

Date: Jul 13, 2008

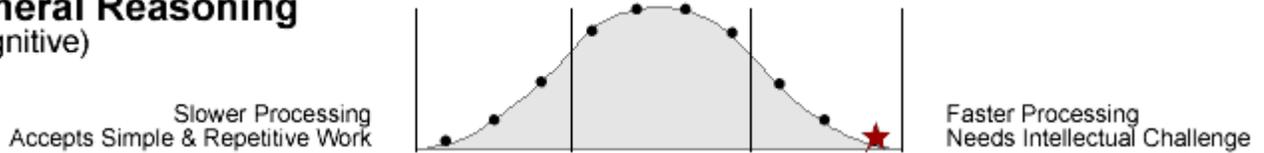


Name: Tom Tester
ID: 295689



Technical Writer Summary

General Reasoning (Cognitive)



- Tom learns new information very quickly which can be very helpful in understanding new or unfamiliar technologies or subject matter
- Tom enjoys working through how to express ideas in writing and making complex concepts understandable
- Can easily become bored if assignments do not require continual learning and complex problem solving
- Important for Tom to take time to fully explain ideas and use simplistic visuals whenever possible so that readers who are slower to learn can follow complex subject matter

Question: Tell me about a time when you were assigned a writing project on a topic you knew absolutely nothing about. How did you proceed?

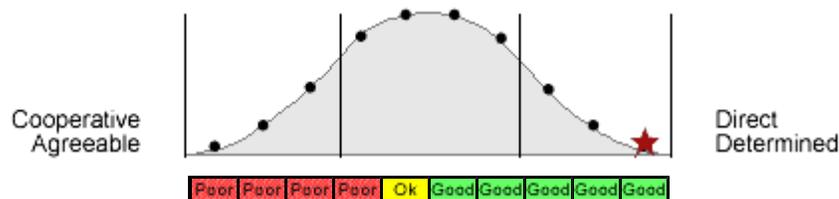
Conscientious (Organization)



- Tom tends to be carefree with details but faster learning speed may be able to compensate to some degree
- Will not be bothered much by interruptions or changes in planned assignments
- Faster learning speed and carefree approach can lead to a creative design and layout, but keeping track of the details along the way may be difficult for Tom

Question: Tell me about a time when you wrote something that you thought was truly creative. What was that like?

Tough Minded

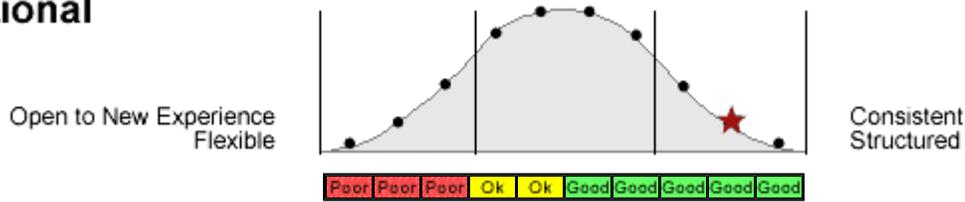


- Tom tends to be tough minded and skeptical, open to exploring issues that affect technical writing projects

- Willingness to raise questions can be helpful in figuring out the most clear and direct approach to presenting complicated technical issues
- Tends to question things, which may affect willingness to take direction from others

Question: Tell me about a situation where you and a co-worker did not get along? How did you handle that?

Conventional (Rules)



- Tom prefers a working environment that is structured and predictable that also provides highly complex and interesting writing projects
- Although Tom is able to learn very quickly, writing projects that require a truly creative and unique approach will be more difficult
- Projects that are ongoing and require a consistent approach to the subject matter are more suitable

Question: Describe a time when you had to begin writing about a subject that you did not have any previous experience with. What was it like?

Extroversion



- Tom tends to be reserved and quiet and prefer less interaction with people than the average person
- You may expect Tom to be most productive when able to spend significant periods of time working without interruptions
- Tom may appear aloof and disinterested others

Question: Tell me how you handle situations when others want to chat with you even though you need to move on to the next task in your schedule.

Stable

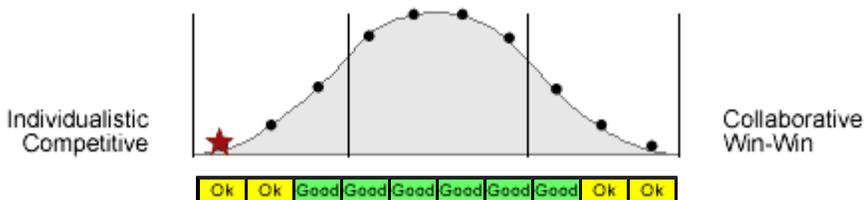


- Tom tends to feel stress sooner than others in similar circumstances
- Tom may have an exaggerated sense of urgency, especially as deadlines approach
- Fast learning speed and high level of sensitivity can allow Tom to be very creative with design and approach to technical writing projects

Question: Describe a time when you had to deal with a great deal of stress in your job. How

did you handle it?

Team



- Tom is typically self-motivated and very competitive
- Important that Tom has the opportunity to be individually recognized for writing projects and successes
- May have difficulty working within a team and being collaborative unless individual recognition accompanies team rewards

Question: Tell me about a time when you did something you considered extraordinary in your job but were not given credit for it. What did you do?

Good Impression (Social Desirability)



- Tom's responses have been frank and open

*The participant has scored in the "red zone" in 1 area.

Overall
79% *

Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.

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Technical Writer Interview Questions

General Reasoning (Cognitive)

Question: Tell me about a time when you were very motivated to do your job every day. What were you doing and what types of problems did you deal with?

Question: Tell me about a time when a coworker kept asking you the same question over and over again. What did you do?

Question: Give me an example of a job where you were given many simple or routine tasks to perform daily. How did you handle that?

Conscientious (Organization)

Question: Tell me how you keep track of the details of a project or task.

Question: Give me an example of how you have followed up with someone who asked for additional details on a project or task. How did you handle the follow up?

Question: Describe a time when you lost track of some details for a project and it caused a problem. What did you do?

Tough Minded (Assertiveness)

Question: Tell me about a time when you disagreed with a supervisor about how a customer situation should be handled. What did you do?

Question: Tell me about a time when you became impatient with a coworker or supervisor because they were being unreasonable. What happened?

Question: Give me an example of a time when you had to make an important decision on something even though it wasn't your responsibility. What was the situation and how did it work out?

Conventional (Rules)

Question: Describe a time when you had to begin working and you had not really been trained yet and didn't know what you were supposed to do. What was it like?

Question: How have you handled a situation where there was no procedure in place?

Question: Tell me about a time a good customer wanted something that was not consistent with policy. What did you do?

Extroversion

Question: Give me an example of a time that someone praised you for your ability to listen to them. What was the situation?

Question: Tell me how you handle coworkers who like to chat with you even though you need to move on to the next task.

Question: Tell me about a time at work when you needed to take a break and get away from people for a while. What was it like?

Stable

Question: Give me an example of how you have dealt with a lot of stress in your job every day. What did you do?

Question: Tell me about a time when a customer or coworker was very upset and was being unreasonable. What did you do?

Question: Describe a time when you worked in an environment that you thought was motivating but not too stressful. What was your day like and what made it motivating?

Team

Question: Tell me about a time when you did something extraordinary in your job but were not given credit for it. What did you do?

Question: Give me an example of a time when a coworker needed your help with a project or task. What was the situation and how did you handle it.

Question: Give me an example of a time when you were praised for your performance in front of the team. How did your coworkers respond?

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