

Score Report Guide



Employee Personality Profile (EPP)

AT A GLANCE

Employee Personality Profile (EPP)

- The **Employee Personality Profile (EPP)** is a multi-dimensional personality assessment that measures 12 different personality traits.
- Each trait provides valuable insight into a candidate's work styles and how that candidate is likely to interact with colleagues and customers.
- Scores for each trait are presented as percentile rankings relative to our global norming group.
- The assessment contains 140 prompts.
- The **EPP** is not timed but it takes most candidates about 10 minutes to complete.

Vince Sample

Position: Sample Test Portfolio

Test Date: June 5, 2023

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



PERSONALITY TEST

Employee Personality Profile

Results Summary

No Job Family Selected

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.

Score Details




Sample - EPP Score Report - Page 1

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Candidate Information and Results Summary

A



PERSONALITY TEST


Employee Personality Profile

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Results Summary

No Job Family Selected

B



PERSONALITY TEST

Employee Personality Profile

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Results Summary

67%

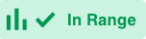
Analysis, Planning and Consulting Match

Score Details

Selected Score Range



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

 In Range

The top of the first page of every **EPP** 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.

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.

- A. The Results Summary box will say "No Job Family Selected" unless it has been associated with a job family.
- B. If a job family has been selected, the percentage match of the candidate will appear in the Results Summary box, as seen in Option B. This percentage reflects the "job fit" of the individual for the particular job family selected. For example, this candidate is 67% matched with an Analysis, Planning, and Consulting position based on his or her personality traits.

Score Details

- The Score Details section on the first page is where you'll find an overview of the candidate's percentile scores for each of the 12 traits.
- Each trait is labeled to the left of each trait scale.
- The qualities to the right and left of each scale indicate different sides to a particular trait.
- The blue circled number is the percentile ranking of the candidate for that particular trait.
- None of the scores reflect "good" or "bad" scores or qualities about an individual. Instead, they indicate an individual's "job fit" for a particular type of job.
- The percentile rankings indicate how the candidate's responses compare with others in the global norming group.
- For example, for the trait of Conscientiousness, which measures self-discipline, organization, and dependability, this candidate scored in the 36th percentile. This means that, for the trait of Conscientiousness, the candidate is more conscientious than 36% of the people in our global norming group.

Score Details



Achievement



Assertiveness



Competitiveness



Conscientiousness



Cooperativeness



Extroversion



Managerial



Motivation



Openness



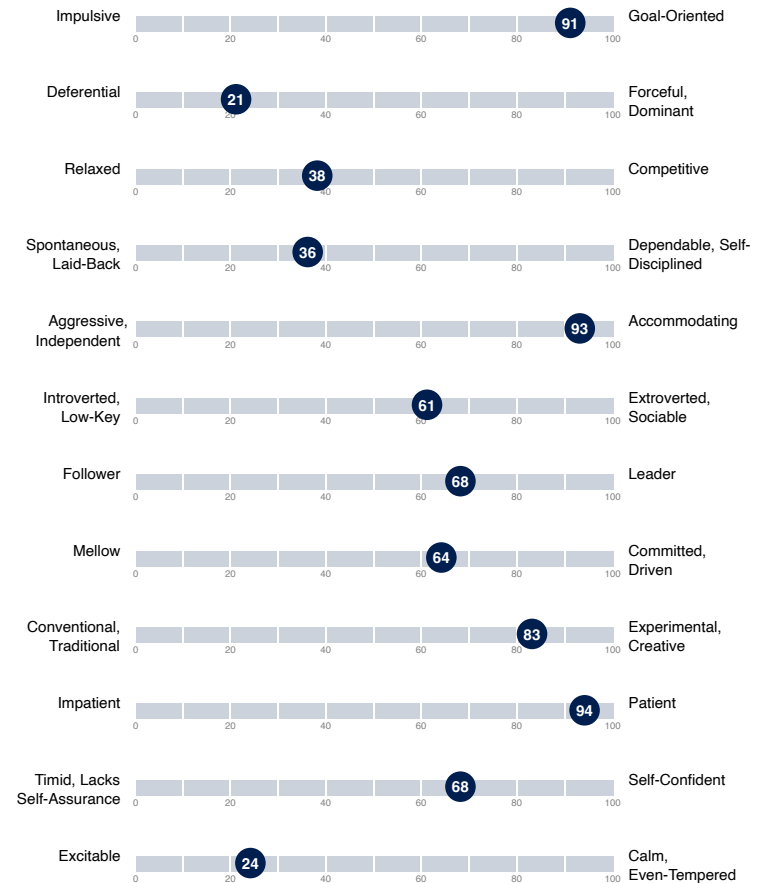
Patience



Self-Confidence



Stress Tolerance



Score Details with a Job Family Association

- If a job family has been associated with the test, the **EPP** score report will highlight in **green** the trait ranges most commonly associated with success in that type of position.
- In this example, the test has been associated with the “Analysis, Planning, and Consulting” job family.
- Traits most associated with success in these types of roles are Achievement, Assertiveness, Conscientiousness, and Openness.
- The Results Summary will also display the candidate’s overall match to this position based on the associated traits, in this case 67%.
 - Trait bars that don’t have a green range highlighted are less associated with success for the given position and are not included in the overall position match percentage.
 - To learn more about each of the 12 traits, the second page of the **EPP** Score Report provides a detailed overview of how to interpret each individual trait.
 - To understand benchmarks for each job family, the third page of the **EPP** report explains the candidate’s match percentage for 12 different job families.



Job Family Association: A Second Example

The highlighted **green** trait ranges will vary depending on the job family that is associated with the test.

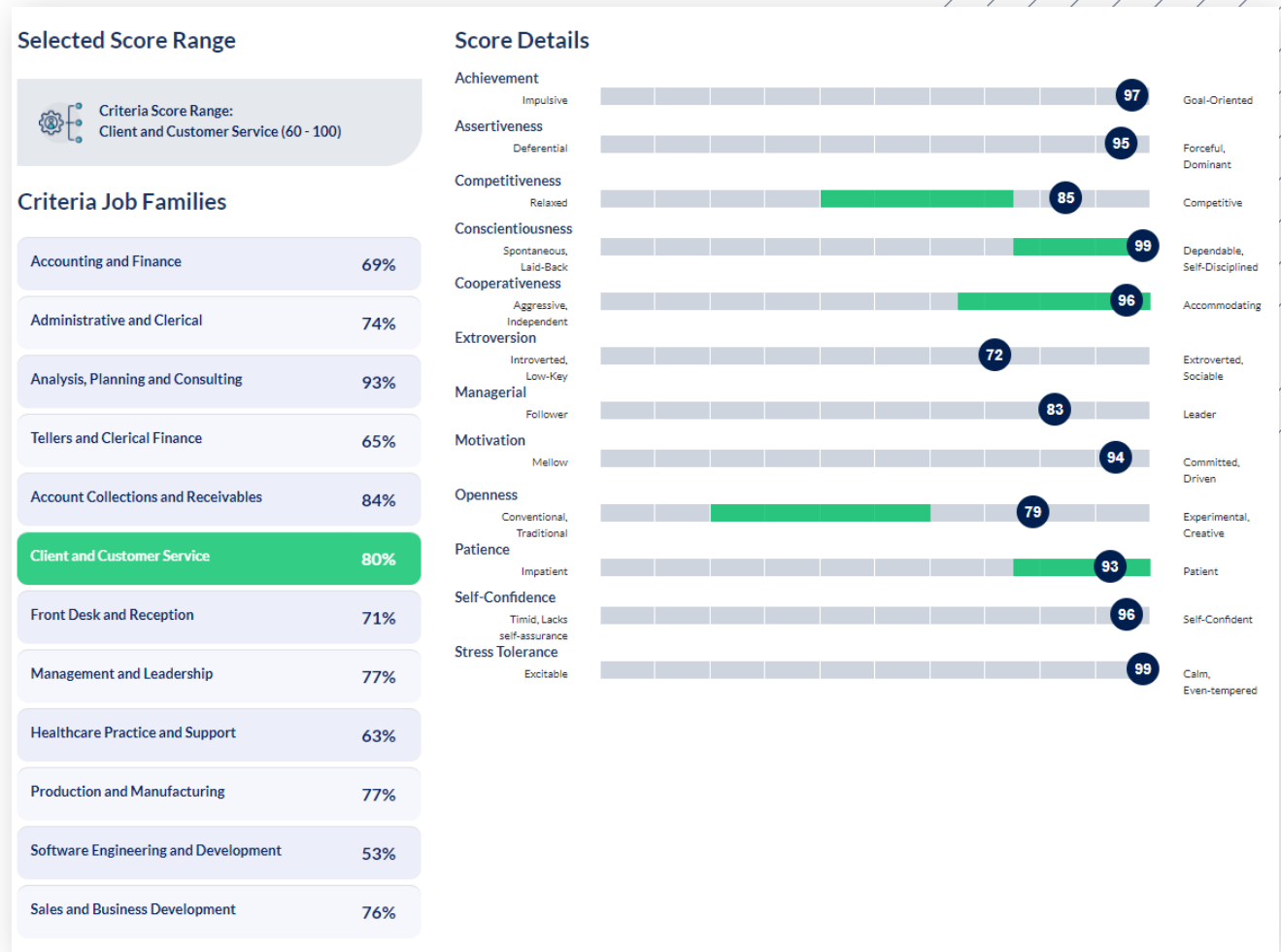
In this second example, the test has been associated with the “Client and Customer Service” job family.

This time, five different traits are associated with the Client and Customer Service job family: Competitiveness, Conscientiousness, Cooperativeness, Openness, and Patience.



Job Family Associations in the Platform

While the PDF of the score report will only show you one job family association, you can also view match percentages for 12 of the most common job families by viewing the **EPP** score report in the platform.



Validity and Response Style

The **EPP** contains internal measures that detect when an applicant's response style indicates that the applicant is either not paying adequate attention to the meaning of the prompts or may be attempting to "game the test" by answering more favorably.

Based on the extent of self-enhancing or critical responses, adjustments may be made to different scores to more accurately reflect how they are likely to interact with customers or coworkers.

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.

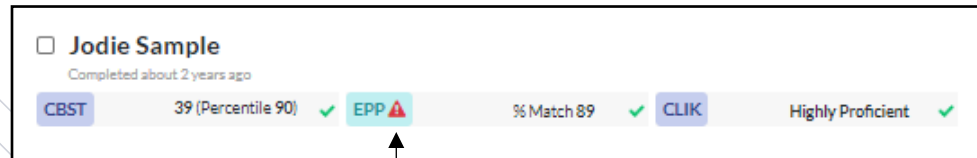
The **EPP** features 3 different measures for evaluating the validity of the test results based on a candidate's response style.

1. The **Self-Enhancing** score evaluates whether or not a candidate tends to exaggerate "positive" qualities and deemphasize "negative" qualities.
2. The **Self-Critical** score suggest that an individual may be inaccurately downplaying "positive" qualities while exaggerating more "negative" qualities.
3. The **EPP** also keeps track of **Inconsistent Responses**. A high level of inconsistent responses may suggest that the candidate wasn't reading the prompts correctly, or was just racing through the test, both of which would prevent the assessment from getting an accurate reading of the candidate.

How to Identify an Invalid Result

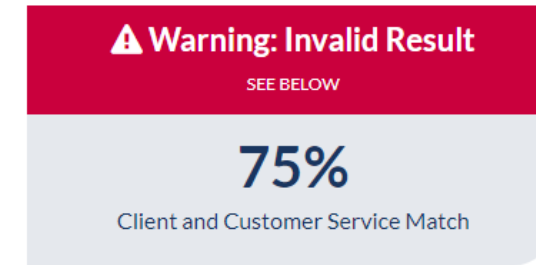
The **EPP** has a built-in validity check based on the consistency of responses. If a candidate receives a score of 3 or higher on the Inconsistent Responding scale, the score report will display several messages indicating that the results are invalid. These messages may appear differently depending on whether you view the results on the PDF or online within the platform.

In the platform:



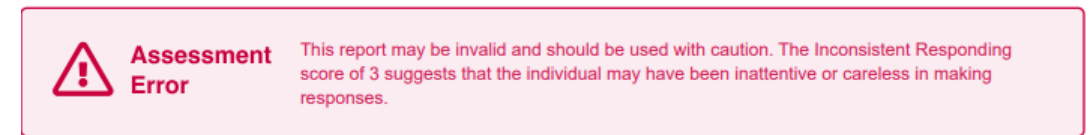
When viewing tests within the platform, in the Results section of your account, you will be able to see if the test results have been flagged as invalid by our validity check system – the test will appear with red error symbol to signify an invalid responding style.

In the PDF:



← The first page will provide a warning of the invalid result.

The Validity and Response Style section on the fourth page will indicate the invalid score with the following message:



Interview Questions

- If you have associated a job family with the test, the last section of the score report will provide you with 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 particular traits.
- For example the candidate below received an Assertiveness score below the suggested range for the Management and Leadership job family. In response to this, the interview questions prompt the candidate to describe a time when she needed to be firm and direct with someone she managed.
- In another example, this candidate scored within the suggested range for Managerial, so the questions allow the candidate the opportunity to confirm that strength.

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.

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.

