

Score Report Guide

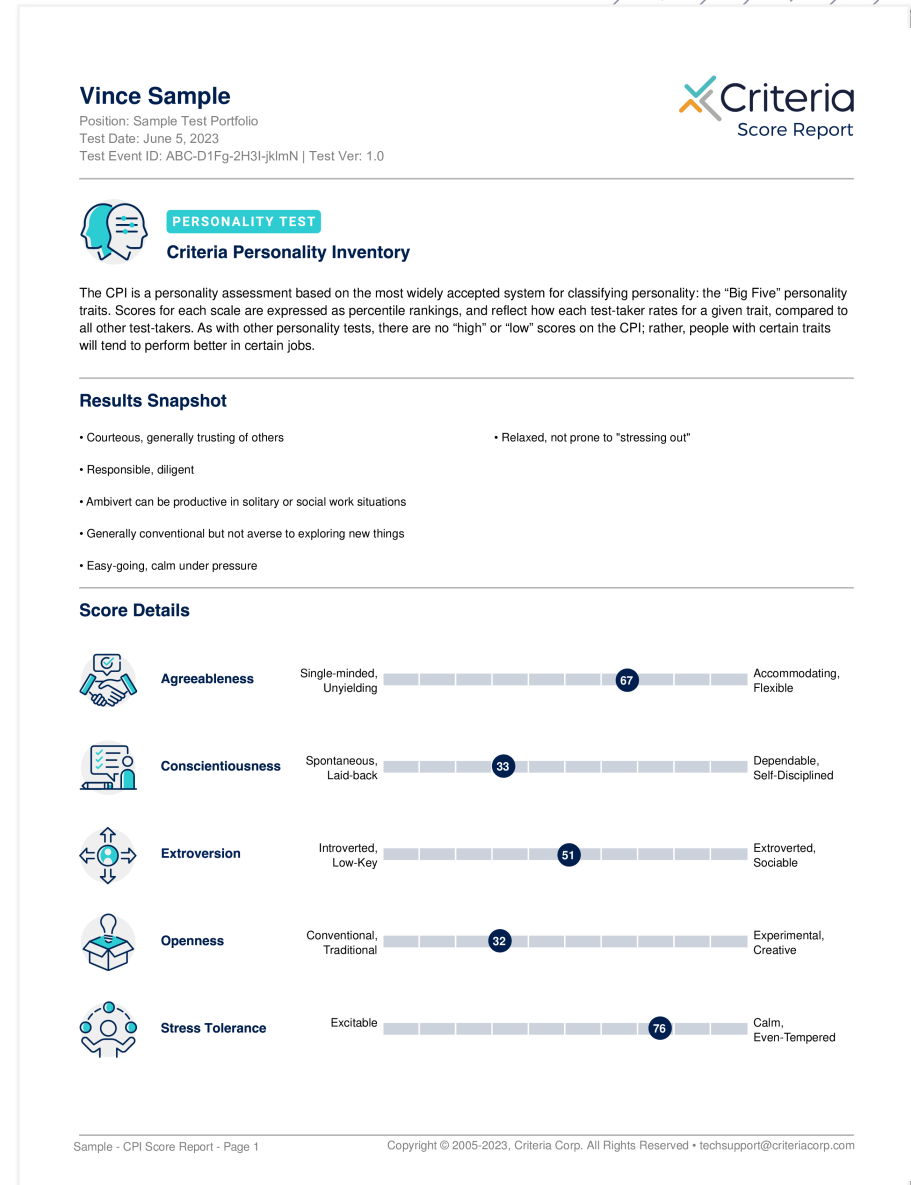


Criteria Personality Inventory (CPI)

At a Glance:

Criteria Personality Inventory (CPI)

- The **Criteria Personality Inventory (CPI)** is a personality assessment based on the most widely accepted taxonomy of personality, the "Big Five" personality traits: Extraversion, Conscientiousness, Agreeableness, Openness, and Stress Tolerance.
- Scores are presented as percentile rankings relative to our global norming group.
- Each trait provides valuable insight into a candidate's work style. Three of the traits in particular (Conscientiousness, Agreeableness, and Extraversion) have been consistently linked to job performance.
 - The **CPI** contains 140 items.
 - The assessment is un-timed but it takes most candidates about 10 minutes to complete.
 - This assessment is best used for team building and is not recommended as a pre-employment tool.



Candidate Information and Results Summary

1

Vince Sample

Position: Sample Test Portfolio

Test Date: June 5, 2023

Test Event ID: ABC-D1Fg-2H3I-jklmN | Test Ver: 1.0

2



PERSONALITY TEST

Criteria Personality Inventory

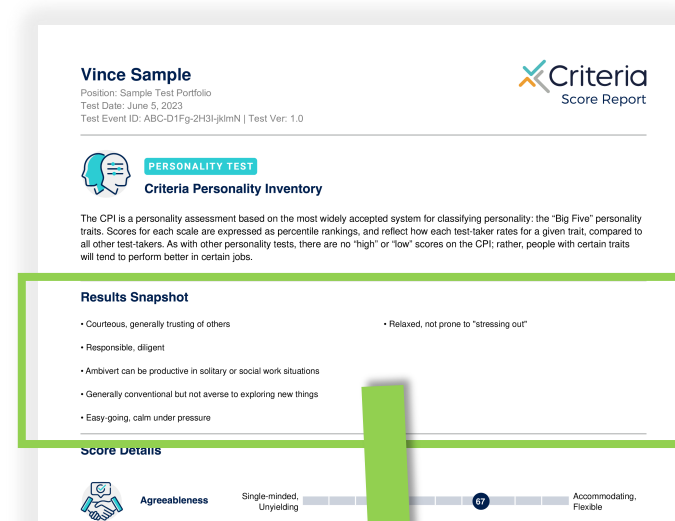
The CPI is a personality assessment based on the most widely accepted system for classifying personality: the “Big Five” personality traits. Scores for each scale are expressed as percentile rankings, and reflect how each test-taker rates for a given trait, compared to all other test-takers. As with other personality tests, there are no “high” or “low” scores on the CPI; rather, people with certain traits will tend to perform better in certain jobs.

1. The top of the first page of every **CPI** score report displays the candidate’s information, including the candidate’s name, position applied for, the date the candidate took the assessment, and the Test Event ID.
2. The Test Event ID is given to candidates at the beginning of their assessment and is used if they encounter any issues during the test. They simply return to www.oda1.com, enter their Event ID, and then they can continue their assessment from where they left off.

Results Details

The Results Snapshot contains a general overview of the applicant's characteristics based on their percentile rankings for the "Big Five" personality traits.

These descriptions function as the key takeaways about how a candidate is likely to act in the workplace. The Score Details below the Results Snapshot provides a more detailed look at how the candidate scored on each of the five traits.



Results Snapshot

- Courteous, generally trusting of others
- Responsible, diligent
- Ambivert can be productive in solitary or social work situations
- Generally conventional but not averse to exploring new things
- Easy-going, calm under pressure
- Relaxed, not prone to "stressing out"

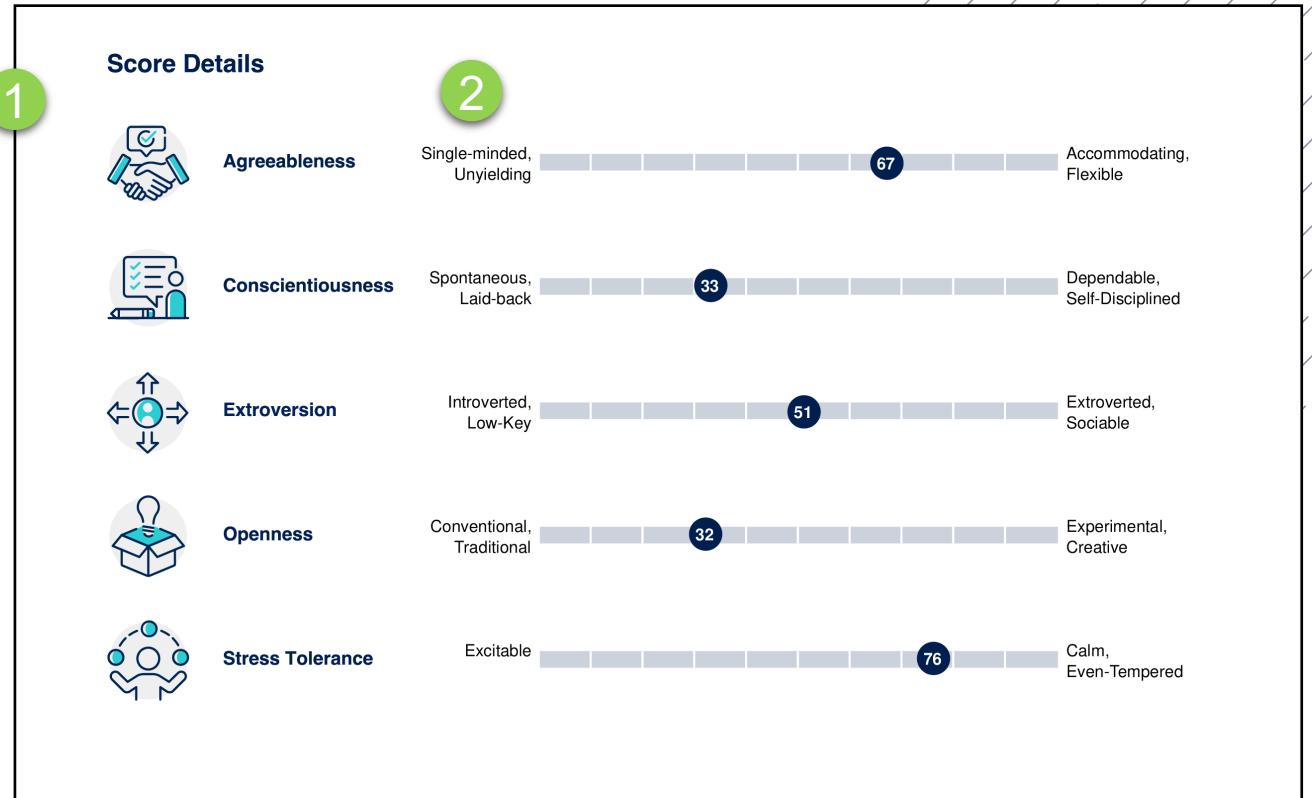
Score Details

1. Each trait is labeled to the left of the bar associated with it.
2. The blue circled number is the candidate's percentile ranking for that particular trait.

The percentile rankings indicate how the candidate's responses compare with other test takers in our global norming group.

For example, this candidate scored in the 51st percentile for Extroversion. This means that the candidate is likely to be more outgoing and sociable than 51% of the other people in the sample.

None of the scores reflect “good” or “bad” qualities about an individual. Instead, they indicate an individual's “job fit” for a particular type of job.



Trait Explanations



Extroversion

The extroversion scale reflects an individual's tendency with respect to being gregarious, sociable, energetic, assertive, and comfortable in the company of others.

People who score in this range are generally comfortable in social situations, but can on occasion be reserved and withdrawn. Individuals who score in the middle range for Extroversion do not generally feel intimidated by interacting with others, but will often defer to more outspoken individuals in group settings. **While individuals who score in the middle of this range are generally sociable, they may not be well suited for jobs that require actively initiating social interactions, such as sales and sales-related positions.**



Openness

The openness scale measures the extent to which an individual is imaginative and creative, as opposed to down to earth and conventional.

Such individuals are generally practical and down to earth, but can on occasion be interested in abstract ideas. While not averse to experimenting, such individuals often prefer conventional approaches and routines. People who score in the middle range are generally able to strike a balance between being detail-oriented and not losing sight of the "big picture."

Most research shows, however, that across most job types openness is the least predictive of job performance of the Big Five factors: the correlation between an individual's level of openness and subsequent job performance is generally low. It is therefore recommended that the openness scale should generally NOT be used for employee selection purposes; rather, its primary utility is that it can be used to inform training and placement decisions, and to provide further insight into a person's behavioral tendencies.



Stress Tolerance

The stress tolerance scale measures the ways in which people respond to stress.

Individuals with high stress tolerance (low neuroticism) scores are generally very emotionally consistent and are not inclined to experience negative emotional states. They tend to be calm and even-tempered and are not inclined to become tense, react emotionally, or become "stressed out" when confronted with situations that might disturb others. Such individuals are generally viewed by others as calm, easy-going and relaxed. High scorers on this scale also generally have high levels of self-esteem and are comfortable even when confronted with novel situations or strangers.



Agreeableness

The agreeableness scale measures an individual's tendencies with respect to social harmony and getting along with others.

Individuals with agreeableness scores in the middle of the range are generally courteous, trusting and considerate of the feelings of others, though they can occasionally be skeptical about other people's motives. Those with scores in this range are generally well equipped to strike a balance between being accommodative in their dealings with others and making objective decisions that will best represent the company's interests in dealing with employees, customers, or partners.



Conscientiousness

The conscientiousness scale measures an individual's tendency with respect to being careful, deliberate, self-disciplined, organized, hard-working, and dependable.

Those with conscientiousness scores in the middle range are generally hard-working, responsible and dependable. Although such individuals tend to be persistent and reliable workers, they can occasionally be disorganized or prone to act somewhat impulsively.

Although conscientiousness has been linked to success at work across all job families, evidence suggests that conscientiousness is more predictive of success for lower-level positions that require careful, deliberate work than it is for leadership and higher-level managerial positions that place a premium on seeing the "big picture."

The next two pages of the score report provide detailed descriptions of the five traits scored by the **CPI**.

Each description explains the relationship between the trait and work performance. They also explain how to interpret the candidate's individual score for each particular trait.

Interview Guide

Interview Questions

Agreeableness

When a person scores in the middle range for a job that would seem to require a high score, sample interview questions might include:

1. How would you handle a situation in which you really did not get along with a co-worker, with whom you had to work closely?
2. Have you ever grown frustrated or angry with a customer, and how would you deal with a situation in which a customer was being unreasonably demanding?

When a person scores in the middle range for a job that would seem to favor a low score, sample interview questions might include:

1. How would you approach a situation where you have to make a decision or take an action that you knew was the right one, but you also knew would be unpopular with co-workers?
2. Suppose a customer was asking for something that it was not in the best interest of the company to provide. How would you balance the customer's wishes and the company's interest?

Extroversion

When a person scores in the middle range for a job that would seem to require a high score, sample interview questions might include:

1. What was the latest project you've been involved in that really energized you?
2. If you experienced a clash of personalities with a co-worker, what steps would you take to ensure a functional working relationship with that person?

When a person scores in the middle range for a job that would seem to favor a low score, sample interview questions might include:

1. Do you feel you perform best working alone or as part of a team, and why?

- The last section of the score report provides sample interview questions to use during a face-to-face or phone interview with the candidate.
- These questions are customized around the candidate's scores for the three traits that are most significantly linked to job performance. The questions are designed to allow the candidate to expand upon the information provided by the test results.
- For example, this candidate scored in the low range for Agreeableness, so the Interview Guide provides two questions which allow the candidate to provide information about a moment when they had to be more agreeable.
- This person also scored in the low range of Extraversion, so the interview questions are adjusted to explore areas where the candidate has faced challenges in working with others.

How to Identify an Invalid Result

The **CPI** has a built-in validity check based on the consistency of responses. If a candidate responds to questions too inconsistently, a red message will appear below the Candidate Information box on the score report PDF.

This message indicates that the assessment may be invalid, and that the results should be read with caution. If this message appears, you may want to consider retesting the candidate.



ASSESSMENT ERROR

This test-taker exhibited a highly unusual response pattern that suggests he or she was answering carelessly or not paying much attention to the substance of the test. This test report and the individual trait scores in it should not be taken seriously. If you wish, you may decide to re-test this person.



Agreeableness

The agreeableness scale measures an individual's tendencies with respect to social harmony and getting along with others.

Those with low agreeableness scores tend to be more skeptical about the motives of others, and are less inclined to be accommodating to other people in order to foster social harmony. **Because such individuals are often better equipped than highly agreeable individuals to make tough, objective decisions, they are generally well suited to positions that require objective, disciplined problem solving; these positions could include managerial positions, judges, lawyers, scientists, and soldiers, and traders. Similarly, a low agreeableness score can also be an asset in a sales or executive position,** because highly cooperative salespeople/executives will often be too willing to accommodate others and therefore not best represent the company's interest in dealings with customers or partners.

Because less agreeable people can at times be uncooperative or even unfriendly, individuals **with low agreeableness are generally NOT well suited to customer service, and can run into problems when working in team-based environments.**



Conscientiousness

The conscientiousness scale measures an individual's tendency with respect to being careful, deliberate, self-disciplined, organized, hard-working, and dependable.

Those with low scores in conscientiousness tend to be more laid-back and less goal-oriented than others with higher scores. Individuals with low conscientiousness scores can also be impulsive and less prone to plan things out in advance, and tend to be less organized than others. In non-work settings, they are often seen as fun-loving and colorful, but in a work environment low scores in conscientiousness can correspond with a lack of reliability.

Although conscientiousness has been linked to success at work across all job families, evidence suggests that conscientiousness is more predictive of success for lower-level positions that require careful, deliberate work, than it is for leadership and higher-level managerial positions that place a premium on seeing the "big picture."

For Further Information

If you have any questions or would like more detailed information regarding a particular score report, please contact your Customer Success Manager. Their contact information is available in the lower left corner of your account in Criteria's platform, but you can also reach out to the general support line at (877) 909-8378, or support@criteriacorp.com.

