



# SCREENING & SELECTION

# SELECTION REPORT

**Sally Sampleton**

regarding the position of

**Administrative**

at **Competitive Edge, Inc.**

Assessment Taken: 6/7/2016 Printed: 6/7/2016

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## Report Design Options Selected for this Report

**Report Family:** Screening & Selection

**Type:** Selection Report

**Scope:** Abilities, Interests & Personality (WNSIP)

**Format:** Comprehensive (from choice of Comprehensive, Summary, Interview or Graph)

**Style:** Sales (from choice of Management, Sales, Customer Service or Other)

**Prevue Assessments presented in this report:**

- Prevue Abilities Assessments that examine four cognitive Abilities scales
- Prevue Interests Assessment that examines three scales of occupational Interests/Motivations
- Prevue Personality Assessment that provides information on thirteen Personality scales

*For more information about Prevue Assessments and design options for Prevue reports see [www.prevuehr.com](http://www.prevuehr.com)*

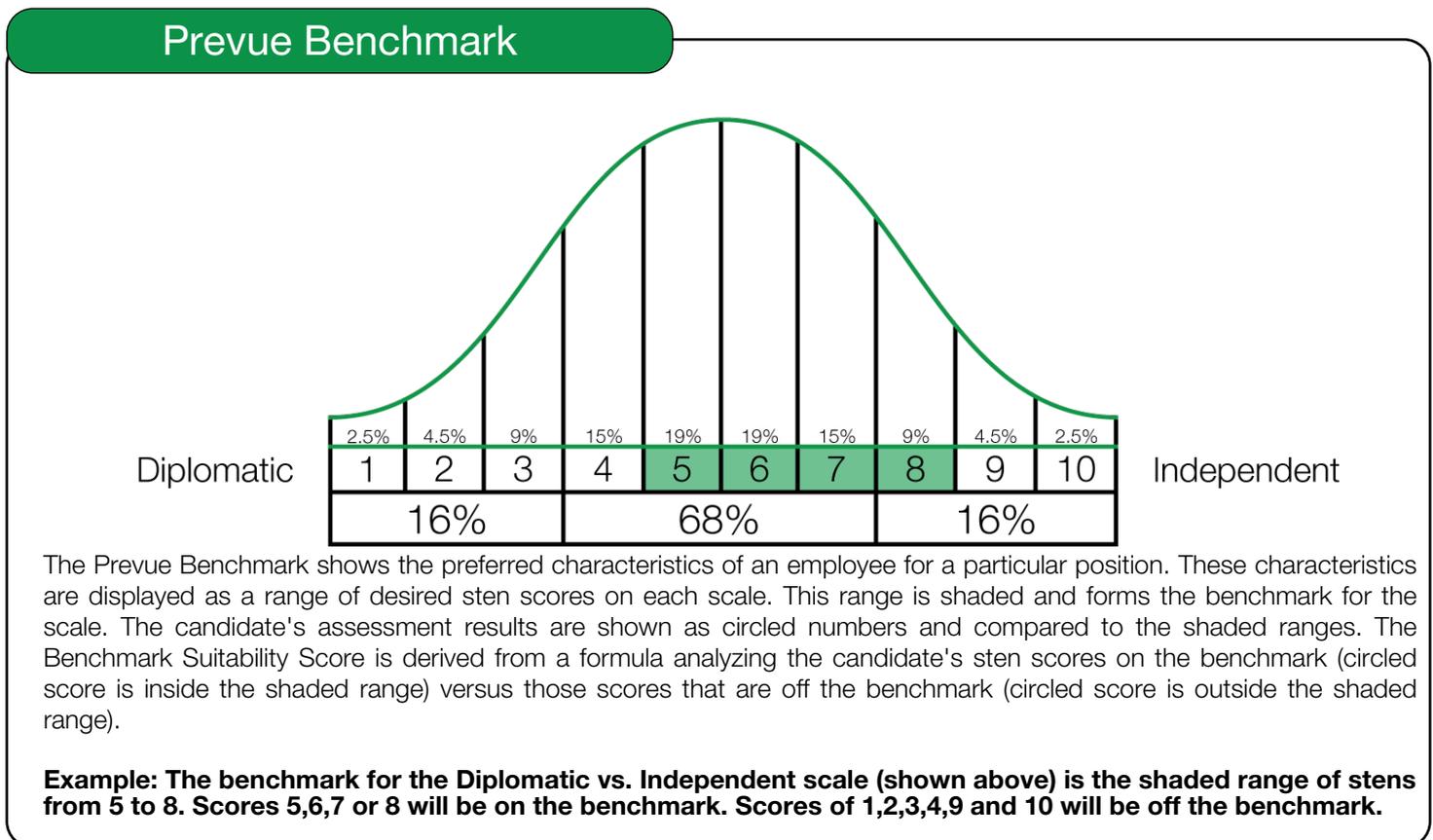
# Part 1 - Understanding this Report

## Introduction

This Selection Report describes Sally Sampleton's suitability for the Administrative position at Competitive Edge, Inc.. The information in this report comes first from reviewing the scores on each of the scales of the Prevue Assessments that were completed by Sally Sampleton and second from comparing those scores to the Prevue Benchmark for the position. Both the scores on the Prevue Assessments and the comparison of those scores to the Prevue Benchmark are exhibited graphically in the Prevue Results Graph in Part 2.

## Prevue Assessments

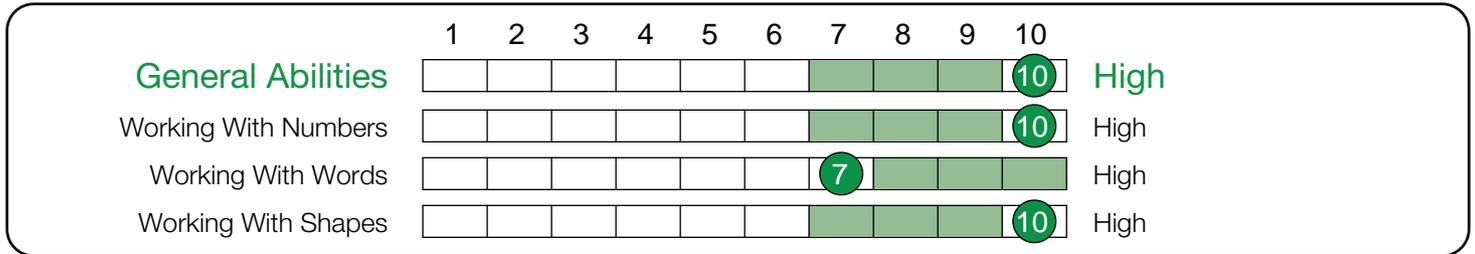
The Prevue Results Graph shows Sally Sampleton's 'sten' score on each of the Prevue Assessments scales considered in the report. A sten score is a candidate's score on a normal bell-shaped curve representing the general working population. The diagram below shows the normal bell curve divided into standard tenths ('standard tenths' is shortened to 'sten') for the Diplomatic vs. Independent Personality Scale. The diagram also shows the percentage of the general working population that will typically score in each sten.



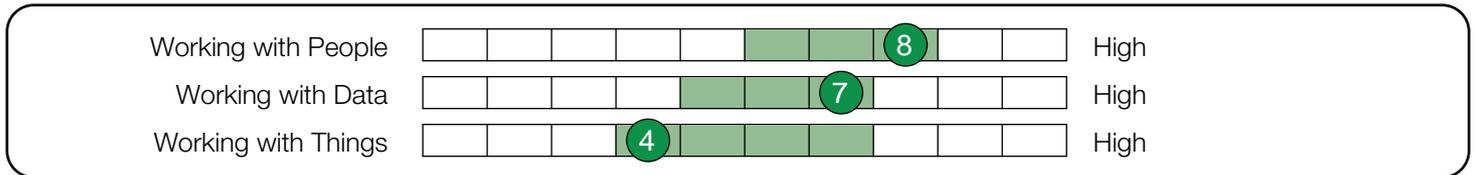
# Part 2 - Prevue Results Graph

Sally Sampleton's scores are shown in the circled numbers on each of the Prevue scales presented below. The Prevue Benchmark for the Administrative position is indicated by the green shaded ranges on each scale, which are preferred scores for this position. A score inside a shaded range is on the benchmark. A score outside a shaded range is off the benchmark.

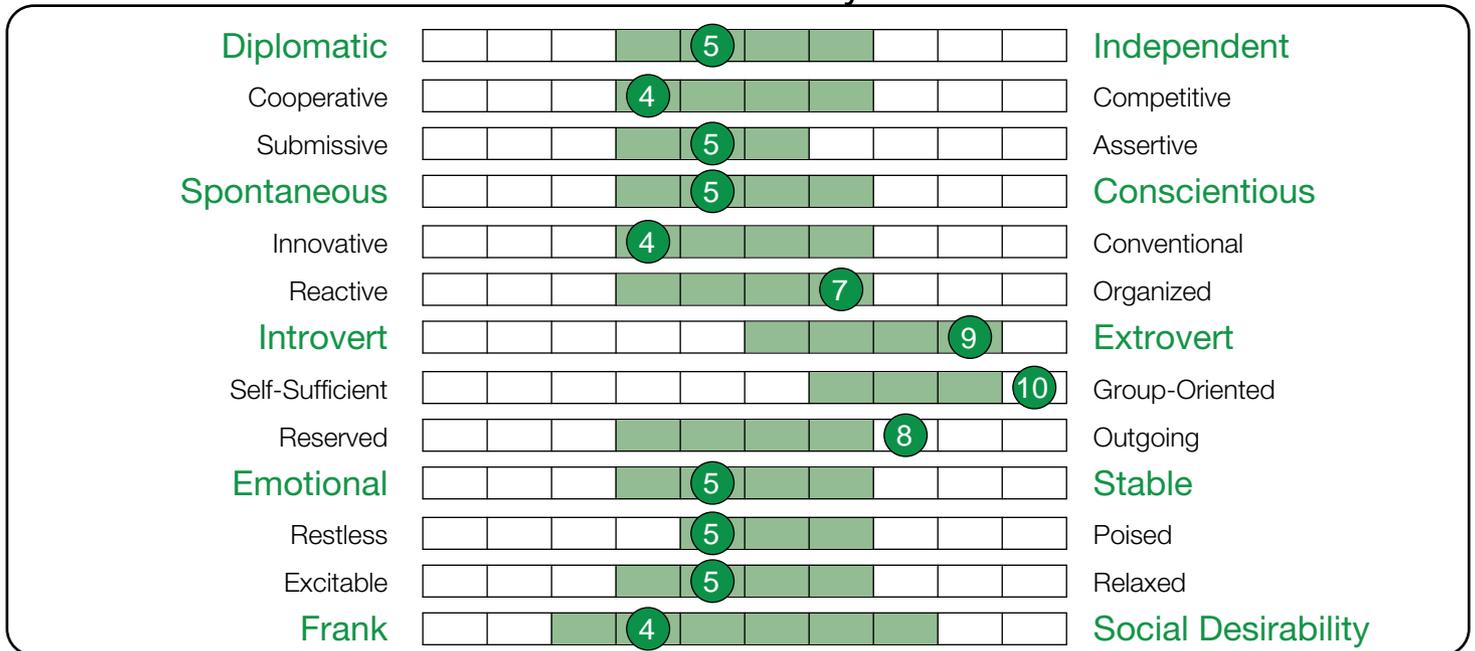
## Abilities



## Motivation/Interests



## Personality



## Benchmark Suitability Score

The Benchmark Suitability Score quantifies Sally Sampleton's overall fit to the benchmark for the Administrative position.

*Note: Sally Sampleton's Prevue Assessments results, including the Benchmark Suitability Score should comprise no more than one-third of the selection decision process. Refer to Best Practice Information for details.*

88%

## Part 3 - Total Person Description

**The Total Person Description provides an overview of Sally Sampleton compared to the general working population. This profile is derived from the scores shown on the Prevue Results Graph.**

Ms. Sally Sampleton has superior numeric skills, superior spatial ability, and above average verbal skills. She is well equipped to do challenging numeric assignments such as creating complex spreadsheets and advanced data tables. She is equally competent for advanced assignments that require mental manipulation of shapes or objects. She will have no difficulty doing any work requiring visual imagery. She would also be quick to interpret and create multi-use graphs, to follow intricate diagrams, to read blueprints, and to estimate space requirements. These tasks would allow Ms. Sampleton to make the most of her superb spatial reasoning. In addition, her above average ability with words means that moderately difficult paperwork, general office duties, and most writing assignments are well within her scope.

Overall, Sally Sampleton has superior, versatile skills. She should learn quickly and perform well at almost any task in the workplace.

Ms. Sampleton is highly motivated to work with people, strongly inclined to work with data, and only moderately interested in working with tools, machinery, and equipment. Her strong preference for working with others means that she will do well as part of a team, in any position requiring social skills, and in any task which permits interaction with people. Regarding office equipment, her overriding interest in people should make her eager to use telephone equipment, electronic mail, the Internet, etc. Because of her marked interest in data, she would also enjoy working with spreadsheets, databases, or any detailed paperwork. For maximum performance, any long-term assignments for Sally Sampleton should include contact with people, with an emphasis on abstract thought or information processing, and minimal use of tools.

Ms. Sampleton is moderately assertive and she also enjoys working with others. She has well-balanced desires to compete and to cooperate. She will balance her own need for achievement against the need to maintain good relations with others. Her working strategy will be to strive unobtrusively for her own goals while remaining a useful member of the team. In disputes, Sally Sampleton is able to alternate between the roles of peacemaker and decision-maker, but her reluctance to speak out on controversial issues will more often lead her to mediate.

Sally Sampleton generally operates within established policies and procedures. When necessary, however, she can be flexible and innovative. She is less flexible in the area of scheduling as she prefers to have a plan with a fair degree of detail. This is a strong combination, Ms. Sampleton has the consistency and time management that is the foundation of productivity for most organizations, while at the same time she can adapt to unusual needs or changing circumstances.

Sally Sampleton requires continual social stimulation and only rarely does she feel a need to be by herself. Extended periods of solitude will be frustrating for her. Often wanting to be in the spotlight, she will usually lead any discussion but she is not inclined to take the role of leader all the time in every activity. She enjoys meeting new people and exploring new ideas. She often acts impulsively and long-term assignments must include variety or else she will lose interest. Ms. Sampleton will not tolerate a great deal of monotony and she will thrive on challenging assignments, particularly if these contain an element of risk.

Although usually calm and not easily flustered, Ms. Sampleton can be upset by prolonged stress or exceedingly demanding tasks. In these conditions, she will be irritable, although she will strive to regain her composure as quickly as possible. While fairly trusting and open with others, she is sensitive to anyone trying to take advantage of her and she will resist such behavior. Her reactions to stress are variable but, in the main, she seems to cope well and even does some of her best work when she is stimulated by adversity.

# Interview Guide

## Part 4 - Suggested Interview Questions

### Planning the Interview

Planning the interview requires identifying concerns about the candidate's work history, references and scores off the Prevue Benchmark for the Administrative position. Use the available candidate information plus this report to structure the interview and make the best hiring decision.

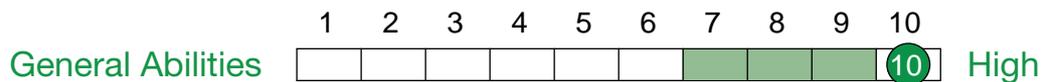
This section provides suggested interview questions to address the following:

- ▶ First to examine those areas where Sally Sampleton's score did not fall on the benchmark for the position.

You should customize the interview questions as needed for this position at Competitive Edge, Inc.. **You may wish to take a copy of Part 4 to have it available for the interview.**

### Scores off the Benchmark

Sally Sampleton's scores fell off the Benchmark for the following scales. This indicates that the candidate could encounter challenges in these areas. Review each score description set out below and consider the suggested interview questions. The more distant the score is from the benchmark for a scale the more important it is for you to probe these areas.



Sally Sampleton's very high score is above the benchmark for General Ability. This implies fast, accurate learning with easy acquisition of new skills, prompt reaction to changing business issues, and first-rate processing of corporate information. Challenging work that requires ongoing training, decision-making, and advanced skills is suggested.

1. The Administrative position currently offers limited application for your exceptional General Ability. Will this affect your job satisfaction? How will you deal with limited opportunities to work with shapes on the job?
2. Because challenging tasks will be few or infrequent, how will you apply your excellent General Ability?

**Your Comments:**

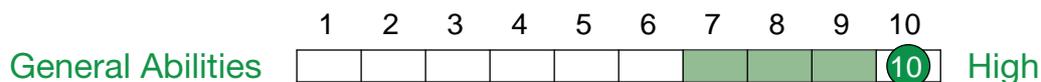
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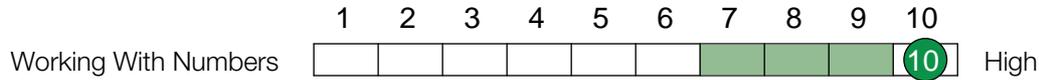


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Sally Sampleton's score is very high and is on the given benchmark for General Ability. This implies fast, accurate learning with easy acquisition of new skills, prompt reaction to changing business issues, and first-rate processing of corporate information. Challenging work that requires ongoing training, decision-making, and advanced skills is strongly suggested.

**Your Comments:**



Sally Sampleton is above the given benchmark and shows an excellent ability for Working with Numbers. This is likely to translate to fast, accurate performance for any tasks requiring arithmetic skills and number recognition. This level of ability often includes good use of statistics, and rapid, precise recording of numerical data. There should be full competence for numerical work in the Administrative position.

1. The Administrative position currently offers limited application for your excellent numerical ability. Will this affect your job satisfaction? How will you deal with limited opportunities to work with numbers on the job?
2. If number tasks are infrequent or not challenging, how will you apply your superior numerical ability?

**Your Comments:**

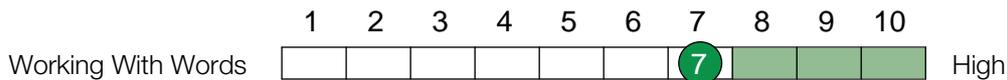
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Although Sally Sampleton has above average ability for Working with Words, this score still falls below the given benchmark. This level of ability implies good performance with most written work and word recognition tasks. These include reading, writing, and searching for information. This level of ability provides dependable efficiency for many verbal tasks in the Administrative position. Support may only be required for highly demanding paperwork.

1. If you have to hand out a brochure, would you read it first? If you have questions about the brochure, how do you get answers?
2. Consider a new, multipart form to be used on the job. If no training is provided, how do you learn to use the form?
3. Describe how you read a manual for safety procedures at work.

**Your Comments:**

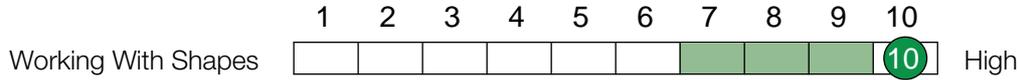
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Sally Sampleton is above the given benchmark and has exceptional ability for Working with Shapes. In the elite group of employees for spatial accuracy and learning speed, this candidate is likely to work well with graphs, charts, and icons and can easily relate diagrams to actual objects and events. This first-rate ability implies full proficiency for spatial tasks in the Administrative position.

1. The Administrative position currently offers limited application for your exceptional spatial ability. Will this affect your job satisfaction? How will you deal with limited opportunities to work with shapes on the job?
2. If work with shapes is infrequent or not challenging, how will you apply your excellent spatial ability?

**Your Comments:**

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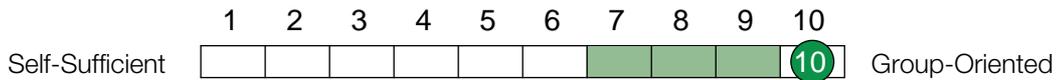
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Ms. Sampleton is a very sociable person who actively seeks out a lively environment where she can meet lots of people.

1. Describe the advantages of working in noisy, active places.
2. Describe the business-related groups, clubs, or activities you are involved with.
3. How often do you work independently?

**Your Comments:**

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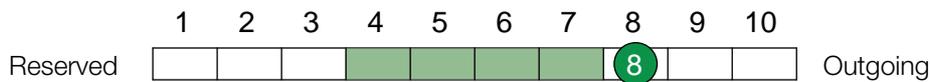
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Ms. Sampleton describes herself as someone who needs to be the center of attention.

1. Recall the most dynamic presentation to a group of coworkers that you have made.
2. What did you find to be the most boring part of your job?
3. Describe how you add variety to your job.

**Your Comments:**

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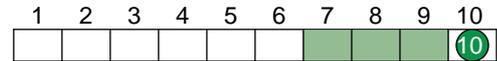
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# Part 5 - Individual Characteristics

The Individual Characteristics descriptions provide more information about Sally Sampleton’s scores in comparison to those of the general working population. Scores on the Prevue Benchmark for each scale highlight Sally Sampleton’s strengths for the Administrative position. Scores that are two or more steps off the Prevue Benchmark for any scale highlight prospective areas of challenge for this candidate and should be addressed in the interview.

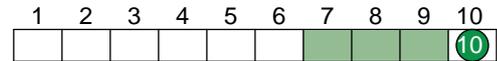
## General Abilities

This score is at the highest level of General Ability. Sally Sampleton is quicker and more accurate in reasoning skills than most. **He** is generally quick to learn and can absorb new information easily. **Title LastName** is likely to be very efficient and able to deal well with change in **his** working requirements and under conditions of high mental workload.



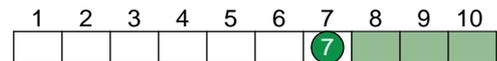
## Working With Numbers

Ms. Sampleton shows an extremely high capacity for numerical reasoning. She is quicker and more accurate than most employees in her capacity to reason with information derived from simple numbers.



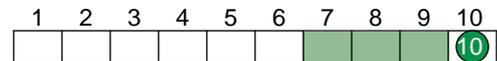
## Working With Words

Ms. Sampleton is talented in using language as a vehicle for reasoning and problem solving. She demonstrates a good level of speed and accuracy when dealing with written language.



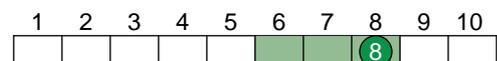
## Working With Shapes

This indicates superior skills in spatial ability. Ms. Sampleton is in the top percentile in both speed and accuracy when reasoning with information that involves mentally manipulating shapes and objects. She will feel at ease working with plans and diagrams, and be able to relate working drawings and schematics to actual objects and products.



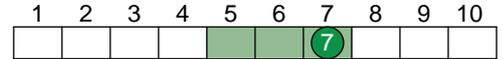
## Working With People

Ms. Sampleton is likely to be very interested in work that involves considerable contact with people. This may be at a complex level rather than just making contact. People with scores in this range are unlikely to feel satisfied in jobs in which interaction with people does not play a significant role.



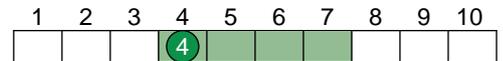
### Working With Data

Ms. Sampleton has an above average interest in working with data. Such a person may relate this interest in data to its application in working with people and/or machinery and equipment. They would be unlikely to enjoy a position that did not provide an opportunity for this type of work.



### Working With Things

Sally Sampleton expresses a slightly below 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.



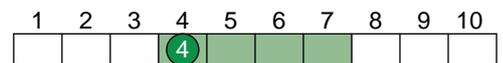
### Diplomatic / Independent

To achieve her point of view, Sally Sampleton occasionally can be an individual competitor, both controversial and argumentative. In other situations, Ms. Sampleton can also be concerned with maintaining the team spirit and coordinating the team effort. This score indicates an employee who is good at getting things done while taking into account the needs of others.



### Cooperative / Competitive

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



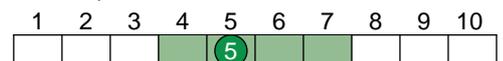
### Submissive / Assertive

Sally Sampleton is somewhat submissive and may avoid speaking out on some issues. Ms. Sampleton may refrain from promoting herself in leadership roles. In disputes, she may be willing to compromise to maintain relationships with others.



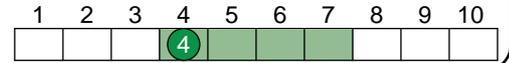
### Spontaneous / Conscientious

She balances the need to do things well in the quickest possible way within the rules. This leads to solutions that are innovative without implementing radical changes. Such people are quite dependable, adaptive and innovative.



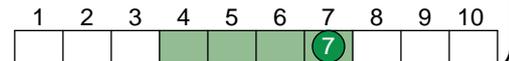
**Innovative / Conventional**

Sally Sampleton sees herself as someone who is somewhat adaptable to change and innovation. She will seek new methods to solve problems.



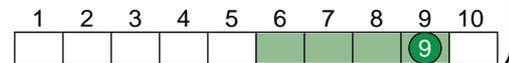
**Reactive / Organized**

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



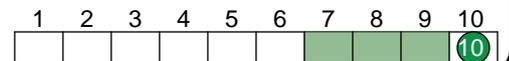
**Introvert / Extrovert**

Ms. Sally Sampleton is a sociable and talkative individual, who seeks out others for stimulation and company. Ms. Sampleton enjoys being the center of attention. She is generally energetic, while enjoying a lively environment. Others tend to see her as high-spirited and impulsive.



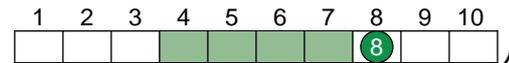
**Self-Sufficient / Group-Oriented**

This is a very sociable person who actively seeks out an active work environment where she can be with lots of people. She is happiest working in situations where she spends most, if not all, of her time interacting with other people. She can become uncomfortable with social disapproval.



**Reserved / Outgoing**

Ms. Sampleton will enjoy taking risks and will need stimulating work. You will find her enjoying being the center of attention, while meeting and talking to people. Sometimes her enthusiasm with talking will interfere with hearing what others have to say.



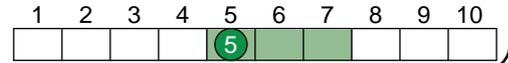
**Emotional / Stable**

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



**Restless / Poised**

Such people can remain calm and poised in the face of unpleasant circumstances, yet at times have a tendency to become upset and take things personally.



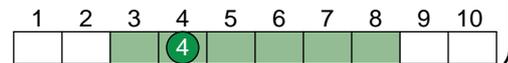
**Excitable / Relaxed**

In response to most circumstances, people with this score will remain calm and relaxed. It is unlikely that they would worry or become anxious when things do not go well. Any stress under pressure is likely to be moderate. Such individuals will not always assume the best of other people and will feel the need to check their motives at times.



**Social Desirability**

Given this level of score, there is reason to believe that Ms. Sampleton has presented a reasonably frank picture of herself on the other scales.



# Part 6 - Approach to Work

## Introduction

This section of the Prevue Selection Report provides information on Sally Sampleton's approach to a number of work related subjects that can significantly impact job performance. A manager can use this information to better understand this candidate's natural response to these important work requirements or situations and overall suitability for the Administrative position.

Each of the Approach to Work scales addressed in this section is derived from one or a composite of the Prevue Personality scales reviewed in the Total Person and Individual Characteristics sections of this report.

There are no Prevue Benchmarks developed to identify the preferred score ranges on the Approach to Work scales. It is expected the hiring manager will have sufficient understanding of the Administrative Benchmark position to know what the position and the company culture requires.



\* See Aspects of Assertiveness

### 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 Ms. Sampleton.

Some see work as a means to an end while others define themselves by their work. Work is important to Sally Sampleton but not at the expense of home or family. If conflicts arise between home and work, her personal life may take priority. Long or irregular working hours could be inconvenient for her. Leading a full social and business life, she may sometimes be overextended but the social skills she develops in her leisure activities should translate well to business.

1	2	3	4	5	6	7	8	9	10
				5					

### Compliance

**QUESTIONS RULES (1) vs. ADHERES TO RULES (10):**

The Compliance scale identifies an individual's inclination to adhere to rules set by an employer and resist the temptation of intentionally engaging in behaviors that are considered to be detrimental to an organization's productivity or workforce attitudes.

Sally Sampleton likes variety and challenge, and often prefers a minimally structured work environment. If rules and procedures seem to hinder expediency, this person may question or even disregard some guidelines to achieve goals. Sally Sampleton seeks new experiences and will be inclined to tackle work in a personal way rather than following a set protocol or established practice. Completing frequent routine or repetitive tasks may be difficult to tolerate for this person. They tend to improvise, be impulsive, and take risks. Sally Sampleton could resent long working hours and may react negatively to heavy pressure. This could include carelessness, moodiness, or disruptive behavior such as finding fault in others. Under heavy stress, Sally Sampleton could be less attentive and less motivated to follow the rules than more compliant employees.

1	2	3	4	5	6	7	8	9	10
	2								

### Compensation Preference

**FIXED SALARY (1) vs. COMMISSION/BONUS (10):**

The Compensation Preference scale identifies whether Sally Sampleton is more motivated to work by a secure salary or by performance based remuneration.

Sally Sampleton slightly prefers the security of a fixed salary to dependence on bonus or commission, but she will readily agree to a blended package of compensation. She will cope better with events that could adversely impact her profit share if the bulk of her earnings are salary-based. If a sizable portion of her compensation is performance-based, she may need some support to accept this. Her generally careful approach makes her especially competent for projects requiring smooth stewardship.

1	2	3	4	5	6	7	8	9	10
				5					

### 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.

Sally Sampleton may prefer rather swift and irregular solutions, but she will always curb this tendency if circumstances demand sound planning. She is slightly inclined to operate on the premise that "the end justifies the means," but she rarely behaves recklessly. Generally, she will avoid reflexive decisions and will want to balance risks with benefits. Clients will approve her willingness to make quick decisions and her ad hoc approach to problem-solving.

1	2	3	4	5	6	7	8	9	10
						7			

### Preference for Change

**LIKES ROUTINE (1) vs. LIKES CHANGE (10):**

This scale identifies where Ms. Sampleton fits in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

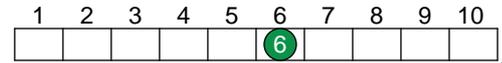
Sally Sampleton usually enjoys change and values innovation. Given mundane tasks, she will look for new ways to deal with routine work. She prefers to take control of events and will react proactively to new trends. She may tend to seek change for its inherent excitement, rather than because it is necessary.

1	2	3	4	5	6	7	8	9	10
							8		

### 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.** Because Sally Sampleton is largely enthusiastic about new ventures, Sally Sampleton generally sees the business world as having more opportunities than dangers. She tends to react reasonably quickly to problems and will consider new methods to boost performance and productivity. She realizes, however, that singular actions can have negative consequences. As a result, Sally Sampleton must be convinced that new practices are timely and effective.

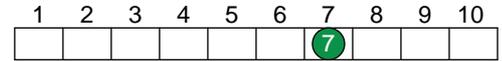


### Task vs. Person Focused

**TASK FOCUSED (1) vs. PERSON FOCUSED (10):**

**This team characteristic scale distinguishes those who focus on the needs of the task or project in hand from those who are focused on their own and their team members' needs.**

With more focus on people than on the task in hand, Sally Sampleton tends to be friendly and easy-going at work. This person enjoys a moderately busy environment, with more variety than routine, and frequent contact with others. Usually frank and objective, Sally is a good communicator but does not need to be the center of attention all the time. When job performance depends on collaboration or interaction with others, effective concentration on people is the best asset Sally Sampleton brings to a team.

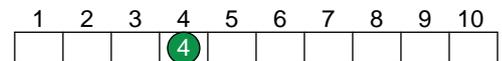


### Self vs. Relationship Focused

**SELF FOCUSED (1) vs. RELATIONSHIP FOCUSED (10):**

**This team characteristic scale distinguishes those who are self focused from those who are inclined to focus on others on the team.**

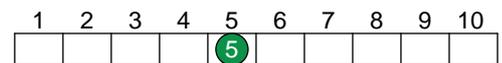
Sally Sampleton will focus more on self-created plans rather than others' views and relationships. This person likely has a personal agenda but will compromise to maintain collaboration and team spirit. Although inclined to be somewhat edgy, Sally can also be creative and provide leadership. Sally Sampleton will prefer roles that offer personal latitude, with some opportunity to work with others, and recognition for individual achievement.



### Aspects of Assertiveness

**SUBMISSIVE (1) vs. ASSERTIVE (10):**

**This personality scale influences a person's response to the following important work situations or circumstances:**



**LEADERSHIP STYLE - DEMOCRATIC (1) vs. COMMANDING (10):**

**Leadership Style is measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding Leadership Style.**

Sally Sampleton is a well-balanced leader with a slight inclination to be the "guide on the side" rather than out in front exhorting the team to follow. When a gentle approach is needed, she will excel as a democratic leader. On the other hand, in a crisis, she can take command and be explicit about what must be done and when.

**APPROACH TO LISTENING - SYMPATHETIC (1) vs. CONTROLLING (10):**

**The Approach to Listening scale is measured from 1 for a person who is an exceptionally sympathetic listener to 10 for a person who tends to dominate a conversation.**

Sally Sampleton tends to be enthusiastic about her own ideas but she still encourages others to express theirs. Careful to allow for all points of view, she will invite debate and probe for complete understanding. In short, she is a good listener who may only require some skill enhancement to be really effective at obtaining and analyzing other people's ideas. She could be encouraged to ask more questions. This active listening skill is usually perceived as interest and most people are flattered to be asked about their ideas.

**APPROACH TO CONFLICT - ACCOMMODATING (1) vs. FORCEFUL (10):**

**This scale distinguishes those who avoid conflict by being accommodating from those who are forceful in their approach to conflict.**

Sally Sampleton balances accommodation and soft skills with a direct approach to conflict. Because she is fairly sure of herself, she is usually efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations, she can switch easily to a moderate, accommodating style of conflict resolution.

## Part 7 - Best Practice Information

**Assessment Administration:** Best Human Resources practice recommends that assessments be administered to candidates in a controlled environment under the supervision of a proctor to ensure that:

- ▶ The person who completes the assessment is in fact the candidate.
- ▶ A candidate's responses to the assessment questions are not affected by collusion with others or by other actions that would invalidate the assessment.
- ▶ The supervisor is able to address unexpected conditions or problems affecting a candidate and to provide reasonable accommodation for candidates where required.

Where a candidate completes the assessments without supervision the accuracy of the results cannot be guaranteed. In such circumstances you may wish to have the candidate retake the Prevue Assessments in a controlled environment at the time they attend your offices for an interview. For more information on the administration of the Prevue Assessment, please see "Administering the Prevue Assessments" in the Prevue How To Guides posted at [www.prevueonline.com](http://www.prevueonline.com).

**Assessment Weighting:** The weight given to the Prevue Assessments in any human resource selection or other high stakes decision should not exceed one-third of the total decision making process. The remainder of the process, including the candidate's work history, interview, background checks, etc., should be considered together with the results of this report.

**Ensuring Fairness:** When properly administered, the use of the Prevue Assessments will help to ensure that job applicants are treated fairly without regard to race, colour, religion, sex or national origin. The Prevue Assessments have been designed and developed to conform to the human rights legislative and best practice requirements prevailing in the various countries where the Prevue Assessments are distributed. This includes the EEOC Guidelines, the Americans With Disabilities Act, and the standards for test development published by the American Psychological Association, the British Psychological Society, and the Association of Test Publishers.