

PROFILES

# Step One

SURVEY



## *Confidential Report*

**LINDA SAMPLE**

Wednesday, July 16, 2003

**The Payton Company**

**[www.PaytonCo.com](http://www.PaytonCo.com)**

**512-342-8696**

## **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) Ms. SAMPLE applied for the same position over one year ago.
- (2) LINDA is presently employed.
- (3) LINDA has been working in her present position (or worked at her last position) for between one and three years.
- (4) Ms. SAMPLE states it MAY BE "easy" to steal merchandise/goods at her present (or last) job.
- (5) LINDA reports that her most recent monthly salary has been between \$801 and \$1000.
- (6) LINDA states she will be ready to go to work next week.
- (10) Ms. SAMPLE ADMITS SHE HAS NO RELATIONSHIP WITH HER PRESENT (OR LAST) SUPERVISOR.
- (11) Ms. SAMPLE ADMITS SHE HAS BEEN FIRED DUE TO CONFLICTS WITH OTHER WORKERS AND/OR SUPERVISORS.
- (12) Ms. SAMPLE doesn't know if her previous employer would hire her back if a position was open.
- (15) Ms. SAMPLE has taken 1 to 3 unauthorized days off in the past year.
- (16) Ms. SAMPLE states in her opinion, employers should be concerned about illegal drug use in the workplace.
- (17) LINDA has been late to work 1 to 3 times in the past year.
- (20) Ms. SAMPLE states her supervisor "sometimes" allowed her to complete and forward work without the supervisor's final approval.
- (21) Ms. SAMPLE states she may be able to work overtime if requested to do so on a moment's notice.
- (22) It would not bother LINDA to work for a woman supervisor.
- (24) Ms. SAMPLE feels her supervisor on her present (or last) job will rate her performance as good.
- (25) LINDA's opinion is that dress and appearance are sometimes important in the work environment.
- (26) LINDA has NOT supervised the work of others in any previous positions.
- (28) Ms. SAMPLE sees no problem taking a drug test for illegal drugs if it is company policy.
- (29) In the past, when Ms. SAMPLE had problems with her supervisor, she thought it was best to not say anything and keep working.
- (32) LINDA NEEDS TO IMPROVE IN AREAS NOT LISTED IN ANY OF THE QUESTIONS.
- (34) Ms. SAMPLE doesn't consider herself "the best" at what she does at work.
- (35) LINDA states she has moved her residence 2 to 3 times in the past 5 years.
- (36) Ms. SAMPLE feels men and women working together sometimes cause problems in the workplace.
- (37) Ms. SAMPLE would NOT be willing to take a part time position, she needs full-time work.
- (40) Ms. SAMPLE states the chances are "VERY LOW" that she will be moving out of the area within a year.
- (41) LINDA has worked for another company in the same type position she is applying for at this company.
- (43) LINDA states she left her last position for personal reasons.

## 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.

- (1) What position did you apply for with our company the previous time? Were you offered the job? If not, do you have an idea as to why you were NOT offered the position?
- (2) What is it about your position that has forced you to look for employment elsewhere?
- (3) You have been working in your present position for quite some time. It must have been a hard decision to decide to look for another job. Can you explain the process you went through to make that decision?
- (4) You stated it "may be" easy to steal merchandise/goods at your present (or last) job. Explain.
- (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?
- (10) Explain why you had no relationship with your supervisor.
- (11) You stated you were fired due to conflict(s) with workers/supervisors. Tell me about the circumstances leading up to this situation.
- (12) You stated that you don't know if some of your previous employers would rehire you. Tell me more about your reason for feeling this way.
- (17) You stated you were late to work 1 to 3 times in the last year. How can we be confident that if you are hired you will show up to work on time every day?
- (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.
- (29) You stated that when you had a problem with a supervisor you kept your thoughts to yourself and kept working. Give me more details.
- (32) You indicated some other area that you need to improve as an employee. What do you need to improve?
- (35) Usually, a person doesn't move their residence very often. Yet, you stated that you have moved 2 to 3 times in the past five years. Why?
- (36) What problems are caused by having men and women work together in the workplace?
- (41) You state you held a position similar to the one you are applying for with our company. What did you like and dislike about that job?
- (43) Explain your personal reasons for leaving your last or present position.

## Section II

### Integrity

3

- (74) As long as she INTENDS to bring them back, Ms. SAMPLE feels it MAY BE OKAY to borrow tools from work.
- (80) Ms. SAMPLE states she is NOT SURE IF BUYING STOLEN GOODS MAKES HER A THIEF.
- (84) If another employee is stealing and she knows it Ms. SAMPLE COULDN'T DECIDE IF SHE SHOULD SAY ANYTHING ABOUT IT.
- (118) Ms. SAMPLE couldn't decide if working with other employees who were stealing from the company would bother her.

### Substance Abuse

5

- (87) Ms. SAMPLE was UNSURE when asked if NOT REMEMBERING WHAT HAPPENED while they were drinking means a person has a problem with alcohol.
- (115) SMOKING MARIJUANA JUST ON WEEKENDS IS PROBABLY OKAY, ACCORDING TO Ms. SAMPLE.

### Reliability

2

- (99) LINDA feels it may be okay to take off early from work if all her work is finished.
- (105) Ms. SAMPLE answered UNCERTAIN when asked if it is okay to make personal telephone calls without permission as long as her work gets done on time.

### Work Ethic

1

- (45) Ms. SAMPLE believes most people PROBABLY ARE successful because they are 'LUCKY', not because they have skills to do a job.
- (58) LINDA marked "uncertain" when asked if doing too good a job will just get her more work than everyone else.
- (67) Ms. SAMPLE feels that most of her problems MAY BE caused by other people's bad attitudes.
- (72) Ms. SAMPLE feels companies expect too much work for the money they pay.
- (76) Ms. SAMPLE believes that some of her past supervisors "had it in" for her.
- (86) Ms. SAMPLE is UNCERTAIN whether supervisors "enjoy" hassling their workers.
- (98) Ms. SAMPLE is UNCERTAIN whether LOW WAGES FORCE some workers to STEAL from their companies.
- (110) Ms. SAMPLE is "uncertain" if trusting anyone at work is a good idea.
- (120) Ms. SAMPLE 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.

<b>SCALE</b>	Low								High
<b>Integrity</b> Adherence to moral and ethical principles acceptable in the workplace	①	②	③	④	⑤	⑥	⑦	⑧	⑨
<b>Substance Abuse</b> Attitudes deemed acceptable in the workplace and by society	①	②	③	④	⑤	⑥	⑦	⑧	⑨
<b>Reliability</b> Attitudes towards tardiness and personal dependability deemed acceptable in the workplace	①	②	③	④	⑤	⑥	⑦	⑧	⑨
<b>Work Ethic</b> 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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