

The logo consists of a blue rounded rectangle with a white-to-blue gradient. The letters 'PXT' are written in white, sans-serif font in the upper portion of the rectangle.

Report designed for

**Dave Sample**

# ProfileXT<sup>®</sup>

## Interview Guide – Total Person

Performance Model: Director of Training

Performance Model Date: 5/24/10

Assessment Taken: 5/19/10 Printed: 5/24/10

ABC Company  
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Knoxville TN

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## Introduction

The interview is an important part of the selection process; however, studies show that most interviews are poorly done. Using a stock list of interview questions to ask every candidate will not lead the interviewer to the important areas necessary for the effective placement of each individual. This Interview Guide, coupled with the ProfileXT Performance Model Comparison, will help make each interview a valuable tool.

The scientifically developed Performance Model for this position reflects a solid understanding of what the job requires. The Total Person information related to this model allows us to create interview questions that will allow you to get the information you need to make the best possible decision about each candidate.

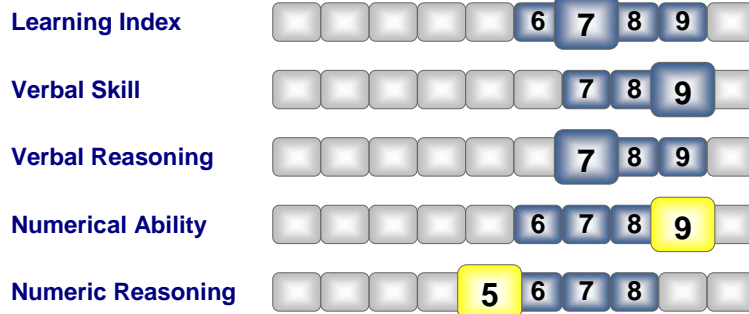
This report reflects the responses provided by Dave Sample when he completed the ProfileXT assessment. A Summary Graph is included that shows his scores and how he fits to the Performance Model for this position. It gives a quick overview of where he is in or out of the model and also shows his overall percentage match. The result for each characteristic is illustrated on a scale from 1 to 10. The darker area on each scale represents the best Job Match for the position. The enlarged segment of the scale shows where Dave scored. If the enlarged segment is dark, Dave is in the Job Match model. If it is lighter, he is not.

The interview questions provided are based on how well Mr. Sample fits the Performance Model. Where he is outside the model the questions will take the interviewer into areas where potentially important information will be addressed. The questions provided where he is in the model provide you with confirmation that he is right for the job. Each question should be considered for use in his placement interview. A space is provided to record the interviewer's thoughts when the response to a question provides important information regarding placement in the position for which Mr. Sample is being considered.

Please consult the User's Guide for additional information on using these results when working with Dave . As discussed in the User's Guide for this product, the results from this or any assessment should never make up more than a third of the final decision in placements.

## Summary Graph

Overall Job Match – 86%



Thinking Style  
88% Match



Behavioral Traits  
93% Match


Distortion for this assessment  
is within the acceptable range.

### Top Interests for Dave Sample

-  Mechanical
-  Creative
-  People Service

### Top Interests for this Performance Model

-  Enterprising
-  Creative
-  People Service

 = Match

Interests  
69% Match

## Interview Questions

Interview questions are provided for Dave to facilitate an effective interview process. Behavioral Considerations for each scale relate to his scores without reference to the Director of Training model. Where the scores for Mr. Sample fall within the Performance Model, one interview question is provided. Should he fall outside of the model, additional questions are provided.

### Thinking Style

#### Learning Index

An index of expected learning, reasoning, and problem solving potential.



#### Interview Question

- When training others to learn new skills, what method have you used to get the point across?  
[Interviewer's Notes](#)

#### Verbal Skill

A measure of verbal skill through vocabulary.



#### Interview Question

- Have you found yourself feeling impatient with how slow others are in understanding simple ideas?  
[Interviewer's Notes](#)

#### Verbal Reasoning

Using words as a basis in reasoning and problem solving.



### Interview Question

- Give an example of a time when you solved the problem of a miscommunication.  
[Interviewer's Notes](#)

### Numerical Ability

A measure of numeric calculation ability.



### Behavioral Considerations

On the Numerical Ability scale Mr. Sample is above the designated Performance Model for this position. This suggests that his computation of data is more proficient than the position typically requires and that he may not be sufficiently challenged to maintain his interest and/or level of motivation.

### Interview Questions

- What kind of high stress situations have you experienced in which important calculations were necessary?  
[Interviewer's Notes](#)
- Does it take the other people you work with longer to figure results or understand the numerical information than it does for you? How do you handle this?  
[Interviewer's Notes](#)
- Tell me about an experience you had in which an estimate was asked of you on the spot. Were you on target?  
[Interviewer's Notes](#)

- When expressing numerical data to others, what method has been most successful for you, even when some of them are not numerically inclined?  
[Interviewer's Notes](#)

## Numeric Reasoning

Using numbers as a basis in reasoning and problem solving.



### Behavioral Considerations

On the Numerical Reasoning scale Mr. Sample is outside the designated profile for this Performance Model. This suggests that his ability to analyze numerical data as part of the decision making process is different than the position typically requires. Discussions with him should explore the possibility that for Mr. Sample, the position may be inappropriate for his ability level.

### Interview Questions

- Tell me about a time when you had to get someone else to finish a portion of a mathematical task in which the difficulty and/or time available prevented you from finishing it on your own.  
[Interviewer's Notes](#)
- What resources have you used in the past to obtain help with mathematical tasks that you found difficult for you?  
[Interviewer's Notes](#)
- Tell me about the last time that you reviewed the figures from a chart, spreadsheet, or graph, drew a conclusion and were incorrect. How did you resolve the situation and how often does this kind of mistake happen for you?  
[Interviewer's Notes](#)

- In the past, have you developed a budget? Tell me about that experience.  
[Interviewer's Notes](#)

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## Behavioral Traits

### Energy Level

Tendency to display endurance and capacity for a fast pace.



### Interview Question

- Describe your experience with a past situation when work demands were high and deadlines pressed you to work long hours.

[Interviewer's Notes](#)

### Assertiveness

Tendency to take charge of people and situations. Leads more than follows.



### Interview Question

- Describe a recent experience when you had to choose between being assertive and being diplomatic with a co-worker. What were the results?

[Interviewer's Notes](#)

### Sociability

Tendency to be outgoing, people-oriented, and participate with others.



### Behavioral Considerations

On the Sociability scale Mr. Sample is below the designated Performance Model for this position.

This suggests that his willingness to work within a team environment is low. Discussions with him should explore the possibility that for Mr. Sample, the challenge of a cooperative climate may lead to frustration.

### Interview Questions

- What is your preference for how to make productive use of your time when things are quiet in the office?  
[Interviewer's Notes](#)
- Tell me about an experience you have had in which you were required to make "small talk" to promote relations with a client or co-worker.  
[Interviewer's Notes](#)
- If one person had to remain in the office while the rest went to a meeting, would you volunteer to stay? How would you make the best use of that time?  
[Interviewer's Notes](#)
- Have you ever been in a situation where you had to initiate a conversation in a group of people you did not know? How did you handle it?  
[Interviewer's Notes](#)

### Manageability

Tendency to follow policies, accept external controls and supervision, and work within the rules.



### Interview Question

- Describe your efforts in the past to bring an argumentative group together. How successful were you?

[Interviewer's Notes](#)

### Attitude

Tendency to have a positive attitude regarding people and outcomes.



### Interview Question

- Pick any event from the last five years in which you were an example of a positive attitude for other people to follow. Being specific, tell me about the event.

[Interviewer's Notes](#)

### Decisiveness

Uses available information to make decisions quickly.



### Interview Question

- Ideally, what decision making role would you prefer? What would you contribute to such a role?

[Interviewer's Notes](#)

### Accommodating

Tendency to be friendly, cooperative, agreeable. To be a team person.



### Interview Question

- When, if ever, is it appropriate to tell it like it is, that is, to be blunt with a co-worker?  
[Interviewer's Notes](#)

### Independence

Tendency to be self-reliant, self-directed, to take independent action, and make own decisions.



### Interview Question

- Describe a situation when you encouraged change or adaptation despite the resistance of co-workers.  
[Interviewer's Notes](#)

### Objective Judgment

The ability to think clearly and be objective in decision-making.



### Behavioral Considerations

On the Judgment scale Mr. Sample is below the designated Performance Model for this position. This suggests that his decision-making process is less objective than the position typically requires and that he could have a problem with the pragmatic nature of the job. Discussions with him should explore the possibility that for Mr. Sample, the position could lead to frustration and a reduction in his level of performance.

### Interview Questions

- What sources of information do you typically use in reaching a decision at work?  
[Interviewer's Notes](#)

- Describe the process involved when you have to make a decision under pressure.  
[Interviewer's Notes](#)
  
- Have you ever had to take decisive action based on your gut feelings alone? How did that make you feel?  
[Interviewer's Notes](#)
  
- Describe a high-pressure situation you had to handle at work. Tell me what happened, who was involved and what you did in terms of problem solving.  
[Interviewer's Notes](#)