



Standard Report Templates

ASSESS is designed as a tool for those individuals who are considered to be in, or applying for, "professional" positions (jobs that normally require training and education above the high school level). Therefore, the ASSESS graphic profile and report content compares the individual to other individuals in professional positions with regard to abilities and personality traits. However, it is often useful to compare that person to a more specific subset of the population, a group with which he or she has some important feature in common. In the work environment, for example, it would be more meaningful to compare a managerial candidate to managers rather than to salespeople.

Overview - Templates

A template is a graphic "overlay" that can be incorporated into the ASSESS profile. While the body and content of the report are always based on professional norms, a template allows the reader to compare the candidate's scores on the graphic profile in comparison to people who are in that job group to assess important similarities and/or differences in characteristics. For example, if a candidate is being considered for a sales position, the assessor may want to see how the candidate's personality characteristics compare to people in sales. If his or her scores fall within the template's gray bars, the individual's characteristics are typical of most people in that particular job group. In addition, if there is a possibility of future managerial responsibilities, the assessor has the opportunity to compare the candidate's scores to others in managerial positions as well.

Remember:

- *The Summary of Key Factors and the body of the report are always written in comparison to professional norms, regardless of the template selected for the graphic profile.*
- *If you choose not to select any of the available templates, the individual's scores on the graphic profile are compared to professional norms only.*
- *Certain positions do not yet have sample sizes large enough to create a useful and representative template for all ability measures. For dimensions without a template, it is best to rely on professional norms when making selection decisions.*

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What Templates Are Currently Available?

Templates are available for 72 job groups. When your company tests at least fifty people for a certain job, we can create a template that more closely meets your company's needs. Please see contact your Distributor to find out how your organization can develop customized templates for certain positions.

Template	Job Description	Industries included in developing templates (not limited to...)	Sample Size
General			
Executive, General	Top level manager responsible for making key decisions	Wide variety]-- including banking, insurance, manufacturing, real estate, retail and utilities.	1785
Mid-Manager, General	Manager of a group of professionals responsible for overseeing the operations of specific departments	Wide variety]-- including banking, insurance, manufacturing, transportation, retail, utilities and mining	8165
Supervisor, General	First line supervisor of professionals	Wide variety]-- including insurance, manufacturing, retail and transportation	752
Professional, General	Degreed professional responsible for managing projects rather than people	Wide variety]-- including banking, insurance, manufacturing, retail and transportation	14979
Sales, General	Combination of professionals responsible for representing and selling products	Wide variety]-- including construction, communication services, hospitality, electronics, insurance, manufacturing, retail and real estate	2822

Job Specific test**Management:**

Mgmt: Mid-Manager, General	Manager of a group of professionals responsible for overseeing the operations of specific departments	Wide variety]-- including banking, insurance, manufacturing, transportation, retail, utilities and mining	8165
Mgmt: Supervisor, General	First line supervisor of professionals	Wide variety]-- including insurance, manufacturing, retail and transportation	752

Mgmt: Aviation Manager	Manager of corporate flight personnel	Corporate flight departments	46
Mgmt: Branch Manager	Manager of an individual branch institution	Banking, distribution and transportation	157
Mgmt: C-Store Manager	Manager of individual convenience stores	Convenience stores	1200
Mgmt: C-Store District Manager	Manager of several convenience stores within a specific district or zone	Convenience stores	628
Mgmt: Construction Manager	Manager of construction and maintenance of structures, facilities and systems	Construction, manufacturing, retail and real estate	97
Mgmt: Grocery Store Manager	Manager of individual grocery stores	Large grocery chains	115
Mgmt: Grocery Dept. Manager	Manager of individual grocery departments	Large grocery chains	434
Mgmt: Grocery Asst. Department Manager	Assistant manager of individual grocery departments	Large grocery chains	57
Mgmt: Human Resource Manager	Manager of a Human Resource department of an organization	Banking, hospitality, insurance, manufacturing and retail	151
Mgmt: HR - Training Manager	Manager in charge of a team or group who is responsible for the training and development of professionals	Manufacturing, distribution and retail	57
Mgmt: Insurance Claims Manager	Manager of professionals who review insurance claims	Banking and insurance	422
Mgmt: Loss Prevention Manager	Manager in charge of investigating shortages of cash, materials, tools or equipment	Retail	47
Mgmt: Manufacturing Supervisor	Supervisor of hourly workers in a manufacturing operation	Banking, insurance, mining, retail, and real estate	270
Mgmt: Manufacturing Manager	Manager who oversees first line supervisors in a manufacturing operation	Manufacturing	208
Mgmt: Marketing Manager	Manager who oversees	Credit services, distribution,	146

	marketing personnel as well as product development or monitors trends that indicate the need for new products and services	insurance, manufacturing, non-profit, retail and sales	
Mgmt: Operations Manager	Manager of operations	Manufacturing, retail, and real estate	108
Mgmt: Procurement Manager	Manager of professionals who are responsible for procurement of materials and services	Manufacturing and communication services	46
Mgmt: Product Manager	Manager of activities related to buying and selling of products	Electronics	57
Mgmt: Real Estate & Property Manager	On-site manager of property complexes and property personnel	Real estate and property	645
Mgmt: Asst. Real Estate Property Manager	Assistant manager of property complexes	Real estate and property	209
Mgmt: Restaurant Manager	Manager of individual restaurants	Hospitality and food services	175
Mgmt: Retail Store Manager	Manager of individual retail store operations	Apparel, animal supplies, food, movie rentals, electronics, nursery and optical services	1781
Mgmt: Asst. Retail Store Manager	Assistant Manager of individual retail store operations	Apparel, animal supplies, movie rentals, nursery and optical services	257
Mgmt: Retail District Manager	Manager of several retail stores within a specific district or zone	Food, nursery, and personal services	843
Mgmt: Sales Manager	Manager in charge of training and supervising sales professionals	Insurance, distribution, food services, manufacturing and retail	799
Executive:			
Exec: Executive, General	Executive who plans, directs, and coordinates operational	Wide variety]-- including banking, insurance,	1785

	activities at the highest level of management with the help of subordinate managers	manufacturing, real estate, retail and utilities	
Exec: CEO	Executive who is responsible for running an organization and making key decisions	Banking, distribution, insurance, food services and retail	68
Exec: Start-Up Executive	Executive who plans, directs, and coordinates activities for a start-up company	Various industries]-- including computing and e-business	47

Accounting:

Acct: Accountant	Professional primarily in organizational role who analyzes, calculates, and verifies financial reports, taxes or cost information	Banking, insurance, financial and retail	379
Acct: Accounts Payable/Receivable	Associates responsible for computing, classifying, and recording numerical data to keep financial records complete	Banking, communication services, insurance, manufacturing, retail and real estate	181
Acct: Internal Auditor	Professional who examines and evaluates the firms' financial and information systems, management procedures, and internal controls to protect against fraud and waste	Insurance, communication services and retail	95

Administration:

Admin: Administrative, General	Assistant who performs secretarial, receptionist, and/or other office related duties	Consulting, communication services, insurance, manufacturing, real estate and property management	407
Admin: Executive Assistant	Executive level secretary who reports to mid-level personnel	Banking, insurance, retail and real estate	47

Admin: Office Assistant	Assistant who performs administrative functions related to running an office	Insurance and manufacturing	85
Admin: Receptionist	Assistant who performs administrative duties and is responsible for answering the phone	Consulting, manufacturing, staffing, retail and real estate	66
Admin: Secretary	Secretary who performs secretarial duties in an office environment	Consulting, manufacturing and real estate	76

Architecture:

Arch: Architecture, General	Professional who primarily plans and designs structures	Architecture	47
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Aviation:

Aviation: Aviation Manager	Manager of corporate flight personnel	Corporate flight departments	46
Aviation: Corporate Pilot	Professional responsible for safe operation of corporate aircraft	Corporate flight departments	280
Aviation: Maintenance Technician	Technician responsible for the maintenance of aircraft	Corporate flight departments	67

Communications:

Comm: Communications Professional	Professional who plans, directs, and coordinates the communication operations within an organization that provides communication services	Communication Services	64
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Consulting:

Cons: Consultant, General	Professional who provides consulting services to outside groups/organizations	Various types of consulting for various industries	165
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Engineering:

Eng: Engineering, General	Professionals	Consulting, electronics, manufacturing and mining	557
Eng: Electrical	Professional who designs, develops, tests, or supervises the manufacturing and installation of electrical equipment, components, or systems	Consulting, electronics and manufacturing	85
Eng: Mechanical	Professional who performs engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment	Consulting, electronics and manufacturing	61
Eng: Mining	Professional who determines the location and plans the extraction of coal, metallic ores, nonmetallic minerals, and building materials, such as stone and gravel	Mining	68

Finance:

Finance: Finance, Analyst	Professional responsible for conducting quantitative analyses of information affecting investment programs of public or private institutions	Banking, insurance and retail	94
Finance: Controller	Professional who plans,	Banking, electronics, food	168

	directs, and coordinates the financial activities of an organization	services, insurance and real estate	
Finance: Credit Analyst	Professional responsible for determining whether an applicant is an acceptable credit risk	Banking and financial	75
Finance: Loan Agent	Professional responsible for evaluating, authorizing, or recommending approval of commercial, real estate, or credit loans	Banking and financial	56

Grocery:

Grocery: Assistant Dept. Manager	Assistant Manager of individual grocery departments	Large grocery chains	57
Grocery: Department Manager	Manager of individual grocery departments	Large grocery chains	434
Grocery: Store Manager	Manager of individual grocery stores	Large grocery chains	115

Health Care:

HC: Allied Professional/Nurse	Professional with an education in medicine or related field	Healthcare	61
HC: ER Physician	Physician responsible for the well-being and health of patients in an emergency room	Hospital/Medical	69

Hospitality:

Hosp: Restaurant Manager	Manager of individual restaurants	Hospitality and food services	175
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Human Resources:

HR: Generalist	Professional responsible for various activities within a Human Resources department	Banking, communication services, food services, hospitality, insurance, manufacturing, retail and real estate	331
HR: Manager	Manager of a Human Resource department of an organization	Banking, hospitality, insurance, manufacturing and retail	151
HR: Recruiting & Staffing	Professional in charge of seeking out, interviewing, and screening applicants to fill existing and future job openings and promote career opportunities within an organization	Banking, communication services, food services and retail	125
HR: Training/Develop	Professional in charge of training and development efforts	Communication services, manufacturing and retail	57
HR: Training/Develop Mgr.	Manager in charge of a team or group who is responsible for the training and development of professionals	Manufacturing, distribution and retail	57

Information Systems:

IS: Computer Analyst	Professional responsible for analyzing user requirements, procedures, and problems to automate or improve existing systems and reviewing computer system capabilities, workflow, and scheduling limitations	Insurance, food services, manufacturing and retail	336
IS: Computer Engineer	Professional responsible for applying principles and techniques of computer science, engineering, and	Electronics and computing, distribution, insurance and retail	163

	mathematical analysis to research, design, develop, and test computer or computer-related equipment		
IS: Computer Programmer	Professional responsible for developing and writing computer programs as well as converting project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language	Banking, communication services, healthcare, insurance, food services, manufacturing, and retail	361
IS: Network Administrator	Professional responsible for analyzing, designing, testing, and evaluating network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems	Insurance, manufacturing, retail and real estate	96
IS: Software Design	Professional responsible for developing, creating, and modifying general computer applications software or specialized utility programs	Consulting, distribution and electronics	51

Insurance:

Ins: Actuarial	Professional responsible for analyzing statistical data and constructing probability tables to forecast risk and liability for payment of future benefits	Banking, insurance and manufacturing	175
Ins: Adjuster	Professional responsible for investigating, analyzing, and determining the extent of insurance company's liability	Insurance	150
Ins: Claims Representative	Associate responsible for the deposition and processing of claims information	Insurance	275

Ins: Claims Manager	Manager of professionals who review insurance claims	Banking and insurance	422
Ins: Underwriter	Professional responsible for determining whether an applicant is an acceptable risk	Insurance	181

Legal:

Legal: Attorney	Lawyer who represents clients in legal proceedings	Insurance and consulting	181
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Manufacturing & Production:

Mfg: Supervisor	Supervisor of hourly workers in a manufacturing operation	Banking, insurance, mining, retail and real estate	270
Mfg: Manager	Manager who oversees first line supervisors in a manufacturing operation	Manufacturing	208

Marketing, Advertising, Public Relations:

Mktg: Marketing Professional	Professional responsible for determining the demand for products and services and developing marketing strategies	Credit services, distribution, insurance, manufacturing, retail and sales	303
Mktg: Marketing Manager	Manager who oversees marketing personnel as well as product development or monitors trends that indicate the need for new products and services	Credit services, distribution, insurance, manufacturing, non-profit, retail and sales	146

Real Estate & Property:

RE: Leasing Agent	Professional responsible for leasing apartments and assisting with residents and employee relations	Real estate and property	759
RE: Assistant Property Manager	Assistant manager of property complexes	Real estate and property	209
RE: Property Manager	On-site manager of property complexes and property personnel	Real estate and property	645
RE: Construction Manager	Manager of construction and maintenance of structures, facilities, and systems	Construction, manufacturing, retail and real estate	97

Retail:

Retail: Assistant Store Manager	Assistant Manager of individual retail store operations	Apparel, animal supplies, movie rentals, nursery and optical services	257
Retail: Store Manager	Manager of individual retail store operations	Apparel, animal supplies, food, movie rentals, electronics, nursery and optical services	1781
Retail: District Manager	Manager of several retail stores within a specific district or zone	Food, nursery, and personal services	843
Retail: Merchandiser	Professional in charge of seeking to obtain the highest quality merchandise at the lowest possible price for their organization	Retail	146
Retail: C-Store Manager	Manager of individual convenience stores	Convenience stores	1200
Retail: C-Store District Manager	Manager of several convenience stores within a specific district or zone	Convenience stores	628

Sales:

Sales: Sales, General	Combination of professionals responsible for representing and selling products	Wide variety]-- including construction, communication services, hospitality, electronics, insurance, manufacturing, retail and real estate	2822
Sales: Inside	Associate responsible for assisting individuals interested in the company's products or services	Hospitality, insurance, manufacturing, retail and real estate	917
Sales: Outside	Associate responsible for calling on clients and prospects at their homes or offices in order to represent and sell products and may manage a sales territory	Insurance, distribution, food services, electronics, manufacturing and retail	532
Sales: Manager	Manager in charge of training and supervising sales professionals	Insurance, distribution, food services, manufacturing and retail	799

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