To ensure you are obtaining the full benefits available to you from the use of this assessment, please read the information contained in this report carefully. By using the information provided in this report, you are acknowledging that you understand the general guidelines for interpreting the assessment results.

While this assessment was designed to help assess various aspects of personality and/or skills, the report results are presented in terms of probabilities. False Positives and False Negatives are expected. PsyMetrics and the test developer are not liable for test taker behaviors.

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What the Elite Skills Profile Measures

The Elite Skills Profile is a general indicator of the individual’s ability to perform the basic skills that underlie most entry-level through supervisory positions (i.e., math skills, attention to detail, grammar and basic writing ability).

The areas assessed by this Profile are:

| Tables | Tables measures the degree to which the individual can quickly and accurately refer to information presented in the form of a table and answer questions related to that information. This characteristic is appropriate for jobs requiring looking up information on computer screens, spreadsheets or charts. Most clerical jobs require some degree of this ability. |
| Attention to Detail | Attention to Detail measures the degree to which the individual can quickly and accurately compare two strings of letters and/or numbers much like tasks that involve verifying information. This ability is important for most clerical jobs. It is also appropriate for jobs that require proofing tasks. |
| Math Skills | Math Skills measures a basic understanding of mathematical computation and concepts (e.g., making change, calculating percentages, applying discounts, basic addition, subtraction, division and multiplication). The ability to solve these types of problems has also been related to speed of learning and general problem solving skills. This test is appropriate for jobs requiring knowledge of basic math functions (e.g., cashiers, tellers, basic accounting, payroll, etc.). |
| Language Skills | Language Skills measures the degree to which the individual can quickly and accurately identify errors in word usage, punctuation, spelling and capitalization. This ability is important for most jobs requiring written communication. |

Interpreting the Elite Skills Profile

The following page presents the Total Score Summary and Total Score Interpretation. This is followed by the Score Profile. The Score Profile includes the scores for all of the scales. The scores are presented in terms of percentiles. The percentile indicates how the candidate scored relative to all other individuals who have taken the assessment. For example, if a candidate’s score on a particular scale shows as the 75th percentile, this indicates he/she scored better than 75% of all other people who have completed that scale.

The pages that follow the Score Profile provide detailed interpretations for each of the scales, as well as, management strategies and follow-up interview questions one can ask the candidate to obtain more insight with respect to areas needing development.
Total Score Summary

Total Score Interpretation
This candidate’s total Elite Skills Profile score falls within the High range. This candidate generally demonstrates the basic skills necessary to perform most jobs, from entry-level through supervisory positions. This is definitely an area of strength for this individual. Review individual scale details to better understand strengths and potential shortcomings.

Score Profile

The bar graph above shows the candidate's score pattern across all the dimensions assessed by this profile. The pages that follow offer detailed insight into each dimension score.
Tables measures the degree to which the individual can quickly and accurately refer to information presented in the form of a table and answer questions related to that information. This characteristic is appropriate for jobs requiring looking up information on computer screens, spreadsheets or charts. Most clerical jobs require some degree of this ability.

Joe Sample scored in the 76th percentile on Tables (High), meaning Joe scored better than 76 percent of other candidates who have completed this assessment.

The graphic below shows the percentage of test items the candidate answered correctly along with the average percentage correct for all other candidates who have taken this assessment. This illustration is useful for assessing the degree of skill/knowledge the individual displayed and how it relates to others who have taken this assessment.

Expected Job Behaviors
- This individual has the ability to quickly and accurately research information from tables, spreadsheets or other data sources.
- He/she is able to quickly read through instructions and perform basic clerical tasks.
- He/she is able to quickly inspect information visually.
Attention to Detail

Score Details
Attention to Detail measures the degree to which the individual can quickly and accurately compare two strings of letters and/or numbers much like tasks that involve verifying information. This ability is important for most clerical jobs. It is also appropriate for jobs that require proofing tasks.

Joe Sample scored in the 99th percentile on Attention to Detail (High), meaning Joe scored better than 99 percent of other candidates who have completed this assessment.

Skill Level
The graphic below shows the percentage of test items the candidate answered correctly along with the average percentage correct for all other candidates who have taken this assessment. This illustration is useful for assessing the degree of skill/knowledge the individual displayed and how it relates to others who have taken this assessment.

Expected Job Behaviors
• This individual is detail-oriented.
• He/she is able to quickly inspect information visually.
• He/she has the ability to quickly and accurately verify and proof written information.
Math Skills

Score Details

Math Skills measures a basic understanding of mathematical computation and concepts (e.g., making change, calculating percentages, applying discounts, basic addition, subtraction, division and multiplication). The ability to solve these types of problems has also been related to speed of learning and general problem solving skills. This test is appropriate for jobs requiring knowledge of basic math functions (e.g., cashiers, tellers, basic accounting, payroll, etc.).

Joe Sample scored in the 63rd percentile on Math Skills (Average), meaning Joe scored better than 63 percent of other candidates who have completed this assessment.

Skill Level

The graphic below shows the percentage of test items the candidate answered correctly along with the average percentage correct for all other candidates who have taken this assessment. This illustration is useful for assessing the degree of skill/knowledge the individual displayed and how it relates to others who have taken this assessment.

Expected Job Behaviors

- He/she has a basic understanding of simple mathematical concepts.
- This individual’s Math Skills score is consistent with most other candidates.
- This individual learns new concepts at a satisfactory pace.
- He/she demonstrates some abilities in problem solving.
Language Skills measures the degree to which the individual can quickly and accurately identify errors in word usage, punctuation, spelling and capitalization. This ability is important for most jobs requiring written communication.

Joe Sample scored in the 99th percentile on Language Skills (High), meaning Joe scored better than 99 percent of other candidates who have completed this assessment.

Skill Level

The graphic below shows the percentage of test items the candidate answered correctly along with the average percentage correct for all other candidates who have taken this assessment. This illustration is useful for assessing the degree of skill/knowledge the individual displayed and how it relates to others who have taken this assessment.

Expected Job Behaviors

- This individual has an excellent knowledge of proper word usage, punctuation, spelling, and capitalization.
- He/she is likely to communicate clearly and professionally both verbally and in writing.
- He/she can identify mistakes when creating, reviewing, or proofreading written material.
Management Strategies
This section of the report offers suggestions for developing or managing the candidate based on his/her Profile responses. The diagram below also offers a graphical representation of the areas covered by the Profile. The smaller the area, the more coaching/development might be required.

Tables
- This candidate should be given opportunities to engage in tasks that involve researching information in tables, spreadsheets or other data sources.
- Expect that they will understand basic instructions and training with respect to clerical tasks and therefore may be able to train others on these concepts.

Attention To Detail
- This candidate should be given opportunities to engage in tasks that involve verifying and checking information.
- Expect that they will be very detail oriented and will expect the same from those around them.
- They may be able to train others on how to be more focused and detail oriented on visual tasks.

Math Skills
- Expect this individual to have an average understanding of basic mathematical concepts; therefore he/she should be managed accordingly.
- He/she should be monitored when working on problem solving tasks to ensure appropriate decisions are made.
- Ensure the individual understands complex instructions before he/she needs to implement them.

Language Skills
- This candidate should be given opportunities to engage in tasks that involve writing or proofing written materials.
- Expect that they will have an excellent command of the English language.
- Their knowledge of grammar makes them ideal for reviewing the written work of others and offering coaching or training in the area of language and grammar.
Interview Guide

This report includes follow-up interview questions that focus on those areas where further development might be needed. These questions serve as an excellent guide during the hiring process, coaching or developmental efforts to further uncover potentially negative behavioral tendencies.

Tables

The candidate demonstrated a high level of skill in this area, therefore follow-up questions are not provided for this dimension.

Attention to Detail

The candidate demonstrated a high level of skill in this area, therefore follow-up questions are not provided for this dimension.

Math Skills

Question:

Tell me about previous jobs you have had where you have had to use basic math skills to solve work problems or situations. How did you manage?

Response Notes:

<table>
<thead>
<tr>
<th>Response Expected of a Poor Performing Employee</th>
<th>Response Expected of a Satisfactory Employee</th>
<th>Response Expected of an Excellent Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Question:

Describe for me times when you have had difficulty performing tasks that involved some type of math skills or problem solving. What is it that gave you such a hard time?

Response Notes:

<table>
<thead>
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<th>Response Expected of a Satisfactory Employee</th>
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<td>7</td>
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</tbody>
</table>

Language Skills

The candidate responded positively to all questions in this scale, therefore follow-up questions are not provided for this dimension.

Sum of Ratings
<table>
<thead>
<tr>
<th>Number of Questions Rated</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Rating</td>
<td></td>
</tr>
<tr>
<td>(Sum of all ratings divided by the number of questions rated.)</td>
<td></td>
</tr>
</tbody>
</table>