
The Hiring Suite®

CONFIDENTIAL REPORT ON

Albert, Eddie

RESULTS FOR: Insure Survey®

Metro Office Supply

Wednesday, July 23, 2008

CONFIDENTIAL AND PROPRIETARY

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San Antonio, TX

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EXTENDED REPORT

Client:METOFF
Branch:MAIN

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| | | | |
|----------|----------------------|--------------------|-------------------------------|
| Name: | Albert, Eddie | Phone: | |
| Address: | | Work Phone: | |
| City: | | | |
| County: | | Position: | outside sales |
| State: | | Administrator: | lch |
| Zip: | | Date Administered: | 11/26/2003 |
| Country: | | Date Graded: | 11/26/2003 12:43:12 PM |

INSURE SURVEY®(Scale Low=1 High=9)

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 letter I indicates the test is invalid due to too many unanswered questions in Section II.

The distortion score on this assessment is 9 .

| | |
|-------------------|---|
| Integrity : | 3 |
| Substance Abuse : | 4 |
| Reliability : | 3 |
| Work Ethic : | 2 |

Insure Survey®

SECTION I REPORT

- (1) EA applied for the same position last week.
- (2) EA is presently unemployed.
- (3) EA has been working in his present position for over three years.
- (4) EA states it's "easy" to steal merchandise/goods at his present (or last) job.
- (5) EA reports that his most recent monthly salary has been less than \$800.
- (6) EA states he will be ready to go to work next week.
- (10) EA ADMITS HE HAS NO RELATIONSHIP WITH HIS PRESENT (OR LAST) SUPERVISOR.
- (11) EA STATES HE NEEDS TO EXPLAIN IN DETAIL WHY HE WAS FIRED FROM ANOTHER POSITION.
- (12) EA STATES HIS PREVIOUS EMPLOYER WOULD NOT HIRE HIM BACK EVEN IF A POSITION WAS OPEN.
- (15) EA has taken 1 to 3 unauthorized days off in the past year.
- (16) EA states in his opinion, employers should be concerned about illegal drug use in the workplace.
- (17) EA has been late to work 1 to 3 times in the past year.
- (18) EA ESTIMATES THE VALUE OF ALL THE THINGS HE HAS STOLEN IS UNDER \$100.
- (20) EA states his supervisor allowed him to complete and forward work without the supervisor's final approval.
- (21) EA states he may be able to work overtime if requested to do so on a moment's notice.
- (22) It would not bother EA to work for a woman supervisor.
- (24) EA feels his supervisor on his present (or last) job will rate his performance as excellent.
- (25) EA's opinion is that dress and appearance are important in the work environment.
- (26) EA has supervised the work of others in previous positions.
- (28) EA sees no problem taking a drug test for illegal drugs if it is company policy.
- (29) In the past, when EA had problems with his supervisor, he confronted the supervisor and worked out the problem.
- (31) EA ESTIMATES THE MONEY HE HAS LOST GAMBLING IS UNDER \$100.
- (32) EA NEEDS TO IMPROVE IN AREAS NOT LISTED IN QUESTIONS.
- (34) EA doesn't consider himself "the best" at what he does at work.
- (35) EA states he has moved his residence 4 to 6 times in the past 5 years.
- (36) EA feels men and women working together sometimes cause problems in the workplace.
- (37) EA would be willing to take a part time position if it would be considered for full-time at a later date.
- (40) EA states he "MAY BE" moving out of the area within a year.
- (43) EA states he was asked to leave his last (or present) position.

VERBAL INTERVIEW QUESTIONS

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 sex orientation or marital status). The American's 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) How long have you been unemployed?
- (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 was "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.
- (11a) You stated you need to explain the circumstances leading up to you being fired. Let's do that now.
- (12) You stated that you don't know or have a feeling that at least some of your previous employers wouldn't 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?
- (18) Give me an idea of the type of things you have stolen in the past.
- (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 confronted the supervisor and worked it out. Give me more details.

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- (31) Tell me about the type of gambling you do. Do you gamble at work?
- (32) You indicated some other area that you need to improve as an employee. What do you need to improve?
- (34) You state that you are NOT "the best" at what you do. What could you improve to make you "the best".
- (35) Usually, a person doesn't move their residence very often. Yet, you stated that you have moved 4 to 6 times in the past five years. Why?
- (36) What problems are caused by having men and women work together in the workplace?
- (40) You implied that you might be moving out of the area within the next year. Explain.
- (43) Explain the circumstances surrounding your being asked to leave.

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UNANSWERED QUESTIONS

The interviewer needs to inquire in the verbal interview as to why the applicant left the following question(s) blank (no answer) in SECTION I. The program skips this question when this occurs.

- (38) Do you feel that "casual" drug use, like smoking marijuana on the weekend, affects how a person performs on the job during the work week?

SECTION II REPORT

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| Integrity 3 |
|---------------------------|

- (46) EA is UNCERTAIN as to whether he SHOULD TELL THE BOSS IF HE KNOWS ANOTHER EMPLOYEE IS STEALING.
- (51) If EA knows another employee is stealing from the company he is UNCERTAIN as to whether he should tell management.
- (74) As long as he INTENDS to bring them back, EA feels it MAY BE OKAY to borrow tools from work.
- (102) EA ISN'T SURE IF IT IS STEALING TO "TAKE THINGS" IF HE INTENDS TO PAY FOR THEM LATER.

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| Substance Abuse 4 |
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- (78) EA is UNCERTAIN as to whether most people GET ADDICTED TO COCAINE.
- (83) EA feels SMOKING MARIJUANA is about the same as DRINKING A BEER.

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| Reliability 3 |
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- (77) EA was UNCERTAIN when asked if working through his lunch break meant he could go home early.
- (99) EA feels it's may be okay to take off early from work if all his work is finished.
- (105) EA answered UNCERTAIN when asked if it is okay to make personal telephone calls without permission as long as his work got out on time.

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| Work Ethic 2 |
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- (45) EA believes most people are successful because they are 'LUCKY', not because they have skills to do a job.
- (76) EA is UNCERTAIN whether some of his past supervisors "had it in" for him.

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- (98) EA is UNCERTAIN whether LOW WAGES FORCE some workers to STEAL from their companies.
- (112) EA was UNCERTAIN when asked if he believes it is best to "Do unto others before they do unto you".
- (120) EA was "uncertain" when asked if he believes that most supervisors have a "snitch" reporting to them.

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