

SAMPLE

Assessment Report
of
Joe Sample

For the position of Manager
at
ABC Company

March 2006

PERSONAL AND CONFIDENTIAL

This professional evaluation is personal and confidential. If used for the purpose of selection and placement, it should be considered only in the context of other information such as interview impressions, experience, reference checks and other job-relevant information.

Report handling guidelines

- Keep this report in a confidential file separate from the regular personnel file.
- Maintain careful control of its distribution, permitting only those persons directly concerned with the development and placement of this individual to see the report.
- Refrain from reproducing any or all parts of this report.
- Be aware of the date and original purpose of this report. People change with time and experience. This report is considered valid for a period of three years. After that, re-testing is highly recommended.

Candidate: Joe Sample
 Client Company: ABC Company
 Position: Manager
 Date: March 2006

Sample

Recommendation:
 (X) Matches Requirements
 () Partial Match
 () Does not Match

Rating: P=Poor; BA=Below Average; A=Average; AA=Above Average; S=Superior		
Assessment Instruments	Percentile	Range
Wonderlic: Measures the level at which an individual learns, understands instructions and solves problems. Higher scoring individuals learn quickly and use their knowledge effectively. A more modest score suggests that an individual will need more detailed instruction, hands on practice and close supervision. (Norm group: Working Adults)	89 th	AA
Watson-Glaser Critical Thinking Appraisal: Measures the mental processes of reasoning, judgment and analysis. This test requires the application of inductive and deductive reasoning, recognition of assumptions, evaluation of arguments and correct interpretation. Higher scores reflect the ability to think critically, analyze issues and synthesize information. Lower scoring individuals tend to be black and white and linear in their thinking. (Norm group: Sales)	80 th	AA
Numerical Critical Reasoning: Measures the ability to make correct decisions or inferences from numerical data. This test weighs a person's skill in evaluating charts, graphs and other numerical data and drawing the appropriate conclusion based on this data. (Norm group: Management)	95 th	S

Summary of Strengths:

- Exceptionally intelligent, will have no difficulty handling the increased complexity in scope. Quantitative analysis skills are excellent; will effectively managing the P&L responsibilities. Thinks logically through problems and backs up his decisions with hard data and facts.
- Assertive and self-confident, does not hesitate to direct and guide the work of others. Speaks his mind and voices his opinion without hesitation, even if unpopular. Stands up for his beliefs and ideas.
- Demonstrates an exceptionally strong drive for achievement. Readily puts forth the effort and energy needed to get the job done and tenaciously pursues his objectives. Holds himself and others to high standards and does not settle for second best.
- Has a very strong work ethic; is a highly responsible, reliable, and conscientious individual who can be counted upon to uphold his duties and obligations. Works very comfortably within the policies and procedures of the organization. Does not act impulsively or without forethought; would not behave in a way that reflected poor upon himself or the organization.
- Highly organized, methodical, and detail-oriented, pays close attention to the details. Dots his "i's" and crosses his "t's", ensuring that nothing falls through the cracks. Works in a very structured and systematic manner; has very clear ways he likes to get work accomplished.
- Is relatively personable and outgoing; enjoys the company of others and should be skilled at developing strong long-term relationships. Although he does not always demonstrate it, he does care about other people and their success.

Areas for Development

- Can be stubborn and set in his ways; struggles to adapt and adjust quickly to changing circumstances and quickly reformulate a game plan. Is a perfectionist who spends too much time focusing on the small but unimportant details and can lose sight of the big picture perspective.
- More reserved in nature, warms up more slowly to others. Sometimes has difficulty really putting himself in someone else's shoes and seeing things from their perspective. Tends to be more private and plays his cards close to the vest.

Managerial Style

- Proactively communicates performance expectations and follows up to see that those expectations are being met. Sets the bar high, but leads by example; would not ask anyone to do what he was unwilling to do himself. Works hard and expects hard work from his team.
- Once his people get to know him, they will recognize that he has their best interest in mind. Cares about his people and wants them to be successful.
- Could have the tendency to micromanage. Has set ways he wants things done, but may stifle creativity and "outside the box" thinking on his team.

 David Weller, Ph.D.
 Principal