



## Psychological Assessment Report

### Sam Sample

Company XYZ

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Requested by: HR Manager

Report prepared by: Psylutions, Consulting Psychologist

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## | Use of the Report

This assessment report contains information that can assist you in making selection decisions. The report provides insights into the candidate's analytical and problem solving abilities, operating style and approach to work, interpersonal style, work values and drives.

Given that everyone has strengths and developmental opportunities, caution should be taken when reading this assessment report. Take into account the candidate's overall suitability for the role rather than focussing on specific statements.

Psychological assessment provides valuable information not available through other processes. However, this assessment is not intended to replace other sources of information available on the candidate. Rather, the information in this assessment report should be used in conjunction with data collected through reference checking, interviews and resume evaluation. In addition, this report provides information that can be used as a guide for questions to ask during reference checking and further interviews.

## | Purpose

The test results provide a valid measure of some, but not all, components of job performance. The test results should therefore not be used in isolation of the other data you have collected on the candidate. This report should be used to assist you in making an informed decision on the candidate; it should not be the primary driver of your decision. The information obtained from a well-structured behavioural interview and thorough reference checking should be used in conjunction with this report.

If you have received seemingly contradictory information from the different methods used in the selection process, you will need to investigate further by, for example, additional interviewing, structured reference checking and/or discussion with a Psylutions Consulting Psychologist.

The information contained in this report is valid for selection purposes for a period of up to approximately 18-24 months. Consideration should be given to re-testing a candidate after this time period has elapsed, where selection, placement, promotion or development opportunities arise.

## | Confidentiality

This assessment report is highly confidential and must be kept secure by the recipient specified on the cover page.

This report is not to be shown nor released to the candidate.

The candidate may receive feedback on the assessment results from a Psylutions Consulting Psychologist.

The specific content of this assessment report should not be discussed with the individual unless a Psylutions Consulting Psychologist is present, given that there is strong possibility of misinterpretation.

## | Strengths

- Appears to enjoy taking the lead and can feel quite comfortable directing others and telling them what to do;
- Seems to prefer working with data and statistics, and is likely to use such information to inform the decisions that he makes;
- Tends to focus quite strongly on seeing tasks through to their completion, and whilst this indicates that he can be persistent, he could find it challenging to leave some tasks unfinished when priorities change;
- Can adhere to rules and regulations quite consistently and is unlikely to bend the rules to suit his requirements;
- Has a tendency not to be easily offended and can ignore insults, especially if he feels they are unfounded or unfair;
- May expect that things will work out for the best and can take a positive view of events, suggesting that his attitude could have an encouraging effect on others also;
- Seems to enjoy being relatively busy at work and can thrive when placed in such an environment;
- Can make quick decisions, demonstrating that he can react rapidly when needed, but could benefit from taking the time to consider the consequences of his decisions more thoroughly when time permits;
- Tends to slightly enjoy selling to others and persuading them to change their point of view, demonstrating that he is likely to engage in such activity when the opportunity presents itself; and
- Appears to balance the need to consider the long-term consequences with the short-term implications of the decisions that he makes.

## | Development Opportunities

- Seems to hold back from offering his opinion to others, and could miss opportunities to contribute and share his ideas with the group;
- Tends to accept majority decisions and could benefit from considering why the decision was made and what his own opinion is on the issue;
- Appears to be rather quiet and reserved in group situations, and therefore could find it challenging to engage with others and build relationships in the workplace;
- Can be prepared to make decisions on his own, and could gain from considering the opinions of others, particularly when he feels he does not have enough information to make a well-informed decision;
- May not question the reasons why others behave the way they do, suggesting that he is unlikely to consider the different motives that drive his colleagues;
- Seems to be more likely to build on the ideas of others rather than come up with his own innovative solutions, indicating that he may work better in a group when brainstorming;

- Has a tendency to prefer routine in his work and can be prepared to perform repetitive tasks, whilst being unlikely to seek variety;
- Appears to behave rather consistently across different situations with different people, and could benefit from adapting his approach to suit those that he works with;
- Can feel more comfortable in less formal situations and may feel somewhat awkward when initially meeting others;
- May experience some level of nervousness before important events and meetings and can worry excessively about things that could go wrong; and
- Seems to dislike competing with others, indicating that working in a competitive environment is unlikely to motivate him to achieve his full potential.

## | Interview Suggestions

- Describe a situation where you had to give your opinion on a particular issue to a group of people. What was the situation? What did you do? What was the outcome?
- Tell me about a situation where you questioned a decision that had been accepted by the majority of people. What was the situation? How did you approach it? How did others respond? What was the outcome?
- Tell me about a time when you had to adapt your behaviour to suit someone else at work. What were the circumstances? What made you decide to change your behaviour? How did the other person respond? How did it turn out in the end?

## Assessment Tools

### Occupational Personality Questionnaire (OPQ32i)

This is a self-report questionnaire that asks people to indicate their behaviour, preferences and attitudes in relation to different aspects of their working life. It is important to recognise that it is based on a person's view of how they see their own behaviour. It can, nevertheless, give important clues to understanding a person's preferred work style.