

Assess Risk



Survey Results for Calvin Example

Test Date: 1/1/2017 9:55:57 PM

Organization: CemeA[{] æ ^

This Report Is Confidential

- Lock it up
- Don't leave it out
- Don't show it to the candidate

Use This Report To Make Good Decisions

- Retest or avoid candidates with Invalid results.
- Avoid candidates who score 'High Risk' on the assessment.
- Use interview probes and other report information to evaluate candid
- Combine information from all sources (survey, interview, references,

SAMPLE REPORT

Assess Risk

Random Response:

A check for random responding. If Invalid, the candidate could not or did not read the test well enough to avoid responding randomly, and these results should not be used.

In

Risk Analysis Index:

A measure of the candidate's risk of displaying low personal integrity or work ethic.

High Risk

Counterproductive Behavior Questionnaire Categories:

The table presents the candidate's results for each category of the Counterproductive Behavior Questionnaire.

Flagged areas should be probed in the interview.

Subscal
ILLEGAL
THEFT
JOB CO
WORK E
RESIST DIRECTI
SAFETY

*If flagged,
in later sec

Assess Risk **Counterproductive Behaviors**

In this section, undesirable responses by the candidate to theft, job commitment, wo safety, etc. questions are presented. The total number of survey questions for each to candidate selected an undesirable response to the following:

ILLEGAL DRUG USE (4 possible questions)

- It would concern me if my coworker used illegal drugs during work. . . **Disag**
- There should be mandatory drug screening for some jobs to ensure the safety

THEFT (5 possible questions)

- An employee should be fired if he or she is caught taking merchandise/prope

JOB COMMITMENT (10 possible questions)

- How many times have you had to quit a job without giving advance notice? .
- Realistically, how many times do you think you will change jobs in the next

WORK ETHIC (6 possible questions)

- It would bother you very much if you knew another employee was losing the rudeness to customers or vendors. . . **Disagree**
- It would bother you very much if you knew another employee was losing the **Disagree**

Job Task Responses:

How willing are you to . . .	Would do it and enjoy it	Would do it	W but
Handle rude customers?			
Work evenings or nights?			
Work weekends?		X	
Work overtime?	X		
Make change & handle money?	X		
Work weekdays?			
Work holidays?	X		
Adjust work schedule on short notice?			
Handle demanding people?		X	
Work cooperatively with others?			
Commit to being on time, every time?		X	

Preparation:

- Review the application form
- Review the test results

STEP 1: Open the Interview

Hello, my name is _____ and I'm the _____ (your position) for this position. The purpose of this interview is to learn more about you and ask you some questions about your previous experience, how you approach certain tasks, and to take down some notes -- that's to help me remember better what you said after the interview. I'll also take down some notes on any incorrect answers; what we want is to learn more about you. At the end, I'll let you know if you might have. If you are ready, we can begin.

STEP 2: Review the Application and Investigate Potential

<input type="checkbox"/> All blanks completed?	<input type="checkbox"/> Employment
<input type="checkbox"/> Application signed?	<input type="checkbox"/> Extremely high
<input type="checkbox"/> Several jobs in the last 2 years?	<input type="checkbox"/> Earnings shown
<input type="checkbox"/> Vague reasons for leaving job(s)?	<input type="checkbox"/> Can complete

Example Questions

I see that you were unemployed from _____ to _____. Please tell me about that.

I see that you left your previous employer. Would you explain further?

I noticed that you have changed jobs frequently in the recent past. Why?

STEP 3: Review Test Flags and Begin In-depth Questions

1. Tell me about your last job. What were you responsible for doing? How did you feel about it? How did you leave (or why did you leave)?

2. Tell me about the job before that. What were you responsible for doing? How did you feel about it? What would your last boss say about you if I called him/her for a reference? What time when you were responsible for working on a school project with other people? How did the project go? What could have been done differently?

3. Tell me about the type of work environment you are looking for. What to work?

4. Tell me about your best boss or leader ever. What was it that you appreciate?

5. Tell me about a job or project in which you were not happy. What was the result?

6. Tell me about a time when you saw someone doing something unethical. What did you do? How did you handle it?

7. Tell me about a time when you observed someone at work or school being unethical. What did you do? What was the result?

8. Tell me about a time when someone gave you feedback that was critical. How did you handle it?

9. All of us have areas in which we need to improve ourselves. What is an area you need to improve in? Please be specific. Why is this a struggle for you? What are you doing to improve?

Based on the candidate's test results, the following areas should be recommend that you use these suggestions to confirm the test result

Attitudes about Drug Use: Please describe for me what you think companies who use illegal drugs. What should happen to an employee who uses drugs that type of behavior with answers like: 'What a person does on his/her own 'Companies shouldn't be concerned about employees' personal lives.')

Attitudes about Theft: Tell me about a time when you saw someone stealing no experience, ask them what would they do.) When is it okay to take some for comments that indicate tolerance of stealing or theft in certain situation

Tenure: Tell me about a time when you were in a job you really enjoyed. What things have caused you to leave jobs in the past? How long do you plan to stay in jobs as well as difficulty switching jobs frequently.)

Poor Work Ethic: Tell me about a time when you became dissatisfied in on How did this impact your work? What did you do? (Listen for a tendency to are doing.)

STEP 4: Conclude the Interview

Those are all the questions that I have for you. I appreciate the time that you have would like to ask me?

STEP 5: Make the Hiring Decision

- Resist the temptation to hire someone just because you need to fill the job mistake both in money and time.
- Focus on how well the candidate fits the demands of the job, not how much you have in common with the candidate.
- The selection process is designed as an aid to the well-reasoned judgment for this judgment. In the end, every hiring decision is a judgment call. Use to inform your decision, not make it for you.

Use the following checklist to guide your decision. Please indicate your recommendation in the appropriate Recommendation box. In addition, write your initials in the Initials column.

Actions	Recom	
Review Application	Not Acceptable	Some R
Prescreen (Optional)	Not Acceptable	Some R
Test Candidate & Review the Test Results	Not Acceptable	Some R
Behavioral Interview	Not Acceptable	Some R
Reference Checks (Optional)	Not Acceptable	Some R
Background Check (Optional)	Not Acceptable	Some R
Decide	Do Not Make Offer	Eligible A
Drug/Medical Screen (Optional)	Fail	