



**Job Description Survey  
Benchmark Development Report**

**Thursday, June 12, 2008**

**Draftsperson  
ABC Group of Companies**

**Produced By:**

**Grasslands Group of Companies**

**P: 1-888-778-0570**

**E: [prevue@grasslandsgroup.com](mailto:prevue@grasslandsgroup.com)**

**W: [www.grasslandsgroup.com](http://www.grasslandsgroup.com)**

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## **Part 1 – Report Introduction**

### **Purpose of the Benchmark Development Report**

This report will help you to complete development of the Prevue Benchmark for the Draftsperson position at ABC Group of Companies. Personnel familiar with the job performance requirements for this position have completed Prevue Job Description Surveys. A Job Description Survey Study (JDS Study) was then done. The data derived from the JDS Study have been collated and analyzed to generate an initial draft benchmark of the characteristics evident in top performers in the Draftsperson position. The Study Participants will use this report to review and amend the initial draft benchmark and to finalize the Prevue Benchmark for the Draftsperson position at ABC Group of Companies.

### **What is a Prevue benchmark?**

The Prevue Benchmark that will be developed for the Draftsperson position at ABC Group of Companies is a profile of the work-related abilities, interests/motivation, and personality traits of top performers in the position. The Prevue Benchmark is customized to address the unique requirements of the job within a particular corporate culture.

### **How is the Prevue Benchmark used?**

Managers can use the Prevue Benchmark to:

- Select the best candidate for the position
- Obtain essential information beyond résumés, background searches or interviews
- Compare candidates to a preferred standard
- Identify individual training and coaching requirements
- Provide succession planning for the position and career planning for employees

### **JDS Study Participants**

Prevue Job Description Surveys have been completed by Blair Clark, Joseph Howe and Susan McLaughlin. These are the JDS Study Participants.

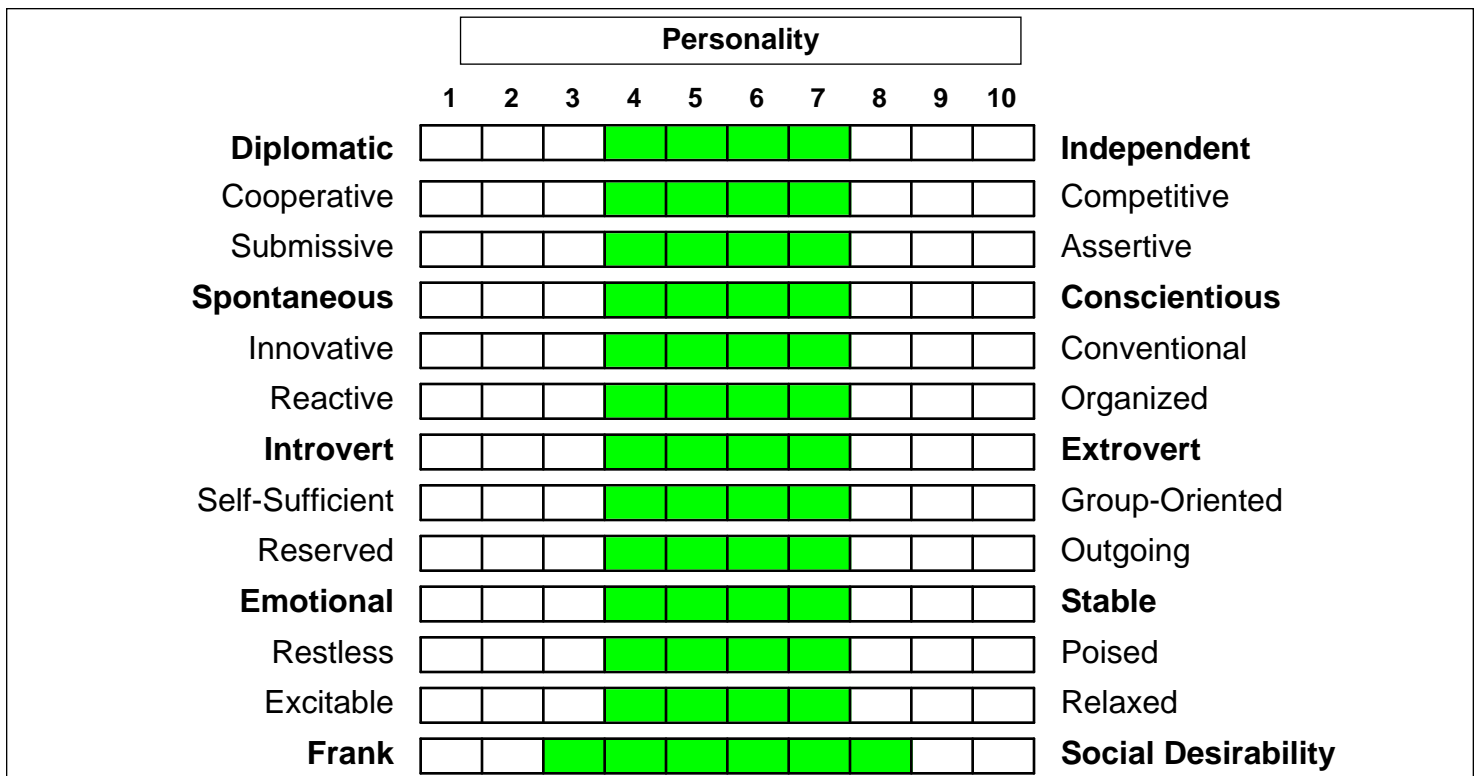
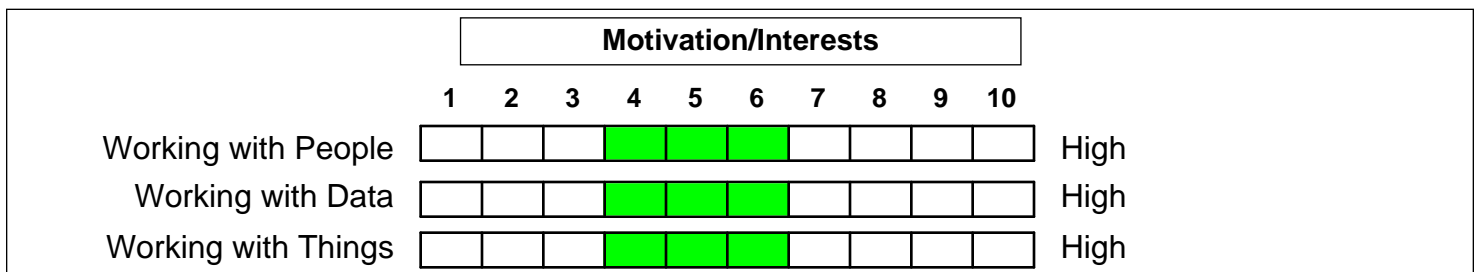
## How to use this report

This report should be used to guide development of the Prevue Benchmark for the Draftsperson position. To develop the benchmark, Study Participants should:

- 1 Examine the JDS Study graph in Part 2. The JDS Study Graph is the initial benchmark for the position produced from the combined results of the Job Description Surveys completed by the Study Participants.
- 2 Review the scale-by-scale analysis of the Prevue assessment scales for Abilities, Interests/Motivation, and Personality addressed in Part 3. If there is disagreement about a benchmark for a particular scale, Study Participants should collaborate to identify an appropriate range of scores.
- 3 Follow steps in Part 4 to finalize the Prevue Benchmark for the Draftsperson position.

## Part 2 – JDS Study Benchmark Graph

This graph shows the initial Prevue Benchmark for the Draftsperson position. The benchmark is derived from the combined results of the Job Description Surveys completed by all of the Study Participants.



## Part 3 – Analysis of Prevue Scales

### Scale Analysis Content

Part 3 provides a detailed analysis of the results of the JDS Study for each of the three minor scales in Abilities, the three Interests/Motivation scales, and the eight minor scales in Personality that are measured by the Prevue Assessment. For each scale, this analysis includes:

- Scale Description—provides an overview of what the scale is measuring.
- Study Graphs—show the respective results of the Job Description Surveys for each of the Study Participants. In addition, the JDS Study Graph shows the initial benchmark for the position derived from the combined results of the Job Description Surveys completed by all Study Participants.
- Benchmark Description—provides an overview of characteristics indicated by the JDS Study Graph.
- Study Conclusions and Suggestions—summarize the computerized analysis of the Job Description Surveys completed by the Study Participants and offer recommendations (if necessary) for finalizing the benchmark for the scale under consideration.

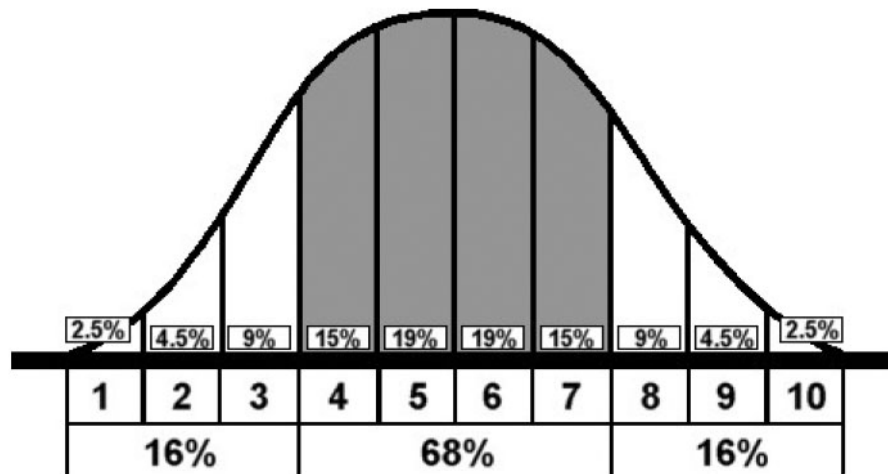
If there is a significant difference in the opinions of the Study Participants regarding the appropriate benchmark for a given scale:

- The title for that scale will be followed by an asterisk (\*).
- Study Conclusions and Suggestions will be in bold print.
- Scale Score Descriptions will be provided for low, mid-range, and high scores to assist the Study Participants to collaborate on the appropriate length and placement of the benchmark for the given scale.

## Benchmark Development Guidelines

Study Participants are advised to consider these guidelines when reviewing and, where applicable, revising the benchmarks for each scale:

- 1 When a large number of people take the Prevue Assessment, a graph of their results will form a normal bell-shaped curve. All Prevue scales are divided into ten areas under this normal curve. These standard tenths of the curve are called stens. Most people (68% of the population) will score in the mid-range, where the curve is highest (stens 4 to 7). Fewer people will score in the tails of the curve, at the extremes of the scale, with either very low or very high results. The graph below shows the percentages for each sten. Only a small percentage of the working population will fit a benchmark placed on either extreme of a scale.



- 2 A benchmark must be a minimum of three stens wide. A width of three or four stens is an appropriate benchmark, particularly for those characteristics that the benchmark study identifies are crucial for top performers in the position.
- 3 A benchmark more than six stens wide indicates that either the given characteristic is not a significant aspect of performance in the position or there are insufficient data to establish a narrower benchmark. A Concurrent Benchmark Development Study of assessment data provided by persons employed in the position may support a narrower benchmark.
- 4 Study Participants will define the three Abilities minor scales, the three scales for Interests/Motivation, and the eight Personality minor scales. These are addressed in the next section of Part 3. The computerized scoring and analysis facilities of [www.prevueonline.com](http://www.prevueonline.com) will automatically determine and enter the General Abilities major scale and the four Personality major scales.
- 5 A review of previously developed job descriptions, job analysis studies, or job performance review documents will assist Study Participants to determine the most appropriate benchmarks.
- 6 There are three primary methods for developing a Prevue benchmark: a Concurrent Benchmark Development Study, a Job Description Survey Benchmark Development Study (covered in this report), or a Combination Benchmark Development Study.

The Concurrent Benchmark Development Study is based on the combined scores of Prevue assessments completed by a sample of employees who have been identified as top performers in the position. A Job Description Survey Benchmark Development Study reflects a benchmark based on what management and/or selected job incumbents consider to be the characteristics of top performers. These two benchmark development processes may not produce exactly the same result, particularly if a company's products, services, customers or business are in the midst of change. If this is the case, the Job Description Survey Study may represent the characteristics that are anticipated as future requirements for top job performance. A Combination Benchmark Development Study will analyze and merge the results of a Concurrent Study and a Job Description Survey Study to provide more information for developing the Prevue benchmark.

## Abilities Scales

To develop benchmarks for Abilities, Study Participants identify the required levels of skill for working with numbers, words, and shapes. The online facilities at [www.prevueonline.com](http://www.prevueonline.com) will automatically generate the benchmark for General Abilities major scale.

### Working With Numbers

#### Scale Description

Working with numbers shows the ability to use numbers for abstract reasoning and problem-solving. In many occupations—clerical, accounting, technical, sales, and managerial—the ability to work with numbers is essential.

#### Study Graph



#### Benchmark Description

Based on this benchmark, a top performer might have below average to average ability for working with numbers. The position may require simple arithmetic skills and competence for number recognition. Candidates with low ability may have difficulty with some tasks. Candidates with above average numerical ability could also be a poor fit for this position.

#### Study Conclusions And Suggestions

Study participants do not agree on the appropriate benchmark for Working With Numbers. The JDS Study Graph is wider than may be necessary or preferred. Study Participants should review the Scale Score Descriptions to determine whether the benchmark for this scale needs to be more precisely defined. If any change is to be made to the initial draft benchmark reflected in the JDS Study Graph, follow the steps in Part 4 to finalize this benchmark.

## Scale Score Description

Low 1 – 2 – 3	Mid-range 4 - 5 - 6 -7	High 8 - 9 - 10
<ul style="list-style-type: none"> <li>• Weak numerical reasoning</li> <li>• Prefers to work slowly if high level of numerical accuracy required</li> <li>• Less speed and accuracy for number recognition</li> <li>• Work requiring frequent use of statistics, numerical data, or trend-spotting is not recommended</li> </ul>	<ul style="list-style-type: none"> <li>• Competent reasoning ability and may be above average for some numerical skills</li> <li>• Works reliably with acceptable numerical accuracy</li> <li>• Capable of speedy, correct number recognition</li> <li>• Work with statistics, numerical data, or trend-spotting will require initial training but need for on-the-job support should be minimal</li> </ul>	<ul style="list-style-type: none"> <li>• Good to excellent reasoning, depending on particular numerical skill required</li> <li>• Works fast with above-average numerical accuracy</li> <li>• Capable of rapid, precise number recognition</li> <li>• Likely to prefer work with statistics, numerical data, and analysis of trends</li> </ul>

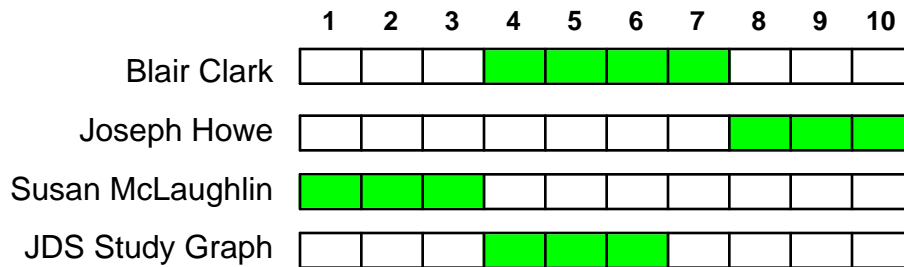
## Working With Words

### Scale Description

Working with words is the ability to use written language for reasoning and problem-solving. In many occupations—clerical, administrative, technical and managerial—the ability to work with written language is a fundamental requirement. While fluency or direct communication is different from verbal reasoning, there is a moderate correlation between scores on this scale and communication skill. People who score at the upper end of Working with words are more likely to be good communicators, but excellent fluency and good communication skills can occur irrespective of scores on this scale.

Note: Fluency can be assessed from the résumé and covering letter, and oral communication skills should be measured in the interview.

### Study Graph



### Benchmark Description

Based on this benchmark, a top performer could have below average to average ability with written language. The position may require mainly simple verbal skills such as straightforward reading, writing, and recognition of spelling errors. Candidates with above average ability with words might not reach their potential in this position. Candidates with low ability might find some tasks overly challenging.

### Study Conclusions And Suggestions

Study participants do not agree on the appropriate benchmark for Working With Words. The JDS Study Graph is wider than may be necessary or preferred. Study Participants should review the Scale Score Descriptions to determine whether the benchmark for this scale needs to be more precisely defined. If any change is to be made to the initial draft benchmark reflected in the JDS Study Graph, follow the steps in Part 4 to finalize this benchmark.

## Scale Score Description

Low 1 – 2 – 3	Mid-range 4 - 5 - 6 -7	High 8 - 9 - 10
<ul style="list-style-type: none"> <li>• Limited capacity for written information</li> <li>• Works slowly when high level of literacy required</li> <li>• Less speed and accuracy for word recognition and lower awareness of errors in spelling, vocabulary, etc.</li> <li>• Complex written procedures are not recommended and jobs requiring advanced language skills will require extensive training and ongoing support</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient with written information</li> <li>• Works well when moderate literacy is required but pace will be near average if high level of literacy required</li> <li>• Good speed and accuracy for word recognition and acceptable awareness of errors in spelling, vocabulary, etc.</li> <li>• Complex written procedures and jobs requiring advanced language skills will require initial training and occasional support</li> </ul>	<ul style="list-style-type: none"> <li>• Very good proficiency with written language</li> <li>• Works effectively when high level of literacy required</li> <li>• Fast and precise word recognition and quick to find errors in written material</li> <li>• Ranked in the top third of employees for verbal accuracy and learning speed; does well with complex written procedures and work requiring advanced language skills</li> </ul>

## Working With Shapes

### Scale Description

Working with shapes involves a several facets of mental ability. Most important is the ability to imagine how something will look when it is moved in space or when its component parts are rearranged. Spatial visualization skills are important for tasks such as interpreting blueprints and diagrams, understanding graphs and charts, arranging objects for display or storage, and so on.

### Study Graph



### Benchmark Description

Based on this benchmark, a top performer will have below average to average spatial ability. The position probably involves basic shape recognition and organization tasks such as packing or arranging objects for storage, display, or delivery. Candidates with low ability may have difficulty with some tasks. Candidates with above average spatial ability could also be a poor fit for this position.

### Study Conclusions And Suggestions

Study participants do not agree on the appropriate benchmark for Working With Shapes. The JDS Study Graph is wider than may be necessary or preferred. Study Participants should review the Scale Score Descriptions to determine whether the benchmark for this scale needs to be more precisely defined. If any change is to be made to the initial draft benchmark reflected in the JDS Study Graph, follow the steps in Part 4 to finalize this benchmark.

### Scale Score Description

Low 1 – 2 – 3	Mid-range 4 - 5 - 6 -7	High 8 - 9 - 10
<ul style="list-style-type: none"> <li>Limited spatial reasoning</li> <li>Will likely work slowly when required to relate diagrams to actual objects</li> <li>Less speed and accuracy when visualizing objects or relating diagrams to operations, data, etc.</li> <li>Tasks requiring creative or challenging arrangement of objects are not recommended</li> </ul>	<ul style="list-style-type: none"> <li>Reasoning ability adequate or better for most spatial tasks</li> <li>Will work at a reasonable pace with acceptable accuracy</li> <li>Reliable and usually correct when visualizing objects or relating diagrams to operations, data, etc.</li> <li>Creative spatial challenges such as generating diagrams or charts will require instruction with regular practice or refresher training</li> </ul>	<ul style="list-style-type: none"> <li>Above-average to superior spatial reasoning</li> <li>Will work fast with high level accuracy for spatial tasks</li> <li>Very good at visualizing objects and can easily relate diagrams, flow charts, etc. to real-world objects and events</li> <li>Will likely enjoy creative spatial challenges and do well in tasks requiring advanced spatial skills</li> </ul>

## Interests/Motivation Scales

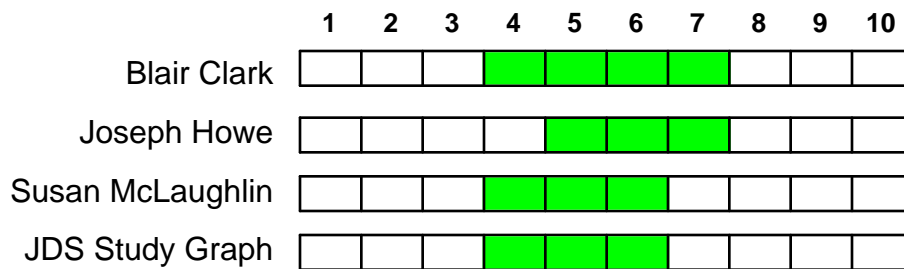
To develop benchmarks for Interests/Motivation, Study Participants must identify the required levels of enthusiasm for working with people, data, and things.

### Working With People

#### Scale Description

Working with people indicates the preferred frequency, quality, and intensity of social contact for optimal job satisfaction. This satisfaction influences performance, especially in the long term.

#### Study Graph



#### Benchmark Description

This benchmark denotes that the Draftsperson position requires a candidate with below average to average interest in Working with People. The preferred candidate will be content to work with moderate interaction with people and will likely choose e-mail and telephone calls (rather than face-to-face meetings) as contact methods. The top performer might be inclined to avoid frequent tasks needing advanced people skills. Candidates with either low or above average interest in people could be less suitable for this position.

#### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Working With People for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

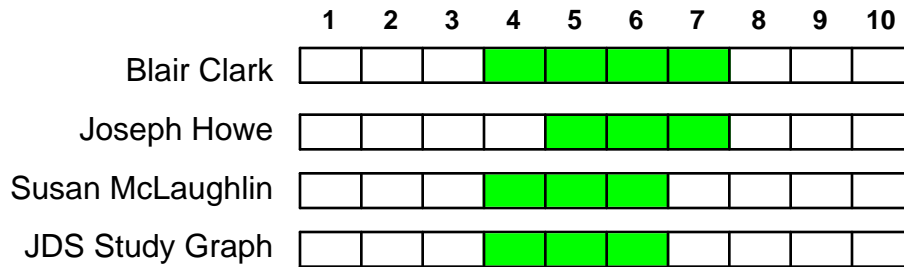
If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Working With Data

### Scale Description

Working with data measures interest in information and analytical processes as well as overall motivation to work with facts and figures.

### Study Graph



### Benchmark Description

This benchmark denotes that the Draftsperson position requires candidates with below average to average scores on Working with Data. The preferred employee likely wants some tasks involving figures, statistics, or accounts. Candidates with above average interest in information could be less suitable for this position. Candidates with low interest could also be a poor fit.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Working With Data for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

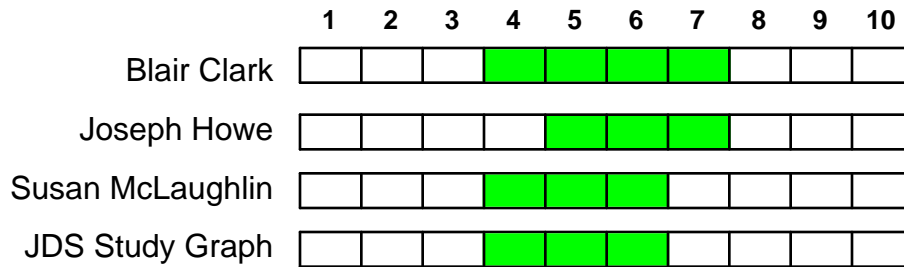
If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Working With Things

### Scale Description

Working with things measures willingness to manipulate tools and machines and to operate equipment, computers, and other inanimate objects.

### Study Graph



### Benchmark Description

This benchmark denotes that the Draftsperson position requires a candidate with a below average to average score on Working with Things. The preferred employee likely performs reasonably well with simple, reliable equipment and may infrequently operate more complex machinery. Candidates with either low or above average motivation for hands-on tasks with tools and objects could be less suitable for this position.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Working With Things for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Personality Scales

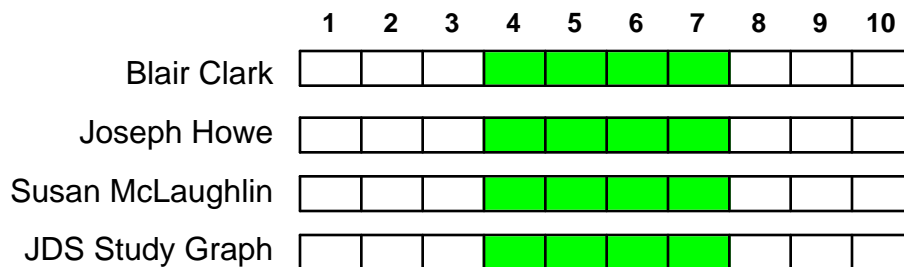
Study Participants are required to identify the preferred scores on the eight minor personality scales of the Prevue Assessment. When the benchmarks for these minor scales have been determined, the benchmarks for the four major personality scales will automatically be generated by the computerized scoring and analysis facilities at [www.prevueonline.com](http://www.prevueonline.com).

## Cooperative / Competitive

### Scale Description

Cooperative to Competitive minor scale measures a person's need to win. Some people are eager to be cooperative and refuse to engage in any form of competition. Conversely, others are driven to compete for high achievement but to the detriment of all other considerations.

### Study Graph



### Benchmark Description

This wide benchmark shows that moderately cooperative to moderately competitive candidates could all become top performers in this position. Future concurrent studies might suggest a narrower benchmark. The present benchmark indicates that only candidates with extreme traits could be less suitable for the Draftsperson position. This means that extremely cooperative people, with little or no concern about winning or losing, may be less effective. Similarly, highly competitive candidates, with total concentration on personal achievement and little concern for relationships, could also be a poor fit.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Cooperative / Competitive for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

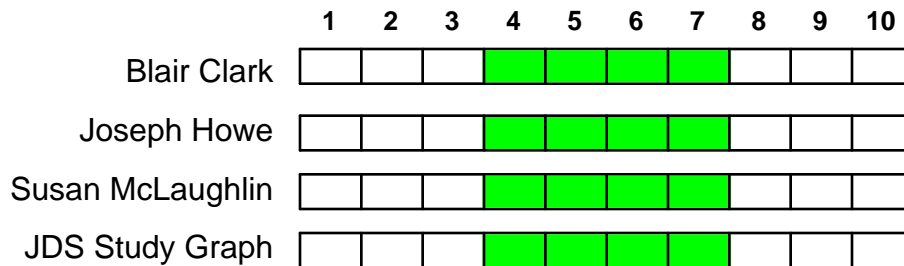
If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Submissive / Assertive

### Scale Description

Submissive to Assertive minor scale measures willingness to dominate people and events.

### Study Graph



### Benchmark Description

The broad benchmark indicates that moderately submissive to moderately assertive candidates could all be effective in this position. More extensive data might reveal a smaller range of compliance and dominance. Currently, only candidates exhibiting extreme traits are less likely to be successful. This means extremely submissive people, who avoid all confrontation and are very reluctant to express their own views, might be a poor fit. Similarly, highly assertive candidates, with singular zeal to express their own views and willingness to engage in head-on confrontation, could also be less suitable for this position.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Submissive / Assertive for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

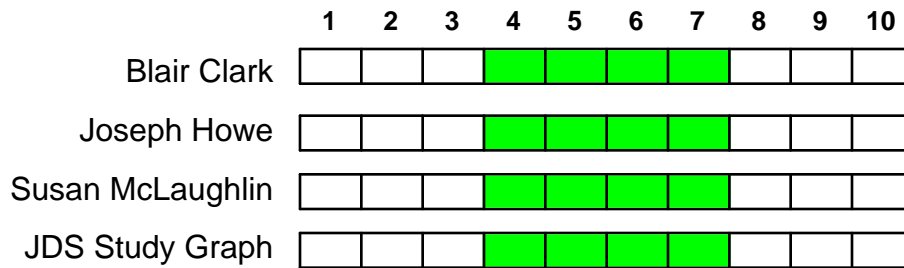
If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Innovative / Conventional

### Scale Description

Innovative to conventional minor scale measures the likelihood of creative thinking and reliable behavior.

### Study Graph



### Benchmark Description

This broad benchmark denotes that moderately innovative to moderately conventional candidates could all be effective in this position. Current data indicate that only candidates with extreme traits might be less suitable for this position. This means that an extremely innovative person, who likes a fast-moving, unpredictable environment with few rules, might be a poor fit. At the other end of the scale, a highly conventional candidate, who resists change and adheres to traditional methods, could also be unsuitable for this job.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Innovative / Conventional for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

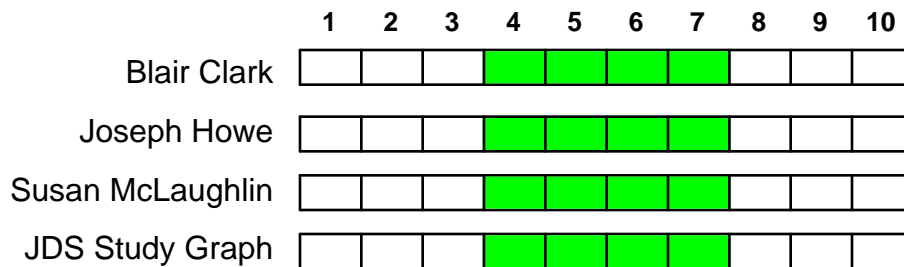
If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Reactive / Organized

### Scale Description

Reactive to organized minor scale determines preference for planning, detail, schedules and order. Some people would rather innovate and improvise while engaging in “big picture” thinking but, for others, meticulous planning is essential for job satisfaction.

### Study Graph



### Benchmark Description

This broad benchmark denotes that moderately reactive to moderately organized people could all be effective in this position. Future concurrent studies might provide more insight into a top performer’s blend of liveliness and efficiency. Current data indicate that only candidates with extreme traits could be less suitable for this position. This means that an extremely reactive person, who is highly impulsive, casual about scheduling, and unwilling to plan or deal with details, might be a poor fit. At the other end of the scale, a highly organized worker who is very cautious, reluctant to disrupt plans, and overly concerned with tight scheduling could also be unsuitable for this job.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Reactive / Organized for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

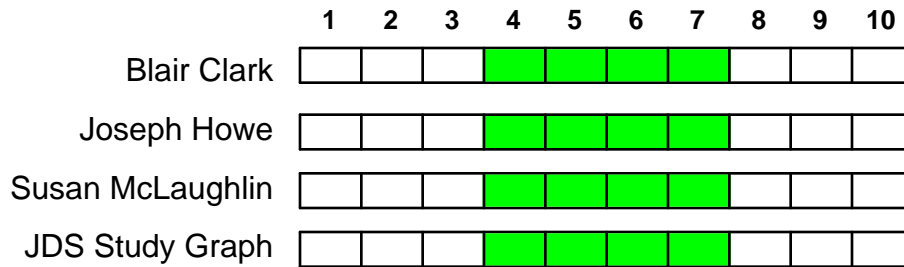
If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Self-Sufficient / Group-Oriented

### Scale Description

Self-sufficient to Group-oriented minor scale measures whether a person prefers to generate ideas and stimulation in solitude or with a group.

### Study Graph



### Benchmark Description

This broad benchmark denotes that moderately self-sufficient to moderately group-oriented candidates could all be successful in this position. The appropriate employee probably copes well with both semi-isolation and collaboration, but is unlikely to need total privacy or excessive social interaction. Future concurrent studies might reveal more about the required levels of resourcefulness and sociability. Current information suggests that only candidates with either low scores (very self-sufficient) or high scores (very group-oriented) might be less likely to succeed.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Self-Sufficient / Group-Oriented for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

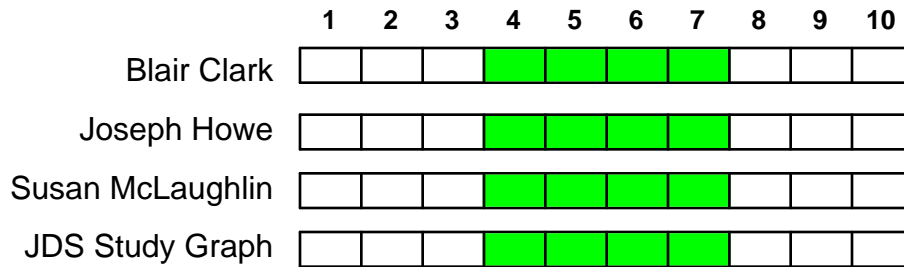
If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Reserved / Outgoing

### Scale Description

Reserved to Outgoing minor scale measures whether a person's nature is to be somewhat detached from others or overtly friendly.

### Study Graph



### Benchmark Description

This benchmark indicates that moderately reserved to moderately outgoing candidates could all be successful in the Draftsperson position. Future concurrent studies might provide more details on the top performer's levels of detachment and friendliness. Current data suggest that this position may not be appropriate for candidates with extreme traits. Reserved candidates might be too detached to be effective. At the other end of the scale, highly outgoing candidates would most likely prefer more variety and excitement.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Reserved / Outgoing for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

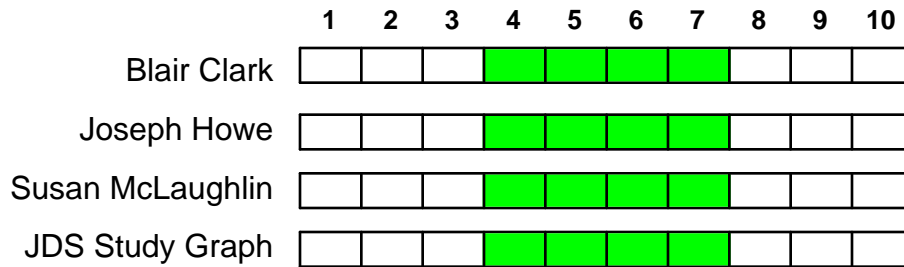
If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Restless / Poised

### Scale Description

Restless to Poised minor scale indicates of how people respond to stress such as adverse events and the negative things that other people say, think or do. Some people can be unduly sensitive to this stress while others may seem impervious.

### Study Graph



### Benchmark Description

This wide benchmark denotes that moderately restless to moderately poised candidates could all be effective in this position. Future concurrent studies might describe a narrower range of edginess and composure. Currently, only candidates with extreme traits might be less suitable. At the low end of the scale, an extremely restless person, who is easily upset and irritated, might be less effective. Conversely, a highly poised candidate could be perceived as unfazed by adversity and therefore might also be a poor fit for this position.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Restless / Poised for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

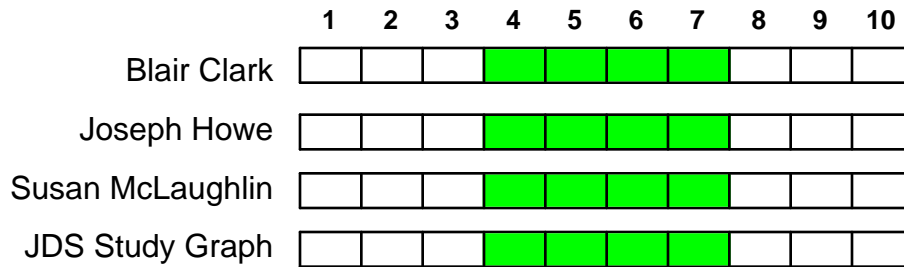
If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Excitable / Relaxed

### Scale Description

Excitable to Relaxed minor scale measures response to potentially stressful situations. Some people are visibly upset by unexpected circumstances while others manage their emotions well.

### Study Graph



### Benchmark Description

This wide benchmark indicates that moderately excitable to moderately relaxed candidates could all be effective in this position. Future concurrent studies might describe a smaller range of concern and constancy in the top performer. Currently, only candidates with extreme traits might be less suitable. At the low end of the scale, an extremely excitable person, who may be prone to marked worrying and distrust, could be a poor fit. Conversely, a highly relaxed candidate whose unwavering nonchalance could be misinterpreted as indifference, might also be less likely to be successful.

### Study Conclusions And Suggestions

Study Participants concur on the appropriate benchmark for Excitable / Relaxed for this Draftsperson position. The JDS Study Graph may therefore become the final benchmark for this scale.

If reviewing the Scale or Benchmark Descriptions has prompted the Study Participants to adjust this benchmark, please see Finalizing the Benchmark in Part 4 of this report.

## Part 4 – Finalizing the Benchmark

To finalize development of the benchmark for the Draftsperson position at ABC Group of Companies, please follow these four steps:

- 1 Study participants review Part 3 with close attention to the JDS Study Graphs. The benchmark for a scale can be revised in the Benchmark Development Center at [www.prevueonline.com](http://www.prevueonline.com). Remember that adjustments made to the minor scales will automatically adjust the related major scale.
- 2 Consider incorporating critical interview zones. Critical interview zones identify characteristics that have proven to be detrimental to good job performance. Specific interview questions are generated in Selection Reports produced for candidates who score on a critical interview zone. Although these zones will most often be based on the results of a Concurrent Benchmark Study, a JDS study may provide support for one or more critical interview zones. For example:
  - 2.1 If the benchmark in a JDS Study Graph covers a narrow score range at one extreme of a scale, the opposite end of that scale could be a critical interview zone.
  - 2.2 If the benchmark in a JDS Study Graph is centered and narrow on a particular scale, both extremes could be considered as critical interview zones.
  - 2.3 If Study Participants identify characteristics consistently evident in persons who have been unsuccessful in the position and such characteristics contributed to their lack of success, the range of these characteristics should be critical interview zones.

NOTE: A critical interview zone must start at the extreme end of a scale (sten 1 or 10) and should not be closer than one sten from the benchmark.

- 3 When benchmarks have been resolved for all of the scales reviewed in Part 3, request a Benchmark Description Report from [www.prevueonline.com](http://www.prevueonline.com). Study Participants and other appropriate management personnel should put this report through a final review and approval process.
- 4 Following any final adjustments to the JDS Study Graph from the review of the Benchmark Description Report, the Prevue Benchmark for this Draftsperson position should be posted to the account of ABC Group of Companies at [www.prevueonline.com](http://www.prevueonline.com).

### Best Practice Recommendations

View Assessments Inc., the publisher of Prevue Assessment Products, recommends that all benchmarks should periodically be reviewed to incorporate additional candidate data developed through the use of the Prevue Assessment. A Concurrent Benchmark Study should be undertaken when ABC Group of Companies has produced 10 or more Prevue Assessment Reports for persons employed in the Draftsperson position. A Concurrent Study will serve to review the initial benchmark established for the Draftsperson position and to verify the internal validity of the use of the Prevue Assessment for ABC Group of Companies.