

Date: Nov 22, 2005



Name: Mary Demo
ID: 137274

Interview Worksheet

Any screening process typically includes many different components including the 3 following significant areas. All 3 areas should be considered as they are all critical to the success of the employee.

- **Company Fit & Attitudes** (Does the person fit our culture?)
- **Cognitive Abilities & Core Traits** (Can the person fit the job without a great deal of unnecessary stress?)
- **Skills & Experience** (Does the person know how to do the job?)

Company Fit & Attitudes	Poor	Degree of Fit Adequate	Strong
Initial Review of Resume or Qualifications	_____	_____	_____
Initial Interview (Phone or Face to Face)	_____	_____	_____
Attitude Assessment (Honesty/Integrity)	_____	_____	_____
Background Check for Qualifications	_____	_____	_____
Drug Screen if Applicable	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

Notes:

Cognitive Abilities & Core Traits	Poor	Adequate	Strong
Review of Assessment Report	_____	_____	_____
Follow up Interview Using Behavioral Questions	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

Notes:

Skills & Experience	Poor	Adequate	Strong
Job Specific Skills & Experience	_____	_____	_____
Education	_____	_____	_____
Background Check for Skills & Experience	_____	_____	_____
Specific Skill _____	_____	_____	_____
Specific Skill _____	_____	_____	_____

Notes:

Overall Fit:	_____	_____	_____
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Driver Summary

General Reasoning (Cognitive)

Slower Processing
Accepts Simple & Repetitive Work



Faster Processing
Needs Intellectual Challenge

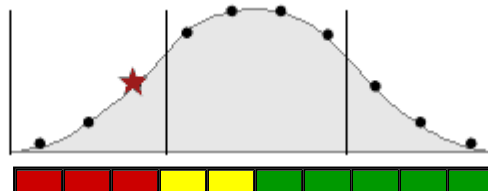
- Mary tends to learn more slowly and should be allowed more time to learn new procedures and job requirements

- Typically capable of dealing with routine issues without becoming bored which can be very beneficial in many driving positions where it is necessary to stay focused on immediate task

Question: Tell me about a time when you felt you received excellent training for your job. What was it like?

Conscientious (Organization)

Carefree
Impulsive



Detail Oriented
Dependable

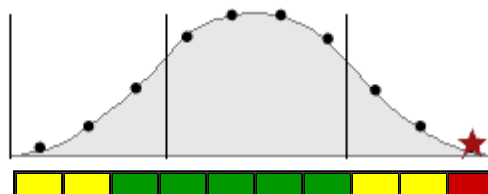
- Mary tends to be reactive and easy going when it comes to schedules and details
- May miss important details which can be particularly challenging when dealing with paperwork

- May be better suited for driving situations where the schedule is not necessarily known until the last minute and Mary is expected to simply react to incoming requests that don't require the handling of a lot of details

Question: Describe a time when you forgot something important in your job and it caused you to finish the task late or inaccurately. What happened?

Tough Minded

Cooperative
Agreeable



Direct
Determined

- Mary's tends to be headstrong and determined which in some cases could create an aggressive approach to driving

- Direct approach can be helpful when necessary to point out problems or issues that need to be addressed

- If required to interact directly with customers, Mary may sometimes come across as too direct or uncompromising rather than tactful and agreeable

- Mary may have difficulty taking direction from others

Question: Describe a time when you were running late for something important and traffic was very frustrating. What happened?

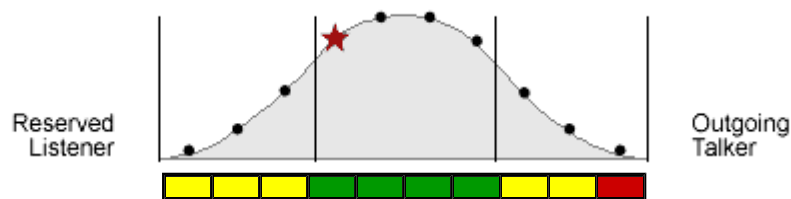
Conventional (Rules)



- Once trained, typically follows driving laws and safety procedures
- Mary tends to be comfortable with change as long as it makes sense and they are allowed time to adapt to those changes
- Prefers some variety during the day versus positions that are highly structured and predictable

Question: Describe a time when you were able to do a variety of tasks during the day and to learn new things on the job. What was the situation and what did you like about it?

Extroversion



- Mary can be enthusiastic and talkative with customers, but can also work alone when necessary
- Extreme situations such as long haul driving where Mary is required to work alone for long periods of time during the day can be difficult

Question: Describe a time when you enjoyed interacting with your co-workers. How often were you able to interact with them on the job?

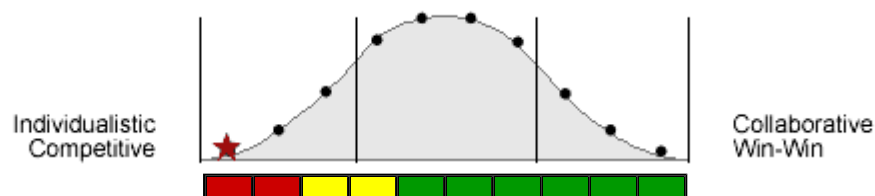
Stable



- Tends to deal well with moderate levels of stress, but under extreme pressure, Mary may sometimes become anxious and hasty
- Tends to have a normal sense of urgency when it comes to deadlines

Question: Tell me about a time when you worked in a highly stressful environment. How did you deal with the stress every day?

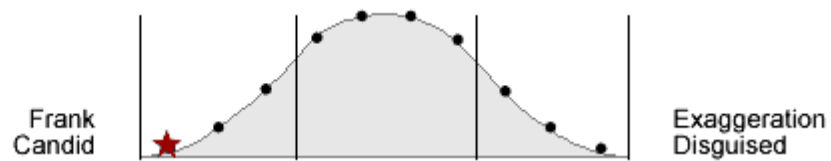
Team



- Mary is generally competitive and self-confident
- May have difficulty working on a team and being collaborative
- Important to note that Mary may view other drivers as competitive which could lead to offensive driving versus defensive
- It is important that Mary have an outlet for competition outside of the job given that most driver positions are not competitive in nature

Question: Tell me about a time when you felt that you did not get the rewards and recognition that you deserved for your hard work. What was the situation?

Good Impression (Social Desirability)



- Mary's responses have been frank and open

*The participant has scored
in the "red zone" in 3 areas.

Overall

14.%

Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.

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Driver Interview Questions

General Reasoning (Cognitive)

Question: Describe a time when you had to learn something new in your job, but you weren't give enough time. What happened?

Question: Give me an example of a time when you really enjoyed what you did every day. What was the job?

Question: Tell me about a time when you felt you received excellent training for your job. What was it like?

Conscientious (Organization)

Question: Tell me about a time when you had to fill out paperwork that you thought was not necessary. What did you do?

Question: Give me an example of a time when you were able to react quickly to a situation and get it solved before anyone else even knew what was happening. What was it like?

Question: Describe a time when you forgot something important in your job and it caused you to finish the task late or inaccurately. What happened?

Tough Minded

Question: Tell me about a time when your determination to get something finished paid off at work. What was the situation?

Question: Give me an example of when you were impatient and got angry at another driver. What happened?

Question: Describe a time when you were running late for something important and traffic was very frustrating. What happened?

Conventional (Rules)

Question: Give me an example of time when your job was highly structured and did not allow for any variety at all. What was it like for you?

Question: Tell me about a time when an important customer asked for something out of the ordinary. How did you handle it?

Question: Describe a time when you were able to do a variety of tasks during the day and to learn new things on the job. What was the situation and what did you like about it?

Extroversion

Question: Give me an example of a time when you had to be extra cheerful and friendly in order to make a customer feel comfortable. What was the situation?

Question: Tell me about a time when you had to work alone for long periods of time during the day. How did this work for you?

Question: Describe a time when you enjoyed interacting with your coworkers. How often were you able to interact with them on the job?

Stable

Question: Give me an example of a time at work when you were able to stay calm even though you were dealing with someone who was very angry. What did you do?

Question: Describe a situation when you were behind schedule because of traffic and you came close to losing your cool. What happened?

Question: Tell me about a time when you worked in a highly stressful environment. How did you deal with the stress every day?

Team

Question: Give me an example of a time when someone cut you off in traffic and it made you mad. What happened?

Question: Describe a time when you beat all your performance goals in your job. What was it like?

Question: Tell me about a time when you felt that you did not get the rewards and recognition that you deserved for your hard work. What was the situation?

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