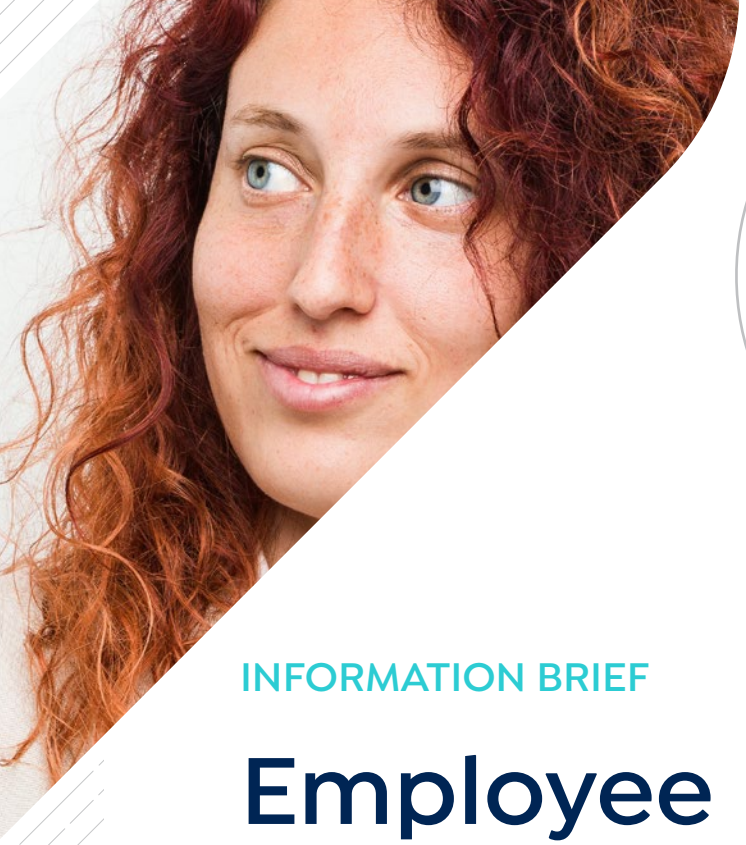
Criteria®

INFORMATION BRIEF

Employee Personality Profile (EPP)

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INFORMATION BRIEF

Employee Personality Profile (EPP)

Personality tests help to predict “job fit.” People with a strong job fit are more at ease and more likely to excel at their work.

While aptitude tests assess whether candidates can do the job, a personality assessment address the question of whether a candidate will do the job. In other words, they assess job fit from a behavioral perspective. Does the candidate have behavioral traits that are statistically linked to success in this job? Are they likely to be happy or comfortable in the role?

The Employee Personality Profile (EPP) is a quick, simple, accurate assessment of how a person will behave and interact in the workplace. It’s based on the extensively researched “Big Five” or “Five Factor” model of personality, as well as several other important personality traits that predict a candidate’s performance at work.

It measures twelve personality traits: Achievement, Assertiveness, Competitiveness, Conscientiousness, Cooperativeness, Extroversion, Managerial, Motivation, Openness, Patience, Self-Confidence and Stress Tolerance.

MEASURES

Twelve personality traits that are predictive of a person’s work style

PREDICTS

How someone will act in the workplace. The EPP gives you valuable insight into how well each person’s personality traits match the group of traits associated with success in a particular job family or set of roles

QUESTIONS

Candidates answer 140 questions

TIME

The EPP is untimed and takes around 10 minutes to complete

Why is personality fit so important?

When an employee's personality matches or "fits" the job requirements, they feel more comfortable and get more enjoyment out of their work. In turn, this leads to tangible business outcomes for your organization, including:

- Better performance
- Higher productivity
- Higher engagement
- Reduced turnover
- Improved retention
- Reduced hiring costs.

How does the EPP determine personality fit?

To help you understand how well each candidate's personality traits match the role requirements, we've created a group of "job families", which are sets of traits that influence success in specific industries and occupations.

By selecting a job family that encompasses the role you're hiring for, you can easily see how well the candidate's overall personality profile and individual traits match up to those of successful performers in a job.

Are there "right" or "wrong" answers?

When your candidates complete the assessment, we analyze their responses to create a unique personality profile. There are no correct or incorrect answers, or "good" or "bad" traits: each person has a distinct mix of attributes, and some of these can be more closely associated with success in particular roles.

In other words, people with certain personality characteristics may be better suited to some jobs than others. For example, people who tend to be extroverted typically feel comfortable in highly interactive customer-facing jobs. Conversely, people who tend to be introverted may feel more comfortable doing independent work such as accounting or data-focused roles.

Which jobs is the EPP applicable for?

Because it's a general measure of personality, the EPP is appropriate for all occupations, industries and seniorities. As well as providing information about each candidate's level of match or fit with the role, you'll also get deep insight into how they will behave and interact with others if hired.

What traits does the EPP measure?

The EPP measures twelve traits that provide valuable insight into a person's behavioral style at work including how they are likely to relate to co-workers, managers, and customers.

EPP Scale:	High Scorers Tend to Be:	Low Scorers Tend to Be:
 **Achievement** Reflects an individual's ability to follow through and complete tasks and to achieve specific goals. It is also related to the amount of interest that a person has in intellectual or conceptual work.	Goal-oriented, organized, follows through, tends to perform well academically and in role	Impulsive, struggles to keep up with deadlines, may require a more hands-on management style, difficulty organizing their own schedule, may need more structure to keep on track
 **Assertiveness** Provides a gauge of an individual's directness in expressing himself or herself and in dealing with others.	Dominant, direct, assertive with others, influential, willing to speak up, will not shy away from conflict	Deferential, timid, avoids conflict, more easily influenced by others, keeps feelings to themselves
 **Competitiveness** Reflects the need to win, to perform better than others, or to surpass standards of achievement or performance.	Competitive, strong need to win, likes to compete, more driven when there's competition	Relaxed, limited desire to compete, doesn't keep score, equally driven regardless of competition
 **Conscientiousness** An indicator of a person's tendencies with respect to being deliberate, self-disciplined, organized and dependable.	Dependable, disciplined, strong work ethic, careful, deliberate, stays on task, reliable	Spontaneous, laid-back, less meticulous, fun loving, big picture-orientated, less detail-orientated than others, impulsive
 **Cooperativeness** Indicates a person's level of comfort in working closely with others and in taking the lead from others.	Accommodating, cooperative, compliant, team player, works well with others, comfortable working for others	Aggressive, independent, prefers to work alone, prefers to have their way, less open to seeking to understand others' viewpoints
 **Extroversion** Indicates the degree to which a person sees himself or herself as socially outgoing.	Extroverted, outgoing, sociable, prefers to be around people, gregarious, energetic, likes to be center of attention, comfortable around others	Introverted, low-key, shy, quiet, prefers time alone, less comfortable in social settings, prefers to prove it on the field

EPP Scale:	High Scorers Tend to Be:	Low Scorers Tend to Be:
 **Managerial** Represents the degree to which a person's work strengths combine with his or her achievement, motivation, interpersonal strengths, and inner resources in a pattern similar to that of individuals in managerial and supervisory roles.	Leader, respected, perceived as competent, more likely to have executive presence, decisive, willing to withstand the stresses inherent to leadership	Follower, less likely to be viewed as a leader, less aware or willing to engage in characteristics leading to gaining power, less willing to step outside of comfort zone to advance
 **Motivation** Intended to represent a person's inner drive, commitment to achieve, and the strength of inner emotions, needs, and values.	Committed, driven, committed to succeed, self-motivated, hits the ground running	Mellow, less ambitious, apathetic, indifferent, complacent, go with the flow, doesn't push the limit, not motivated to exceed expectations
 **Openness** Measures the extent to which an individual is imaginative and creative, as opposed to down to earth and conventional.	Creative, experimental, imaginative, open to new ideas, likes to think outside the box, intellectually curious, analytical, introspective	Traditional, conventional, prefers the familiar, concrete, avoids abstract ideas and concepts, uninterested in new ideas
 **Patience** Indicates a person's ability to effectively cope with frustration encountered in completing tasks or in conflict-laden situations.	Patient, persistent, willing to put forth long-term effort toward meaningful goals, methodical, willing to delay gratification	Impatient, leans toward short-term effort, can be frustrated if success takes longer than expected on projects, focused on the here and now
 **Self-Confidence** An indicator of the level of confidence and self-assurance an individual brings to his or her work.	Confident, self-assured, resilient, trust their own abilities, not prone to self-doubt	Unsure, self-conscious, less likely to present ideas or voice dissent, may fear rejection
 **Stress Tolerance** Measures the ways in which people respond to stress.	Calm, even-keeled, optimistic, believes future is bright, calm in the storm, not easily excitable, not likely to overthink in a crisis	Excitable, less resilient, may visibly display stress, prone to pessimism, may become flustered when presented with stress

What job families are available?

The EPP includes a set of job families: trait profiles that are associated with success in specific jobs and occupations. These profiles are based on large samples of prior scores from individuals applying for or occupying similar roles and are supported by multiple validation studies.

The following job families are available for the EPP:



JOB FAMILY

Accounting and Finance

Duties Include: Collecting data, analyzing and investigating variances, summarizing data and trends. Preparing asset, liability and capital account entries by compiling and analyzing account information. Recording and reporting cash flow of a company. Preparing financial reports and processing payroll.

Example Job Titles: Auditor, Budget Analyst, Forensic Accountant, Staff Accountant



JOB FAMILY

Administrative and Clerical

Duties Include: Handling office tasks, filing, reporting, and presentations. Managing and distributing information within an office. Answering phones, taking memos. Sending and receiving correspondence. Typing, binding, scanning. Organizing travel and writing letters and emails for other staff.

Example Job Titles: Administrative Assistant, Executive Assistant, Administrative Coordinator, Administrative Manager, Administrative Specialist, Legal Secretary, Human Resources Administrator, Secretary, Support Assistant, Billing Coordinator, Accounting Clerk, Bookkeeper, Office Manager



JOB FAMILY

Analysis, Planning and Consulting

Duties Include: Gathering, interpreting and using complex data to develop actionable steps that will improve processes and optimize results. Assessing company and client needs, receiving information, analyzing it to look for areas of improvement. Designing technical solutions. Collecting and storing data on sales numbers, market research, logistics, then processesing and presenting in ways to help business and organizations make better decisions.

Example Job Titles: Business Analyst, Product Owner, Product Manager, Project Manager, Systems Analyst, Process Owner, Management Consultant



JOB FAMILY

Tellers and Clerical Finance

Duties Include: Handling customer financial transactions like deposits, withdrawals, transfers, money orders, etc. Counting cash, answering phones and filing deposit slips. Balancing numbers at end of day.

Example Job Titles: Coin Teller, Commercial Teller, Exchange Teller, Bank Teller



JOB FAMILY

Account Collection and Receivables

Duties Include: Collecting payments on past due bills, resolving customer billing problems and reducing accounts receivable delinquency. Making outbound collection calls in professional manner while maintaining customer relations. Mailing and faxing of documents to customers and accounts receivable.

Example Job Titles: Collections Clerk, Collections Account Manager, Accounting Specialist



JOB FAMILY

Client and Customer Service

Duties Include: Supporting customers by providing helpful information, answering questions and responding to complaints. Providing front line support for clients and customers to ensure satisfaction with a product or service. Suggesting information, processesing orders, preparing correspondence and fulfilling customer needs. Can generating sales leads, building relationships through interactive communication.

Example Job Titles: Call Center, Client Support, Customer Engagement, Customer Advocacy, Support Agent, Support Specialist, Technical Service Engineer, Technical Customer Support Expert, Guest Service Agent, Service Desk Support



JOB FAMILY

Front Desk and Reception

Duties Include: Handling front office reception, administration duties, greeting guests, answering phones, handling company inquiries, sorting and distributing mail. Scheduling travel and meeting for executives. Maintaining telecommunication system.

Example Job Titles: Office Assistant, Secretary, Welcome Coordinator, Concierge, Receptionist



JOB FAMILY

Management and Leadership

Duties Include: Planning, directing and overseeing the operations and fiscal health of a business unit, division, department or operating unit within an organization. Overseeing and leading the work of a group of people. Developing personal growth opportunities, coaching, counseling and disciplining employees.

Example Job Titles: Director, Chief, Executive, Supervisor, Manager, VP



JOB FAMILY

Healthcare Practice and Support

Duties Include: Verifying patient information, recording medical history and confirming purpose of visit. Preparing patients for examination, performing preliminary physical tests including blood pressure, weight, temperature. Filling out insurance forms, handling correspondence, scheduling appointments.

Example Job Titles: Dental Assistant, Registered Nurse, Phlebotomist, Dental Hygienist, Veterinary Assistant & Technician, Physical Therapy Assistant, Clinical Laboratory Technician



JOB FAMILY

Production and Manufacturing

Duties Include: Manufacturing goods in an assembly line, feeding materials into machinery, assembling items, packaging or storing items. Operating machinery to assist in the production process. Assisting in lifting, carrying and moving heavy loads. Unloading, organizing and stocking shipments.

Example Job Titles: Assembler, Welder, Machinist, Operator, Quality Control Inspector, Woodworker, Warehouse, Tool and Die Maker, Quality Assurance, Process Worker, Factory Hand



JOB FAMILY

Software Engineering and Development

Duties Include: Developing, testing and analyzing programming applications. Developing documentation to support application maintenance. Researching, designing, implementing and managing software programs. Writing and implementing efficient code. Maintaining and upgrading existing systems.

Example Job Titles: Computer Programmer, Electrical Engineer, Software Developer, Computer Systems Analyst, Database Administrator, Software Quality Assurance Engineer, Network System Administrator, Software Engineer



JOB FAMILY

Sales and Business Development

Duties Include: Serving customers by selling products and services, building relationships, understanding customer needs, demonstrating products, negotiating sales. Obtaining orders, establish new accounts, planning and organizing daily schedule. Achieving agreed upon sales targets and outcomes within schedule.

Example Job Titles: Sales Representative, Sales Development Representative, Sales Executive, Sales Consultant, Sales Associate, Account Manager, Relationship Manager, Sales Engineer

Can I create my own score ranges?

If you have a job with unique requirements, you can create your own custom score range. Criteria can work with you to identify which traits are associated with success in specific roles within your organization, so you can confidently understand how well candidates meet these requirements.

What is the candidate experience like?

Flexible testing on any device

The EPP is device-agnostic. This means candidates can take the test on any digital device they choose – a mobile phone, tablet, laptop or desktop – in any location and at any time.

Example questions

Candidates respond by indicating how accurate they believe each of 140 statements are in describing them on a typical day when they are performing well.

The options for each statement are:

- Always true
- Mostly true
- Sometimes true and sometimes false
- Mostly false
- Always false

It is untimed and most candidates take approximately 10 minutes to complete the questions.

Example

	Always True	Mostly True	Sometimes True and Sometimes False	Mostly False	Always False
I worry about decision I have made.	○	○	○	○	○
I am patient at work.	○	○	○	○	○
I am nervous	○	○	○	○	○
I am afraid of being rejected.	○	○	○	○	○
I am at ease talking to people.	○	○	○	○	○

CONTINUE

Reporting

After candidates complete testing, you can access three different reports.

- A **Candidate Summary Report** that provides a high-level overview of a candidate's results on the EPP and any other Criteria assessments they've completed. The EPP section includes the job family match score and percentile scores for each personality trait.
- A **Candidate Score Report** that provides detailed information for each assessment, that can be used for recruitment and prioritizing candidates. It includes:
    - Percentile ranking scores for each trait
    - Descriptions of the candidate's results for each trait
    - Degree of match to each job family
    - Suggested interview questions
    - Response styles.
- A **Workplace Insights Report** that provides direct and immediate feedback to candidates (if you choose to send it to them) and is also a useful overview for managers and team members. It includes:
    - Notable traits
    - Work, communication and interaction style
    - Temperament, attitudes and outlook
    - Strengths and challenges
    - Workplace stressors and motivators.

Candidate summary report

The candidate short summary report includes a quick snapshot of a candidate's results for each test they've completed. If you've enabled it, the Talent Signal - which displays a weighted average of a candidate's performance across individual tests - will also appear on the summary.



Vince Sample

Position: Sample Test Portfolio
Date: May 23, 2022
Event ID: ABC-D1Fg-2H3I-jklmN

Criteria Candidate Summary

61 Talent Signal*

CMRA

Criteria Mechanical Reasoning Assessment
Measures mechanical aptitude, or ability to learn to use and maintain equipment and machinery

22	60
Raw Score	Percentile

EPP

Employee Personality Profile
General personality assessment that measures twelve personality traits

Candidate score report

The score report gives you more detailed results for a single candidate. It includes:

- Candidate information (name, position, date completed)
- A **results summary**, which displays the degree of match between the candidate's responses and the selected job family or benchmark they're being compared to.
- **Score details**, which outline the candidate's percentile scores for each of the twelve traits.
- The trait ranges associated with success in the role will be shown in green if a job family has been selected, so you can see at a glance how well the candidate compares to these ranges.



Vince Sample
Position: Sample Test Portfolio
Test Date: June 5, 2023
Test Event ID: ABC-D1Fg-2H3I-jklmN | Test Ver: 1.0

Criteria Score Report

PERSONALITY TEST

Employee Personality Profile

The EPP is a personality assessment that measures twelve traits. Scores for each trait are expressed as a percentile ranking, which reflects how a person scored on that trait relative to other test-takers. There are no "high" or "low" scores on the EPP; rather, people with certain traits tend to be a better fit for certain jobs. The EPP contains a series of job families that assess how good a fit a person's personality is for a given position.

Results Summary

67%
Analysis, Planning and Consulting Match

Score Details

Selected Score Range

Criteria Score Range: Analysis, Planning and Consulting Match (60-100)

In Range

Achievement	Impulsive	Goal-Oriented (91)
Assertiveness	Deferential	Forceful, Dominant (21)
Competitiveness	Relaxed	Competitive (38)
Conscientiousness	Spontaneous, Laid-Back	Dependable, Self-Disciplined (36)
Cooperativeness	Aggressive, Independent	Accommodating (93)
Extroversion	Introverted, Low-Key	Extroverted, Sociable (61)
Managerial	Follower	Leader (68)
Motivation	Mellow	Committed, Driven (64)
Openness	Conventional, Traditional	Experimental, Creative (83)
Patience	Impatient	Patient (94)
Self-Confidence	Timid, Lacks Self-Assurance	Self-Confident (68)
Stress Tolerance	Excitable	Calm, Even-Tempered (24)

Sample - EPP Score Report - Page 1

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In the **Score Explanation** section, you'll see the candidate's percentile scores for each of the twelve traits, along with descriptions for each trait and the likely behavior you can expect from the candidate based on their score for each trait.

Score Explanation

Achievement Percentile 91



The Achievement (ACH) scale score reflects an individual's ability to follow through and complete tasks and to achieve specific goals. It is also related to the amount of interest that a person has in intellectual or conceptual work. The ACH score in the 91st percentile for this person indicates he or she consistently achieves and follows through. This person is likely to perform at an above average level at work or in a career, and has an above average level of attention or energy available for intellectual reasoning or conceptual work. This person is likely to be successful in academic activities. The ability to perform and follow through is likely to be apparent at work or in this individual's career history.

Assertiveness Percentile 21



The Assertiveness (AST) scale score provides a gauge of an individual's directness in expressing himself or herself and in dealing with others. This person's AST score in the 21st percentile indicates an individual who is relatively unassertive.

Competitiveness Percentile 38



The Competitiveness (CMP) score reflects the need to win, to perform better than others, or to surpass standards of achievement or performance. This individual's CMP score in the 38th percentile suggests that he or she does not especially value competitiveness.

Conscientiousness Percentile 36



The Conscientiousness (CON) scale is an indicator of a person's tendencies with respect to being deliberate, self-disciplined, organized and dependable. This person's score in the 36th percentile suggests he or she is generally hard-working, responsible and dependable. Individuals with scores in this range tend to be reliable in work settings, but can occasionally be disorganized or prone to act impulsively.

Cooperativeness Percentile 93



The Cooperativeness (COP) score indicates a person's level of comfort in working closely with others and in taking the lead from others. A low COP score does not necessarily indicate uncooperativeness, but may indicate independence or aggressiveness in dealing with others. This COP score in the 93rd percentile suggests that this person is likely to display a high level of cooperativeness.

Extroversion Percentile 61



The Extroversion (EXT) scale score indicates the degree to which a person sees himself or herself as socially outgoing. For this individual, the EXT score in the 61st percentile indicates a person who is moderately extroverted. This person may be seen to be as extroverted and outgoing as the average person in business or social situations.

Managerial Percentile 68



The Managerial (MGT) score represents the degree to which a person's work strengths combine with his or her achievement, motivation, interpersonal strengths, and inner resources in a pattern similar to that of individuals in managerial and supervisory roles. This individual's MGT score in the 68th percentile suggests that his or her general characteristics are moderately similar to those of individuals in management or supervisory roles. This person is likely to be able to delegate authority and to have some ability to inspire and motivate others. This person may be seen as having moderately good overall management potential.

Motivation Percentile 64



The Motivation (MOT) scale score is intended to represent a person's inner drive, commitment to achieve, and the strength of inner emotions, needs, and values. This MOT score in the 64th percentile indicates a person whose motivation or inner drive is relatively high for certain personally important goals and not for others.

Openness Percentile 83



The Openness scale measures the extent to which an individual is imaginative and creative, as opposed to down to earth and conventional. The Openness score of 83rd percentile indicates that this individual is likely to be experimental, intellectually curious, and creative. They tend to be drawn to thinking about abstract ideas and the "big picture." Such individuals will often be open to change, and sometimes not as detail-oriented as those with lower Openness scores.

Patience Percentile 94



The Patience (PAT) scale indicates a person's ability to effectively cope with frustration encountered in completing tasks or in conflict-laden situations. This individual's PAT score in the 94th percentile suggests that he or she is more patient than most.

Self-Confidence Percentile 68



The Self-Confidence (SCN) score is an indicator of the level of confidence and self-assurance an individual brings to his or her work. The SCN score in the 68th percentile suggests this person is moderately self-confident.

Stress Tolerance Percentile 24



The Stress Tolerance scale measures the ways in which people respond to stress. The Stress Tolerance score of 24th percentile suggests that this individual is self-aware and perceptive. On the other hand, individuals with low Stress Tolerance scores may respond poorly to environmental stress.

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In the **Job Family Matches** section, you can see how well the candidate's responses match the requirements for successful performance across twelve different job families.

Criteria Job Family Matches

Percentage match for various jobs based on profiles compiled by Criteria Corp.

Management and Leadership — 55%

Key Job Responsibilities:
Planning, directing and overseeing the operations and fiscal health of a business unit, department or operating unit within a company. Overseeing and leading the work of a group of people. Develop personal growth opportunities, coach, counsel and discipline employees.

Example Job Titles:
Director, Chief, Executive, Supervisor

Higher scores in Managerial, Competitiveness and Assertiveness traits are characteristic of the Management and Leadership positions. Low to medium scores in Cooperativeness are also appropriate, because being too accommodating can be a hindrance to effective and objective decision-making. People in these positions also tend to have above average scores on Extroversion.

Accounting and Finance — 66%

Key Job Responsibilities:
Planning, directing and overseeing the operations and fiscal health of a business unit, department or operating unit within a company. Overseeing and leading the work of a group of people. Develop personal growth opportunities, coach, counsel and discipline employees.

Example Job Titles:
Auditor, Budget Analyst, Forensic Accountant, Staff Accountant

A higher score on Conscientiousness is characteristic of Accounting and Finance. People in these positions tend to be considerably more introverted than the general population, reflecting the fact that their jobs do not often require a high degree of social stimulation. They also tend to have lower than average scores on Openness, reflecting a preference for the traditional and conventional over the experimental or creative.

Administrative and Clerical — 76%

Key Job Responsibilities:
Handling office tasks, filing, reporting and presentations. Managing and distributing information within an office. Answering phones, taking memos. Sending and receiving correspondence. Typing, binding, scanning. Arranging travel and writing letters and emails for other staff.

Example Job Titles:
Administrative Assistant, Executive Assistant, Administrative Coordinator, Administrative Manager, Administrative Specialist, Legal Secretary, Human Resources Administrator, Secretary, Support Assistant, Billing Coordinator, Accounting Clerk, Bookkeeper, Office Manager

The Administrative and Clerical job family benchmark includes high scores on Cooperativeness and Conscientiousness, which have been linked to high performance in these positions. High scorers on Cooperativeness tend to be accommodating and easy to manage, and high scorers on Conscientiousness tend to be structured, careful and reliable.

Selected Job Family

Analysis, Planning and Consulting — 67%

Key Job Responsibilities:
Gathering, interpreting and using complex data to develop actionable steps that will improve processes and enhance outcomes. Assess company and client needs, receive information, evaluate it looking for areas of improvement. Design technical solutions. Collect and store data on sales numbers, market research, logistics, and processes, and presents in ways to help business and companies make better decisions.

Example Job Titles:
Business Analyst, Product Owner, Product Manager, Project Manager, Systems Analyst, Process Owner, Management Consultant, Marketer

Openness is one of the most prominent traits in the Analysis, Planning and Consulting group reflecting an affinity for problem solving and intellectual curiosity. This group also tend to score high on Achievement and on Conscientiousness, and slightly higher than average on Assertiveness.

Tellers and Clerical Finance — 83%

Key Job Responsibilities:
Handling customer financial transactions like deposits, withdrawals, transfers, money orders, etc. Counting cash, answering phones and filing deposit slips. Balancing numbers at end of day.

Example Job Titles:
Coin Teller, Commercial Teller, Exchange Teller

The Tellers and Clerical Finance job family is characterized by high scores on Cooperativeness and Patience, which is typical for a customer service-oriented position. This group also tends to have much lower than average scores in Assertiveness and Openness.

Account Collection and Receivables — 44%

Key Job Responsibilities:
Collecting payments on past due bills, resolving customer billing problems and reducing accounts receivable delinquency. Making outbound collection calls in a professional manner while maintaining customer relations. Mailing and faxing of documents to customers and accounts receivables.

Example Job Titles:
Collections Clerk, Collections Account Manager, Accounting Specialist

Traits typical of the Account Collection and Receivables group are very similar to those of the Sales and Business Development group, as Competitiveness, Assertiveness and Extroversion are correlated with success in both groups. High scores on Conscientiousness and Stability are also assets for Account Collection.

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The score report also includes tailored **Interview Questions** for each candidate, based on their responses and the trait requirements of the selected job family. They highlight areas you may choose to explore further if the candidate proceeds to an interview.



Interview Questions

Achievement

Vince scored in the range for Achievement. Questions to confirm this include:

- Tell me about your experience in defining long-range goals. Be specific and discuss how you set a particular goal, how you measured progress towards the goal, and how successful you were.
- Describe a time at work when you set a series of small goals to achieve a bigger underlying goal.
- Talk about your strategy at work to ensure that you are able to follow through in completing all of your various tasks, projects, and goals.

Assertiveness

Vince scored below the range for Assertiveness. Questions to explore this include:

- Give an example of how you have had to be firm and direct with someone you managed because of their failure to meet expectations.
- Give an example of how you have had to be firm or uncompromising with someone in order to accomplish a work-related goal.
- Describe a time that you spoke out on an issue of importance to you, even though you knew it would not be well received (by co-workers).

Conscientiousness

Vince scored below the range for Conscientiousness. Questions to explore this include:

- Tell me about a time when your organizational skills helped you solve a problem or challenge at work.
- Describe a specific thing you've done to try to improve your organizational skills.
- Describe a time when you went out of your way to make sure that a task or project was completed on time.

Openness

Vince scored in the range for Openness. Questions to confirm this include:

- Tell me about a time when you encountered a change in the way things were done at your job; describe this change and how you responded to it.
- Discuss a time when you needed to be creative at work.
- Discuss your preference for working with clear and conventional tasks versus working with creative and open-ended tasks.

Sample - EPP Score Report - Page 5

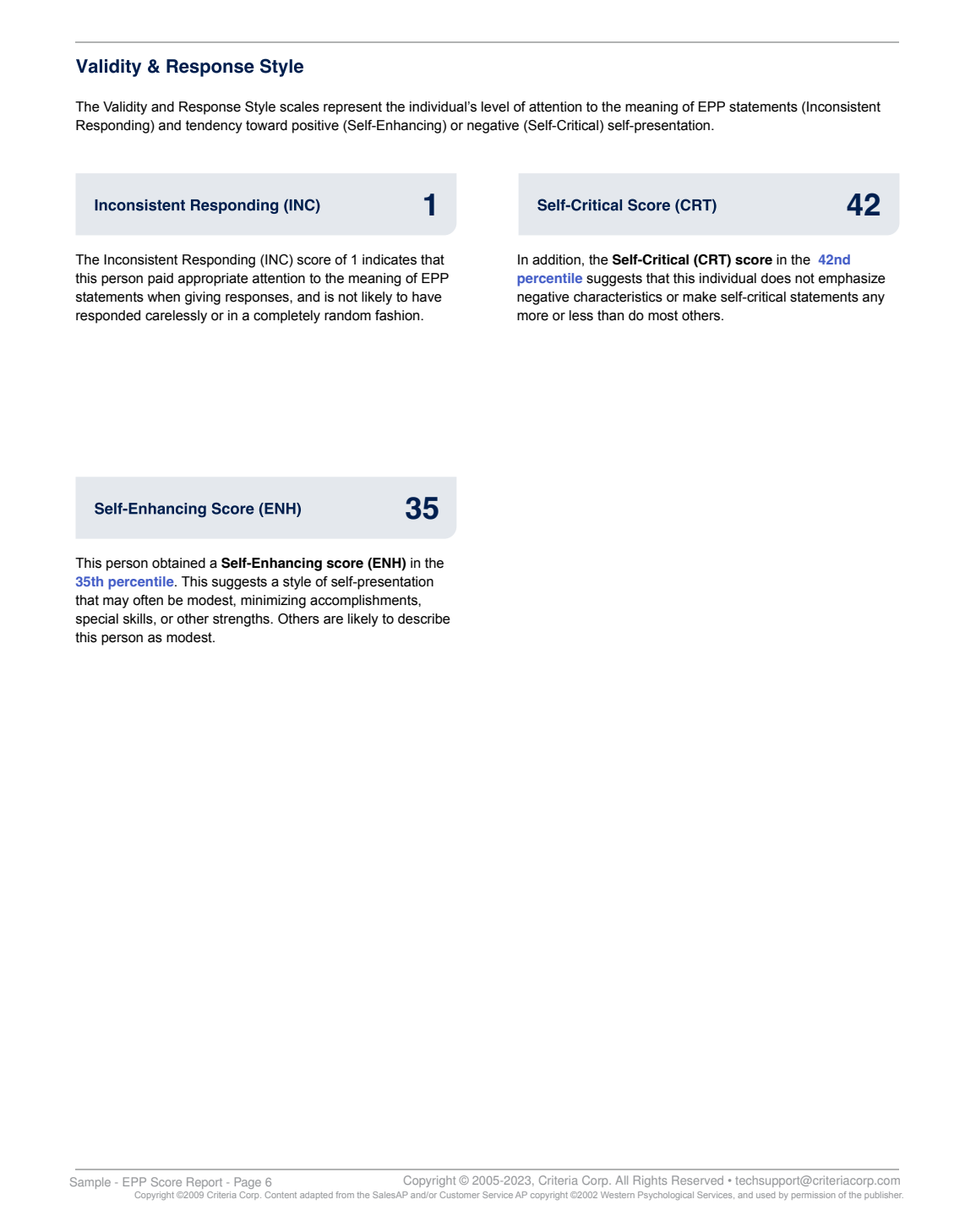
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[View an example candidate score report here.]

Finally, the validity and response style section in the score report provides information about:

- Whether the candidate paid appropriate attention to the meaning of the statements, or responded in a careless or random manner (Inconsistent Responding)
- Whether the candidate may have been inaccurately downplaying “positive” qualities while exaggerating more “negative” qualities (Self-Critical Score)
- Whether the candidate may have tended to exaggerate “positive” qualities and deemphasize “negative” qualities (Self-Enhancing Score).

Based on the extent of self-enhancing or critical responses, adjustments may be made to different scores to more accurately reflect how the candidate is likely to interact at work.



Validity & Response Style

The Validity and Response Style scales represent the individual’s level of attention to the meaning of EPP statements (Inconsistent Responding) and tendency toward positive (Self-Enhancing) or negative (Self-Critical) self-presentation.

Inconsistent Responding (INC) **1**

The Inconsistent Responding (INC) score of 1 indicates that this person paid appropriate attention to the meaning of EPP statements when giving responses, and is not likely to have responded carelessly or in a completely random fashion.

Self-Critical Score (CRT) **42**

In addition, the **Self-Critical (CRT) score** in the 42nd percentile suggests that this individual does not emphasize negative characteristics or make self-critical statements any more or less than do most others.

Self-Enhancing Score (ENH) **35**

This person obtained a **Self-Enhancing score (ENH)** in the 35th percentile. This suggests a style of self-presentation that may often be modest, minimizing accomplishments, special skills, or other strengths. Others are likely to describe this person as modest.

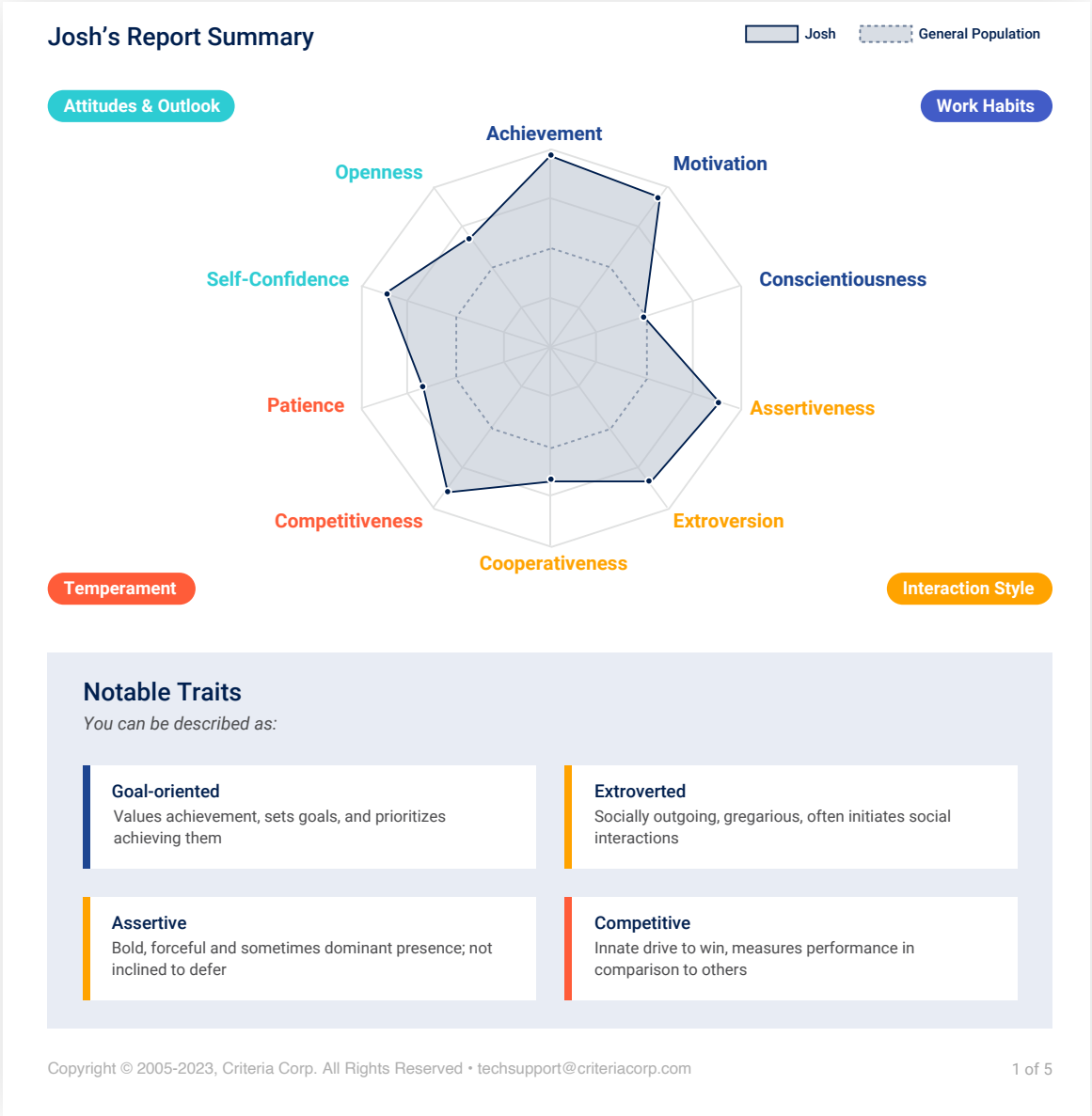
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Workplace Insights Report

This report provides candidates with immediate, direct feedback about their personality and behavioral style. If enabled (by an Admin in your Criteria account), the report will be sent as soon as candidates complete the assessment. It doesn't share their specific scores, but instead provides useful descriptive information to help with their personal self-awareness and development.

This report is also useful for on-boarding new hires, as it can help managers and team members to understand the new hire's personality, communication and interaction styles, strengths and potential challenges, and their preferred working environment.

The Workplaces Insights report illustrates notable traits in a useful infographic that compares traits to the general population.



Further sections provide descriptions of how the candidate is likely to communicate and interact with others, and their general temperament and outlook.

Josh's Workplace Insights Test Date: June 5, 2023

Criteria

Work, Communication & Interaction Style



Goal-oriented.

You tend to be goal-oriented and intent on meeting or exceeding the expectations set for you. You have good follow through on tasks when engaged with your work.



Motivated.

Possessing significant inner drive, you are strongly committed to achieving certain goals that are of personal importance. Team members will generally perceive you as being motivated and driven to succeed, provided that the goals are clear.



Assertive.

You tend to be comfortable taking the lead in group settings, and you will sometimes be seen by teammates as strong-willed. You are likely to express yourself directly and offer your opinions in undiluted form rather than skirting around the issues.



Extroverted.

You are more extroverted than most and can be characterized as sociable and outgoing in group settings. Extroverts tend to be energetic, enthusiastic, and active, and you may prefer roles and activities that involve frequent socialization. You generally feel comfortable initiating social interactions, even with strangers.

Temperament, Attitudes & Outlook



Competitive

You are competitive by nature, valuing competition and inclined to place a high value on winning or surpassing standards of achievement set by others. In work settings highly competitive individuals often excel in fields such as sales and are sometimes less well suited to roles like customer service.



Moderate Openness to Experience

The Openness to Experience trait measures the extent to which you favor experimentation and exploring new concepts, as opposed to being down to earth, conventional, and favoring the familiar over the novel. You scored in the middle of the range for this trait, suggesting that while not averse to experimenting or exploring novel areas, you may generally prefer conventional approaches and routines.



Impatient.

You can be less patient than the average person and are likely eager to complete tasks or resolve conflicts as quickly as possible. This can be an asset in the right fields, especially those that require urgency and well-channeled impatience, such as sales.



Self-Confident.

You are generally self-assured and confident. You have faith in your abilities and are not overly prone to self-doubt.

There are additional sections that outline strengths and potential challenges, a set of development suggestions based on the candidate's profile, and an overview of how comfortable they feel in common workplace situations.

[View an example Workplace Insights Report here.]

Psychometric properties

Normative sample

The normative group for the EPP is a sample of 1,375 individuals who were primarily being assessed for job selection, placement, promotion, or evaluation purposes. These individuals were aged 15 years and older, with 48% identifying as male and 52% female. About 30% were students, and the remaining 70% were adults ranging in age from their early 20s to mid-60s. Their current job roles included executive positions in technical and service-oriented industries, as well as managerial and sales positions. Approximately 10% of the sample were Black or African American, while 2% were Hispanic or Latino.

The job-specific benchmarks and accompanying "Job Family Match" scores on the EPP score report are based on tens of thousands of EPP administrations, as well as numerous smaller validity studies conducted by Criteria Corp. They were created in 2013 based on three years of historical EPP data associated with specific positions.

Reliability

Test reliability typically refers to the internal consistency of a test, or the extent to which individual items on a test measure the same construct and result in similar test scores. The most common measurement of reliability is Cronbach's alpha, a coefficient of reliability often referred to simply as the alpha coefficient.

The alpha coefficients for each of the 12 EPP trait scales range from .66 to .88.

Construct validity

The construct validity evidence for each of the EPP trait scales has been evaluated through correlations observed between EPP trait scores with those of other Big Five and Big Five-derived assessments. For example, the EPP's Extroversion trait has been shown to have a high correlation with the comparable Venturesome trait on the Sixteen Personality Factor Questionnaire (also known as the 16PF). The EPP's Conscientiousness trait has also been shown to have a high correlation (r = .68) with the Conscientiousness trait on Wonderlic Inc's Five Factor Personality Profile (formerly known as the Personal Characteristics Inventory).

Criterion-related validity

Criterion-related validity refers to the extent to which test scores relate to a relevant outcome such as job performance. Criteria Corp has conducted numerous criterion-related validity studies in collaboration with research partners and customers and have demonstrated strong evidence for the criterion-related validity of the EPP in a wide variety of organizations and industries.

Such validity studies involve conducting statistical analyses that compare test results with job performance metrics. The organization utilizing the test typically provides performance data for its employees, and the validity study includes a statistical measure of the strength of the relationship (e.g., correlation) between test scores and job performance. Many criterion-related validity studies have shown that EPP scores correlate strongly and significantly with various job performance outcomes, such as higher supervisory performance ratings and higher sales volume, among other performance metrics. You can view specific case studies at the end of this document.

The individual traits measured by the EPP have been shown to be predictive of success for a wide variety of positions in many different industries. Furthermore, the EPP job family match benchmark scores have also been shown to be highly predictive of job success.

Case Studies

SBMA reduced time spent hiring by 63%
View case study

Clean MD reduces turnover and achieves major cost savings
View case study

Schweiger Dermatology Group reduces turnover by 57%
View case study

Macfab achieves a 90% success rate with Criteria
View case study

painPRO Therapeutics reduces time to hire by 94%
View case study

Janico adopts a mobile-friendly assessment process to find candidates where they are
View case study

ASK reduces turnover by 59% and raises the bar on quality of hire
View case study

Sales reps who pass the CCAT and EPP generate 7x more revenue
View case study

Managers who pass the EPP are 30% more productive
View case study

Consulting firm improves job performance and retention for analysts
View case study

Technology company uses EPP to drive increase in sales
View case study

