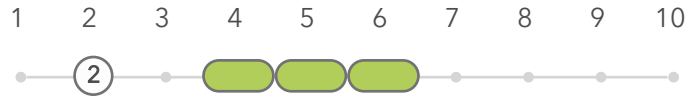


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Data



High

People like John Sample usually avoid jobs where they have to spend a lot of time dealing with figures, statistics, or accounts.

1. What types of problems are difficult for you?
2. Please describe how you check the accuracy of your work.
3. Describe the systems that you have introduced to your job.

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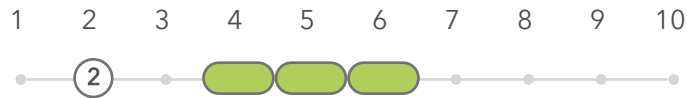


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Diplomatic



Independent

John Sample is likely a considerate and cooperative person.

1. Describe a situation when you had to become the team leader. What did you think of that role?
2. Illustrate how you resolved the last customer dilemma you encountered.
3. How did you develop rapport with your coworkers on your last job?

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Submissive



Assertive

John Sample appears to be a fairly modest and non-controversial person.

1. There have been occasions when you have had to get your point across to your supervisor. Please explain how you accomplished this.
2. When you feel strongly about something, how do you go about getting your ideas accepted?
3. Describe the type of coworkers that really annoy you.

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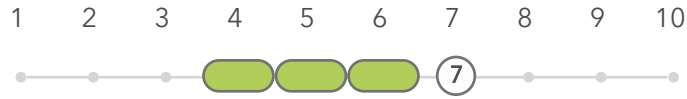


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Spontaneous



Conscientious

John Sample can be conscious of detail and able to work with tried and tested methods.

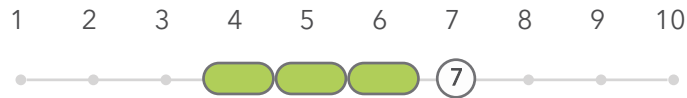
1. Can you recall a situation where the unexpected upset your schedule, and how did you deal with that situation?
2. Describe previous situations that called for a radical change in direction. What characteristics do you have to meet that challenge?
3. Describe a recent occasion when you did something at work in a meticulous, time-consuming way, and another when you reached a solution in the quickest possible way. Which situation did you prefer and why?

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Innovative



Conventional

The candidate sees themselves as someone who is conscientious with some understanding of change and innovation.

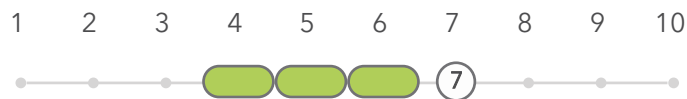
1. When do you feel that a degree of flexibility is necessary in servicing your customers?
2. Describe how you react when work situations change somewhat unpredictably from day to day.
3. Expand on the changes to customer service that you felt were necessary in your last position.

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Reactive



Organized

The candidate regards themselves as being reasonably well-organized, tidy, and able to work in a controlled manner.

1. Describe how you reacted when a work situation did not go as you had planned.
2. Explain your system for prioritizing your activities.
3. Describe how you ensure things do not get missed during a busy workday.

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# Individual Characteristics



Take a look through the microscope and find out how your candidate is like compared to the average working population. With short detailed snippets, each Prevue scales gives you a better look at your candidate, independent of the job role.

## General Abilities

Their capacity to learn and solve problems using numbers, words and shapes.



This score indicates that John is reasonably competent but slower to learn than the average person. The candidate may find assimilating new information challenging at times and may have difficulty coping with time pressures. John's efficiency will increase when given ample opportunity to develop suitable skills and understand procedures. The candidate may have difficulty with major changes in their working requirements.

## Working With Words

Their ability to use written language for reasoning and problem-solving.



A sten score of three is below the average range of many workers. With this limited capacity, John is likely to be somewhat lacking in many written language skills. This could affect the candidate's learning speed. When under time pressure, John is more likely to make mistakes in tasks requiring reasoning with expression or presentation of written communication.

## Working With Numbers

Their ability to interpret and reason with numbers.



John is in the low-average range for Numerical Reasoning. This indicates that the candidate's speed and accuracy is typical of the lower third of their fellow employees in the ability to work with information derived from simple numbers.

## Working With Shapes

Their ability to perform tasks that require mental manipulation of shapes and patterns.



John is likely to be reasonably competent in mentally manipulating or visualizing shapes, but may need more time while working in this medium. When under time pressure, the candidate is likely to make more mistakes than the average person.

### Working With People

Their interest in social interaction at a workplace.



John shows an average level of interest in work that involves dealing with people. The candidate is likely to prefer employment that involves contact with others and would not be happy working on their own.

### Working With Data

Their interest in analyzing information and dealing with facts and figures.



John indicates having a below-average level of interest in working with data. Individuals like the candidate usually avoid jobs where they spend time analyzing or compiling and computing figures, symbols, statistics, and accounts.

### Working With Things

Their interest in working with objects and tools.



John expresses an average level of interest in work that deals with inanimate objects, such as machinery, tools, or equipment. Such people are likely to be comfortable in handling goods or equipment, but would not see that interest being central to their work.

### Diplomatic / Independent

Their willingness to collaborate versus their desire to compete.



The candidate's diplomatic nature is to encourage or persuade rather than to forcefully assert their own views. Individuals like John are likable, considerate, and cooperative. Being good-natured, the candidate has a talent for pulling people together. However, such people may avoid important issues.

### Cooperative / Competitive

Their eagerness to win as a team versus as an individual.



John can be described as an individual within the team environment. The candidate is somewhat competitive and will play hard to win for the good of the team. Such people may downplay their own achievement to instill the cooperative spirit.

### Submissive / Assertive

Their willingness to express their views.



John is a submissive and non-confrontational person. The candidate is likely to be valued for their service-orientated approach.

### Spontaneous / Conscientious

Their preference to plan versus to try new things on the spot.



It is John's nature to be conscious of detail, dependable, and well prepared. As a reliable individual, the candidate will follow rules and established procedures within a traditional setting. John will probably prefer the status quo to change.

### Innovative / Conventional

Their likelihood of creative thinking when it comes to problem-solving.



The candidate sees themselves as somewhat conventional. John can cope with change when necessary, but overall will prefer the status quo to change.

### Reactive / Organized

Their preference for structure and order at a workplace.



Although the candidate usually regards themselves as organized and able to work in a controlled manner, these qualities can be altered in some situations. For the most part, John will be reliable, working best in a planned environment.

### Introvert / Extrovert

Their natural behavior when interacting with others.



Individuals like John show moderate levels of enthusiasm and liveliness, contributing to social interaction without drawing undue attention to themselves.

### Self-Sufficient / Group-Oriented

Their need for social contact with others.



John is happiest working in situations where there is a reasonable amount of contact with others. The candidate enjoys company and a group environment, but occasionally requires time for quiet reflection.

### Reserved / Outgoing

Their preference for being around people.



John can be talkative and outgoing, and prefers some variety in work. The candidate likes to choose the situations in which they will take center stage, as they are comfortable in the company of others. However, they do not seek constant attention from others.

### Emotional / Stable

Their emotional reaction to their surroundings.



John is stable and calm under normal situations, but may become apprehensive and emotional when conditions become unsettled. The candidate is generally accepting of people, but with a degree of caution. Such people are usually stable under moderate stress.

### Restless / Poised

How they respond to difficulties and criticism.



John has a tendency to get upset and irritated in difficult situations. Occasionally it is difficult for the candidate to be objective and rational about situations in which they are personally involved.

### Excitable / Relaxed

How they feel about stressful situations.



This is a person who remains calm and relaxed in response to normal situations. For the most part, such people are able to manage their problems without undue anxiety. Occasionally, they will not assume the best of other people and will feel the need to check their motives. However, any level of suspicion or stress is likely to be moderate.

### Social Desirability

Their desire to present a good impression in front of others.



This level of score suggests that the candidate has presented a moderately frank picture of themselves on the other scales.