

EXAMPLE OF INDIVIDUAL CANDIDATE REPORT

NAME OF CANDIDATE : JOE BLOGGS		
Email: 104 SOUTH BROOKS ST. #201 MADISON, NY 53332	Day: 608-260-8679 Eve: 608-260-8679 Fax:	FACILITY: Dallas Center SOURCE: Internet
Position ID: Customer Services		

Workflow			
Activity	Date	Status	Score/ Response
EZ App Results	9/25/2002	Pass	
Scheduled for Assessment	11/10/2002	Yes/Complete	
SACS	11/10/2002	Pass	7.92
First Interview Results	10/14/2002	Pass	
Reference Check Results	10/15/2002	Pass	
Conditional Offer Response	10/16/2002	Yes/Complete	
Onsite Evaluation	10/17/2002	Pass	
Hired - Start Date	10/18/2002	Yes/Complete	
Rejection Letter Sent		Incomplete	
Job Offer Letter Sent		Yes/Complete	

NOTES TO ASSIST WITH READING THE REPORT

1. All information on this report can be uploaded onto Excel to be transferred into alternative systems
2. The Work Flow Summary is customised to reflect your hiring process
3. An additional measurement called Risk Reliability will be available 1st February and is not reflected
4. This example reflects an equally weighted score as opposed to a customised profile rating

Select Assessment for Customer Service (SACS)



Computer Assessment Results					
Competency	Score	PROFILE			
Customer Focus	5	3			
Data Entry Skills	9	4			
Interpersonal Skills	8	3			
Ownership	9	2			
Problem Solving	6	2			
Processing Speed	8	3			
Quality Focus	8	3			
Sales Focus	10	0			
Typing Speed(WPM)	52	0			
Profile	Ovl Score	Min Score	Comp Min	Ovl Min	Meets All
Profile A	7.92	5	X	X	X
Profile	Profile Name				
Profile A	Weighted				
Comments:					