

PrevueTM

Career Guidance

A Prevue for Careers Report

for **John Sample**

Monday, March 15, 2010

Table of Contents

Part 1	Understanding This Report	
	General information about the content of this report and the Prevue Assessments you have completed.	3
Part 2	What Are You Like?	
	An overview of your traits or characteristics based on your Prevue Assessments results.	4
Part 3	Your Personal Profile	
	A visual comparison of your Prevue Assessments scores compared to the general working population.	5
Part 4	Your Individual Traits	
	Detailed descriptions of your scores on each of the scales exhibited in Part 3.	6
Part 5	Your Approach to Work	
	A description of your natural approach or response to a number of work situations or requirements that are commonly encountered in various types of employment.	10
Part 6	Potential Careers	
	List of potential careers for you to consider based upon a comparison of your Prevue Assessments results to the jobs or positions selected for this report.	13
Part 7	Validity	
	Validity commentary on your responses to the Prevue Assessments you have completed.	14

1. Understanding This Report

Introduction

Most people are able to succeed in a wide range of jobs and careers. Prevue for Careers helps you recognize your abilities, interests and personality traits and identify jobs for which you might be a good match.

This report does not take into account all the factors which are important in choosing a career, such as health, experience, skills, qualifications, etc. Use the Career and Life Planning Guide to help you consider the information in this report in relation to these other factors.

The Prevue For Careers Report

The Prevue for Careers Report provides information on the following:

Your Abilities - A measure of your ability to understand and use numbers and words, and to think and visualize in three dimensions. This measure indicates how quickly you learn, understand and use new information.

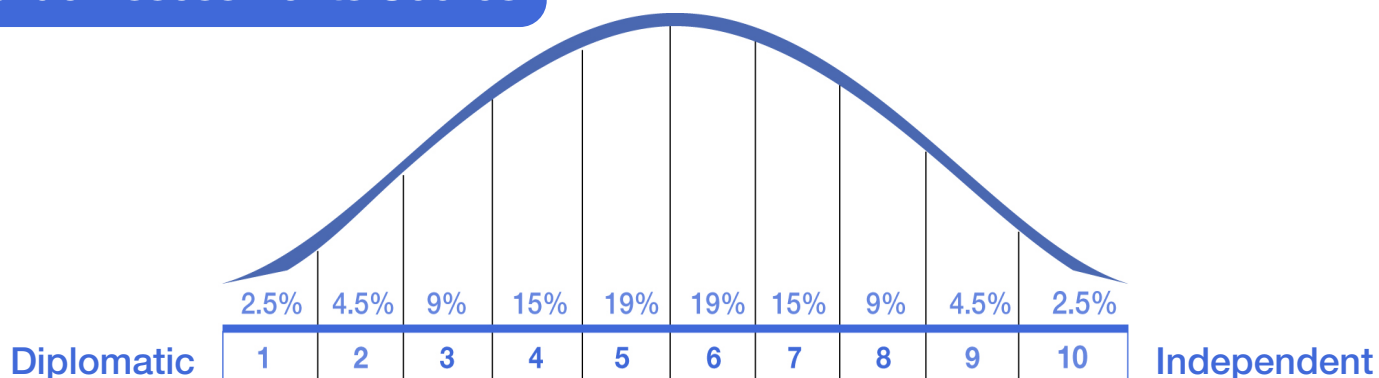
Your Interests - A measure of your interest level in working with people, data (facts, statistics, etc.) and things (machinery, tools, etc).

Your Personality - A measure of twelve scales on the themes of Independence, Conscientiousness, Extraversion and Stability.

Approach to Work - A measure of your approach to risk, change and other significant work situations or requirements that are commonly encountered at work.

Potential Careers - A list of prospective careers that match your profile. This section of the report compares your profile with known profiles of people who are successful at a particular job. Use this section as a starting point for reflecting on why you might be better suited to one type of job rather than another. You are encouraged to research and investigate the job matches that interest you, with the aim of widening your horizon for career decisions in the future.

Prevue Assessments Scores



The following are the Prevue Assessments you completed to produce your Prevue for Careers Report:

- Prevue Abilities Test that examines cognitive abilities in four dimensions or scales
- Prevue Interests Inventory that examines three scales of Interests/Motivations
- Prevue Personality Inventory that provides information on thirteen Personality scales or traits

Your score on each scale of the Prevue Assessments is indicated by a 'sten' score, which identifies where your score would fall on a normal bell-shaped curve representing the general working population. The diagram above shows the normal bell curve divided into standard tenths (or stens) for the Diplomatic vs. Independent scale. The diagram also shows the percentage of the general working population that falls into each sten.

Example: A score of 9 on this Personality Scale indicates that the candidate is more independent than 93% (the sum of the percentages for stens 1 to 8) of the general working population.

2. What Are You Like?

This outlines your unique profile based on the results of your Prevue Assessments as shown on the graph on the next page. This information will improve your employability profile and your CV. Any job application will have more impact when you refer to this outline.

You have satisfactory abilities with both numbers and shapes. With these balanced abilities, you will approach any new numerical or spatial task with roughly the same level of skill.

Given tasks with numbers or shapes, your job performance should be right up to the mark. You are readily competent for work with spreadsheets and data tables, especially if these require basic arithmetic skills. Similarly, you can easily use and understand simple drawings, plans, or diagrams.

Although your skill with words may be a little lower than most people's, you are qualified for many tasks. For short letters, reports, or notes, you will have few problems reading and writing.

When learning new tasks, you may want extra time and instruction to develop your confidence. You will likely perform best with clear procedures and a gradual rate of change.

You are truly interested in working with people and things. With these better-than-average motivations, you will likely prefer direct contact with others and hands-on work with tools or equipment.

Are you more attentive to ideas than facts and figures? You probably know that opinions and practical applications interest you more than data. In fact, your motivation to work with data is minimal.

Meetings, supervision, and teamwork will appeal to you. Your combined attention to people and technology could be used for computer tasks such as e-mail, virtual meetings, and e-learning. With your hands-on approach to problem-solving and your good mechanical inclination, you could also consider hardware support.

You have a good blend of ambition and team spirit. You can compete or co-operate as needed.

Your diplomacy promotes harmony but you probably hesitate to assert yourself. With your well-developed concern for other people's feelings, it may be difficult for you to give negative feedback or constructive criticism.

You are valued for your tact and good nature. If disputes arise, your co-workers may rely on you to be the peacemaker.

You have firm beliefs about the right way to do things. You are time-conscious and meticulous. Others can rely on your consistently good work.

You are rarely spontaneous and you don't need detailed plans for everything all the time. You can accept last-minute changes but you prefer to think things through before reacting. You are well organised and tidy in your work habits.

You are markedly conscientious with routine work and you are reasonably tolerant of unexpected events. You avoid uncontrolled change.

You are positively extroverted and exceptionally sociable. You rarely need to be by yourself and you do well when surrounded by others. You believe that the more people involved the better the outcome.

In a group, you can act as an observer yet you are more likely to be the centre of attention. You can hold back and keep quiet during "strictly business" events but you are basically outgoing and talkative.

You like excitement at work. A variety of tasks suits you better than repetitive duties. You thrive on meeting new people and exploring new ideas.

You may act impulsively with only moderate concern for risk, but you usually get a second opinion before taking a chance.

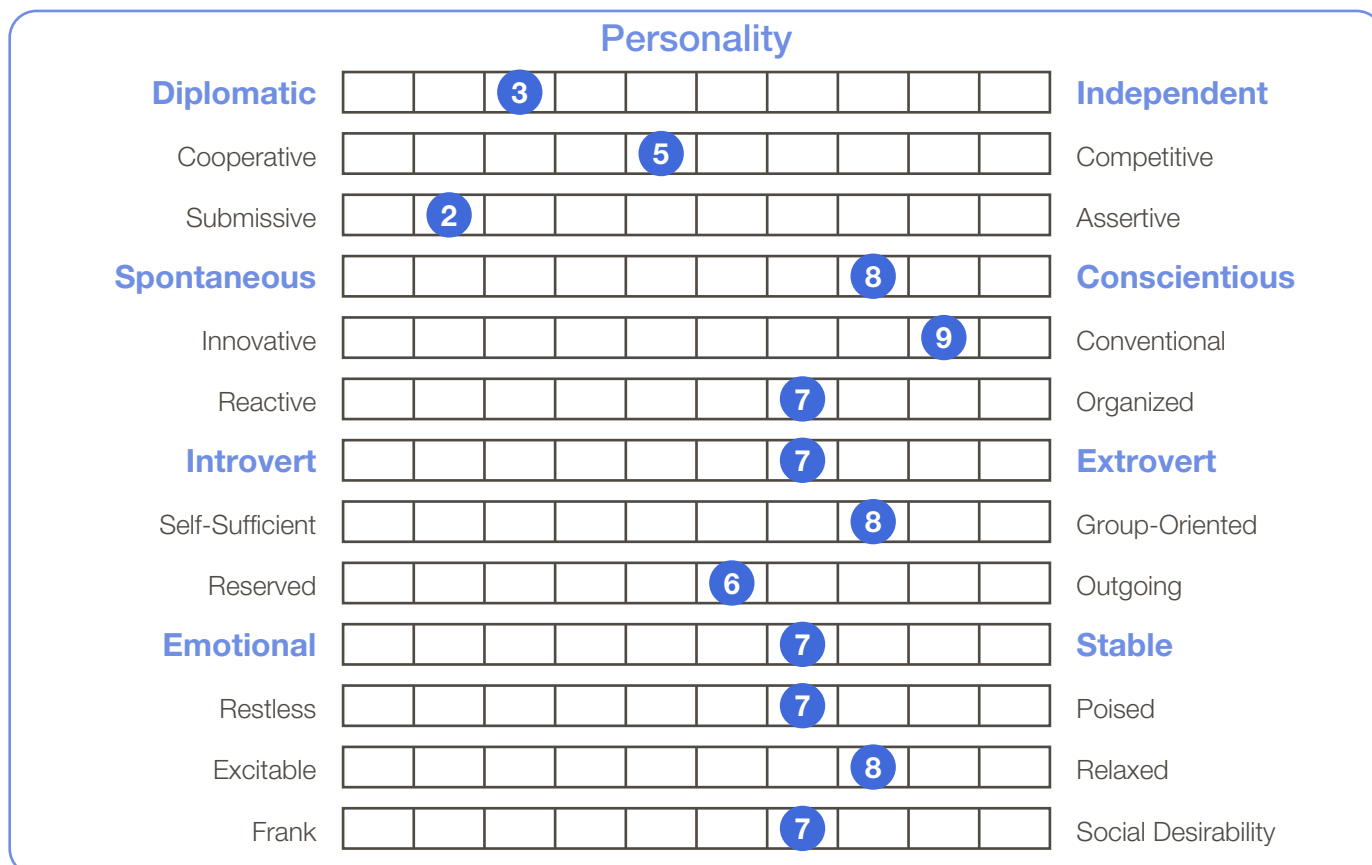
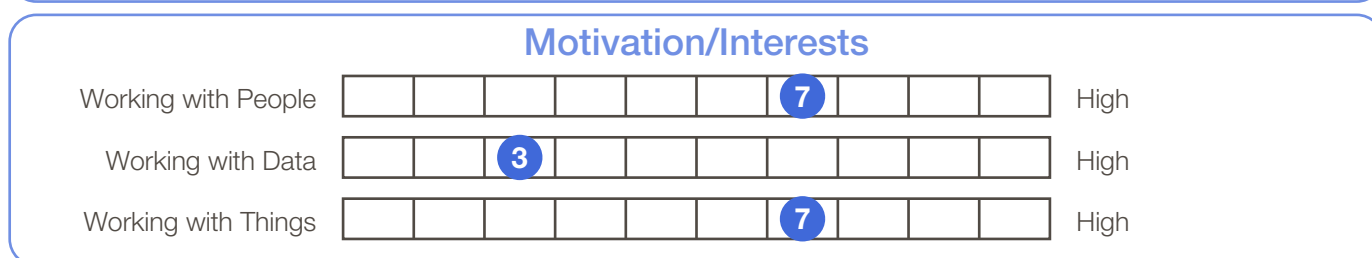
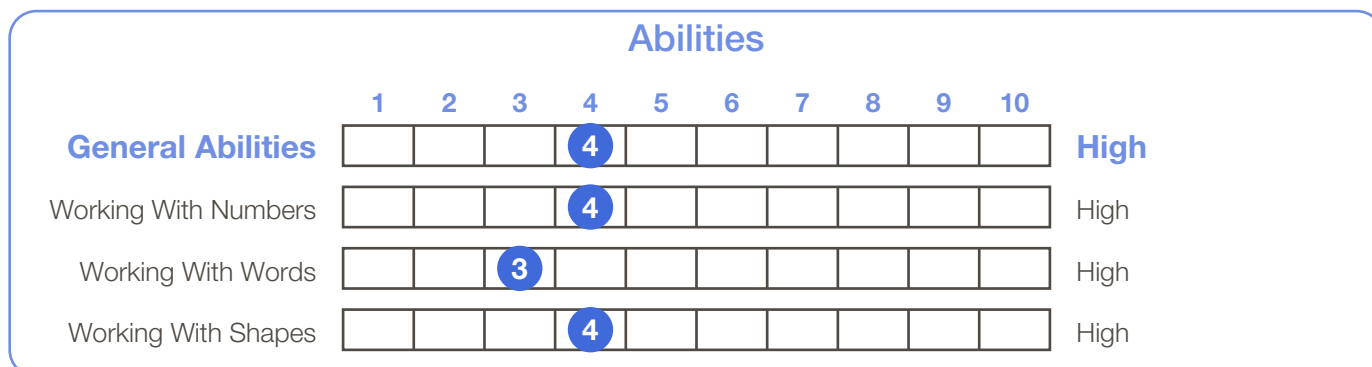
Objective and rational under stress, you handle most problems at work. You usually appear calm, even when embarrassed or upset, as you are good at resisting pressure. Because you are not overly bothered by ordinary "give and take," you don't let stress stop you from reaching your goals.

With your remarkable patience and coping skills, people who don't know you well could wonder if you care enough. Less scrupulous people might even try to take advantage of your tolerance.

Ideally, you should work on demanding, high-pressure projects that require dealing with people openly and objectively. Whether responding to a crisis or carrying out routine tasks, you will work well under most pressures.

3. Your Personal Profile

The following Prevue Results Graph provides you with a graphical presentation of your Prevue Assessments results compared to the general working population.

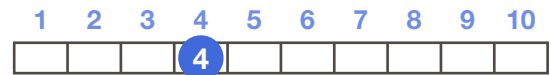


4. Individual Traits

This section provides a more detailed description of your characteristics based on your scores on each of the scales of the Prevue Assessments you completed for this report.

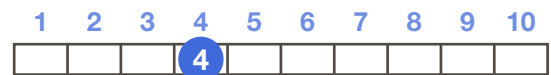
General Abilities

You have a level of speed and accuracy in reasoning and problem solving that indicates that you are as able as most other adult workers. You can learn and absorb new information without too much difficulty. You are efficient working in a reasonably demanding environment.



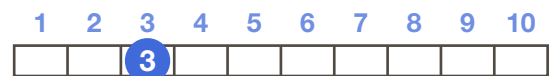
Working With Numbers

You are at the lower end of the average range for Numerical Reasoning. This indicates that your speed and accuracy is typical of your fellow employees in the ability to work with information derived from numbers.



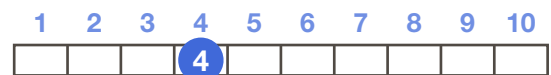
Working With Words

A score of three indicates a lower than average capacity in working with written language. You may feel it necessary to spend more time than others when working with written information.



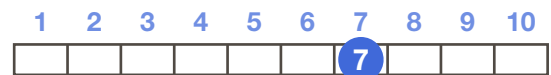
Working With Shapes

Your score places you at the lower end of the mid-range of scores in spatial ability. You have a normal level of speed and accuracy when reasoning with information that involves thinking about manipulating shapes and objects.



Working With People

You show an above average level of interest in work that involves dealing with people. You are likely to prefer jobs that involve a reasonable degree of contact with others and would not be happy working on your own for extended periods of time.



Working With Data

You indicate you are a person who has a lower than average level of interest in working with data. Such people usually avoid jobs where they spend time analyzing or compiling and computing figures, symbols, statistics and accounts.

1	2	3	4	5	6	7	8	9	10
		3							

Working With Things

You express an above average level of interest in work that deals with inanimate objects such as machinery, tools and equipment.

1	2	3	4	5	6	7	8	9	10
						7			

Diplomatic / Independent

Such people are generally likable, diplomatic and good-natured. You are considerate and cooperative, capable of pulling people together. You get their way by encouraging and persuading others, rather than by forcefully asserting your own views. You may skirt important issues to avoid conflict.

1	2	3	4	5	6	7	8	9	10
		3							

Cooperative / Competitive

You describe yourself as a person who is both competitive and team-minded. You can motivate yourself while building team spirit and cooperation. You combine your need to achieve with the need to maintain relationships.

1	2	3	4	5	6	7	8	9	10
				5					

Submissive / Assertive

You are a non-confrontational person. You are likely to be valued for your service-orientated approach.

1	2	3	4	5	6	7	8	9	10
	2								

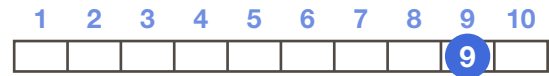
Spontaneous / Conscientious

You have a strong moral code plus an adherence to traditional methods and values, thus, you are careful to obey rules. A person of this type is very dependable, and often meticulous in their attention to detail. Preferring to be well prepared and systematic, you are likely to be a good adapter, rather than an innovator.

1	2	3	4	5	6	7	8	9	10
							8		

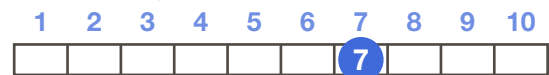
Innovative / Conventional

You conduct yourself in an extremely conventional manner. On occasion you may find adapting to change somewhat difficult. You will be at your best working in a structured environment with clearly defined rules and guidelines.



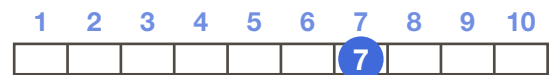
Reactive / Organized

Although you usually regard yourself as organized and able to work in a controlled manner, these qualities can be altered in some unexpected situations. You are reliable and work best in a planned environment.



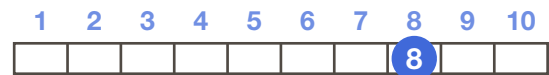
Introvert / Extrovert

As an extrovert, you will seek out others rather than be alone. However, this is unlikely to be behavior that is extreme, as you will seek out the stimulation and excitement you require. You are considered as moderately high-spirited, talkative, lively, and at times, impulsive.



Self-Sufficient / Group-Oriented

You are a sociable person who prefers to be with others in a lively environment. A quiet time alone, to reflect and recover, is the exception rather than the rule. You are also happiest in work situations where you have considerable contact with others.



Reserved / Outgoing

This score indicates that you can be talkative and outgoing. You also would prefer some variety in your work. You choose the situations in which you will take center stage, as you are comfortable in the company of others, but you do not seek constant attention.



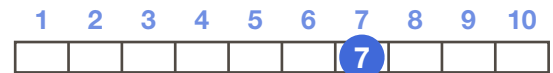
Emotional / Stable

A person with this result will be relaxed, easygoing, and able to face most setbacks with calmness and ease. You rarely get irritable or upset, as you are fairly secure in yourself, and self-assured even under normal stress.

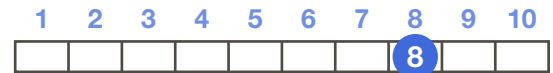


Restless / Poised

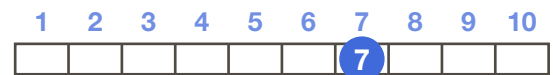
You are fairly calm and unruffled. You will remain objective in all but the most difficult situations.

**Excitable / Relaxed**

You are a relaxed, easygoing individual who copes well with most of life's pressures. You are likely to be accepting of people and to be generally trusting. For the most part, people like you are able to keep their troubles in proportion and not worry unduly.

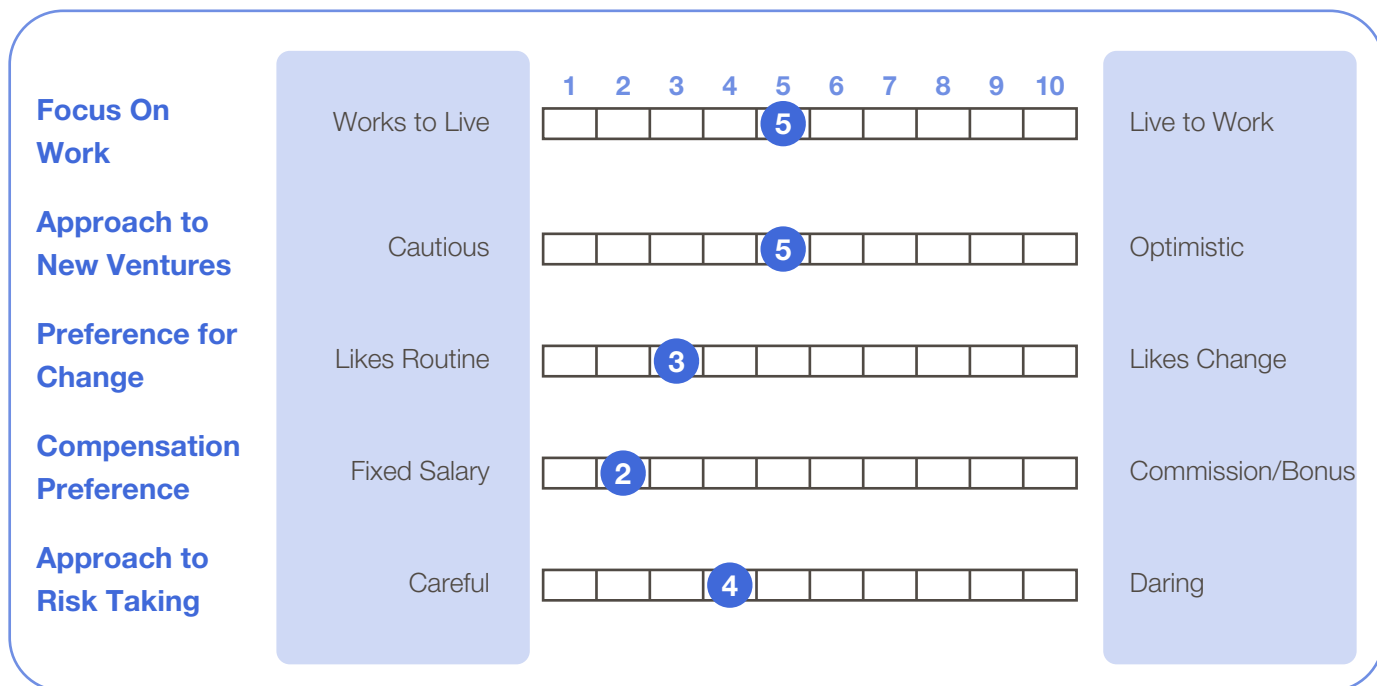
**Social Desirability**

Given this level of score, you have presented a frank picture of yourself on the other scales.



5. Approach To Work

This section of the Prevue Report provides information on your responses to a number of work related subjects or situations. Each of the Approach to Work scales is derived from one or a composite of the personality scales reviewed in the Individual Characteristics section of this report. The information in this section should provide a better understanding of your natural approach to several significant work situations or requirements that are experienced in various types of employment.



Focus On Work

WORKS TO LIVE (1) vs. LIVES TO WORK (10) The Focus on Work scale provides information on the importance of work to you. Some see work as a means to an end while others define themselves by their work.

Work is important to you but not at the expense of home or family. If conflicts arise between home and work, your personal life may take priority. Long or irregular working hours could be inconvenient for you. Leading a full social and business life, you may sometimes be overextended but the social skills you develop in your leisure activities should translate well to business.



Approach to New Ventures

CAUTIOUS (1) vs. OPTIMISTIC (10) This scale distinguishes those who approach new ventures or issues with caution from those who approach new ventures with optimism.

You are a well-grounded individual who is inclined to hold some pessimistic views. Although you could be uneasy about voicing negative opinion, you would not hide your concerns. Given your regard for consequences, you will proceed cautiously with new and potentially risky ventures. You recognize that there are dangers in the business world but it is largely an exciting, rather than hostile, place for you.



Preference for Change

LIKES ROUTINE (1) vs. LIKES CHANGE (10) This scale identifies where you fit in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

Routine work with a tested system suits you fairly well. You tend to be a little formal and usually like to do things "by the book." Frequent change will be mildly disagreeable for you and you may have some difficulty coping with personnel replacements, reorganization, downsizing, or expansion. You will probably adapt old methods to new demands rather than devise new procedures.



Compensation Preference

FIXED SALARY (1) vs. COMMISSION/BONUS (10) The Compensation Preference scale identifies whether you are more motivated to work for a secure salary or performance based remuneration.

You prefer a secure income over the excitement of striving for greater but less certain rewards. You are usually reluctant to rely on profit-sharing or commission because you are not comfortable with the uncertainty of performance-based earnings. If offered a blended package of compensation, you will likely require some support to see the benefits of this. Your cautious approach may cause you to miss some opportunities, but it makes you "a safe pair of hands" for projects requiring smooth stewardship.



Approach to Risk Taking

CAREFUL (1) vs. DARING (10) This Approach to Risk scale is measured from 1 for avoidance of risky behavior to 10 for willingness to engage in risk.

You might admire boldness, but you are more inclined to weigh all options and take the safest course. You will not readily indulge in risk and prefer to consider possible complications of a proposed action before committing to it. Your careful approach will appeal to those who value steadiness, but could be a liability when dealing with others who want quick answers and fast actions.

1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Potential Careers

Prevue for Careers compares your Prevue Assessment results to a variety of jobs selected for this report. This section identifies a number of careers that you might want to consider in the course of developing your career path. The information is meant to make you think about a range of careers rather than act as a specific predictor of your best career choice. You may find some of the listed jobs do not appeal to you. Others may surprise you and should encourage you to examine these other possibilities in more depth. The aim of this section of the report is to broaden your career horizon.

Occupational Title	Career Compatibility
Promotional Manager	Close Match
Local Government Officer	Close Match
Mechanical Engineer	Close Match
Glassmaker Craftsman/Woman	Close Match
Administrative/Clerical Staff	Close Match
Dealer Principal	Close Match
Barman/Women	Close Match
Warehouse Manager	Good Match
Production Assistant (TV)	Good Match
Producer	Good Match
Plumber	Good Match
Finance Manager	Good Match
Sound Technician	Good Match
Payroll Administrator	Good Match
Operating Department Practitioner	Good Match
Human Resources	Good Match
Forest Worker/Ranger	Good Match
Educator	Good Match
Debtors Clerk	Good Match
Tax Accountant	Good Match

7. Validity

Validity Introduction:

The rules for identifying patterns of responses to the questions in the Prevue Personality Inventory which might be "invalid" include systematic, but non-meaningful response patterns, omissions and excessive use of the "B" answer option. Systematic, but non-meaningful response patterns occur when the distribution of the responses differ from the norm and are considered unusual. The omission rule occurs if more than three responses are omitted in a given scale, making the results appear more average than they are. The "B" answer rule is affected by the total number of "B" responses selected. You had a choice of an "A", "B", or "C" for every question in the Prevue Personality Inventory. The second option, the "B" choice, is always an unsure or in-between answer.

Validity Commentary:

The total number of "B" responses that you chose in the course of completing the Prevue Personality Inventory, including questions that were not answered, was 8.

This number of "B" choices is within acceptable levels and the results of the Personality section of this report had meaningful response patterns. Therefore the data presented in this Prevue Report can be considered accurate and reliable.