Report designed for

Sally Sample

Step One Survey II® - Canadian

Assessment Taken: 04/23/2010 Printed: 11/21/2026

Employers Advantage Assessments
250-612-2168
Canada, BC - Est. 2008

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Overview

The **Step One Survey II®** Interview Report provides information for your consideration while making an employment decision regarding Ms. Sample.

PART ONE

Quick Check – This section answers four questions about Ms. Sample:

1. What is her employment status?
2. When can Ms. Sample start?
3. What days/hours is she available to work?
4. Has she supervised others at work?

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

Section II - Employment Profile – Essential information regarding her employment and termination history with possible follow-up interview questions.

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

PART TWO

Section I - Attitude Scores – Applicant's attitudes regarding Integrity, Reliability, and Work Ethic along with descriptions of the factors being measured.

Section II - Summary Graph – A visual summary of the applicant's results.

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Part One

Quick Check

1. Ms. Sample is currently employed.
2. Ms. Sample is available to begin employment in two weeks.
3. Ms. Sample is available to work full-time.
4. She supervised others at work only 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.

- Why did you leave your most recent job or plan to leave your current job?
  (Got fired)
- Have you ever been fired or quit a job to avoid being fired?
  (No)
- Have you ever had a problem working for a supervisor?
  (More than one time)
- How would you describe the relationship you have with your supervisor in your current, or last, job?
  (Fair)
- Have you ever been fired or quit a job to avoid being fired?
  (No)
- When was the most recent time you were fired or quit to avoid being fired?
  (Within the last 12 months)
- How many times have you taken (stolen) equipment, materials, parts, supplies, etc. from your employer?
  (I have never taken (stolen) equipment, materials, parts, supplies, etc. from any of my employers)

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- What is the estimated value of equipment, materials, parts, supplies, etc. you have taken (stolen) from all the companies you have worked?
  (More than $100)

- How many times have you taken (stolen) equipment, materials, parts, supplies, etc. from your employer?
  (I have never taken (stolen) equipment, materials, parts, supplies, etc. from any of my employers)

- When was the most recent time you took (stole) any equipment, material, parts, supplies, etc. from any of your employers?
  (I can't remember for sure when it was)

- How many times have you taken (stolen) equipment, materials, parts, supplies, etc. from your employer?
  (I have never taken (stolen) equipment, materials, parts, supplies, etc. from any of my employers)

- The things you have taken (stolen) from any of your employers were not important enough to hurt their business.
  (I agree)

Section II - Employment Profile

Employment History

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

- Sally reports being employed 3-5 years in her most recent or current job.
  Interview Question: *The time spent working for your previous/current employer may be seen as a valuable investment on your part, so would you say that changing employers is like accepting a financial loss? Why?*

- Ms. Sample indicates quitting a job without giving notice one time.
  Interview Question: *What motivated you to quit your job in the past?*

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- Ms. Sample states that she has had a problem working for a supervisor more than one time.
  Interview Question: *Your past problems with supervisors could be easier for me to understand if you describe the common issues of the problems, if any. What tends to cause these problems, from your perspective?*

- Ms. Sample states that she has had a problem with a co-worker more than one time.
  Interview Question: *Your past problems with co-workers could be easier for me to understand if you describe the common issues of the problems, if any. What tends to cause these problems, from your perspective?*

- Sally indicates that her primary reason for wanting to change jobs is for an opportunity for promotion.
  Interview Question: *What does "an acceptable opportunity for promotion" mean to you? How has this been lacking where you worked in the past?*

- Ms. Sample states that she gave or plans to give no notice when she left or plans to leave her most recent job.
  Interview Question: *Why would you want to provide an employer with no notice of your leaving? What advantage does that have for you and what effect could that have on the former employer?*

- Ms. Sample reports that she would describe the relationship with her current or last supervisor as fair.
  Interview Question: *If the relationship with your current or last supervisor was only fair, what prevented it from being better?*

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- Sally indicates filing a medical claim even though she wasn't sick or injured one time.
  Interview Question: *What reasons did you have at the time for once claiming medical issues even though you were not actually sick or injured? What justifies that action, from your perspective?*

- Sally reports that her current or last supervisor would rate her overall job performance as acceptable, similar to most other co-workers.
  Interview Question: *In light of the "acceptable" rating you received by your supervisor, what goals would you set to enhance your rating to "very good?"*

Termination History

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

- Ms. Sample reports that she left or is planning to leave her last job because she got fired.
  Interview Question: *Tell me the details involved with your being fired from your most recent job.*

- Sally states that she has never been fired or quit a job to avoid being fired.
  Interview Question: *Can you attribute any specific personal qualities to the fact that you have never been fired (or had to quit to avoid being fired)?*

- Sally reports that the most recent time she was fired or quit to avoid being fired was within the last 12 months.
  Interview Question: *Please describe the events concerning the most recent time you were fired (or quit to avoid being fired).*

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Section III - Theft

Theft of Money

- Ms. Sample states that she is not sure if she has taken (stolen) any money from any of her employers.
  Interview Question: *You mentioned that you are unsure whether you have ever taken (stolen) money from any of your employers. Could you explain what you mean by "unsure" or otherwise specify any past experiences about this issue?*

- Sally reports that she's not really sure how many times she has taken (stolen) money from employers.
  Interview Question: *The fact that you stated that you are unsure if you ever took or stole money from your employers deserves further clarification. Please explain.*

- Ms. Sample states that she can't remember the most recent time she took (stole) money from any employer.
  Interview Question: *With regard to the money that you say you took or stole from an employer, what actions have you taken to improve your behavior? Do have any idea why the time since the incident is not so easy for you to recall?*

- Even though she always puts it back later, Ms. Sample reports that she has taken money from an employer without anyone knowing it once.
  Interview Question: *What sort of responsibility do we have when an employer's money is readily available for stealing and no one is likely to know about it?*

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Theft of Property

- Sally indicates that she has never taken (stolen) equipment, material, parts, supplies, etc. from employers.
  Interview Question: *Would you say theft in the workplace happens often and why?*

- Sally reports the estimated value of equipment, materials, parts, supplies, etc. she has taken from all the companies she has worked for to be more than $100.
  Interview Question: *Did you ever receive any consequences for the property taken or stolen from your employers and were those consequences based on the value of the property?*

- Sally indicates that she can't remember when it was that she took (stole) equipment, materials, parts, supplies, etc. from any employer.
  Interview Question: *With regard to the equipment, etc. that you say you took or stole from an employer, what actions have you taken to improve your behavior? Do have any idea why the time since the incident is not so easy for you to recall?*

- Sally states that the things she has taken (stolen) from any employer was not enough to hurt their business.
  Interview Question: *How would you define "important" materials and property as it pertains to your statement that things you have taken from employers were not particularly significant? What sorts of things were these?*

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.

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- Sally indicates that she has had one job where she had to access confidential computerized business information.
  No interview question provided.

- Sally reports that she did something with confidential information that was clearly in violation of a company policy one time.
  Interview Question: *Can you explain your motivation and actions when you once used confidential information in violation of company policy?*

- Ms. Sample states that she is not really sure when it was that she did something with confidential computerized information that was clearly in violation of company policy.
  Interview Question: *What consequences occurred because of your violation of company policy concerning the use of confidential computerized business information?*

- Ms. Sample indicates that she has had use of a company's computer to access the Internet on more than one occasion.
  No interview question provided.

- Sally states that she made personal use of a company's computer to access the Internet for reasons other than business once.
  No interview question provided.

- Sally reports that she has made personal use of a company's computer for personal email, chat sessions and/or newsgroups more than one time.
  Interview Question: *How did your personal use of online communications tools (email, chat, newsgroups, etc.) while at work impact your performance and efficiency?*

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- Sally indicates that she's not really sure when the last time was that she made personal use of a company's computer to access the Internet for reasons other than business purposes.
  Interview Question: *What was the policy of your former employer concerning personal use of the Internet while at work?*

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Part Two - Applicant's Attitudes

Introduction

This report provides information on the three Attitude Scales (Integrity, 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



Generally minor offenses, like borrowing something from the office, may not exasperate her too greatly. Determining what Ms. Sample considers to be a minor infraction of theft (or borrowing) in the workplace may be of interest.

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



Generally, Ms. Sample appears willing to trust the intentions of others, while avoiding idealism.

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



Sally states that she is willing to adhere to what is expected of her at work, but it is apparent that her commitment is not boundless.

Distortion for this assessment is within the acceptable range.

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Interview Questions

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

Critical Issue: Is the applicant overly critical, negative and fault finding?

Applicant's Response to: I believe I should overlook other people's faults and make an effort to get along with everyone. (Ms. Sample disagrees)

Interview Questions:

- Why do you believe you should not overlook other people's faults and make efforts to get along with everyone?
- Any particular faults?
- Any specific individual or group of people?

Critical Issue: Will this applicant be a challenge to supervise?

Applicant's Response to: I believe that employees should make every effort to get along with their supervisor. (Ms. Sample disagrees)

Interview Questions:

- Under what circumstances should employees not make every effort to get along with their supervisors?
- Have you ever been in a similar situation? What happened, what was the outcome?

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Section II - Summary Graph

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

Integrity



Adherence to moral and ethical principles acceptable in the workplace

Reliability



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

Work Ethic



Belief in the value of work and appropriate supervisory relationships in the workplace.

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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 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.

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