

General Entry Level – One Sitting

Assessment Fact Sheet

Overview

The General Entry Level solution is designed for entry-level general office positions. Sample tasks for this job include, but are not limited to: general clerical duties, answering telephones, filing, office machine operation, and use of basic office management systems and procedures. Potential job titles that use this solution are: Office Manager, Office Coordinator, Clerk, and Receptionist.

Job Level	Entry-Level
Job Family/Title	Business Suite

Details

Average Testing Time (minutes)	26 minutes
Maximum Number of Questions	105 items
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple Choice, Adaptive

Knowledge, Skills, Abilities and Competencies Measured

Goal Orientation: This measures the potential for success in entry-level jobs. This scale measures self-esteem and developmental indicators of success in entry-level customer service jobs through questions regarding developmental influences, self-esteem, work history, and work-related values and attitudes.

Learning Potential: This is a measure of the potential for success in jobs across industry type and functional area. Candidates' responses to questions regarding developmental influences, educational and work history, and related values and attitudes are compared with response profiles from successful employees. These items are significantly related to a traditional cognitive test of learning ability.

Service Professionalism: This is a measure of the tendency to have potential for professional success across industry type and functional area. This is characterized by scores that are derived from responses to questions regarding academic and social background, and aspirations concerning work.

Conscientiousness: This component measures the tendency to exhibit personal responsibility, follow rules and guidelines, and complete work thoroughly and precisely. This trait is characterized by trustworthiness, fulfilling commitments, dedication to the completion of all work tasks completely and accurately, and organization.

Example Questions

You usually do extra work on a project or task:

- a) ☐ if you know you will be rewarded (e.g., higher grade, more pay).
- b) ☐ if everyone else is putting in extra time or effort.
- c) ☐ only when someone asks you.
- d) ☐ when you are really interested in the project/task.
- e) ☐ no matter what you are doing.

Choose which of the two statements below is more true of you.

- a.) ☐ I am fairly good at abiding by rules and procedures when I complete a task.
- b.) ☐ I sometimes remind others about the extra challenges I face if they notice a mistake I have made.

How easy do you think it would be for you to get used to doing the same thing over and over every day?

- a) ☐ Much easier than for others I know
- b) ☐ Somewhat easier than for others I know
- c) ☐ About the same as others I know
- d) ☐ A little harder than for others I know
- e) ☐ Much harder than for others I know

Example Reports

Recruiter Report : (Business Suite 5.5) General Entry Level - Short Form

PREVISOR

Applicant Information

Name: Biz Suite

Application Date: Thu Mar 25 09:46:00 EDT 2010

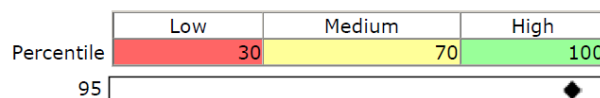
Applicant ID: 3824

Session ID: 52078744233463

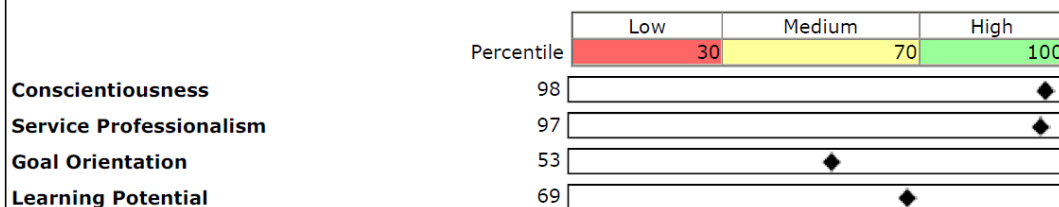
This report is confidential and its contents are intended to assist in the prediction of an applicant's work behavior. If you would like more information about this interpretive report or other products that PreVisor offers, please contact your account representative.

Overall Score

Recommended ✓



Detailed Results



Score Interpretation

Conscientiousness

This component measures the tendency to exhibit personal responsibility, follow rules and guidelines, and complete work thoroughly and precisely. This trait is characterized by trustworthiness, fulfilling commitments, dedication to the completion of all work tasks completely and accurately, and organization.

This candidate will likely follow all rules and regulations and can be trusted with sensitive information. He or she can be relied upon to complete all assigned tasks even if the task is mundane or uninteresting. The candidate will likely be organized and make plans to ensure work is completed in a timely manner and is of the highest quality.

Service Professionalism

This component measures the tendency to have potential for success across industry type and functional area. This is characterized by scores that are derived from responses to questions regarding academic and social background, and aspirations concerning work.

This candidate's response profile concerning past achievements, social orientation, and work orientation is highly similar to the profiles of highly effective employees. The good match between the profiles suggests that this candidate is likely to be successful in this position.