

NP Edge

ESSENTIAL TOOLS FOR
NONPROFIT MANAGEMENT

Sample Report

Job Fit
Assessment
Profile:
Major Gifts

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

This is the Pre-Employment Assessment Report for Sample Major Gifts. 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.

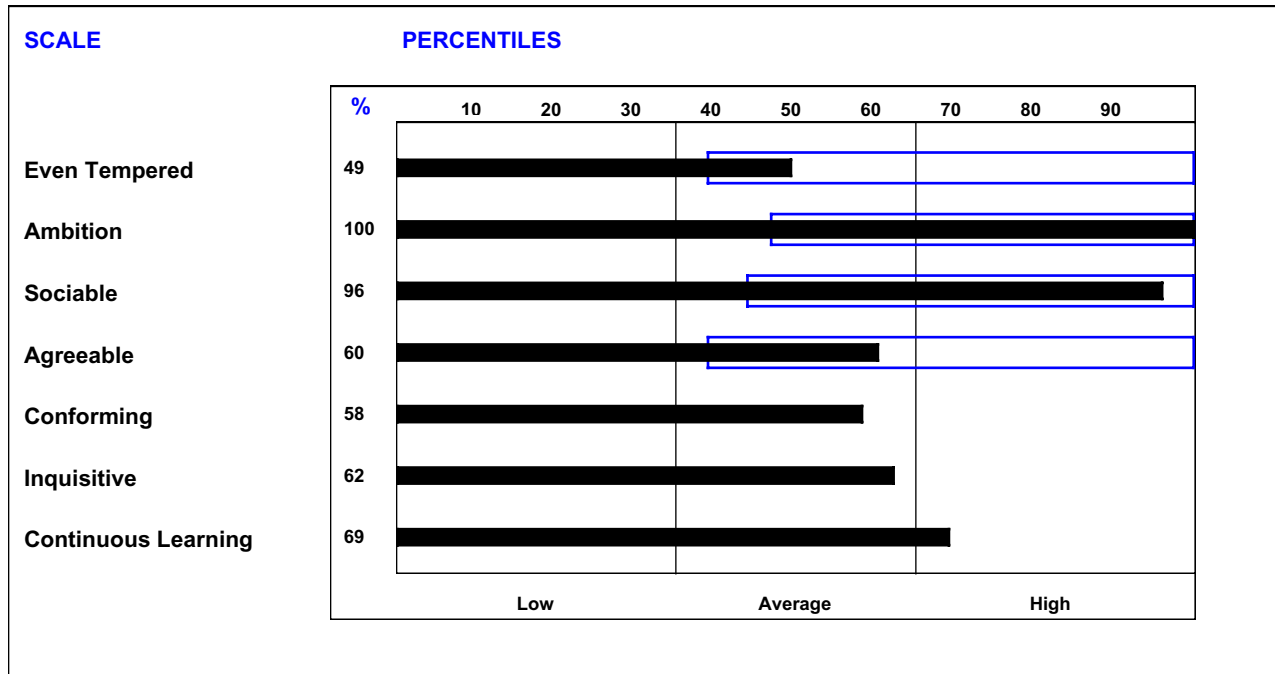
SECTION III - STRUCTURED INTERVIEW GUIDE

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



NOTES: = 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	

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.		