



Report designed for

**Peter Sample**

# Step One Survey II<sup>®</sup> Interview Report

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## Overview

The **Step One Survey II®** Interview Report provides information for your consideration while making an employment decision regarding Mr. Sample.

### PART ONE

**Quick Check** – This section answers five questions about Mr. Sample:

1. What is his employment status?
2. When can Mr. Sample start?
3. What days/hours is he available to work?
4. What is his most recent salary?
5. Has he supervised others at work?

**Section I - Inconsistent Responses** – Any noted inconsistency between two or more responses.

**Section II - Employment Profile** – Essential information regarding his employment and termination history with possible follow-up interview questions.

**Section III - Theft** – A summary of self-admissions regarding theft of money, property, data and/or time.

**Section IV - Illegal Substance Abuse** – Personal admissions regarding the personal use and/or distribution of illegal and/or regulated substances.

**Section V - Criminal Convictions** – Personal admissions regarding criminal convictions, if any.

### PART TWO

**Section I - Attitude Scores** – Applicant's attitudes regarding Integrity, Substance Abuse, Reliability, and Work Ethic along with descriptions of the factors being measured.

**Section II - Summary Graph** – A visual summary of the applicant's results.

## Part One

### Quick Check

1. Mr. Sample is currently employed.
2. Mr. Sample is available to begin employment next week.
3. Mr. Sample is available to work part-time.
4. His most recent monthly salary was \$1,000 - \$2,500.
5. He supervised others at work more than one time.

### Section I - Inconsistent Responses

The following pairs of statements suggest an inconsistency in his responses ([shown in parentheses](#)). Please review each pair for possible discussion in the interview.

- Have you ever had a problem working for a supervisor?  
(Once)
- How would you describe the relationship you have with your supervisor in your current, or last, job?  
(Good)

## Section II - Employment Profile

### Employment History

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Some representative statements made by Mr. Sample are shown with the questions for the interview.

- Mr. Sample reports that he was employed for 3-5 years in his most recent/current job.  
*Interview Question: The time spent working for your previous/current employer may be seen as a valuable investment on your part, so would you say that changing employers is like accepting a financial loss? Why?*
- Mr. Sample reports that the reason for his present job search was not covered by the options provided on the questionnaire.  
*Interview Question: What are the primary reasons you have for your present job search?*
- Mr. Sample reports that he has never quit a job without giving notice.  
*Interview Question: What ethical considerations are you aware of concerning quitting a job without giving proper notice?*
- Mr. Sample states that he has had a problem working for a supervisor one time.  
*Interview Question: Describe the situation you had in the past concerning a problem with a supervisor.*
- Mr. Sample reports that he has never had a problem working with a co-worker.  
*Interview Question: What have you done in the past to maintain satisfactory relationships with your co-workers?*

- Mr. Sample has not specified what his primary motivation for changing jobs in the past has been.  
**Interview Question:** *What has been your primary motivation for changing jobs in the past? What are you looking for now?*
- Mr. Sample reports that he has given (or plans to give) more than two weeks notice before leaving his previous (or current) job.  
**Interview Question:** *Describe the situation involved when you gave more than two weeks notice at a previous job.*
- Mr. Sample reports that the relationship with his current or last supervisor was good.  
**Interview Question:** *If the relationship with your current or last supervisor was good, what helped to create the success of that relationship?*
- Mr. Sample reports that he has never filed a medical claim when in good health.  
*No interview question provided.*
- Mr. Sample reports that his performance was rated as “acceptable” by his supervisor.  
**Interview Question:** *In light of the “acceptable” rating you received by your supervisor, what goals would you set to enhance your rating to “very good?”*

#### Termination History

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This information was supplied by Mr. Sample concerning previous terminations.

- Mr. Sample reports that he has never been fired or quit to avoid being fired.  
**Interview Question:** *Can you attribute any specific personal qualities to the fact that you have never been fired (or had to quit to avoid being fired)?*

### Section III - Theft

#### Theft of Money

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- Mr. Sample reports that he has never taken (stolen) money from any of his employers.  
*Interview Question: What do you think about those who steal or "borrow" money from their employers?*

#### Theft of Property

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- Mr. Sample reports that he has never taken (stolen) equipment, etc. from his employers.  
*Interview Question: Would you say theft in the workplace happens often and why?*
- Mr. Sample reports that he has never taken property from his employers.  
*No interview question provided.*

#### Theft of Data or Time

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When reviewing this section of the survey with the applicant, this is an opportunity to share your company's policy concerning the use of confidential computerized information, Internet usage and other computer-related issues.

- Mr. Sample reports that on one occasion, he had access to confidential computerized business information at work.  
*No interview question provided.*
- Mr. Sample reports that he has never violated company policy concerning the use of confidential computerized business information.  
*No interview question provided.*

- Mr. Sample reports that on more than one occasion, he had use of a company's computer to access the Internet.  
*No interview question provided.*
- Peter states that he made personal use of a company's computer to access the Internet for reasons other than business more than one time.  
**Interview Question:** *Has your usage of company time and computer access to browse the Internet for personal reasons ever created a conflict for you at work? If so, please tell me about it.*
- Peter reports that he has made personal use of a company's computer for personal email, chat sessions and/or newsgroups more than one time.  
**Interview Question:** *How did your personal use of online communications tools (email, chat, newsgroups, etc.) while at work impact your performance and efficiency?*
- Peter indicates the most recent time he made personal use of a company's computer to access the Internet was within the last 12 months.  
**Interview Question:** *What was the policy at the job(s) you held over the last twelve months concerning personal use of the Internet while at work?*

## Section IV - Illegal Substance Abuse

### Personal Use

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- Mr. Sample reports that he has not used illegal drugs at the workplace within the past 3 years.  
**Interview Question:** *What would you say are the primary concerns about illegal drug use in the workplace? Do you think that employer-sponsored therapeutic aid for on-the-job abusers (in order to maintain employment) is a good idea?*

- Mr. Sample reports that he does not currently use illegal drugs.  
*Interview Question: What underlies the importance of putting an end to the use of illegal drugs in the workplace? What part should the non-drug-using employee play in maintaining a safe and efficient workplace?*
- Mr. Sample reports that within the last three years, he has not failed a drug test.  
*No interview question provided.*
- Mr. Sample reports that he would agree to submit to a drug test if it were company policy.  
*Interview Question: How many drug tests have you taken at an employer's request and what results were derived?*
- Mr. Sample reports that he has never used illegal drugs at work.  
*No interview question provided.*

#### Distribution

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- Mr. Sample reports that he has never sold or given illegal drugs to co-workers.  
*No interview question provided.*

#### Section V - Criminal Convictions

- Mr. Sample reports that in the last 5 years, he has not been convicted of any crime that has not been completely stricken by the court.  
*No interview question provided.*

## Part Two - Applicant's Attitudes

### Introduction

This report provides information on the four Attitude Scales (Integrity, Substance Abuse, Reliability and Work Ethic). Each attitude is represented by a graph. The paragraph below each graph describes the applicant's attitude.

### Section I - Attitude Scores

**Integrity** - Adherence to moral and ethical principles acceptable in the workplace



Mr. Sample maintains a tolerant attitude concerning “borrowing” and the appropriation of property.

**Substance Abuse** - Attitudes toward substance abuse in the workplace.



For the most part, Mr. Sample takes a “live and let live” attitude concerning substance abuse, even when it involves the workplace.

**Reliability** - Attitudes concerning following procedures, dealing with authority figures and working positively with others in the workplace.



Mr. Sample possesses enough confidence in his associates to prompt his reliability and dependability, but his skepticism can be aroused if his contacts fall short of his expectations.

**Work Ethic** - Belief in the value of work and appropriate supervisory relationships in the workplace.



Being noted as an individual who respects principled efforts at work is likely to be important to Mr. Sample. Nonetheless, he may not have a problem with minor liberties taken while accomplishing work.

Distortion for this assessment is within the acceptable range.

### Interview Questions

The following interview questions are presented for your consideration as you interview Mr. Sample. *Note that the "Critical Issue" statements are written to the interviewer and should not be asked of the applicant.*

**Critical Issue:** Is the applicant's ambivalent attitude concerning drugs a sign that drug use may be possible when he is at work?

**Applicant's Response to:** There is never a good reason to use illegal drugs while at work. (Mr. Sample disagrees)

### Interview Questions:

- What would you say are a few reasons someone might use illegal drugs while at work?
- Have you ever been motivated by such reasons to use one or more illegal drugs while at work?
- Did you follow through with that reasoning or is your opinion about this more of an opinion, rather than something that relates directly to your own experiences?

**Critical Issue:** Can the applicant be trusted?

**Applicant's Response to:** It would bother me to stretch the truth a little. (Mr. Sample disagrees)

### Interview Questions:

- What does "bother" mean (i.e. anger, resentment, etc.)?
- When is it okay to stretch the truth a little?
- What is the difference between lying and stretching the truth?
- Recent work related example, consequences.

## Section II - Summary Graph

The following scores for Mr. Sample are summarized in this graph. Higher numbers suggest a lower risk factor.

### Integrity

Adherence to moral and ethical principles acceptable in the workplace



### Substance Abuse

Attitudes toward substance abuse in the workplace.



### Reliability

Attitudes concerning following procedures, dealing with authority figures and working positively with others in the workplace.



### Work Ethic

Belief in the value of work and appropriate supervisory relationships in the workplace.



## Notice Regarding This Report

The results from this assessment should not be used as the sole determination whether to hire or not hire this individual. One must review previous work experience, the skills required by the job as well as personal references. When the safety of others must be considered, a background check, a drug screening and a physical from a medical doctor should all be considered. This assessment does not measure violent tendencies, psychotic conditions, sexual deviance or political opinions and cannot be used in identifying these conditions or to predict any associated behaviors. Please consult the User's Guide for additional instruction on using these results.