

match 6.5



Interview Guide
Alex Garcia



Contents

Interview Guide Introduction.....	3
Interview Skills Potential Scores.....	4
Introducing the Interview.....	5
Interview Questions.....	6
Closing the Interview.....	18
Interview Summary.....	19

About this Report

This report is based upon the Match 6.5 assessment, which explores an individual's talents within a work context.

The results are based on a comparison with an international group of 442 individual contributors.

Since the questionnaire is a self-report measure, the results reflect the individual's self-perception. Our extensive research has shown this to be a good indicator of how people are likely to operate in the workplace. Nevertheless, due consideration must be given to the subjective nature of using an individual's self-perception in the interpretation of these data.

It should be remembered that the information contained in this report is potentially sensitive and every effort should be made to ensure that it is stored in a secure place.

The information contained within this report is likely to remain a good reflection of the individual's self-perception for 12-24 months, depending upon circumstances.

The report was produced using Saville Assessment software systems. It has been derived from the results of an assessment completed by the respondent, and reflects the responses they made.

This report has been generated electronically. Saville Assessment do not guarantee that it has not been changed or edited. We can accept no liability for the consequences of the use of this report, howsoever arising.

The application of this assessment is limited to Saville Assessment employees, agents of Saville Assessment and clients authorised by Saville Assessment.

Interview Guide Introduction

This report is designed to enable you to conduct an interview against selected areas that are relevant to the role. Questions are provided to verify strengths and probe potential challenge areas for the candidate. The questions are driven by Alex Garcia's responses to the questionnaire. More questions and targeted probes are provided for areas that have been identified as critical for the role (highlighted by an *), as well as any where Alex Garcia's scores indicate a potential challenge area.

For each area, information is provided on how Alex Garcia rated themselves on the assessment when compared to others on a 1 to 10 scale. Information is also provided on how Alex Garcia responded to the questionnaire - Ratings Acquiescence is a measure of how positive or self-critical a person has been in their self-ratings and Consistency of Rankings is a measure of how consistently a person has rank ordered characteristics. Please note that this is for the interviewer's information only and is not to be fed back to the candidate.



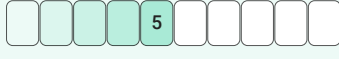



Scoring the Interview

Immediately after the interview, review the candidate's answers and assign a score for each interview area.

1	2	3	4	5
Poor	Marginal	Acceptable	Good	Excellent
Evidence provided is weak or even negative, and/or they are unable to provide positive examples for the area.	Demonstrated a limited amount of positive evidence and/or weak evidence against the area.	Generally provided positive evidence, with some weaker evidence against the area.	Provided strong positive evidence against the area, with limited weaker evidence.	Consistently provided very strong positive evidence against the area.

Interview Skills Potential Scores

This profile provides Alex Garcia's areas of greater and lesser potential on the areas that have been selected for the role (* indicates a critical area). Alex Garcia's Ratings Acquiescence is Sten 6 and their Consistency of Rankings is Sten 9.

Page	Area Assessed	Assessment Score
6	Processing Details* Meeting Timescales; Checking Things; Following Procedures	 High higher potential than about 90% of the comparison group
8	Evaluating Problems* Examining Information; Documenting Facts; Interpreting Data	 High higher potential than about 90% of the comparison group
10	Structuring Tasks Managing Tasks; Upholding Standards; Producing Output	 Average higher potential than about 40% of the comparison group
12	Giving Support Understanding People; Team Working; Valuing Individuals	 Very Low higher potential than about 5% of the comparison group
14	Building Relationships Interacting with People; Establishing Rapport; Impressing People	 Low higher potential than about 10% of the comparison group
16	Investigating Issues Developing Expertise; Adopting Practical Approaches; Providing Insights	 Very Low higher potential than about 5% of the comparison group

Introducing the Interview

- Introduce yourself and your role.
- Outline how long the interview will last.
- Explain that the following questions will be based on the questionnaire they have completed.
- Ask the candidate any general questions about their interest and suitability for the role (if applicable).

Add any additional questions below if required:

Space is provided to record any candidate answers to the questions above:

Processing Details*

When have you not been given enough time to complete your work to a sufficiently high standard?

- Why did you want to achieve such a high standard?
- What were the challenges in meeting the deadline?
- Where did you have to compromise on quality?
- What did you do to try and ensure things were still done properly?
- What was the result?

* How did you feel about compromising on the standard of your work?

Processing Details*

When have you been concerned about getting a large amount of critical details right?

- Why was it critical to get the details right?
 - How did you ensure accuracy?
 - How did you maintain your focus on the details throughout?
 - What could you have improved?
- * How did you feel about having the responsibility to get the details right?

Processing Details Interview Score

Negative	1	2	3	4	5	Positive
Lacks focus on meeting deadlines						Works hard to meet agreed deadlines
Prepared to compromise on accuracy						Places strong emphasis on accuracy and checking details
Deviates from important procedures						Follows procedures

Total

Evaluating Problems*

Describe an occasion when you have had to evaluate data as part of a complex problem.

- How did you analyse the information?
 - How did you weigh up which information was most important?
 - How did you summarise your conclusions?
 - What did you summarise most effectively in your overall evaluation?
 - What could you have done better?
- * Which aspect of evaluating the problem did you find most interesting?

Evaluating Problems*

Give me an example of information that you found particularly difficult to analyse.

- What was the information?
 - What analysis did you do?
 - Why was it particularly difficult?
 - What other analysis could you have done?
- * What did you enjoy less about analysing the information?

Evaluating Problems Interview Score

Negative	1	2	3	4	5	Positive
Weak at analysing information						Analyses information effectively
Fails to summarise information in writing						Summarises information well in writing
Poor at interpreting data						Interprets data well

Total

Structuring Tasks

When have you chosen to take responsibility for organising an important activity or project?

- How exactly did you plan the activity or project?
 - What was most difficult to organise?
 - What did you do to ensure everything was done to a high standard?
 - What could you have done differently?
 - What feedback did you get?
- * Why did you choose to organise the activity or project?

Structuring Tasks

When have you had to be really organised to get a large amount of work done quickly?

- How much work was there to do?
- How did you choose which tasks to do first?
- How quickly did you complete the work?
- What could you have done to improve your planning?
- * How did you feel about having to do this amount of work quickly?

Structuring Tasks Interview Score

Negative	1	2	3	4	5	Positive
Organisation of tasks and priorities is poor						Organises tasks and priorities effectively
Puts little effort into maintaining standards						Works hard to uphold standards
Works slowly						Gets a lot done

Total

Giving Support

When have you been particularly considerate of others while working in a team?

- How were people feeling on the team?
 - How did you show your consideration?
 - How did others react to you?
 - What more could you have done to be considerate to others?
 - How successfully did you and the team work together?
- * What did you most like about working with others?

Giving Support

When have you invested time in really supporting and helping someone else in a team?

- Why did you choose to support them?
- How do you think they were feeling?
- What exactly did you do to support them?
- What did you do that was less effective?
- * How did you feel about helping them?

Giving Support Interview Score

Negative	1	2	3	4	5	Positive
Demonstrates little appreciation of people's feelings						Shows an appreciation for people's feelings
Works less well in a team						Works well in a team
Shows little consideration for other individuals						Is considerate of others

Total

Building Relationships

Who have you had to build a really effective important working relationship with?

- Why was it important?
- How did you initially build rapport?
- What did you do to develop the relationship?
- What was the most challenging part of developing the relationship?
- What have you done to maintain the relationship?
- * What did you enjoy about building this relationship?

Building Relationships

When have you had to improve a difficult working relationship?

- Why was it important to improve the relationship?
- Why was it difficult?
- What exactly did you do?
- What could you have done better?
- * How did you feel about improving the relationship?

Building Relationships Interview Score

Negative	1	2	3	4	5	Positive
Shows limited enthusiasm when interacting						Interacts with people enthusiastically
Is slow to establish rapport						Establishes rapport quickly
Fails to promote their own achievements						Effectively promotes their own achievements

Total

Investigating Issues

When have your expertise and skills been essential in ensuring a good outcome?

- Why was your expertise important?
 - What did you have to learn?
 - How did you practically apply your skills?
 - What key improvements did you identify?
 - What else could you have done?
- * What motivated you to keep your knowledge and skills updated in this area?

Investigating Issues

When has it been important for you to learn how to do something new?

- Why was it important to learn this?
- What did you have to learn?
- How did it improve your knowledge?
- What was most difficult to understand?
- * What did you find interesting about what you learnt?

Investigating Issues Interview Score

Negative	1	2	3	4	5	Positive
Little evidence of developing expertise						Develops expertise well
Does not apply practical skills effectively						Effectively applies practical skills
Fails to identify useful improvements						Identifies useful improvements

Total

Closing the Interview

- Ask the candidate if they have any questions.

Space is provided to record any questions from the candidate and your responses:

- Inform the candidate about the next steps and timelines.
- Thank the candidate for their time.

Interview Summary

Candidate: Alex Garcia

Interviewer(s):

Date:

Role Applied For:

Page	Area Assessed & Assessment Score	Interview Score
6	Processing Details* (8) Meeting Timescales; Checking Things; Following Procedures	
8	Evaluating Problems* (8) Examining Information; Documenting Facts; Interpreting Data	
10	Structuring Tasks (5) Managing Tasks; Upholding Standards; Producing Output	
12	Giving Support (2) Understanding People; Team Working; Valuing Individuals	
14	Building Relationships (3) Interacting with People; Establishing Rapport; Impressing People	
16	Investigating Issues (2) Developing Expertise; Adopting Practical Approaches; Providing Insights	

Recommendation