



***Confidential Report***

***for***

**Jeff Sample**

Wednesday, March 14, 2007

**Muno, Summers & Associates  
PO Box 882  
Oldsmar, FL 34677  
813-925-8410**

## **NOTICE REGARDING THIS REPORT**

The results from this assessment should not be used as the sole determination whether to hire or not hire this individual. One must review previous work experience, the skills required by the job as well as personal references. When the safety of others must be considered, a background check, a drug screening and a physical from a medical doctor should all be considered. This assessment does not measure violent tendencies, psychotic conditions, sexual deviance or political opinions and cannot be used in identifying these conditions or to predict any associated behaviors. Please consult the User's Guide for additional instruction on using these results.

### **The Distortion Factor for this assessment is 5**

The Distortion Factor indicates the respondent's frankness while taking this assessment. The range for this scale is 1 to 9, with higher scores suggesting greater candor.

## THE INTERVIEWING REPORT

The **Step One Survey II** Report contributes information for your consideration while making an employment decision regarding Mr. Sample.

### PART ONE

**Quick Check** – This section answers five questions about Mr. Sample:

1. What is his employment status?
2. When can Mr. Sample start?
3. What days/hours is he available to work?
4. What is his most recent salary?
5. Has he supervised others at work?

**Section I – Inconsistent Responses**– Noted inconsistency between two or more responses

**Section II – Employment Profile** – Essential information regarding his employment history with possible follow-up interview questions

**Section III – Theft** – A summary of self-admissions regarding theft of money, property, data and/or time

**Section IV – Illegal Substance Abuse** – Personal admissions regarding the personal use and/or distribution of illegal and/or regulated substances

**Section V – Criminal Convictions** – Personal admissions regarding criminal convictions, if any

### PART TWO

**Section I – Applicant's attitudes** regarding Integrity, Substance Abuse, Reliability, and Work Ethic along with descriptions of the factors being measured

**Structured interview** questions that relate to specific issues raised by the applicant's responses are provided here for the interviewer

**Section II – Graph** – A visual summary of the applicant's results

## PART ONE

### Quick Check

1. Mr. Sample is currently employed.
2. Mr. Sample is available to begin employment next week.
3. Mr. Sample is available to work full-time.
4. His most recent monthly salary was \$3,501 - \$5,000.
5. He supervised others at work more than one time.

### Section I – Inconsistent Responses

The following pairs of statements suggest an inconsistency in his responses (shown in parentheses). Please review each pair for possible discussion in the interview.

- None reported.

### Section II – Employment Profile

Some representative statements made by Mr. Sample are shown with the questions for the interview.

- Mr. Sample reports that he was employed for 1-2 years in his most recent/current job.  
*Interview Question: After working for a year or two at your previous/current employer, what motivated you to seek a new employer?*
- Mr. Sample reports that a preference for better work conditions was the reason for his present job search.  
*Interview Question: How would you define “better work conditions” as it relates to your search for a new employer?*
- Mr. Sample indicates quitting a job without giving notice one time.  
*Interview Question: What motivated you to quit your job in the past?*
- Mr. Sample reports that he has never had a problem working for a supervisor.  
*Interview Question: What techniques do you use to maintain a satisfactory relationship with your supervisor?*
- Mr. Sample states that he has had a problem with a co-worker one time.  
*Interview Question: Describe the situation you had in the past concerning a problem with a co-worker.*

- Mr. Sample reports that his primary motivation for changing jobs in the past has been better work conditions.

**Interview Question:** *What constitutes “good working conditions” to you? How have these been lacking where you worked in the past?*

- Mr. Sample reports that he has given (or plans to give) only one week notice before leaving his previous (or current) job.

**Interview Question:** *What complications do you think may occur when an employee gives only one week's notice before leaving a job? What advantages do you see in such a short span of notice?*

- Mr. Sample reports that the relationship with his current or last supervisor was fair.

**Interview Question:** *If the relationship with your current or last supervisor was only fair, what prevented it from being better?*

- Mr. Sample reports that he has never filed a medical claim when in good health.

*No interview question provided.*

- Mr. Sample reports that his performance was never rated by his supervisor.

**Interview Question:** *Was the lack of a supervisor rating at your current or previous job a common situation? What other kinds of feedback or informal advice did you receive?*

## Termination

This information was supplied by Mr. Sample concerning previous terminations.

- Jeff states that he has been fired or quit a job to avoid being fired one time.

**Interview Question:** *What stands out about the one time you were fired from your past job?*

- Mr. Sample indicates that he was fired or about to be fired because of a problem with a co-worker(s).

**Interview Question:** *Describe the problem(s) with a co-worker(s) that resulted in your being fired. What goals have you set for improvement?*

- Mr. Sample reports that he was fired or quit to avoid being fired but does not recall how long ago that was.

**Interview Question:** *Please describe the events concerning the last time you were fired (or quit to avoid being fired). Are you sure you cannot recall how long ago that was?*

## Section III – Theft

### Theft of Money

- Mr. Sample reports that he has never taken (stolen) money from any of his employers.

**Interview Question:** *What do you think about those who steal or “borrow” money from their employers?*

### Theft of Property

- Mr. Sample reports that he has never taken (stolen) equipment, etc. from his employers.

**Interview Question:** *Would you say theft in the workplace happens often and why?*

- Mr. Sample reports that he has never taken property from his employers.

*No interview question provided.*

### Theft of Data or Time

When reviewing this section of the survey with the applicant, this is an opportunity to share your company’s policy concerning the use of confidential computerized information, Internet usage and other computer-related issues.

- Mr. Sample reports that on more than one occasion, he had access to confidential computerized business information at work.

*No interview question provided.*

- Mr. Sample reports that he has never violated company policy concerning the use of confidential computerized business information.

*No interview question provided.*

- Mr. Sample reports that on more than one occasion, he had use of a company’s computer to access the Internet.

*No interview question provided.*

- Jeff states that he made personal use of a company's computer to access the Internet for reasons other than business more than one time.

**Interview Question:** *Has your usage of company time and computer access to browse the Internet for personal reasons ever created a conflict for you at work? If so, please tell me about it.*

- Mr. Sample reports that he has never utilized email, online chat sessions and/or newsgroups for personal reasons while at work.

*No interview question provided.*

- Jeff indicates the most recent time he made personal use of a company's computer to access the Internet was within the last 12 months.

**Interview Question:** *What was the policy at the job(s) you held over the last twelve months concerning personal use of the Internet while at work?*

## Section IV – Illegal Substance Abuse

### Personal Use

- Mr. Sample reports that he has not used illegal drugs at the workplace within the past 3 years.

**Interview Question:** *What would you say are the primary concerns about illegal drug use in the workplace? Do you think that employer-sponsored therapeutic aid for on-the-job abusers (in order to maintain employment) is a good idea?*

- Mr. Sample reports that he does not currently use illegal drugs.

**Interview Question:** *What underlies the importance of putting an end to the use of illegal drugs in the workplace? What part should the non-drug-using employee play in maintaining a safe and efficient workplace?*

- Mr. Sample reports that within the last three years, he has not failed a drug test.

*No interview question provided.*

- Mr. Sample reports that he would agree to submit to a drug test if it were company policy.

**Interview Question:** *How many drug tests have you taken at an employer's request and what results were derived?*

- Mr. Sample reports that he has never used illegal drugs at work.

*No interview question provided.*

### Distribution

- Mr. Sample reports that he has never sold or given illegal drugs to co-workers.

*No interview question provided.*

## Section V – Criminal Convictions

- Jeff states that he is not sure if he has been convicted of, or plead guilty to a crime in the last 5 years that has not been completely stricken by the court.

***Interview Question:*** Tell me more about why you are unsure if you have been convicted of any crime that has not been completely stricken by the court in the last 5 years.

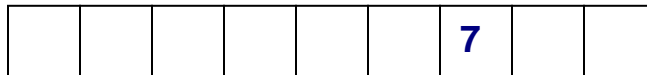
## PART TWO APPLICANT'S ATTITUDES

### INTRODUCTION

This report provides information on the four Attitude Scales (Integrity, Substance Abuse, Reliability and Work Ethic). Each attitude is represented by a graph. The paragraph below each graph describes the applicant's attitude.

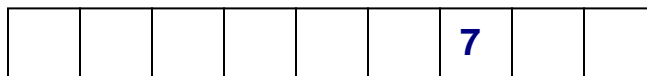
### SECTION I – Attitude Scores

**Integrity** – Adherence to moral and ethical principles acceptable in the workplace.



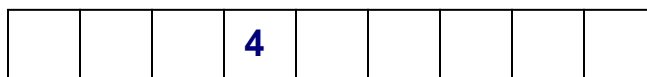
Jeff rarely, if ever, states any tolerance of those who willingly “borrow” or outright steal the property or assets of others

**Substance Abuse** – Attitudes toward substance abuse in the workplace.



Jeff takes an uncompromising view concerning drug use in the workplace.

**Reliability** – Attitudes concerning following procedures, dealing with authority figures and working positively with others in the workplace.



In general, Jeff appears capable of trusting the intentions of others. However, some situations may weaken this trust.

**Work Ethic** – Belief in the value of work and appropriate supervisory relationships in the workplace.

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In general, Mr. Sample endorses quality performance and a faithful adherence to typical office procedures. However, he may consider insignificant breaches of protocol to be a minor concern.

### Interview Questions

The following interview questions are presented for your consideration as you interview Mr. Sample. *Note that the “Critical Issue” statements are written to the interviewer and should not be asked of the applicant.*

**Critical Issue:** Does the applicant possess an overly careless attitude about rules or procedures concerning company property?

**Applicant's Response to:** Taking something from your company with the good intention of paying for it later is not the same as stealing. (Mr. Sample agrees)

**Interview Questions:**

- What's the difference between stealing and taking company property that you pay for later?
- Would you say that your opinion about this is somewhat speculative, or have you done something like this yourself, even though you had an excuse?
- Would you say that some rules concerning taking company property (even if you DO pay for it later) are too strict? Why?

**Critical Issue:** Is this positive (sense of independence) or negative (rebellion)?

**Applicant's Response to:** I prefer to do things my way without thinking about what others think. (Mr. Sample agrees)

**Interview Questions:**

- Give me a recent example of something you did your way without regard to what others thought? How did it turn out?
- Who were the “others”?

**Critical Issue:** Can the applicant be counted on to tell the truth?

**Applicant's Response to:** Most people will lie in order to get ahead. (Mr. Sample agrees)

**Interview Questions:**

- Can you think of a recent work-related example?
- Is it okay to lie? Under what circumstances?

**Critical Issue:** Does the applicant have a serious problem following rules?

**Applicant's Response to:** Most companies have too many rules. (Mr. Sample agrees)

**Interview Questions:**

- What is it about lots of rules and procedures that you find most dissatisfying?
- How many is "too many?"

**Critical Issue:** Does the applicant possess a poor attitude about people in general and is he capable of working closely with others?

**Applicant's Response to:** Most people are basically selfish. (Mr. Sample agrees)

**Interview Questions:**

- Why do you feel that most people are selfish?
- What do you mean by "selfish?"
- Have you had any personal experiences to justify this feeling?
- What is the best way to deal with selfish people?

**Critical Issue:** Is the applicant justified for feeling this way?

**Applicant's Response to:** So little of what I do is really appreciated by others. (Mr. Sample agrees)

**Interview Questions:**

- Why do you feel that you're not appreciated by others? Can you give a specific example? Is this one time or is this repetitive?
- What do you mean by "appreciated?"

**Critical Issue:** Is the applicant going to follow rules?

**Applicant's Response to:** It is okay to get around rules, as long as you don't actually break them. (Mr. Sample agrees)

**Interview Questions:**

- When is it okay to get around rules?
- Work related example, what was the rule? How did you get around it? What was the outcome?
- When is it not okay to get around the rules?
- What is the difference between getting around vs. breaking rules?

**Critical Issue:** Is the applicant going to have a problem following rules?

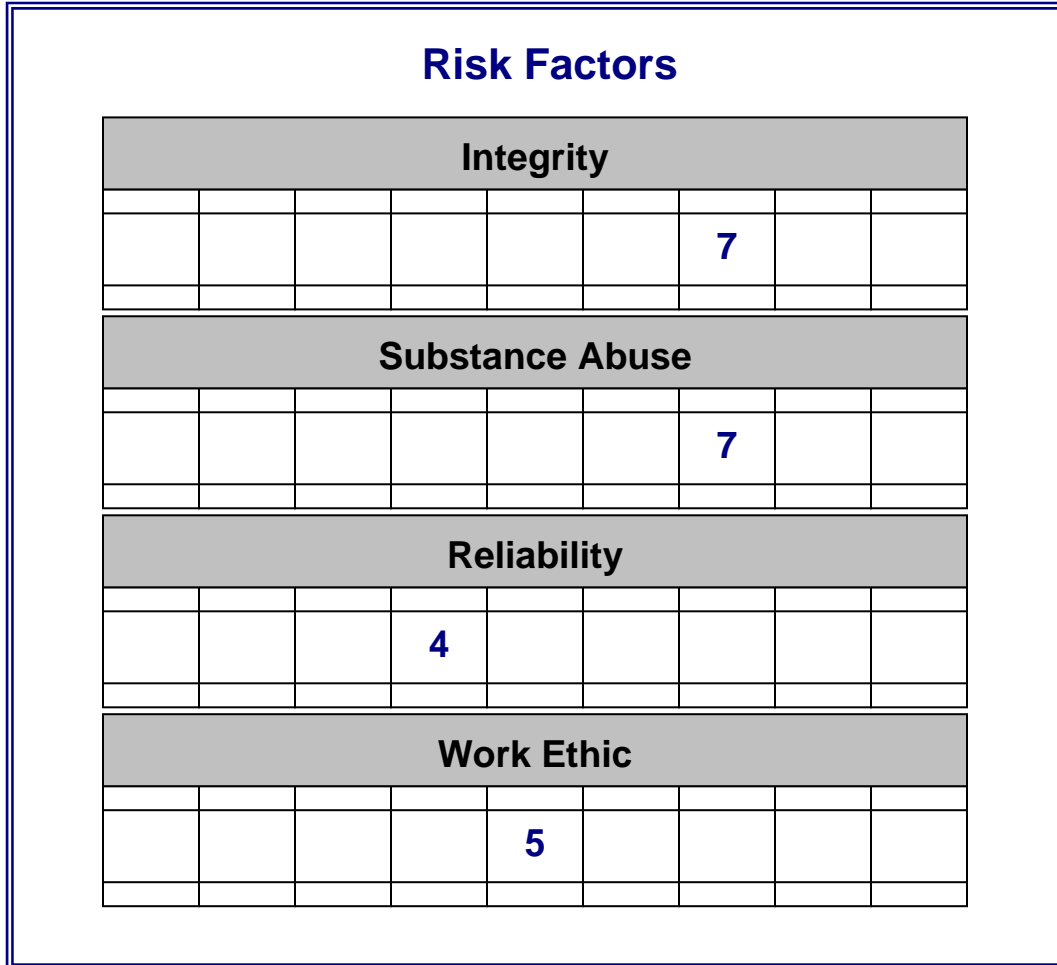
**Applicant's Response to:** If no one will really be hurt, it is okay to bend the rules. (Mr. Sample agrees)

**Interview Questions:**

- When is it okay to bend rules?
- What do you mean by "bend?"
- Does this apply to all rules?

## SECTION II – SUMMARY GRAPH

The following scores for Mr. Sample are summarized in this graph. Higher numbers suggest a lower risk factor.



## DISTORTION FACTOR

The Distortion Factor indicates the respondent’s frankness while taking this assessment. The range for this scale is 1 to 9, with higher scores suggesting greater candor.

**The Distortion Factor for this assessment is 5**