



## Ebony Carmichael

Date 09/18/2013

Time 11:36 AM

Candidate ID 2700

Email [ebonycarmichael@gmail.com](mailto:ebonycarmichael@gmail.com)

Organization Silverwood Associates

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## What the Elite Skills Profile Measures

The Elite Skills Profile is a general indicator of the individual's ability to perform the basic skills that underlie most entry-level through supervisory positions (i.e., math skills, attention to detail, grammar and basic writing ability).

The areas assessed by this Profile are:

<b>Tables</b>	Tables measures the degree to which the individual can quickly and accurately refer to information presented in the form of a table and answer questions related to that information. This characteristic is appropriate for jobs requiring looking up information on computer screens, spreadsheets or charts. Most clerical jobs require some degree of this ability.
<b>Attention to Detail</b>	Attention to Detail measures the degree to which the individual can quickly and accurately compare two strings of letters and/or numbers much like tasks that involve verifying information. This ability is important for most clerical jobs. It is also appropriate for jobs that require proofing tasks.
<b>Math Skills</b>	Math Skills measures a basic understanding of mathematical computation and concepts (e.g., making change, calculating percentages, applying discounts, basic addition, subtraction, division and multiplication). The ability to solve these types of problems has also been related to speed of learning and general problem solving skills. This test is appropriate for jobs requiring knowledge of basic math functions (e.g., cashiers, tellers, basic accounting, payroll, etc.).
<b>Language Skills</b>	Language Skills measures the degree to which the individual can quickly and accurately identify errors in word usage, punctuation, spelling and capitalization. This ability is important for most jobs requiring written communication.

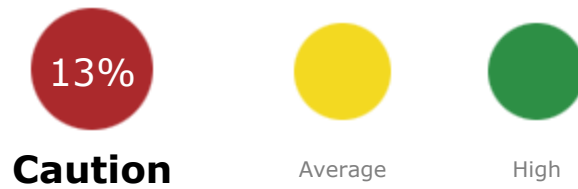
## Interpreting the Elite Skills Profile

The following page presents the Total Score Summary and Total Score Interpretation. This is followed by the Score Profile. The Score Profile includes the scores for all of the scales. The scores are presented in terms of percentiles. The percentile indicates how the candidate scored relative to all other individuals who have taken the assessment. For example, if a candidate's score on a particular scale shows as the 75th percentile, this indicates he/she scored better than 75% of all other people who have completed that scale.

The pages that follow the Score Profile provide detailed interpretations for each of the scales, as well as, management strategies and follow-up interview questions one can ask the candidate to obtain more insight with respect to areas needing development.



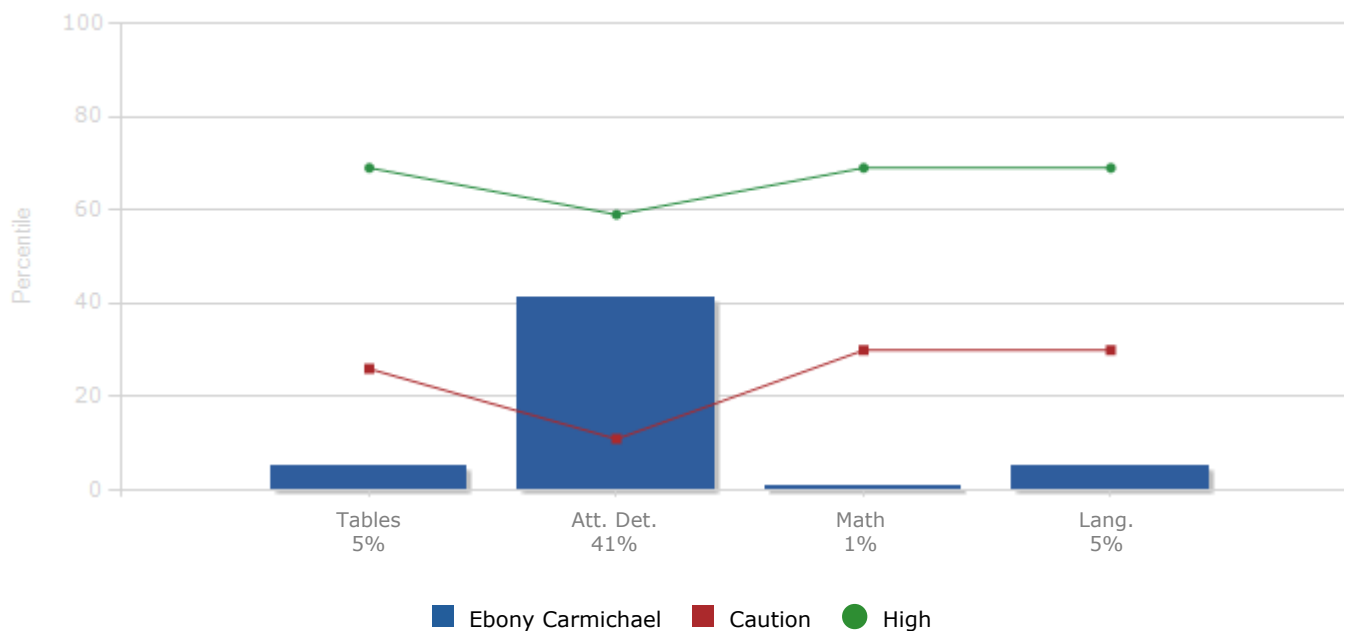
## Total Score Summary



## Total Score Interpretation

This candidate's total Elite Skills Profile score falls within the Caution range. This candidate generally demonstrates below average levels of the basic skills necessary to perform most jobs. If the candidate is to excel in those jobs where basic skills are critical, he/she needs to place much more focus on these skills. Weaknesses need to be enhanced if the candidate is to reach his/her full potential. Review the individual scale results to better understand strengths and potential shortcomings.

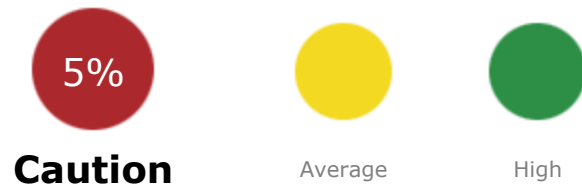
## Score Profile



The bar graph above shows the candidate's score pattern across all the dimensions assessed by this profile. The pages that follow offer detailed insight into each dimension score.



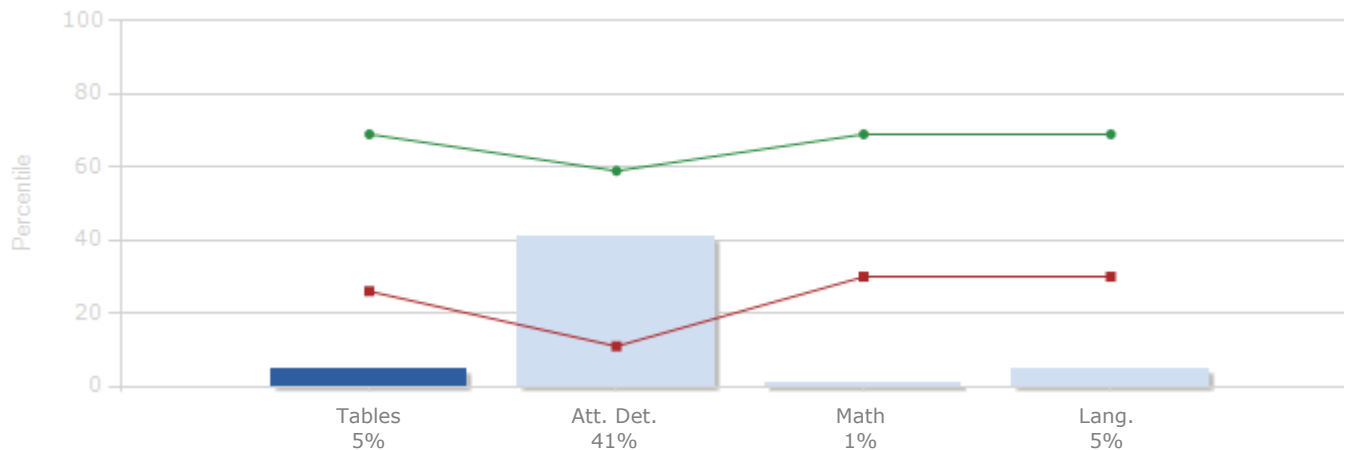
## Tables



### Score Details

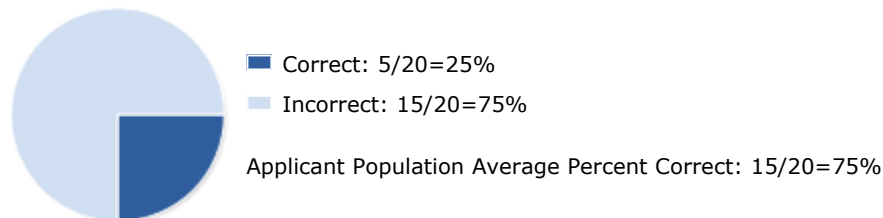
Tables measures the degree to which the individual can quickly and accurately refer to information presented in the form of a table and answer questions related to that information. This characteristic is appropriate for jobs requiring looking up information on computer screens, spreadsheets or charts. Most clerical jobs require some degree of this ability.

Ebony Carmichael scored in the **5th** percentile on Tables (Caution), meaning Ebony scored lower than 95 percent of other candidates who have completed this assessment.



### Skill Level

The graphic below shows the percentage of test items the candidate answered correctly along with the average percentage correct for all other candidates who have taken this assessment. This illustration is useful for assessing the degree of skill/knowledge the individual displayed and how it relates to others who have taken this assessment.



### Expected Job Behaviors

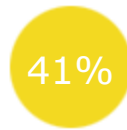
- This individual may take longer than most when researching information found in tables, spreadsheets or other data sources.
- He/she may have difficulty checking or comparing data quickly and accurately.
- He/she might have a tendency to make mistakes when performing clerical tasks under challenging deadlines.



## Attention to Detail



Caution



**Average**

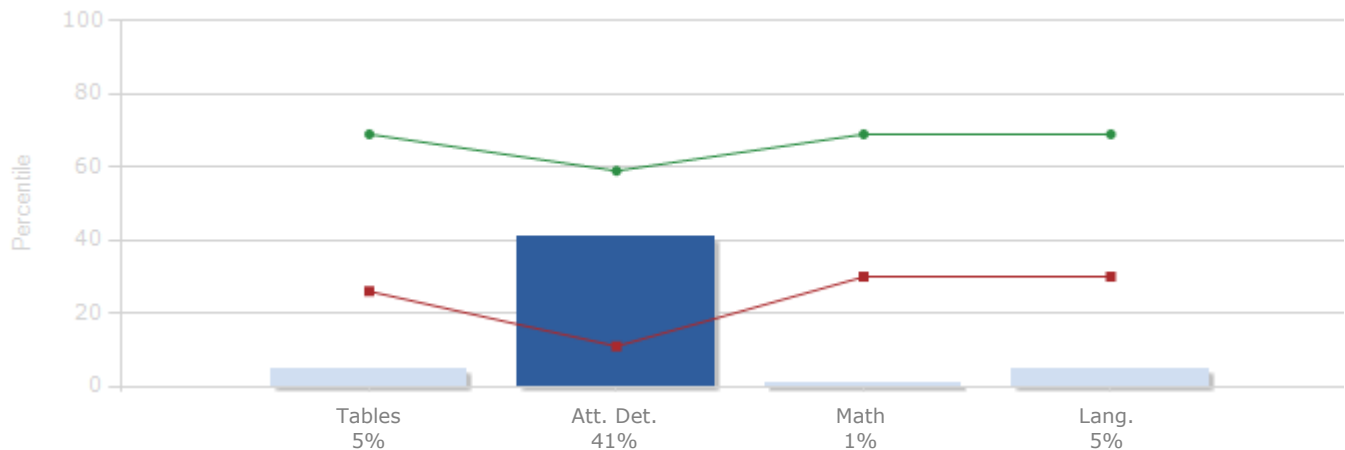


High

### Score Details

Attention to Detail measures the degree to which the individual can quickly and accurately compare two strings of letters and/or numbers much like tasks that involve verifying information. This ability is important for most clerical jobs. It is also appropriate for jobs that require proofing tasks.

Ebony Carmichael scored in the **41st** percentile on Attention to Detail (Average), meaning Ebony scored lower than 59 percent of other candidates who have completed this assessment.



### Skill Level

The graphic below shows the percentage of test items the candidate answered correctly along with the average percentage correct for all other candidates who have taken this assessment. This illustration is useful for assessing the degree of skill/knowledge the individual displayed and how it relates to others who have taken this assessment.



Correct: 17/20=85%

Incorrect: 3/20=15%

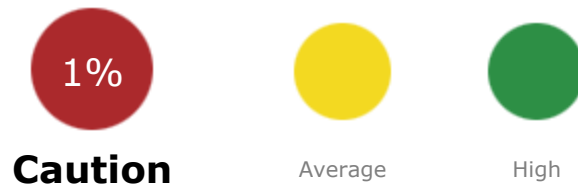
Applicant Population Average Percent Correct: 17/20=85%

### Expected Job Behaviors

- This individual is generally detail-oriented.
- He/she is able to quickly inspect information at an average speed.
- He/she is able to verify and proof written information at a satisfactory level.
- This individual's attention to detail score is consistent with most other candidates.



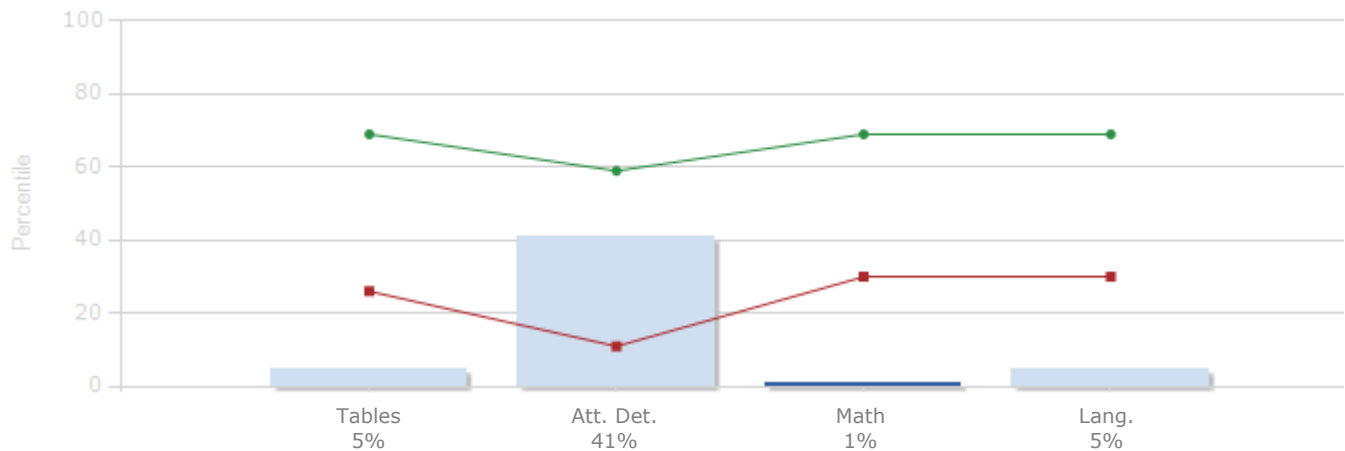
## Math Skills



### Score Details

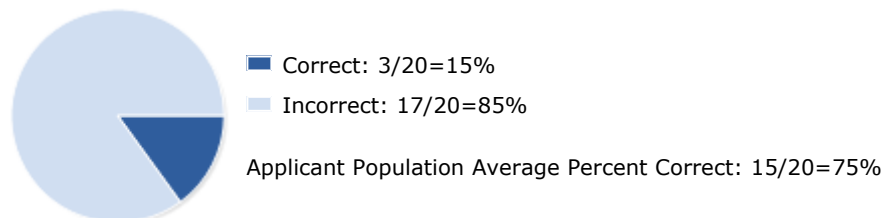
Math Skills measures a basic understanding of mathematical computation and concepts (e.g., making change, calculating percentages, applying discounts, basic addition, subtraction, division and multiplication). The ability to solve these types of problems has also been related to speed of learning and general problem solving skills. This test is appropriate for jobs requiring knowledge of basic math functions (e.g., cashiers, tellers, basic accounting, payroll, etc.).

Ebony Carmichael scored in the **1st** percentile on Math Skills (Caution), meaning Ebony scored lower than 99 percent of other candidates who have completed this assessment.



### Skill Level

The graphic below shows the percentage of test items the candidate answered correctly along with the average percentage correct for all other candidates who have taken this assessment. This illustration is useful for assessing the degree of skill/knowledge the individual displayed and how it relates to others who have taken this assessment.

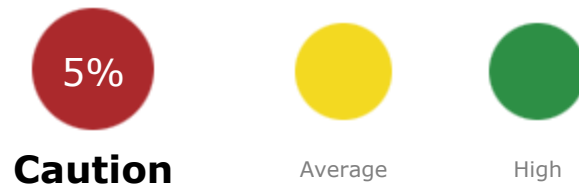


### Expected Job Behaviors

- This individual is not a quick learner.
- He/she has difficulty problem solving.
- Has difficulty with basic mathematical concepts.



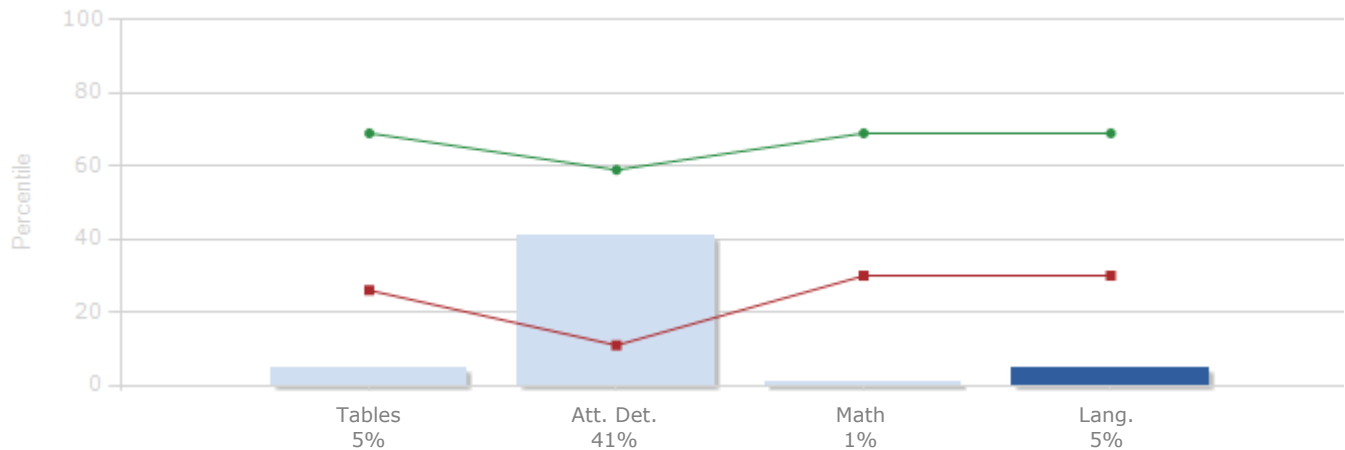
## Language Skills



### Score Details

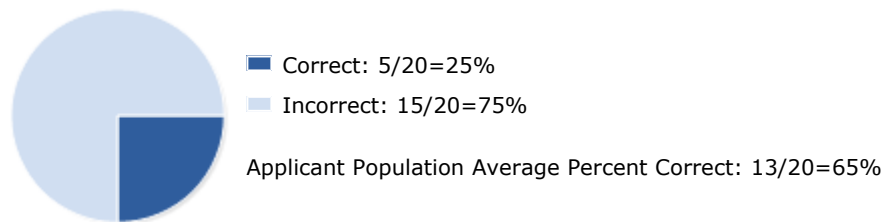
Language Skills measures the degree to which the individual can quickly and accurately identify errors in word usage, punctuation, spelling and capitalization. This ability is important for most jobs requiring written communication.

Ebony Carmichael scored in the **5th** percentile on Language Skills (Caution), meaning Ebony scored lower than 95 percent of other candidates who have completed this assessment.



### Skill Level

The graphic below shows the percentage of test items the candidate answered correctly along with the average percentage correct for all other candidates who have taken this assessment. This illustration is useful for assessing the degree of skill/knowledge the individual displayed and how it relates to others who have taken this assessment.



### Expected Job Behaviors

- This individual may not possess the same level of knowledge of proper word usage, punctuation, spelling, and capitalization as those scoring higher.
- It may be difficult for him/her to identify language errors when creating, reviewing, or proofreading written materials.

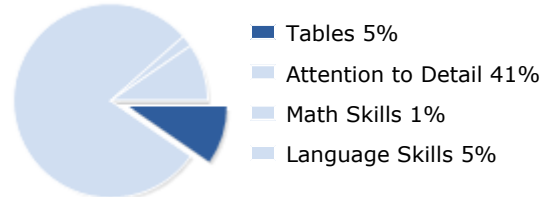


## Management Strategies

This section of the report offers suggestions for developing or managing the candidate based on his/her Profile responses. The diagram below also offers a graphical representation of the areas covered by the Profile. The smaller the area, the more coaching/development might be required.

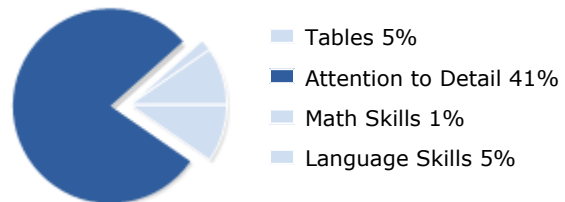
### Tables

- It is recommended that if this individual is to work in jobs requiring researching information in tables, spreadsheets or other data sources he/she should be monitored closely to ensure the work is understood and performed accurately.
- Discuss expectations with respect to speed and accuracy of clerical duties.
- Set achievable, yet challenging goals to maintain or increase performance levels.
- If performance levels on tasks involving researching information in tables, spreadsheets or other data sources are consistently below expectations, consider another position for the candidate that does not require such skills.



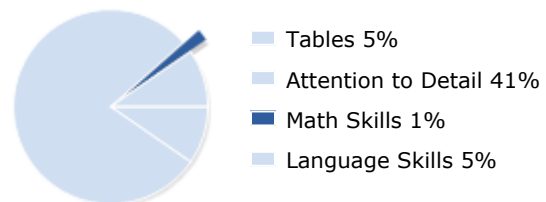
### Attention to Detail

- Expect this individual to be able to verify and check information at an average level of efficiency and accuracy. Therefore monitor his/her work to ensure it is up to expected standards.
- Discuss expectations with respect to speed and accuracy of verification and checking tasks.
- Set achievable, yet challenging goals to maintain or increase performance levels.



### Math Skills

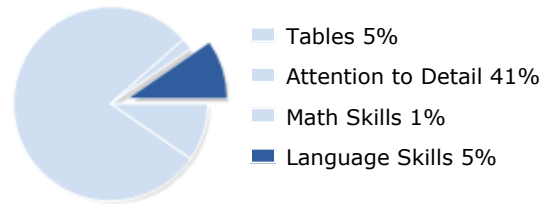
- It is recommended that if this individual is to work in jobs requiring knowledge of basic mathematical concepts or problem solving, he/she should be monitored closely to ensure the work is understood and performed accurately.
- Work instructions and training need to be covered at a slow pace to ensure the individual grasps the material thoroughly.
- Question the individual to ensure he/she has grasped training material or work instructions.





## Language Skills

- It is recommended that if this individual is to work in jobs requiring excellent proofing or writing skills he/she should be monitored very closely to ensure the work is performed accurately.
- Discuss expectations with respect to proofing for grammatical mistakes or not making them. Expect that he/she will have difficulties in this area.
- Set achievable, yet challenging goals to increase performance levels.
- If performance levels on tasks involving writing or proofing are consistently below expectations, consider another position for the candidate that does not require such skills.



## Interview Guide

This report includes follow-up interview questions that focus on those areas where further development might be needed. These questions serve as an excellent guide during the hiring process, coaching or developmental efforts to further uncover potentially negative behavioral tendencies.

### Tables

**Question:**

Verifying information in files, tables and spreadsheets requires attention to detail. Describe work you have performed in the past that has required such skills. Did you enjoy this type of work? How was your performance when working on such tasks?

**Response Notes:**

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

Clerical jobs require checking, verifying and proofing tasks. Tell me what jobs you have held that required these tasks. Do you prefer to work on these types of tasks or do you prefer to interact with people? Why?

**Response Notes:**

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

Describe for me times when you have had difficulty performing tasks that involved the verification of information in spreadsheets, different files, etc. What is it that gave you such a hard time?

**Response Notes:**

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7



## Attention to Detail

**Question:**

Describe for me previous job responsibilities that required you to demonstrate your attention to detail skills. On a scale from 1-10 with 10 being the best, where would you rate yourself? Where would your supervisor rate you?

Response Notes:

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

In previous jobs where you had to demonstrate your level of detail orientation, how have you performed? Do you tend to be a stickler for details or are you less detail oriented and more of a "big picture" person?

Response Notes:

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

## Math Skills

**Question:**

Tell me about previous jobs you have had where you have had to use basic math skills to solve work problems or situations. How did you manage?

Response Notes:

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

This job may require some basic math skills. How do you feel about that? Can you give examples from your past experience when you have had to use math on the job? How did you perform?

Response Notes:

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---

Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7



**Question:**

Describe for me times when you have had difficulty performing tasks that involved some type of math skills or problem solving. What is it that gave you such a hard time?

**Response Notes:**

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

## Language Skills

**Question:**

To what extent have your previous jobs required proofing or writing letters, memos or other forms of written communication? Describe exactly what your responsibilities were with regard to these tasks? Did you enjoy it? How well did you perform?

**Response Notes:**

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

On a scale from 1-10 with 10 being the best, how would you rate your written communication skills? How would your supervisor rate you?

**Response Notes:**

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Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7

**Question:**

Describe for me times when you have had difficulty performing tasks that involved proofing written communications. What is it that gave you such a hard time?

**Response Notes:**

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---



---

Response Expected of a  
Poor Performing Employee

1

2

3

Response Expected of a  
Satisfactory Employee

4

5

Response Expected of an  
Excellent Employee

6

7



**Sum of Ratings**

**Number of Questions Rated**

**Average Rating**

(Sum of all ratings divided by the number of questions rated.)

