

The image features a large silhouette of a person's head in profile, facing right. The silhouette is split vertically: the left side is black, and the right side is a vibrant blue. The text 'NP Edge' is prominently displayed in white on the black background. Below it, the text 'ESSENTIAL TOOLS FOR NONPROFIT MANAGEMENT' is written in a smaller, blue, sans-serif font. On the white background of the blue silhouette, the text 'Sample Report Job Fit Assessment Profile: Fundraiser' is written in a large, white, sans-serif font. The name 'Mr. Sample' is written in white on the black background.

NP Edge

ESSENTIAL TOOLS FOR
NONPROFIT MANAGEMENT

Mr. Sample

Sample Report

Job Fit
Assessment
Profile:
Fundraiser

INTRODUCTION -- Partial sample report; complete report has 10 pages

This is the Pre-Employment Assessment Report for Mr. Sample. It is divided into different sections, and they are described below.

SECTION I - GRAPHIC REPORT

Hogan Personality Inventory (HPI) Graphic Report

This section provides a graphic report of the candidate's results on the Hogan Personality Inventory (HPI). The HPI evaluates people on seven well-known characteristics that influence occupational success.

SECTION II - SUMMARY OF ASSESSMENT RESULTS

Employment Fit

This section reviews the candidate's results, focusing on general characteristics relevant to that person's success in most work environments. The review covers the candidate's reaction to stressful situations, how the candidate will manage the assignments associated with a job, and how the candidate will approach learning in a new job.

Job Fit

This section reviews the candidate's assessment results in terms of fit with a particular job. Different characteristics are important for success in different jobs, and characteristics that are important in one job may interfere with performance in others.

Candidate Interview Style

This section summarizes the candidate's interview style. Interview style can impact the evaluation of a candidate's fit for the position. This section indicates what to expect from a candidate in order to minimize the impact of interviewing skills.

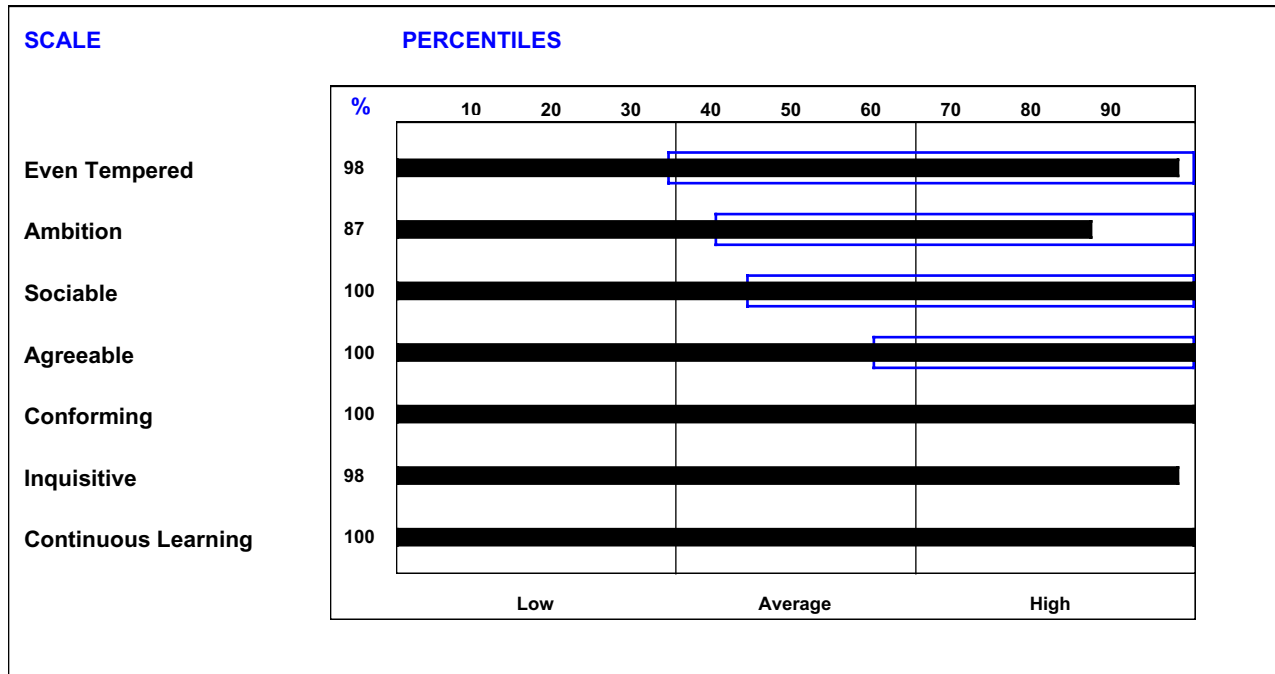
SECTION III - STRUCTURED INTERVIEW GUIDE

This section provides a structured interview guide based on the candidate's assessment results. The interview guide is designed to increase the hiring manager's understanding of the assessment results and allow him/her to probe areas of particular concern regarding the candidate's job fit. The guide also provides a systematic method for making a hiring decision using a combination of the assessment and the interview results.

SECTION IV – OVERALL EVALUATION OF CANDIDATE

This section provides a way in which to combine the candidate's assessment and interview results into an overall evaluation. From this, you will be able to make a more informed hiring decision.

Section I - Graphic Report - Hogan Personality Inventory



NOTES: [Shaded Bar] = Scales with a shaded bar have been identified as important to success. Scores inside the range increase a candidate's probability of success.

- Even Tempered** Reflects the degree to which a person is calm or moody and volatile. High scorers seem confident, resilient, and optimistic. Low scorers seem tense, irritable, and negative.
- Ambition** Evaluates the degree to which a person seems leaderlike and values achievement. High scorers seem competitive and hard working. Low scorers seem unassertive and less interested in advancement.
- Sociable** Assesses the degree to which a person appears socially self-confident. High scorers seem outgoing and colorful. Low scorers seem reserved and quiet.
- Agreeable** Reflects tact and perceptiveness. High scorers seem friendly, warm, and popular. Low scorers seem independent, frank, and direct.
- Conforming** Concerns self control and conscientiousness. High scorers seem organized, dependable, and easy to supervise. Low scorers seem spontaneous and flexible.
- Inquisitive** Reflects the degree to which a person seems curious, adventurous, and imaginative. High scorers tend to be quick-witted and visionary, but easily bored. Low scorers tend to be practical, focused, and able to concentrate.
- Continuous Learning** Reflects the degree to which a person values education as an end in itself. High scorers tend to enjoy reading and studying. Low scorers are less interested in formal education and more interested in hands-on learning on the job.

Overall Candidate Recommendation

Based on the HPI assessment results, and in comparison to the job specific profile created for your company, Mr. Sample's overall fit for the position is:



No Fit



Moderate Fit



High Fit

Candidate Interview Style

The following suggests how Mr. Sample is likely to behave during the interview.

Interview Style	Low	Moderate	High
Emotional Demeanor Candidates with low scores may appear tense and nervous; those with high scores may appear calm and relaxed.			X
Rapport Candidates with low scores may seem quiet and even shy; those with high scores may seem talkative and approachable.			X
Relationship Building Candidates with low scores may appear challenging and independent; those with high scores may seem agreeable and ingratiating.			X

Section III - Structured Interview Guide

Part 1 - Interview (Employment Fit)

These questions about Employment Fit focus on how easy it will be to manage Mr. Sample. The questions are derived from the Assessment Report - Employment Fit.

Scale - Question	What to look for	
<p><u>Stress Tolerance</u> Give an example of how your ability to keep a "level head" made the difference between success and failure.</p> <p>Notes:</p>	<p>The ability to remain calm in pressure-filled situations, to avoid responding emotionally, and to learn from past mistakes.</p> <div data-bbox="1016 579 1539 709" style="border: 1px solid black; padding: 5px; text-align: center;"> Question Rating: Low Moderate High </div>	
<p><u>Reliability</u> Describe a situation when it was important for you to complete an assignment by a specific date or within a specific time frame.</p> <p>Notes:</p>	<p>The ability to meet and follow-through on commitments, to complete a high quality task or assignment within a specified time frame.</p> <div data-bbox="1016 919 1539 1045" style="border: 1px solid black; padding: 5px; text-align: center;"> Question Rating: Low Moderate High </div>	
<p><u>Learning Approach</u> Give an example of how you remain up-to-date with respect to new developments in business and technology that affect your job.</p> <p>Notes:</p>	<p>Evidence of being willing to acquire knowledge specific to your industry and company in order to be more effective in performing your job.</p> <div data-bbox="1016 1230 1539 1367" style="border: 1px solid black; padding: 5px; text-align: center;"> Question Rating: Low Moderate High </div>	
Employment Fit Rating		
<p>_____ Low</p> <p>Clear issues or concerns that may present management challenges regardless of coaching and development.</p>	<p>_____ Moderate</p> <p>Some potential management challenges that could be overcome through coaching and development.</p>	<p>_____ High</p> <p>Candidate would be easy to manage based on an ability to handle stress, dependability, and a willingness to learn.</p>

B. Review of the assessment results

Below is the assessment rating the candidate received indicating the probability of success in the position.

Probability of Success (Assessment)	
_____ 1= Low	The candidate was outside the ranges on key scales indicating a low probability of success.
_____ 2= Moderate Low	
_____ 3= Moderate	The candidate was inside the range on key scales, indicating a moderate probability of success.
_____ 4= Moderate High	
_____ 5= High	The candidate was inside virtually all ranges on key scales indicating a high probability of success.

C. Hiring Decision

Considering all the information you have on this candidate (resume, training and experience, assessment results, interview results), how would you rate this candidate in comparison to other candidates you have seen for this position (or other similar positions)?

Comparing Candidates		
_____ 1= Low	One of the worst candidates that I have seen. Would lower our standards.	
_____ 2= Moderate Low	A so-so candidate. Would slightly lower our standards.	
_____ 3= Moderate	An acceptable candidate.	
_____ 4= Moderate High	A very strong candidate. Would be as good as or better than other employees.	
_____ 5= High	One of the best candidates I've seen. Would raise our standards.	
Considering all of the information, will you offer this candidate the position?	_____ YES	_____ NO
Provide an overall rationale for your rating.		
Mr. Sample's BASIS Employment Assessment Report is complete.		