

PROFILES

Step One

SURVEY



Confidential Report

Jeff Sample

Wednesday, March 14, 2007

Muno, Summers & Associates

PO Box 882

Oldsmar, FL 34677

813-925-8410

SOS REPORT

These results shall not be construed as a recommendation to hire/not hire this individual in a pre-employment situation. The administrator must check previous work records, job skills required, current status, and personal references. Where safety of other workers or the public is of concern, a drug test should be administered, criminal background checks obtained, and a physical should be administered by a qualified physician. The scoring mechanism utilized to produce this report does not measure political opinions or whether an individual has a tendency to commit violent acts, has any type of psychotic condition, or is sexually deviant, and can not be used for purposes of identifying political views or predicting these types of behaviors/conditions.

The Distortion Scale deals with how candid and frank the respondent was while taking this assessment. The range for this scale is 1 to 9, with higher scores suggesting greater candor.

The Distortion Scale score on this assessment is 9

Section I

- (1) Mr. Sample has never applied for a position at this company.
- (2) Mr. Sample is presently unemployed.
- (3) Mr. Sample has been working in his present position (or worked at his last position) for over three years.
- (5) Mr. Sample reports that his most recent monthly salary has been between \$1251 and \$1700.
- (6) Jeff states he will be ready to go to work next week.
- (12) Jeff states he could go back to work for his previous employer if a position was open.
- (13) Jeff knows of workers who took unauthorized sick leave because they were using illegal drugs.
- (15) Jeff has not taken any unauthorized days off work in the past year.
- (16) Mr. Sample states in his opinion, employers should be concerned about illegal drug use in the workplace.
- (17) Mr. Sample has not been late to work for any reason in the past year.
- (20) Mr. Sample states his supervisor allowed him to complete and forward work without the supervisor's final approval.
- (21) Mr. Sample states he may be able to work overtime if requested to do so on a moment's notice.
- (22) It would not bother Jeff to work for a woman supervisor.
- (24) Jeff feels his supervisor on his present (or last) job will rate his performance as excellent.
- (25) His opinion is that dress and appearance are important in the work environment.
- (26) Mr. Sample has supervised the work of others in previous positions.
- (28) Mr. Sample sees no problem taking a drug test for illegal drugs if it is company policy.
- (29) In the past, when Mr. Sample had problems with his supervisor, he went to the supervisor's supervisor to discuss the problem.
- (34) Mr. Sample doesn't consider himself "the best" at what he does at work.
- (35) Mr. Sample states he has not moved his residence in the past 5 years.
- (36) Mr. Sample feels men and women working together sometimes cause problems in the workplace.
- (37) Jeff would be willing to take a part time position if it were available.
- (40) Mr. Sample states the chances are "VERY LOW" that he will be moving out of the area within a year.
- (43) Jeff states he left his last position because he was laid off.

Section I

VERBAL INTERVIEW SUGGESTIONS

Before asking the applicant these questions...

The Equal Employment Opportunity Commission's Title VII provisions restrict the interviewer from making inquiries which are not job related. The interviewer must avoid questions about a person's lifestyle (like sexual orientation or marital status). The Americans with Disabilities Act restricts the interviewer from asking questions about past alcohol or drug use. Inquire only about current alcohol or drug use. Example: "Do you presently use illegal drugs," NOT "have you ever used illegal drugs". Question 15 asks the applicant how many days work he/she has missed in the past year. Note there are no suggested verbal interview questions to expand the applicant's response. The answer could reveal absences due to medical conditions protected by the ADA. Therefore, it is best for the interviewer not to inquire about reasons for absences.

- (2) How long have you been unemployed?
- (5) What do you expect to get paid for the position you are applying for?
- (6) What is keeping you from going to work in this new position today or tomorrow?
- (13) When you knew a fellow worker was taking unauthorized sick leave because of using illegal drugs, what did you do?
- (20) Tell me how you won the trust of your supervisor to a point he/she would let you complete or forward work without final approval.
- (21) What problem would you have if we requested you to work overtime?
- (25) Tell me more about your feelings concerning dress and appearance in the work place.
- (26) Tell me about your supervisory experience.
- (29) You stated that when you had a problem with a supervisor you went to the supervisor's supervisor and told him/her about the problem. Give me more details.
- (34) You state that you are NOT "the best" at what you do. What could you improve to make you "the best".
- (36) What problems are caused by having men and women work together in the workplace?
- (43) Explain the circumstances surrounding your being laid off.

Section II

Integrity

4

- (74) According to Jeff, it's okay to take company tools home if he INTENDS to bring them back.

Substance Abuse

9

Reliability

6

- (77) Mr. Sample was UNCERTAIN when asked if working through his lunch break meant he could go home early.
- (93) Mr. Sample states it would probably be okay to come back late from lunch if he finished all his work on time.
- (105) Mr. Sample feels it is okay to make personal telephone calls without permission as long as his work gets done on time.

Work Ethic

7

- (120) Mr. Sample was "uncertain" when asked if he believes that most supervisors have a "snitch" reporting to them.

Section II

The data from Section II is summarized in the table below. Please note that the higher the attained score on each scale, the more favorable the results for that scale.

SCALE	Low								High
Integrity Adherence to moral and ethical principles acceptable in the workplace	①	②	③	④	⑤	⑥	⑦	⑧	⑨
Substance Abuse Attitudes deemed acceptable in the workplace and by society	①	②	③	④	⑤	⑥	⑦	⑧	⑨
Reliability Attitudes towards tardiness and personal dependability deemed acceptable in the workplace	①	②	③	④	⑤	⑥	⑦	⑧	⑨
Work Ethic Belief in the value of work and supervisory relationships acceptable in the workplace	①	②	③	④	⑤	⑥	⑦	⑧	⑨

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