Custom Report Catalogue

May 2022

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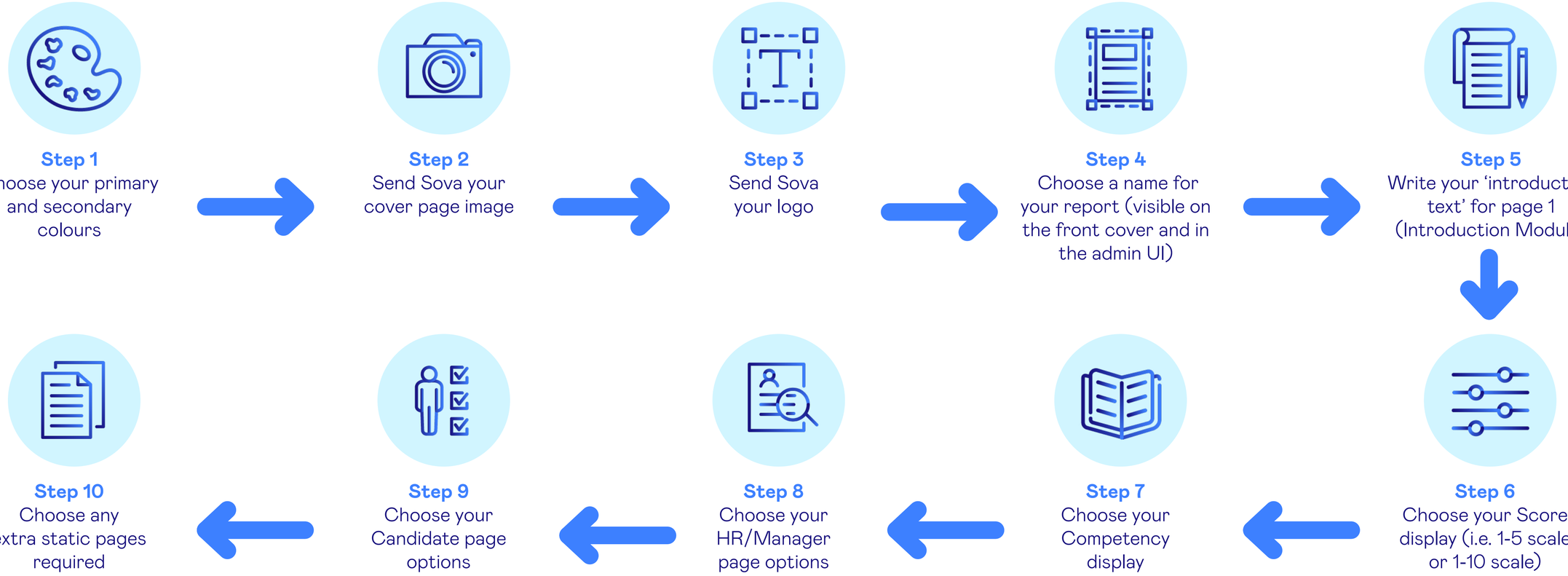
10 Steps to Creating your Sova Report



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Overview

This Custom Report Catalogue provides a summary of report modules available from Sova. They can be combined and configured to reflect a client competency model and client brand.

All ‘static’ content, (i.e. content which is the same in each report) is written in collaboration with the client. All ‘dynamic’ content (i.e. paragraphs and sentences which display in the report depending on the assessment score) are written by Sova’s Occupational Psychologists and reviewed by our clients.

For further information and price / timeline estimates for Sova Custom Reports, please speak to a member of our team.

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Report Styling

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Font Style & Size

As standard, our font style and size in reports is the following and this cannot be amended:

- **Font style:** Sans Serif
- **Font size:** 12pt
- **Header style:** Sans Serif
- **Header size:** 18pt or 26pt (depending on page layout)
- **Colour:** default is black

Across the whole report, the font can be edited i.e. size, bold, italicise, colour, line spacing.

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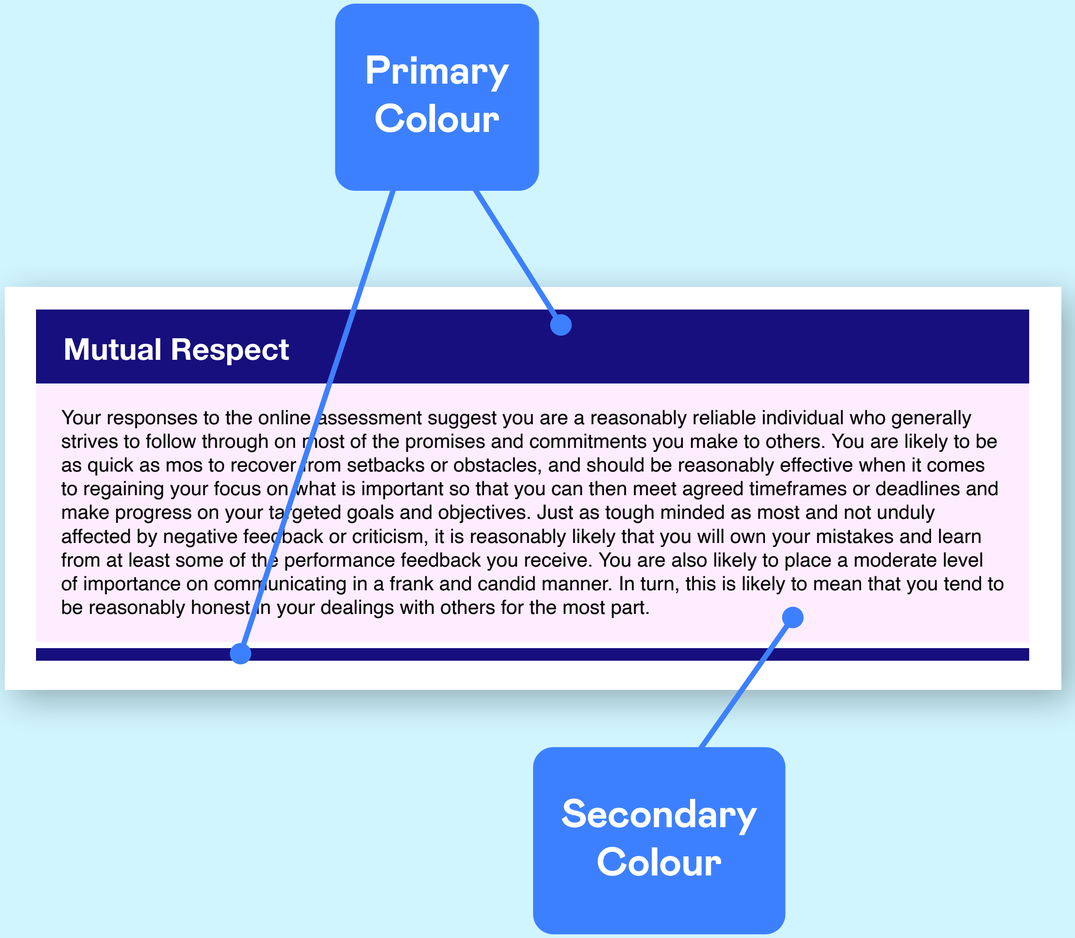
Colours

Colours can be amended to align with a client brand and generally, two main colours can be in included. The **‘Primary Colour’** is for all headers and banners. The **‘Secondary Colour’** is for shading boxes behind text.

We will ask for the RGB code and HEX code for all colours so please have these available. For example:

Sova’s primary colour:
RGB code is: 23,15,125
HEX code is: #170f7d

Sova’s secondary colour:
RGB code is: 237,87,255
HEX code is #f949ff.



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Cover Page

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Cover Page Module

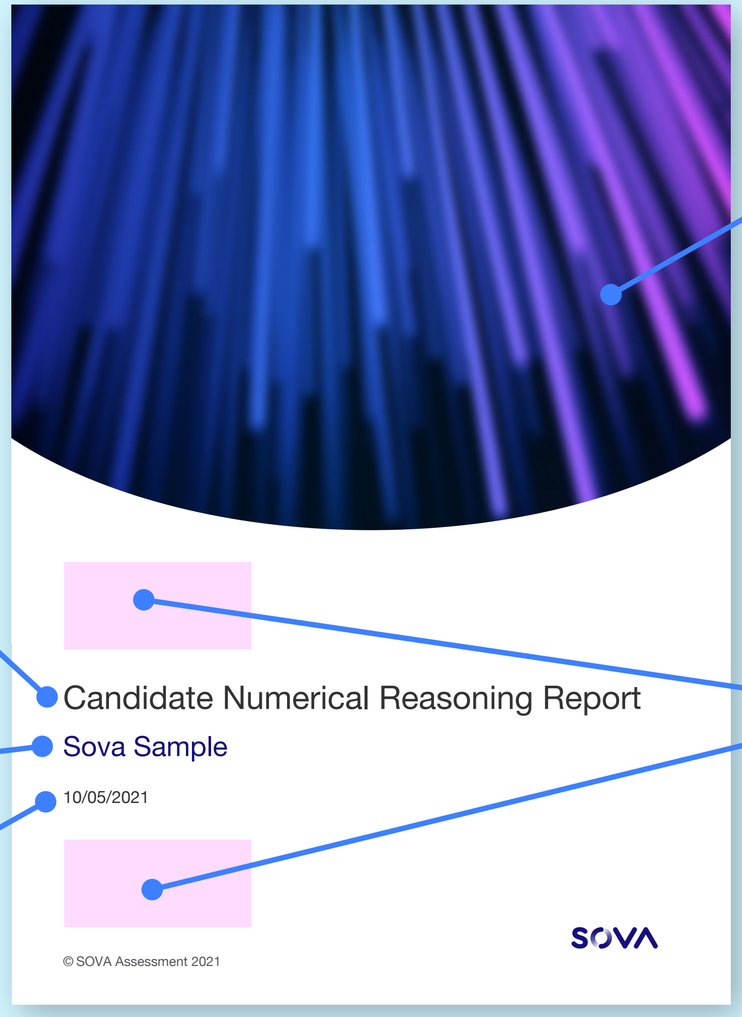

Image can be replaced with a client image. The bottom of the image can be an arc as shown here or a straight line. Recommended image size is 2480x2062px

Report Name can be amended

Format of the candidate name is First Name, Last Name

Date format can be amended to 10 May 2021 or 05/10/2021 (US format)

Client logo can be placed here (2 options)

Introduction Page

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Introduction Module

The Introduction Module is usually one page of static text to introduce the report to the reader. This gives the Candidate or Hiring Manager / HR useful context which typically includes information such as a reminder of which assessments have been taken, why they were taken, which role is in consideration and the general structure of the report.

If the report is built around a client competency framework, it's usually helpful to include a brief description of the framework in the introduction too. This can be text or an image or a combination of both.

Sometimes the scoring key is also included on this page, if there's room. Otherwise, the key will sit on a separate page. The next few pages provide visual examples of what an Introduction module can look like.

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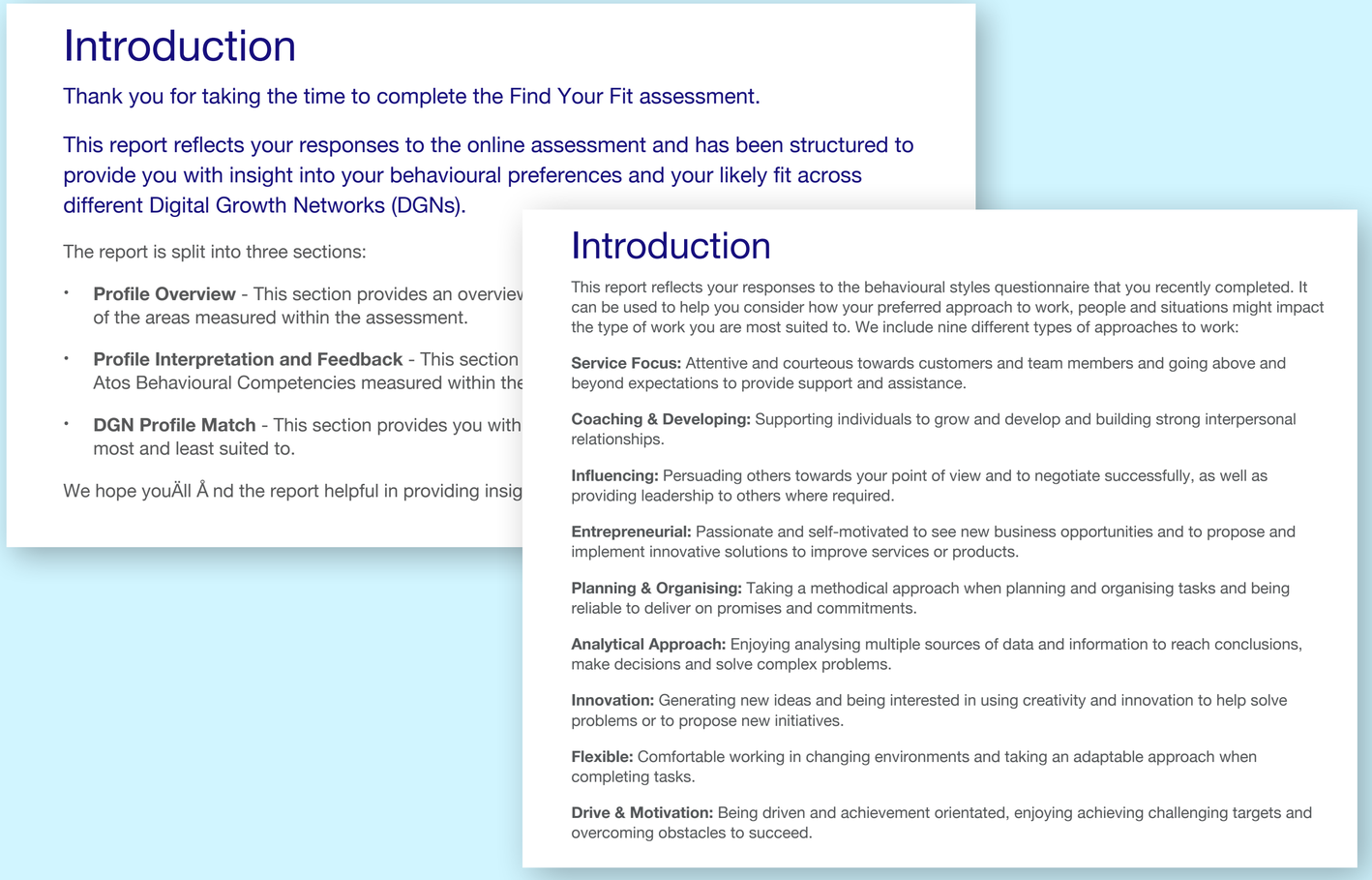
Introduction Module: Text Only

Static introduction text written in collaboration with the client. We recommend no more than **one** page.



Introduction

Thank you for taking the time to complete the Find Your Fit assessment.

This report reflects your responses to the online assessment and has been structured to provide you with insight into your behavioural preferences and your likely fit across different Digital Growth Networks (DGNs).

The report is split into three sections:

- **Profile Overview** - This section provides an overviev of the areas measured within the assessment.
- **Profile Interpretation and Feedback** - This section Atos Behavioural Competencies measured within the
- **DGN Profile Match** - This section provides you with most and least suited to.

We hope youÄll Å nd the report helpful in providing insig

Introduction

This report reflects your responses to the behavioural styles questionnaire that you recently completed. It can be used to help you consider how your preferred approach to work, people and situations might impact the type of work you are most suited to. We include nine different types of approaches to work:

Service Focus: Attentive and courteous towards customers and team members and going above and beyond expectations to provide support and assistance.

Coaching & Developing: Supporting individuals to grow and develop and building strong interpersonal relationships.

Influencing: Persuading others towards your point of view and to negotiate successfully, as well as providing leadership to others where required.

Entrepreneurial: Passionate and self-motivated to see new business opportunities and to propose and implement innovative solutions to improve services or products.

Planning & Organising: Taking a methodical approach when planning and organising tasks and being reliable to deliver on promises and commitments.

Analytical Approach: Enjoying analysing multiple sources of data and information to reach conclusions, make decisions and solve complex problems.

Innovation: Generating new ideas and being interested in using creativity and innovation to help solve problems or to propose new initiatives.

Flexible: Comfortable working in changing environments and taking an adaptable approach when completing tasks.

Drive & Motivation: Being driven and achievement orientated, enjoying achieving challenging targets and overcoming obstacles to succeed.

Introduction Module with Client Image

Static introduction text written in collaboration with the client and including a client image to illustrate a competency framework or values. We recommend no more than one page

We recommend images are **500 x 500px** for aesthetics.

About the framework

The motivator framework below is based upon two fundamental insights into human psychology. First, that there are universal patterns of individual and group behavior that explain how people think and act. The second insight is that a surprisingly limited set of rules can result in highly complex and diverse behavioral patterns.

This model describes two primary dimensions that guide human behavior. The horizontal dimension distinguishes between an orientation towards independence and outcomes to the left and an orientation toward groups and relationships to the right. The vertical dimension distinguishes between a flexible, open orientation at the top and an emphasis on stability and pragmatism toward the bottom.

Arising from these two dimensions are eight socio-cultural motivators. Each motivator represents a different way to view the world, relate to others, and meet the key challenges we face in life. The circular arrangement indicates that those motivators next to one another are more similar and motivators that are further apart are more distinct.

The Model

This chart represents a graphical summary of the model, which is broken down into five leadership dimensions: Growth Leadership, Future Leadership, Commercial Leadership, Inclusive Leadership and Energized Leadership. Each of these leadership dimensions is comprised of four scales which capture key aspects of the dimension.

Please see below for a summary of each of the five leadership dimensions.

Growth Leadership: Developing, motivating and empowering people to realise their potential.

Future Leadership: Being agile, relevant, creative and disruptive in an ever-evolving business landscape.

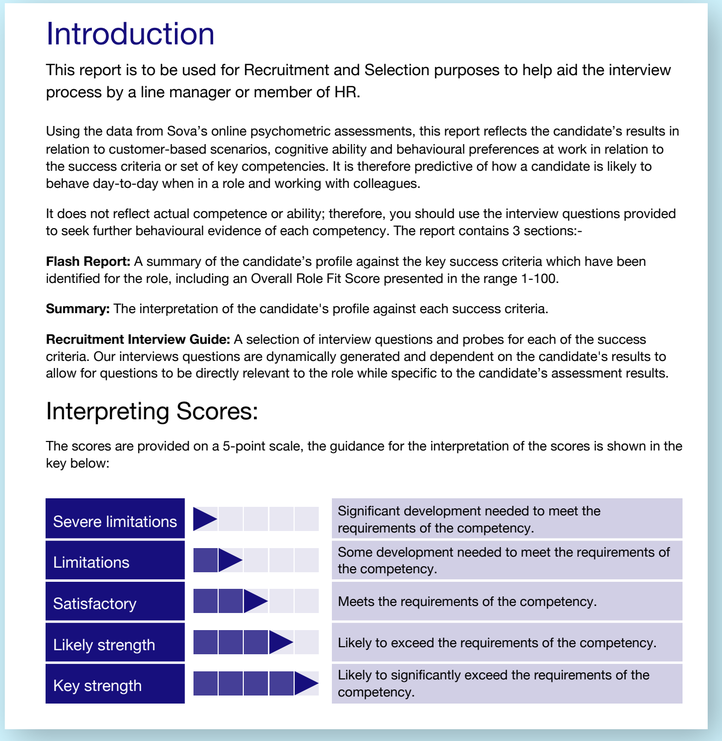
Commercial Leadership: Creating positive commercial outcomes that are sustainable and benefit diverse stakeholders.

Inclusive Leadership: Collaborating with others and building an inclusive culture based on trust, belonging, diversity and equity.

Energised Leadership: Role modelling a confident, decisive and values-led approach which influences and inspires others.

Introduction Module with Scoring Key

Static introduction text is written in collaboration with the client and can include a scoring key to support with interpreting results. We recommend no more than **one** page and this page is just for HR / Hiring Manager interpretation.



Introduction

This report is to be used for Recruitment and Selection purposes to help aid the interview process by a line manager or member of HR.

Using the data from Sova's online psychometric assessments, this report reflects the candidate's results in relation to customer-based scenarios, cognitive ability and behavioural preferences at work in relation to the success criteria or set of key competencies. It is therefore predictive of how a candidate is likely to behave day-to-day when in a role and working with colleagues.

It does not reflect actual competence or ability; therefore, you should use the interview questions provided to seek further behavioural evidence of each competency. The report contains 3 sections:-

Flash Report: A summary of the candidate's profile against the key success criteria which have been identified for the role, including an Overall Role Fit Score presented in the range 1-100.

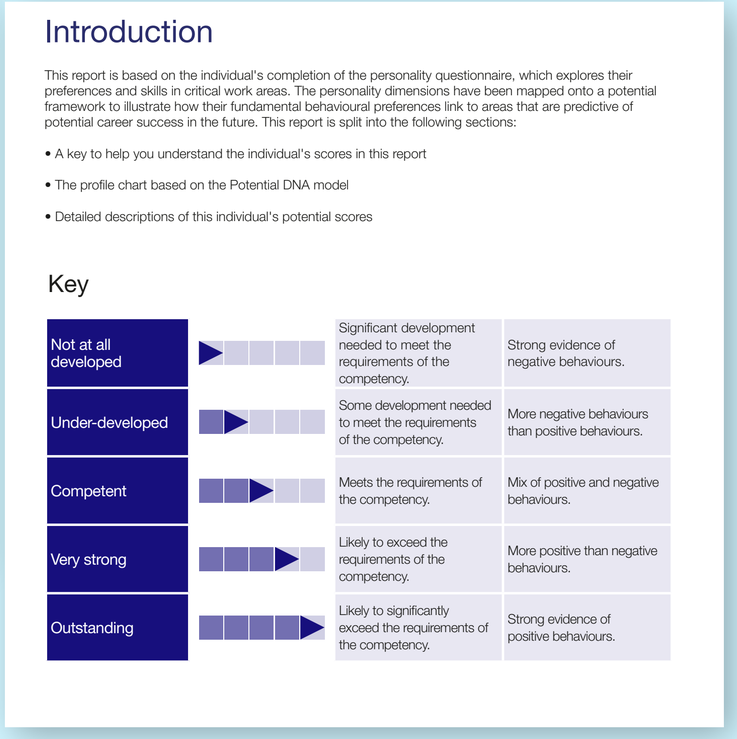
Summary: The interpretation of the candidate's profile against each success criteria.

Recruitment Interview Guide: A selection of interview questions and probes for each of the success criteria. Our interviews questions are dynamically generated and dependent on the candidate's results to allow for questions to be directly relevant to the role while specific to the candidate's assessment results.

Interpreting Scores:

The scores are provided on a 5-point scale, the guidance for the interpretation of the scores is shown in the key below:

Severe limitations	Significant development needed to meet the requirements of the competency.
Limitations	Some development needed to meet the requirements of the competency.
Satisfactory	Meets the requirements of the competency.
Likely strength	Likely to exceed the requirements of the competency.
Key strength	Likely to significantly exceed the requirements of the competency.



Introduction

This report is based on the individual's completion of the personality questionnaire, which explores their preferences and skills in critical work areas. The personality dimensions have been mapped onto a potential framework to illustrate how their fundamental behavioural preferences link to areas that are predictive of potential career success in the future. This report is split into the following sections:

- A key to help you understand the individual's scores in this report
- The profile chart based on the Potential DNA model
- Detailed descriptions of this individual's potential scores

Key

Not at all developed	Significant development needed to meet the requirements of the competency.	Strong evidence of negative behaviours.
Under-developed	Some development needed to meet the requirements of the competency.	More negative behaviours than positive behaviours.
Competent	Meets the requirements of the competency.	Mix of positive and negative behaviours.
Very strong	Likely to exceed the requirements of the competency.	More positive than negative behaviours.
Outstanding	Likely to significantly exceed the requirements of the competency.	Strong evidence of positive behaviours.

Scoring Key

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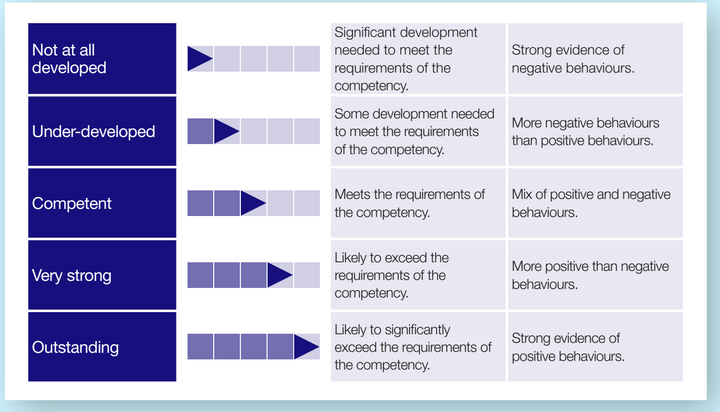
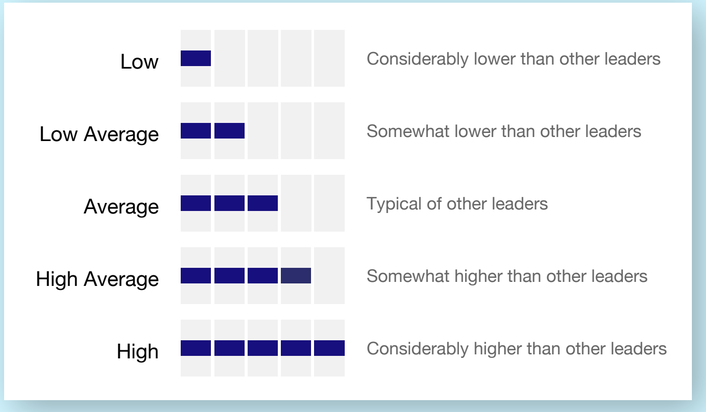
Introduction Module with Key Module: 1-5 scale

- Scoring keys for a 1-5 scale.
- Colour can be brand-aligned and appears as the ‘primary’ colour selected.
- Text can be edited although recommendations are made for ease of interpretation.
- The score can be displayed with an ‘arrow’ head or ‘block’ design as illustrated here.
- Option to have one or two columns to display descriptions and levels (e.g right and left-hand side).

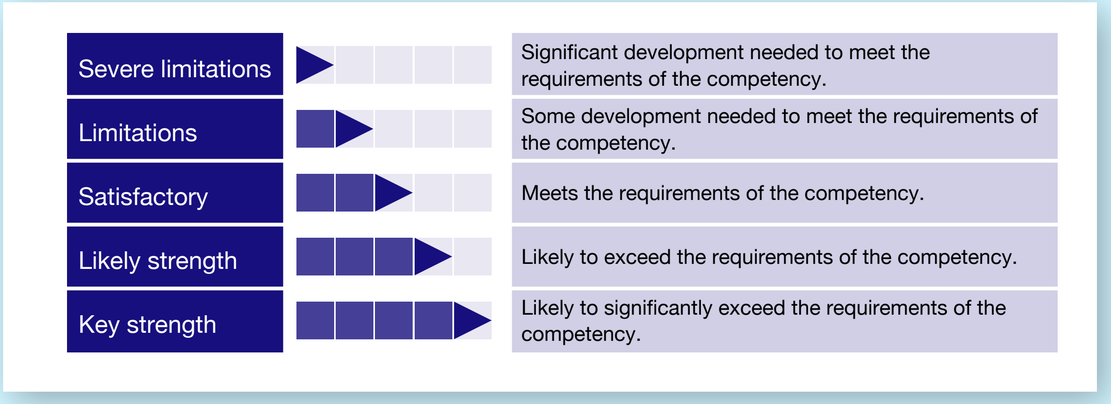
Option A



Option B



Option C



Introduction Module with Key Module: 1-10 scale

- Scoring keys for a 1-10 scale.
- Colour can be brand-aligned or different for scores (i.e. RAG – Red, Amber, Green).
- Score key text can be customised although recommendations are made for ease of interpretation.

Option A

Low	Significant development likely needed to enable this capability	Absent pro-capability behaviours of shows behaviours disruptive or capability
Moderate	Some development likely needed to enable this capability	Likely to be lacking pro-capability behaviours; possibly shows disruptive behaviours
Average	Likely to meet the requirements of the capability	Some preference for pro-capability behaviours; probably lacking disruptive behaviours
Strong	Likely to exceed requirements of the capability	Likely preference for pro-capability behaviours; lacking disruptive behaviours
Very Strong	Likely to significantly exceed the requirements of the capability	Strong preference for pro-capability behaviours

Option B

The guidance for the interpretation of the scores is shown in the key below:

Further evaluation required

Development and training needed to meet expectations of competencies.

Culture and competency match

Small potential of minor development needed to meet expectations of competencies.

Great addition to the team

Very likely to exceed expectations of competencies.

Score Display Options

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Psychometric assessment: Competency Scores

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Profiles/ Competency Scores Modules

Client competency, behavioural or values framework can be measured using Sova's Personality Questionnaire (PQ).

The scores attained by individuals can be presented within a report in a number of ways. Our team will map our questions to your model and undertake statistical analysis to ensure the measures are reliable and fair for candidates. There are a wide range of ways that these scores can be presented in our reports.

The intended users of these scores and profiles are trained in personality assessment and understand interpretation for a workplace setting. We offer support and guidance on our PQ assessment and interpretation on our Community Hub: **https://community.sovaassessment.com**

If users are not trained, then a different style of reporting is recommended. See section 'HR / Manager Report Option' whereby scores are presented with narrative text to aid interpretation.

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Competency Scores Module: 1-5 scale

All competencies can be displayed on the page. Or we can display only competencies with high scores or low scores to focus the report.

Competency Name

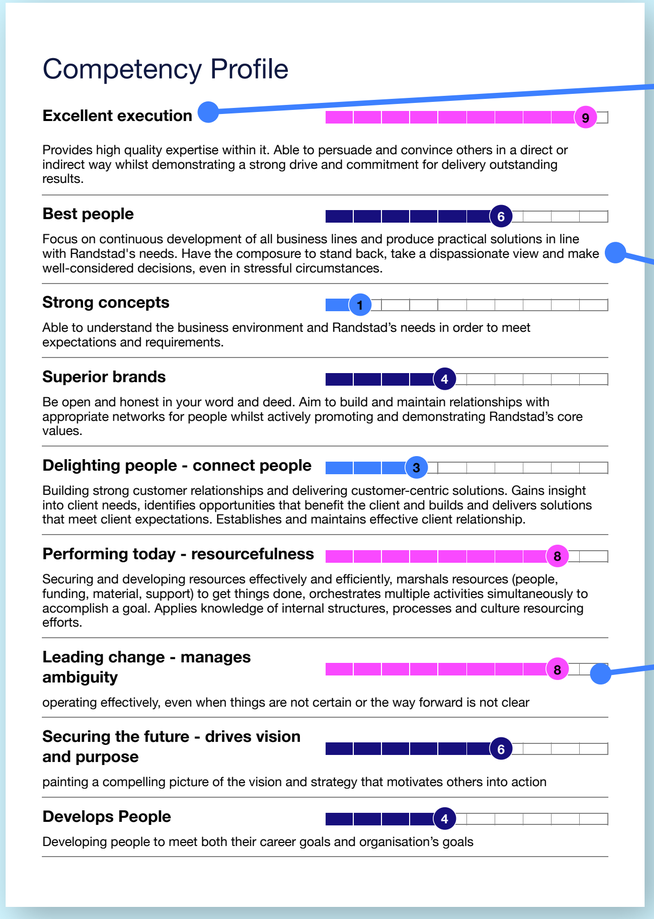
Short, static, behavioural description of the competency. The description can be longer but looks best when all descriptions are a similar length

Competency score on a 1-5 scale

Option to include an icon next to each competency too

©Sova Assessment [Narrative List Module - images are added through comeptency image collections]

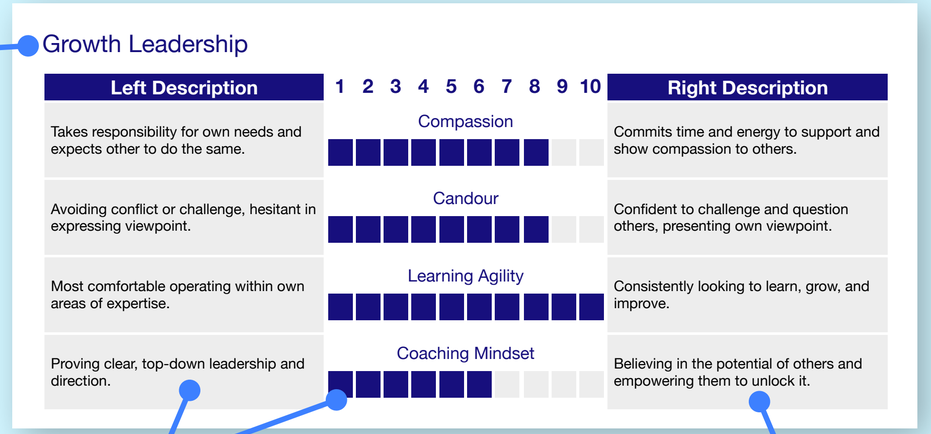
Competency Scores Modules: 1-10 scale



Competency Name

Short, static, behavioural description of the competency. The description can be longer but looks best when all descriptions are a similar length

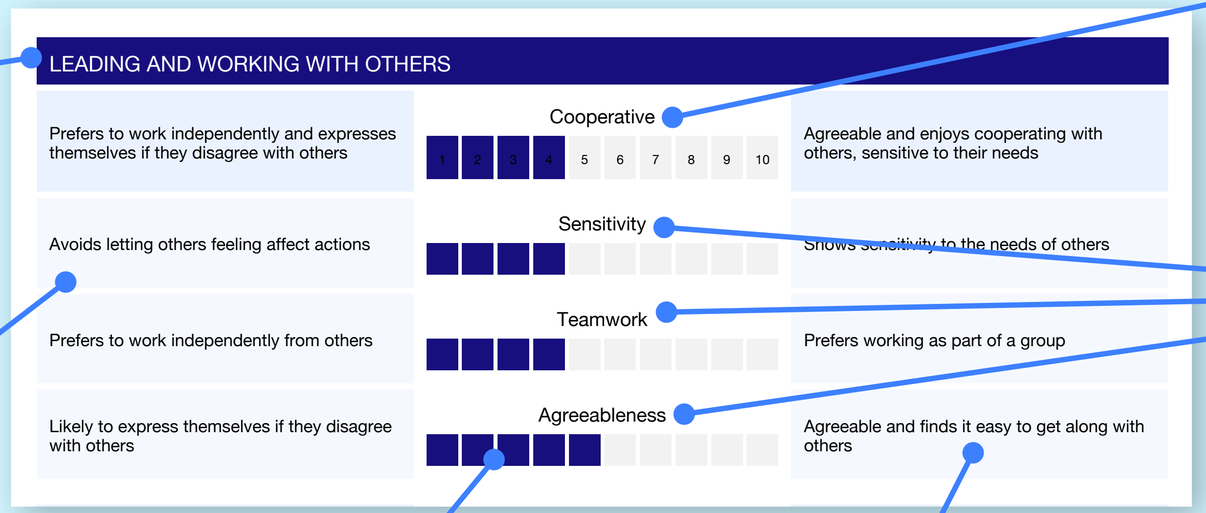
Competency score on a 1-10 scale



Short, static, behavioural description of a low score on the competency

Short, static, behavioural description of a high score on the competency

Competency Scores & Sub-Scores Module



Cluster Name (i.e. cluster of competencies)

Competency Name

Sub-competencies or indicators

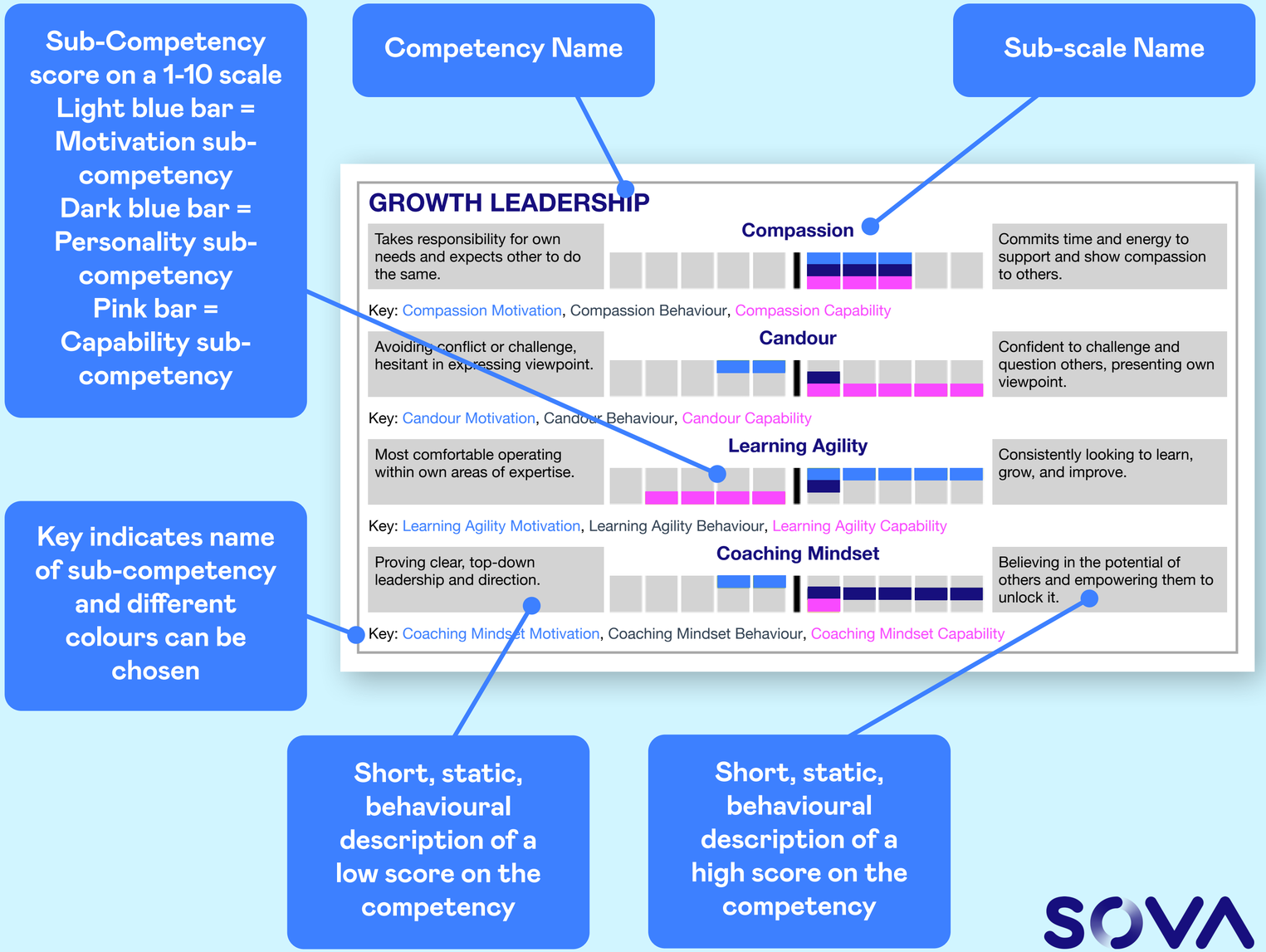
Short, static, behavioural description of a low score on the competency

Competency score on a 1-10 scale

Short, static, behavioural description of a high score on the competency

Competency Scores & Assessment Source Module

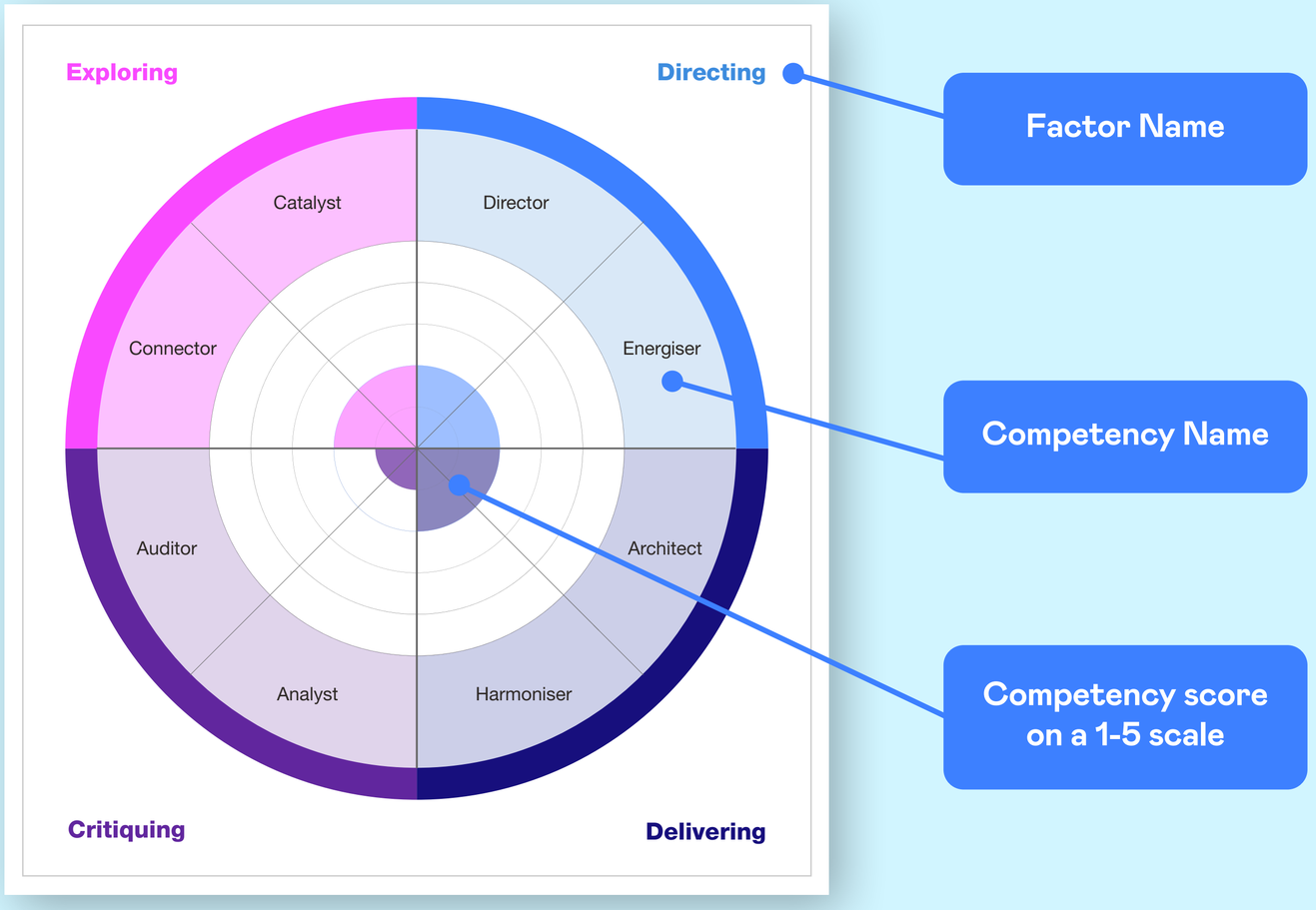
This module breaks down competency scores by sub-competencies and assessment source e.g. Motivation Questionnaire or Personality Questionnaire or Ability.



Competency Scores Module: Wheel

This wheel view is another way of displaying competency scores on a 1-5 scale.

- For a wheel to be possible, the total number of competencies must be divisible by **4**. We wouldn't recommend more than a maximun of **16** for aesthetic reasons.
- All colours displayed can be chosen.



Overall Fit

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Overall Fit Score Module

To present either a blended assessment result or standalone Situational Judgement Test (SJT) result, we can present an overall ‘fit score’ to a specific role.

This can be presented as a score on a scale of 1-100 (but not a percentile score) or a scale of 1-5 or narrative text to describe the level of suitability (i.e. ‘low‘ level of fit, ‘moderate’ level of fit or ‘high’ level of fit).

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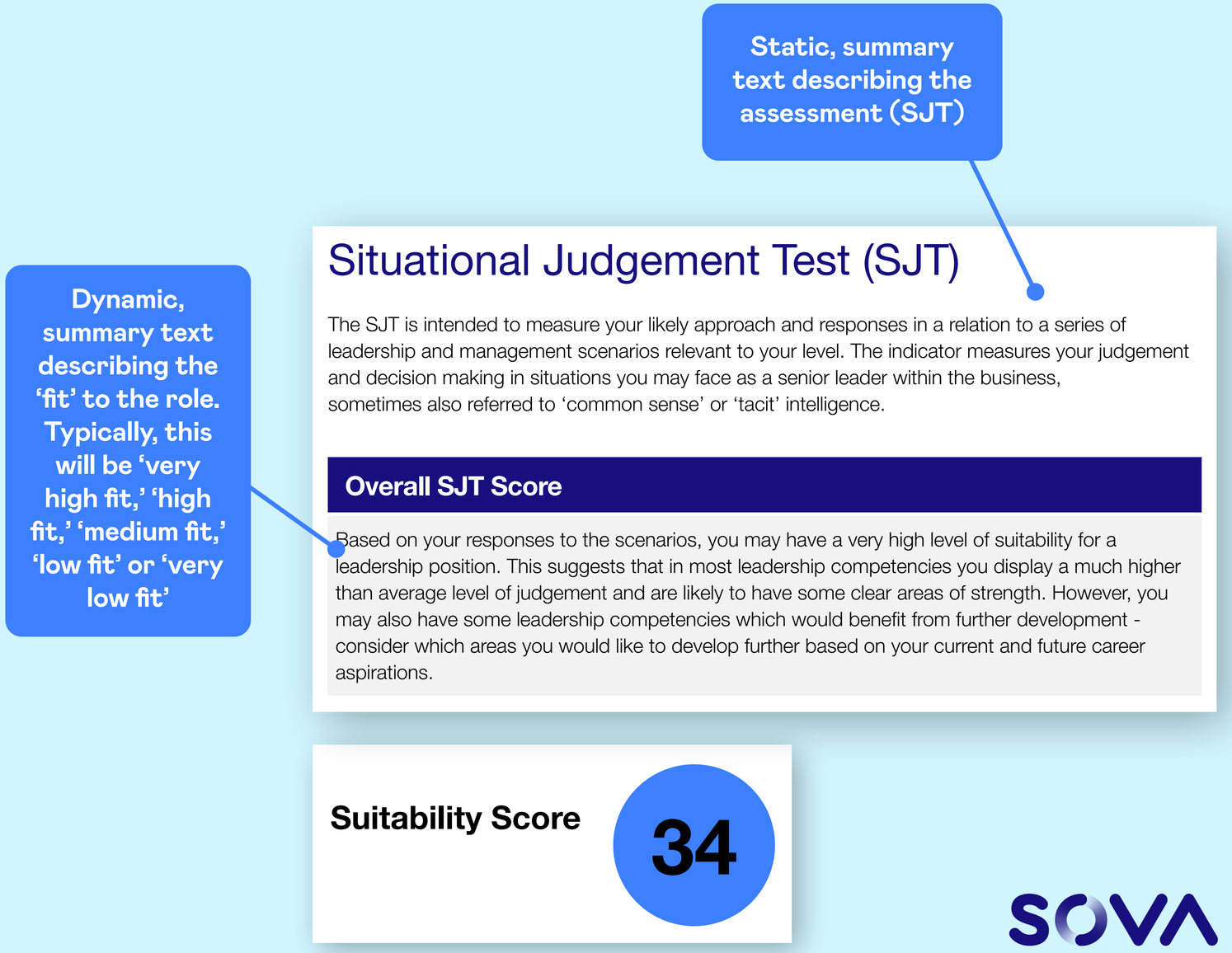
Suitability Scores Modules

These modules display an overall score from an assessment. Typically, a Blended Assessment or SJT assessment.



Multiple Role Fit

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Multiple Role Fit Module

There may be instances where it's helpful to understand a candidate's fit to a group of roles or job families.

For example, to help with career planning. 'Job fit' scores can be presented as a score on a scale of 1-100 (but not a percentile score) or a scale of 1-5 or narrative text to describe the level of suitability (i.e. 'low' level of fit, 'moderate' level of fit or 'high' level of fit).

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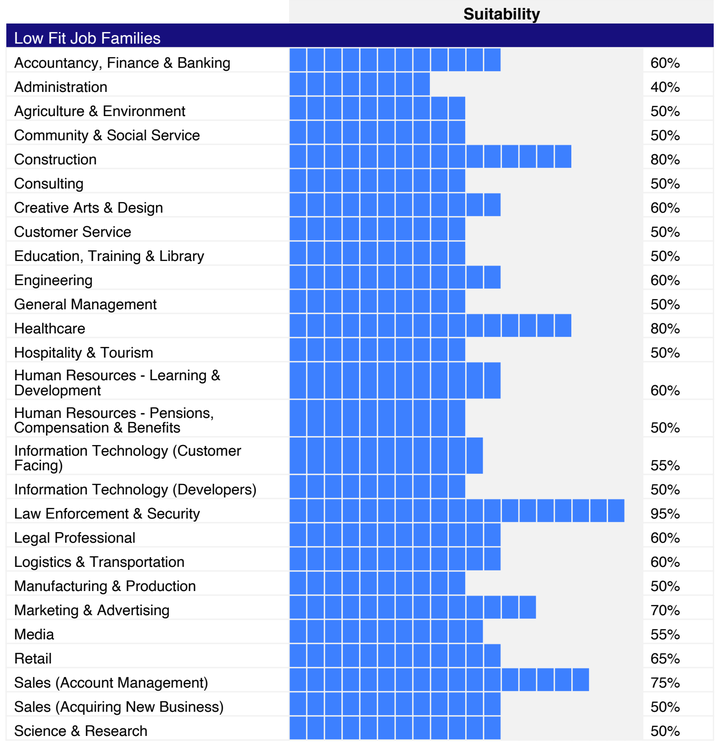
Suitability Scores for Multiple Roles Module

These modules display suitability or ‘match’ for multiple roles and can be helpful for career planning.

Job Family Match

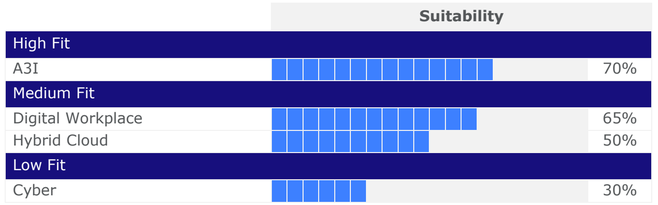
This section provides provides an indication of how closely your assessed behavioural preferences fit each of of a broad range of job families. The fit score uses the behaviours employers and recruiters typically value most in each job family compared with your assessment scores.



Low Fit Job Families	Suitability
Accountancy, Finance & Banking	60%
Administration	40%
Agriculture & Environment	50%
Community & Social Service	50%
Construction	80%
Consulting	50%
Creative Arts & Design	60%
Customer Service	50%
Education, Training & Library	50%
Engineering	60%
General Management	50%
Healthcare	80%
Hospitality & Tourism	50%
Human Resources - Learning & Development	60%
Human Resources - Pensions, Compensation & Benefits	50%
Information Technology (Customer Facing)	55%
Information Technology (Developers)	50%
Law Enforcement & Security	95%
Legal Professional	60%
Logistics & Transportation	60%
Manufacturing & Production	50%
Marketing & Advertising	70%
Media	55%
Retail	65%
Sales (Account Management)	75%
Sales (Acquiring New Business)	50%
Science & Research	50%

Profile Match

This section provides you with an overview of the roles which you would be most and least suited to.



	Suitability
High Fit	
A3I	70%
Medium Fit	
Digital Workplace	65%
Hybrid Cloud	50%
Low Fit	
Cyber	30%

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[Gradintel Job Family Match Module - requires job-fit scoring]

HR/Manager Page Options

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HR/ Manager Modules

Manager modules provide feedback for Managers or HR Professionals following candidate completion of the Personality Questionnaire (PQ), Situational Judgement Test (SJT), Motivation, Ability or Blended Assessment.

Typically, these modules contain scores and narrative text for report users to understand a candidate's personality and behaviour. There is also an option to include an interview guide to support with the interview process.

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Manager Narrative only Modules

The following section describes this individual's likely performance on each of the areas identified as predictors of potential success. The results are drawn from the individual's self-reported behavioural preferences on completion of the personality questionnaire. The results should be used in conjuction with other information, including a discussion with the individual themselves, to gain a well rounded assessment of current and future performance.

Building Strong Networks

Developing effective formal and informal relationships within and outside the immediate team, and even the organisation, is an important step towards future success. This plays a key role in how decisions are made, ideas are disseminated and careers are advanced. This individual is likely to prefer working independently over collaboration and to mix only with a small circle of people. They are not likely to particularly enjoy listening to different perspectives or being expected to help other people. This could mean opportunities to meet people who might be helpful to their career, and to work with others they might be able to learn from, are missed. If this individual prefers to retain a professional distance from others at work, they may wish to consider other ways of building productive relationships with stakeholders, such as through project meetings or other more task-based discussions.

Inspiring Others

Using clear and compelling arguments to the right audience at the right time is key to winning hearts and minds. This individual is not likely to feel comfortable initiating contact with people they don't know very well. They will tend to converse with a narrow range of people, and probably with people who are similar to them in most respects. They are likely to avoid situations where they have to influence others and, as such, cannot be expected to share or convince others of their own perspective. They are likely to be happy to follow others rather than lead, or simply prefer to follow their own direction without the approval of others. Effective communication results in mutual understanding and collaborative action. Therefore, this individual should focus on communicating clearly and perhaps more openly, but in a way that suits their more reserved style. They may benefit from increasing both their confidence and skills in influencing others to bring about engagement and action.

Change Oriented

Change is now the norm. Willingness to adapt one's approach to both problems and people to complement changing conditions is a necessary disposition for success. This individual is likely to cope well with this uncertainty. They are relatively willing to experiment with different approaches, and to challenge tried and tested methods if they see something could be done better. If an established approach works, however, they may be more reluctant to embrace a change. With working environments becoming less and less predictable, this individual is likely to benefit from 'jumping in' more often in circumstances in which it is not clear what the solution, or even the problem, is. This will help demonstrate their adaptability to others.

Static introduction paragraph, written in collaboration with the client

Dynamic text to describe the candidate against the client competencies. No scores included.

A small icon or larger image can be included for aesthetic reasons

Summary

This section of the report provides a summary of the scores in narrative form to assist in the interpretation of the scores:

Customer Focus

The candidate is likely to take some time to build rapport and connection with others, and may appear to be more focused on the task at hand rather than the people aspects of their work. As a result, they might not typically demonstrate warmth and empathy towards customers, and might miss opportunities to understand customer needs or provide them with support.

Working with Information

Taking into account the number of questions answered correctly, and the time taken for each correct answer, the candidate scored in the average range on this test. This suggests they are likely to work with numbers and alphanumeric information as quickly and effectively as most people.

Manager Narrative & Scores Modules

Narrative Summary

This section provides more detailed narrative on each of the Leadership Competencies investigated within the assessment and on the Numerical and Verbal Reasoning results.

Be Customer Centric

Anticipate customer needs. Have a service mindset. Partner with customers.

Their results suggest that when it comes to connecting with internal and external customers, they will naturally enjoy initiating contact with new ones. This may help them to build an extensive network of people that they can partner with as required. They seem to be genuinely interested in helping customers and listening to their views. They are therefore likely to invest time considering how they can best anticipate and meet customer needs.

Collaborate

Support others. Share. Consider different perspectives and integrate.

Their responses suggest that they enjoy collaborating with others and working as part of a team or group. They appear to be someone who is naturally agreeable and tolerant, finding it easy to interact with people and enjoy considering different people's perspectives. They are likely to invest time anticipating how they can best collaborate with others around them in order to maximise collective results.

Inspire Others

Engage and mobilise people. Lead by example. Develop people.

Their results indicate that they will strive to lead by example in most situations and are likely to be seen as an influential person. They will endeavour to deliver on commitments to others and therefore may well be viewed as someone people can trust. They are likely to be comfortable engaging with a wide range of people. They appear to have a natural desire to motivate other people, and to do so in a supportive and inspiring manner.

Dynamic text to describe the candidate against the client competencies. Scores included.

Static text to describe the client competencies. Scores included.

Flash Report

The profile chart below contains the candidate's assessment results against the defined success criteria for the role.

Customer Focus

Is naturally warm and caring towards others, and makes an effort to both understand and meet customer needs.

Working with Information

Speed and accuracy in processing different types of novel information.

Influencing

Communicates confidently and assertively, and is likely to be persuasive when interacting with customers.

Competency Strengths & Developments Module: Manager

Dynamic summary text to describe individual strengths and development areas. Can be a short paragraph or longer text.

Clients can choose how many competencies are displayed in the **‘Strengths’** and **‘Development’** areas.

Executive Summary

The individual was assessed across nine areas predictive of potential by responding to a personality questionnaire. Their key strengths and likely development needs are summarised below.

Strengths

Analytical Orientation

The individual is as likely to take a data-driven approach to evaluating situations and solving problems as most. There is some margin for increasing this to build on future success.

Courage

The way in which the individual responded to the questionnaire suggests they are as composed and courageous as most. They may wish to try to demonstrate this further to aid career progression.

Development Areas

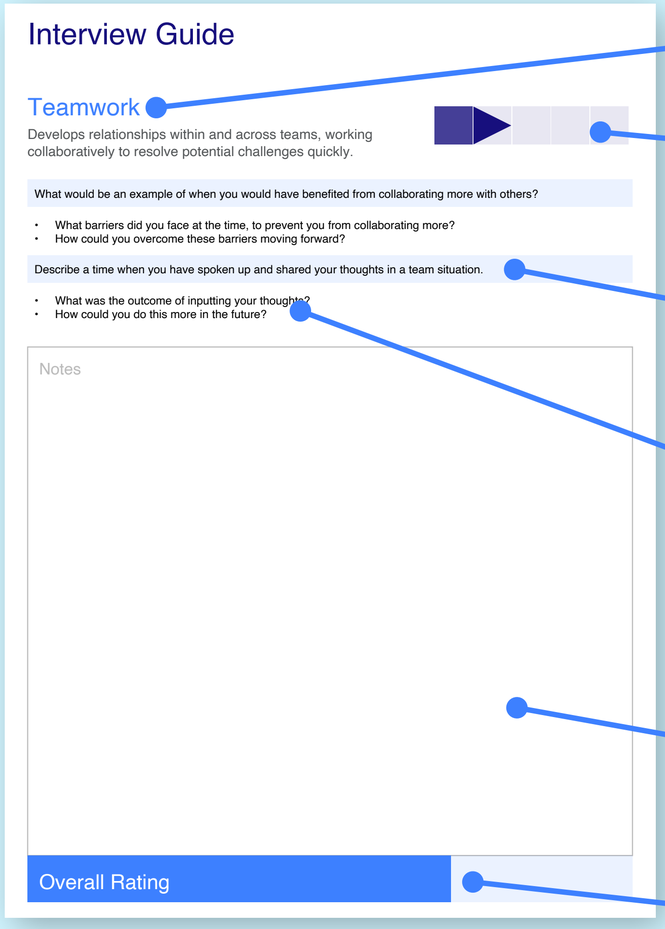
Learning Mindset

The individual is less likely to express curiosity about new subjects, techniques or technologies, preferring routine and predictability. As a result, new information could be overlooked and opportunities missed.

Drive to Achieve

Unlikely to be motivated by challenge and ambitious goals, their relaxed approach can prevent sufficient focus to deliver results. Therefore, results are likely to be within or below expectations.

Competency Interview Guide Modules



Competency Name

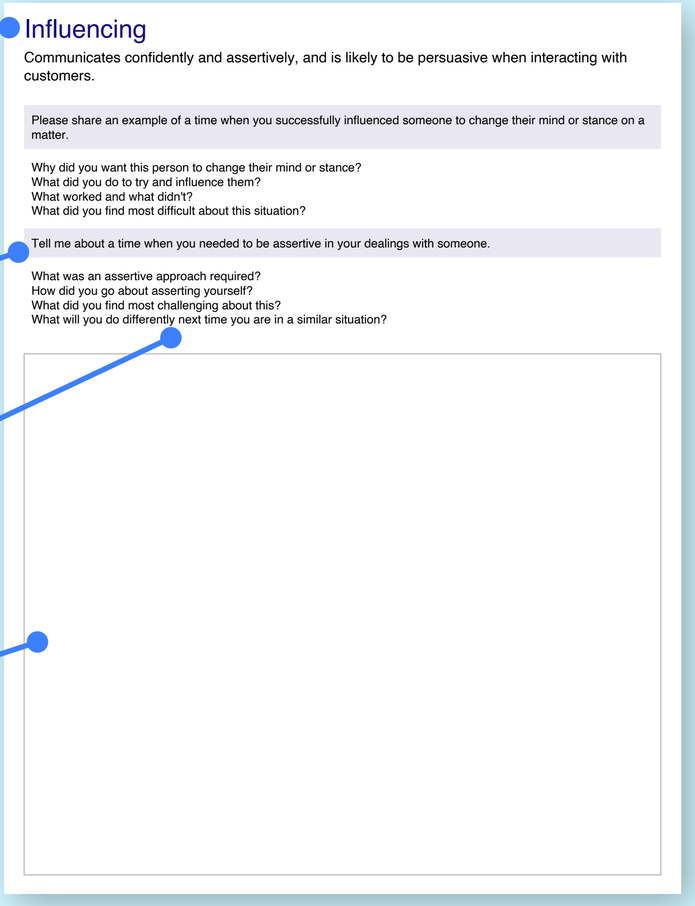
Competency Score

Interview Question (these can be static and therefore the same in each report or dynamic and therefore based on candidate scores)

Probes

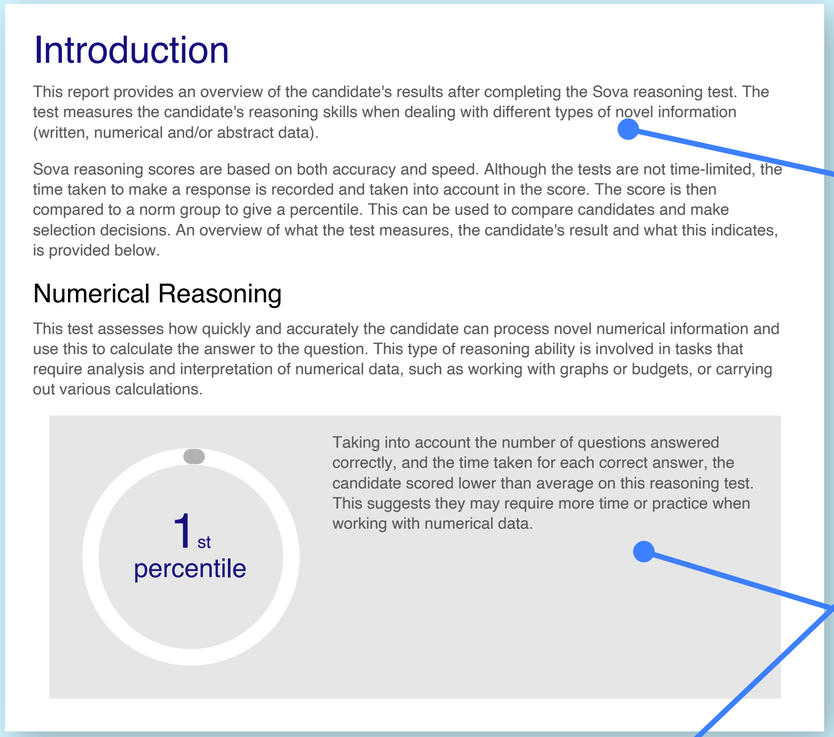
Space to write / type notes (using PDF editor)

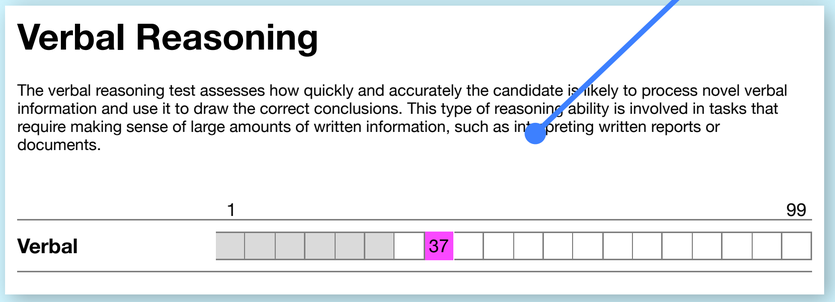
Space to insert an overall rating



Ability Score: Manager Module

Percentile scores can either be presented in a ‘wheel’ graphic or as a ‘bar.’ Both options are illustrated on this page.





Static text to describe the context and/or assessment

Dynamic text to describe the score

Virtual Assessment Centre: Manager Module

Competency scores from each activity i.e. SJT assessment as well as Virtual Assessment Centre activities (i.e. Cognitive Behavioural Interview, Business Case)

These scores are from the wash-up activity from assessors within the Sova platform.

Overview

The tables below shows the competency scores for each activity. The 'Average' column shows the weighted competency score (to 1 decimal place) - this is an overall score for the competency, based on the sum of weighted competency scores from each exercise. The SJT and Logiks scores are also shown separately above. The Logiks score contributes to the weighted competency score for Conceptualising.

	Logiks	Situational Judgement Test	CBI - Assessor	Business Case - Assessor	Employee Dialogue - Assessor	Feedback & Wrap-up - Assessor	Average
Translating Vision				5.0		3.0	3.9
Conceptualising		1.0		5.0		3.0	3.2
Managing the Organisation				5.0		3.0	3.9
Organising and Prioritising		1.0		5.0		3.0	3.2
Deciding				5.0		3.0	3.9
Building Teams						3.0	3.0
Steering Teams		1.0				3.0	2.5
Inspiring				5.0		3.0	3.9
Influencing		1.0		5.0		3.0	3.3
Negotiating and Communicating				5.0		3.0	3.9
Achieving Objectives		1.0		5.0		3.0	3.3

	Logiks	Situational Judgement Test	CBI - Assessor	Business Case - Assessor	Employee Dialogue - Assessor	Feedback & Wrap-up - Assessor
Logiks	1.0					

Candidate Page Options

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Candidate Modules

Candidate modules provide feedback for candidates following completion of the Personality Questionnaire (PQ), Situational Judgement Test (SJT), Motivation, Ability, Blended Assessment or Virtual Assessment Centre exercises.

Typically, these modules contain narrative text for candidates to understand their personality and behaviour. There is also an option to include helpful tips with regards to development and coaching.

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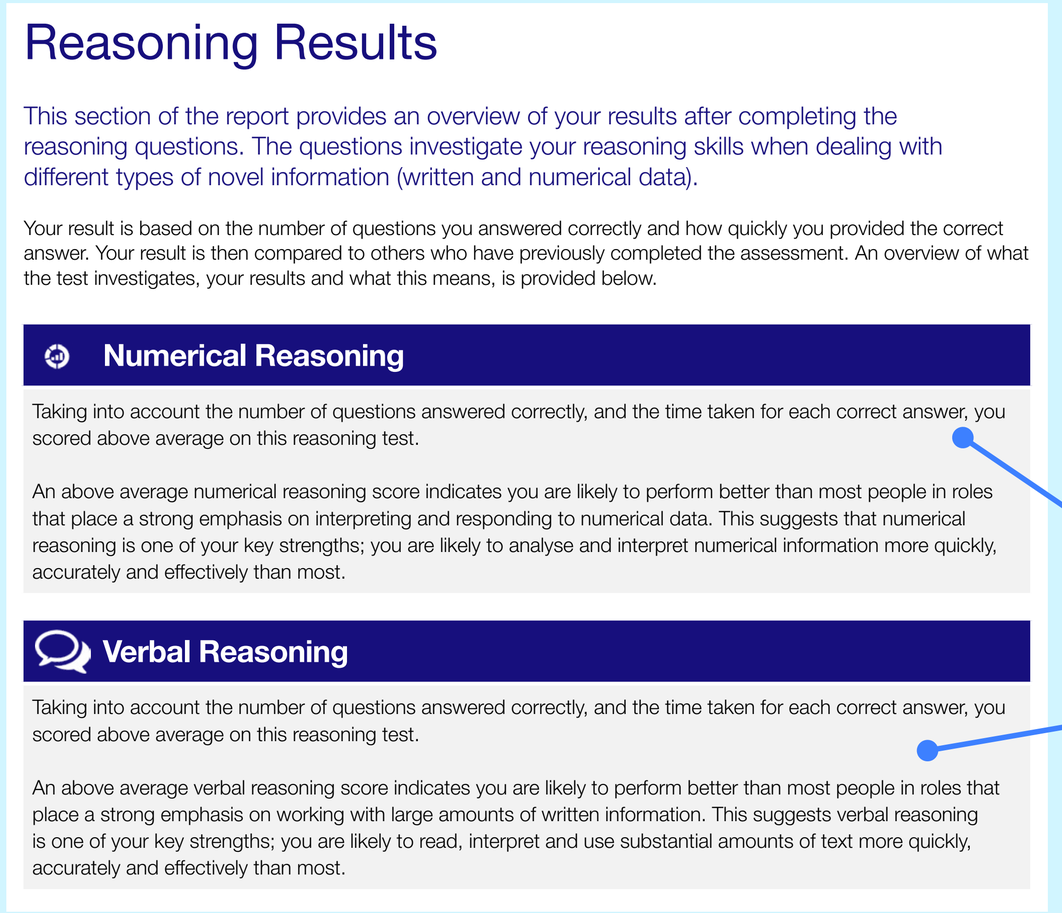
Ability Score: Candidate Report Module

Static Introduction text can be edited to reflect client context. We recommend no more than 2 paragraphs.



Dynamic text to describe results to the candidate – text will change depending on the candidate's score. The message here can also be personalised to explain how the area of reasoning ability is relevant to the specific role

Competency Candidate Narrative Modules

Overall Profile

Teamwork

You will be seen as collaborative and welcoming in your approach to working with others. Happy to work independently or as part of a team, you ask questions if you are unsure of what to do. You are likely to be reasonably task-oriented and focused on getting things done, but will also take time to help the team to work cohesively together when required.

Developing Others

You will give a reasonable amount of time to building coaching relationships with others when required. You are happy to support colleagues in developing and achieving their goals. You have a typical preference for motivating others to achieve and are comfortable delivering support and feedback.

Leading and Influencing

You are comfortable influencing others when required, though may find it helpful to focus further on this. You will be comfortable working with others towards a shared goal, but can influence and encourage buy-in when you feel it necessary. If required, you would be confident leading a team of individuals and taking responsibility for their performance.

Effective Communication

You are comfortable communicating with a wide range of individuals and others will see you as quite warm and personable in your approach. You communicate concisely and professionally with others, and may find it helpful to spend time looking at how you can further develop this if you have to do this frequently with new individuals or groups.

Planning and Organising

You are a typically organised individual who is able to plan work but maintain some flexibility in your approach. You are happy prioritising your work and will be able to develop effective plans when required. You should be comfortable working towards deadlines, but may find it helpful to plan ahead to ensure these are always met. You can change direction and shift focus when required.

Analytical Thinking

You will have a much greater preference for drawing on your intuition to solve problems, preferring to view things more broadly rather than analysing information in detail. Using your existing knowledge to identify the best way forward, you will use a similar approach when resolving most problems. You may find it less motivating when you need to work on a more complex problem and may seek support from others in these situations.

Competency Name

Dynamic summary text to describe typical workplace behaviour, based on assessment scores

Ability test feedback – dynamic summary text

Service

It is likely that you will prioritise completing your own tasks, rather than adjusting your work, or approach depending upon client needs. Preferring to work more independently, you are likely to be more comfortable interacting with clients or colleagues during formal or structured meetings, rather than more informally. This may mean that you sometimes miss opportunities to anticipate the needs of others, or develop long term interpersonal relationships. When delivering excellent service, it is important to build strong relationships so that you can be proactive and respond quickly to deliver above and beyond expectations.

Trust

It is likely that you will place more emphasis on completing your own tasks, rather than spending time working with others to build trust based relationships, or to achieve shared goals. Being sincere when building new interpersonal relationships may not be your priority, preferring to perhaps build relationships for a purpose, or to achieve specific outcomes. If required, you are also likely to be comfortable to change your views or style when interacting with others in order to achieve a certain result. However, when building new relationships, others may not always initially view you as completely sincere or straightforward.

Excellence

You are likely to feel comfortable working under pressure and should bounce back quickly for setbacks. As a result, you will most likely be viewed by others as a very optimistic and confident when responding quickly to challenging situations. You are likely to consistently demonstrate resilience at work, enabling you to focus on results and achieve goals. You are likely to enjoy adapting positively and enthusiastically to new challenges, which will help you to deliver excellence at work. You will probably come across as very confident and calm and others will value your resilient and positive approach to taking on new challenges.

Numerical reasoning

Numerical Reasoning relates to your ability to answer questions based on facts and figures, and your accuracy in interpreting data. When compared with the relevant comparison group (a database of other candidates who have competed the numerical reasoning assessment), you scored within the lower third of candidates.

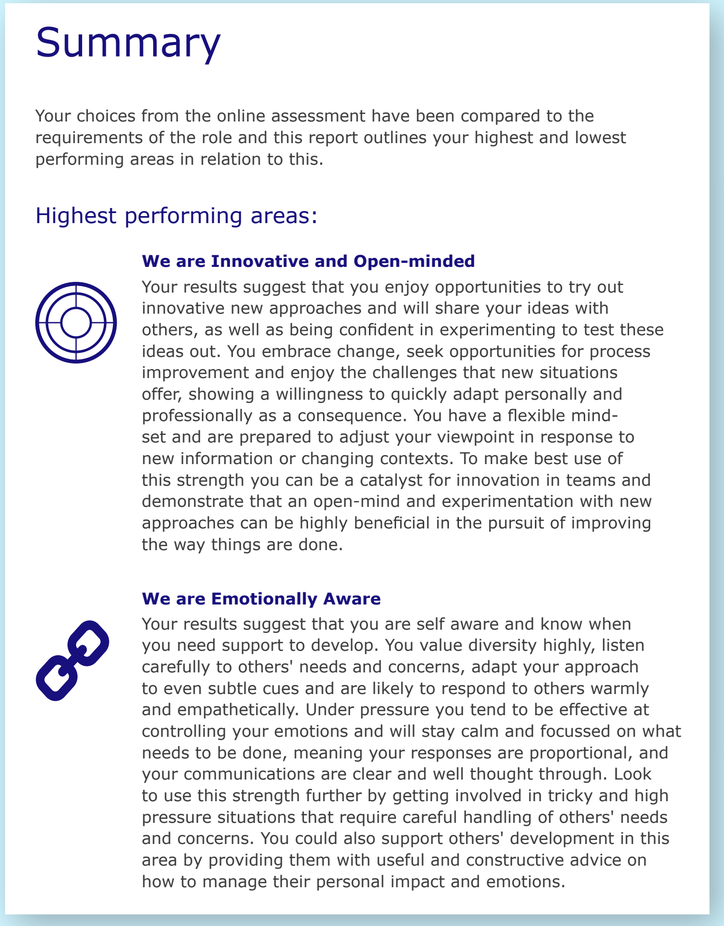
Verbal Reasoning

Verbal reasoning relates to your ability to answer questions based on textual information, and how accurately you can make judgements when interpreting text. When compared with the relevant comparison group (a database of other candidates who have competed the verbal reasoning assessment), you scored within the lower third of candidates.

Competency Strengths & Developments Module: Candidate

Dynamic summary text to describe individual strengths and development areas. Can be a short paragraph or longer text.

Clients can choose how many competencies are displayed in the **‘Strengths’** and **‘Development’** areas.



Summary

Your choices from the online assessment have been compared to the requirements of the role and this report outlines your highest and lowest performing areas in relation to this.

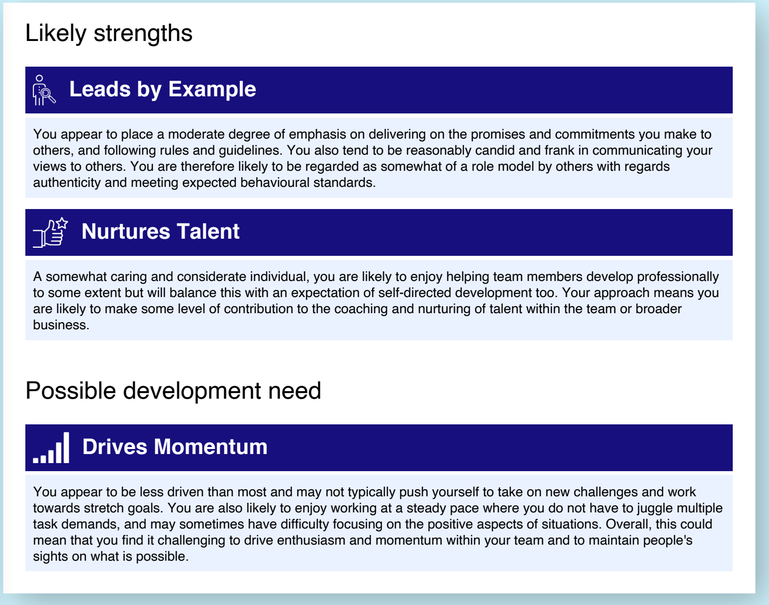
Highest performing areas:

We are Innovative and Open-minded

Your results suggest that you enjoy opportunities to try out innovative new approaches and will share your ideas with others, as well as being confident in experimenting to test these ideas out. You embrace change, seek opportunities for process improvement and enjoy the challenges that new situations offer, showing a willingness to quickly adapt personally and professionally as a consequence. You have a flexible mind-set and are prepared to adjust your viewpoint in response to new information or changing contexts. To make best use of this strength you can be a catalyst for innovation in teams and demonstrate that an open-mind and experimentation with new approaches can be highly beneficial in the pursuit of improving the way things are done.

We are Emotionally Aware

Your results suggest that you are self aware and know when you need support to develop. You value diversity highly, listen carefully to others' needs and concerns, adapt your approach to even subtle cues and are likely to respond to others warmly and empathetically. Under pressure you tend to be effective at controlling your emotions and will stay calm and focussed on what needs to be done, meaning your responses are proportional, and your communications are clear and well thought through. Look to use this strength further by getting involved in tricky and high pressure situations that require careful handling of others' needs and concerns. You could also support others' development in this area by providing them with useful and constructive advice on how to manage their personal impact and emotions.



Likely strengths

Leads by Example

You appear to place a moderate degree of emphasis on delivering on the promises and commitments you make to others, and following rules and guidelines. You also tend to be reasonably candid and frank in communicating your views to others. You are therefore likely to be regarded as somewhat of a role model by others with regards authenticity and meeting expected behavioural standards.

Nurtures Talent

A somewhat caring and considerate individual, you are likely to enjoy helping team members develop professionally to some extent but will balance this with an expectation of self-directed development too. Your approach means you are likely to make some level of contribution to the coaching and nurturing of talent within the team or broader business.

Possible development need

Drives Momentum

You appear to be less driven than most and may not typically push yourself to take on new challenges and work towards stretch goals. You are also likely to enjoy working at a steady pace where you do not have to juggle multiple task demands, and may sometimes have difficulty focusing on the positive aspects of situations. Overall, this could mean that you find it challenging to drive enthusiasm and momentum within your team and to maintain people's sights on what is possible.

Candidate Development Tips Modules

Teamwork
Develops relationships within and across teams, working collaboratively to resolve potential challenges quickly.

Overview

You have a very strong preference for working independently and will be comfortable working alone without much guidance. You can tend to focus on completing work on time and to standard, without requiring much support. You will prefer a much more consistent working environment where you are clear about the tasks allocated to you. However, you may risk coming across as aloof or distant at times, preferring to work on your own activities. You will spend less time than others building relationships within the team or actively encouraging others to do this.

Maximising Strengths and Development Tips

Consider how to:

- Identify how best to communicate and work with others, so you demonstrate a warmer and more personable approach.

- Adapt your approach to work effectively with others in your team.

- Encourage others to work as a team.

- Proactively build relationships and network with others.

- Involve others in your work and ask for their input and support.

- Increase your confidence and impact with others when working as a team.

Points to Consider

1. In what situations could you make a conscious effort to communicate with colleagues in your team?

- What approach would you take?

- How could you utilise the same approach with individuals external to your team?

2. Reflect on a time when you did not communicate or contribute much to a team discussion.

- How could you share your thoughts and opinions more next time?

- What were the barriers to you sharing your thoughts and opinions with the team?

Competency Name

Dynamic summary text to describe typical workplace behaviour

Development tips and ideas to support individual growth

Profile Interpretation and Feedback

This section provides more detailed feedback on each of the eight leadership competencies measured within the assessment.

Creates the Vision

Defines a clear vision for the future of the business or team. Takes account of all relevant information and recognizes the need for change or innovation resulting from this. Communicates their vision in a compelling and powerful way demonstrating enthusiasm and passion to ensure others are engaged.

You are likely to enjoy working on a variety of problems - some practical and others more conceptual - and are likely to be comfortable undertaking some critical analysis. You sometimes look for innovative ways to solve problems but will also utilise tried and tested approaches if relevant. You are fairly comfortable when communicating with, and influencing others. Together, these factors are likely to help you to navigate through complexity and ambiguity reasonably well in order to define a vision for the future, and to communicate this vision in a reasonably open and compelling manner with others.

Questions to Ask Yourself

- When would you have benefited from undertaking a more critical evaluation of a business situation and the various options that were available before determining how best to move forward? What will you do differently in future?
- How do you ensure that others fully understand the vision for the future that you communicate? Consider how to structure and deliver your key messages for maximum simplicity and impact on your audience

Generates Solutions

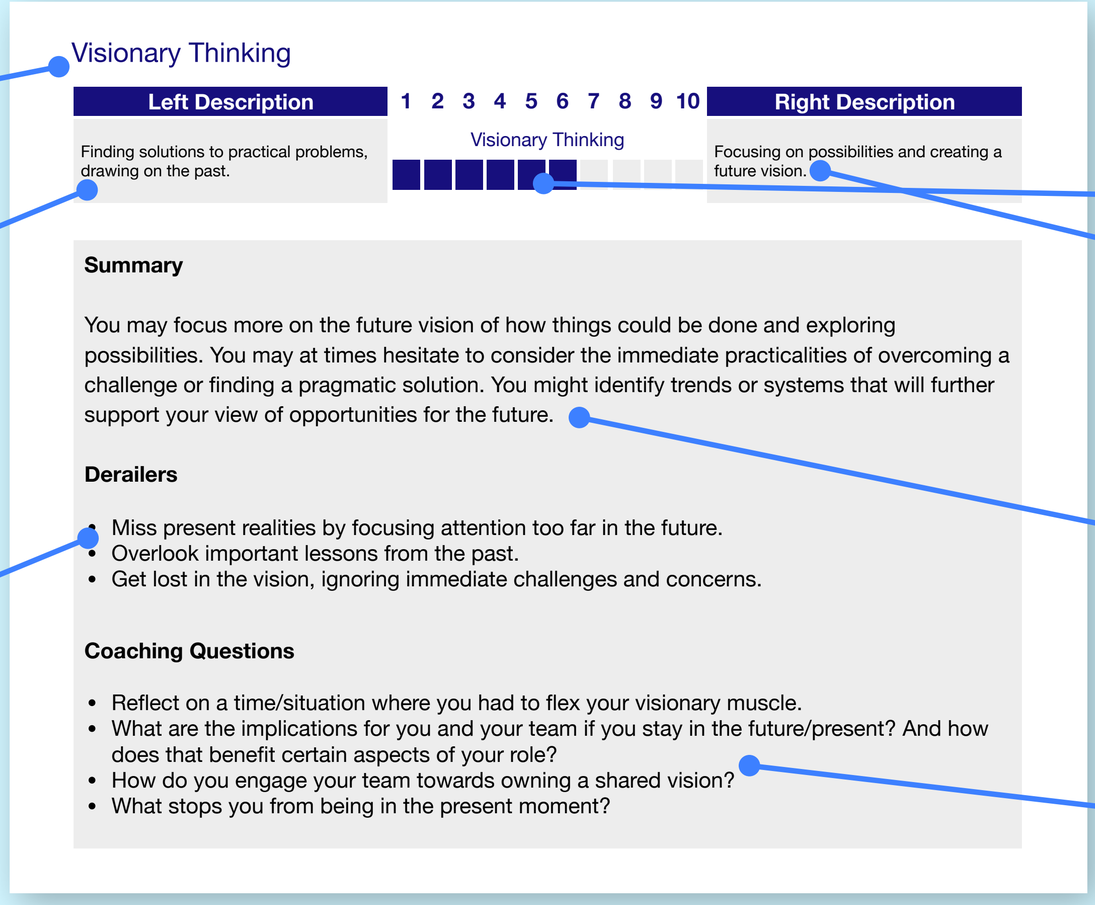
Identifies the root cause of issues the business or team faces; looks for effective and pragmatic solutions to address them, harnessing the power of data and their own understanding of the fabric of the organisation and the environment in which is exists. Seeks new solutions and allows for mistakes to be made.

It seems you derive some degree of enjoyment from analysing problems in considerable depth, so long as you can balance this with more straightforward scenarios. You are likely to be just as analytical in your problem-solving approach as others, relying on objective data and your intuition. Overall, your approach suggests that you will be reasonably well-placed to identify sound solutions to the various challenges the business faces, although there could be times when you might benefit from considering how to generate fresh ideas and suggestions.

Questions to Ask Yourself

- When could you have identified a better solution to a business problem had you undertaken a more data-driven approach or spent time trying to understand certain issues in a greater degree of depth? What data was available to you and how would it have improved your solution?
- Think about a current or emerging business problem where a creative approach is needed. How can you best leverage your style so that the most effective solution is identified?

Candidate Development Coaching Module



Competency Name

Short, static description of low scorer

Potential derailers to consider

Competency Score (1-10 scale)

Short, static description of high scorer

Dynamic summary text to describe typical workplace behaviour

Questions to ask as a coach

Virtual Assessment Centre: Candidate Feedback Module – Score Based

Candidate feedback from a Virtual Assessment Centre. Dynamic text generated after assessors have confirmed scores on the AC exercises in the Sova platform.

Group Exercise

During the group exercise, you clearly demonstrated that you were open to new ideas and approaches when discussing the initiatives. You also made constructive suggestions for improvements. You ensured that technology was at the forefront of the group's thinking, as well as that any initiative was simple and easy for customers.

We saw evidence of a thorough analysis of the available information. You identified the most relevant details of each option and effectively reviewed the pros and cons of the different initiatives. You made clear links back to Moneo Bank's purpose and wider company goals.

You actively participated in the discussion and interacted well with the other group members. You listened to feedback on your own ideas, acknowledged others' contributions, and your communication was clear and succinct throughout.

121 Meeting Exercise

Throughout the exercise, you handled ambiguity in the information provided well and remained open to alternative views. You remained resilient and weren't phased by the questions or challenges from your manager, dealing with this well. You appeared to be positive around the opportunities associated with the Youth Strategy.

You demonstrated a thorough analysis of all the available information, providing a detailed evaluation of the proposed Youth Strategy for Moneo Bank. You also provided well-informed and balanced suggestions for improving the strategy, which addressed the key issues highlighted within the documentation.

In your 1-2-1 meeting with your manager, you quickly and effectively built rapport, helping to establish a credible relationship. You had a good understanding of the people you would need to engage with and demonstrated effective approaches to gaining their buy-in. You also clearly understood the key stakeholders' needs and concerns, seeking to address them.

Interview

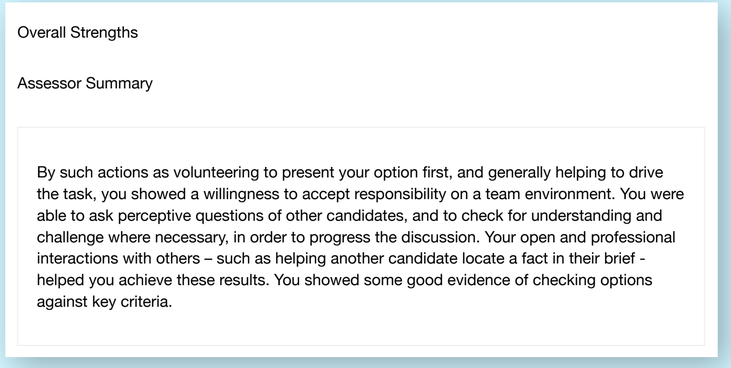
The answers you gave demonstrated an excellent understanding of, and motivation for, the programme you've applied to. You showed a thorough understanding of the bank's aspirations and alignment to our purpose and values.

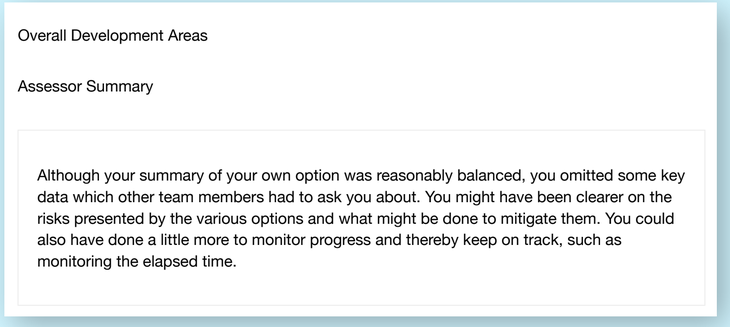
You provided strong evidence of being open to new ideas and different ways of working, and you showed that you can identify innovative approaches in your work.

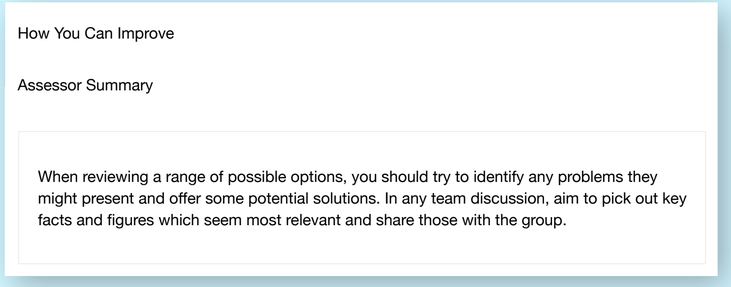
We saw strong evidence of your resilience and adaptability within your answer, showing that you respond positively to change and ambiguity, and are able to work quickly and carefully under pressure.

Virtual Assessment Centre: Candidate Feedback Module – Assessor Comments

Candidate feedback from a Virtual Assessment Centre. Text is directly taken from the assessor's comments in the Sova platform.

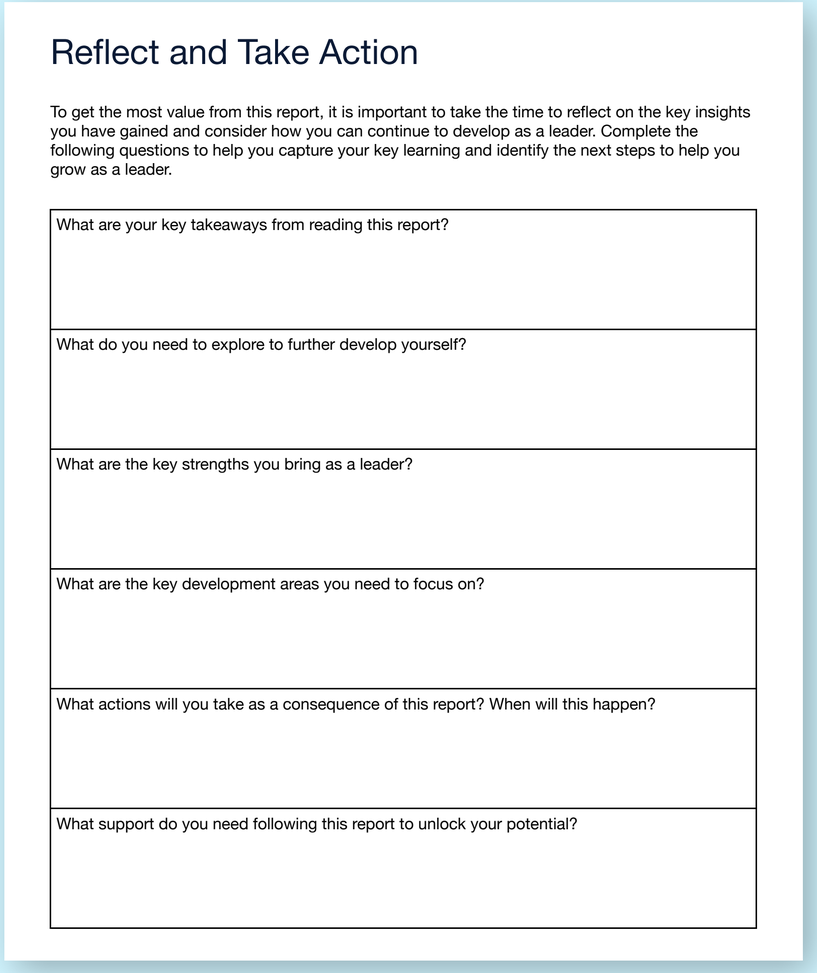






Candidate Reflection & Action Module

A page to aid candidate reflection and take-aways from the assessment feedback and report. Typically, this page would be printed and used offline for personal reflection.



Reflect and Take Action

To get the most value from this report, it is important to take the time to reflect on the key insights you have gained and consider how you can continue to develop as a leader. Complete the following questions to help you capture your key learning and identify the next steps to help you grow as a leader.

What are your key takeaways from reading this report?
What do you need to explore to further develop yourself?
What are the key strengths you bring as a leader?
What are the key development areas you need to focus on?
What actions will you take as a consequence of this report? When will this happen?
What support do you need following this report to unlock your potential?

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[A static html module with a table. Depending on whether they are using html or report lab, you will need to configure the table differently. But you will need a text module and a table module.]

Other Static Page Options

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Other Static Text Modules

These pages usually contain extra information to guide the user through the report.

For example, a longer competency framework description, job family glossary or FAQs. The content is static-text and we recommend no more than one or two pages so that the report is not too long.

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FAQs

Frequently asked questions and answers for candidates with regards to the recruitment process and next steps. The idea is to proactively help candidates and reduce questions and workload for the HR team. Clients would supply this content to be included in a report.

Frequently asked questions

1. What happens next?

We'll be in touch with the outcome of your online assessment within two weeks. If successful, you'll be invited to book to attend an assessment centre.

2. What can you tell me about the Assessment Centre?

The assessment centre is an opportunity for us to find out more about you and for you to find out more about the programme. There are three different exercises: a strengths-based interview, two virtual reality environments and a roleplay.

Assessment centres run in London between October and March. You'll be able to self-book online from a range of half-day slots. Dress is business smart, and we reimburse travel expenses.

3. Any hints and tips for the Assessment Centre?

To help you prepare, we offer pre-assessment centre support and hints and tips ahead of the big day.

4. How long, on average, can I expect to wait after my assessment centre to get an offer?

We aim to be in touch within 5 working days of your assessment centre and offer personalised feedback to all candidates, whether successful or not. If successful, you will receive a conditional offer and have 7 days to accept.

5. I've been successful but my feedback report suggests I have some development areas. What should I do?

All reports contain some developmental feedback. We believe it's important to understand both your strengths and potential development areas so that you can make the most of the training and support offered to you on the programme.

6. I've been unsuccessful but there is some very positive feedback in my report. Why is this?

Unfortunately, we receive a large number of applications and on this occasion other candidates performed better overall in the online assessment. We hope that understanding the strengths you demonstrated, and your potential development areas will help you in your future career. We would also suggest that you consider applying to the programme again in the future.

7. If I have been unsuccessful, how soon can I reapply?

To allow for your experience and skills to change and develop, we ask that you only apply to one AVOS programme each intake year.

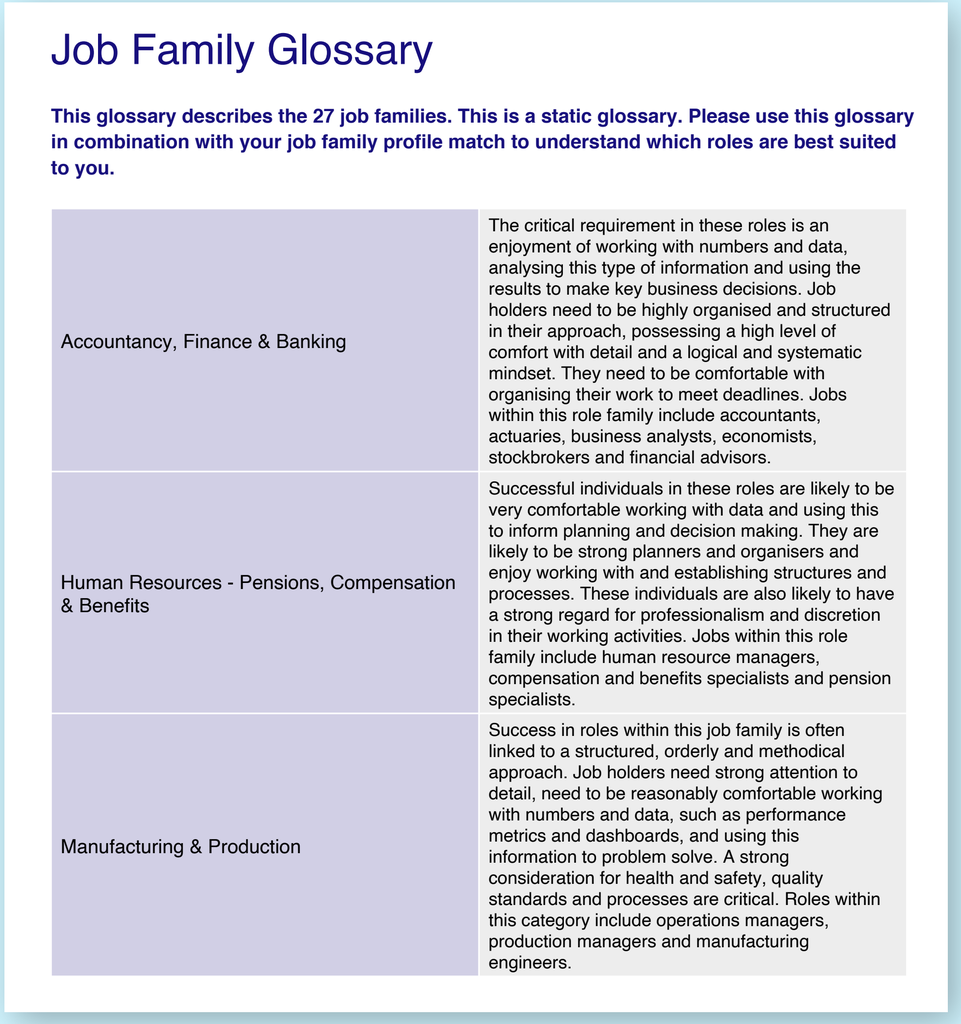
8. Who can I speak to with any other queries?

Please contact **graduates@avos.com** to speak to the Graduate Recruitment Team.

Glossary or Description

Example of a Glossary to help report users – in this instance descriptions of job families as part of a careers report.

A common example is also a reminder of definitions and descriptions of a client competency model or values.



Job Family Glossary

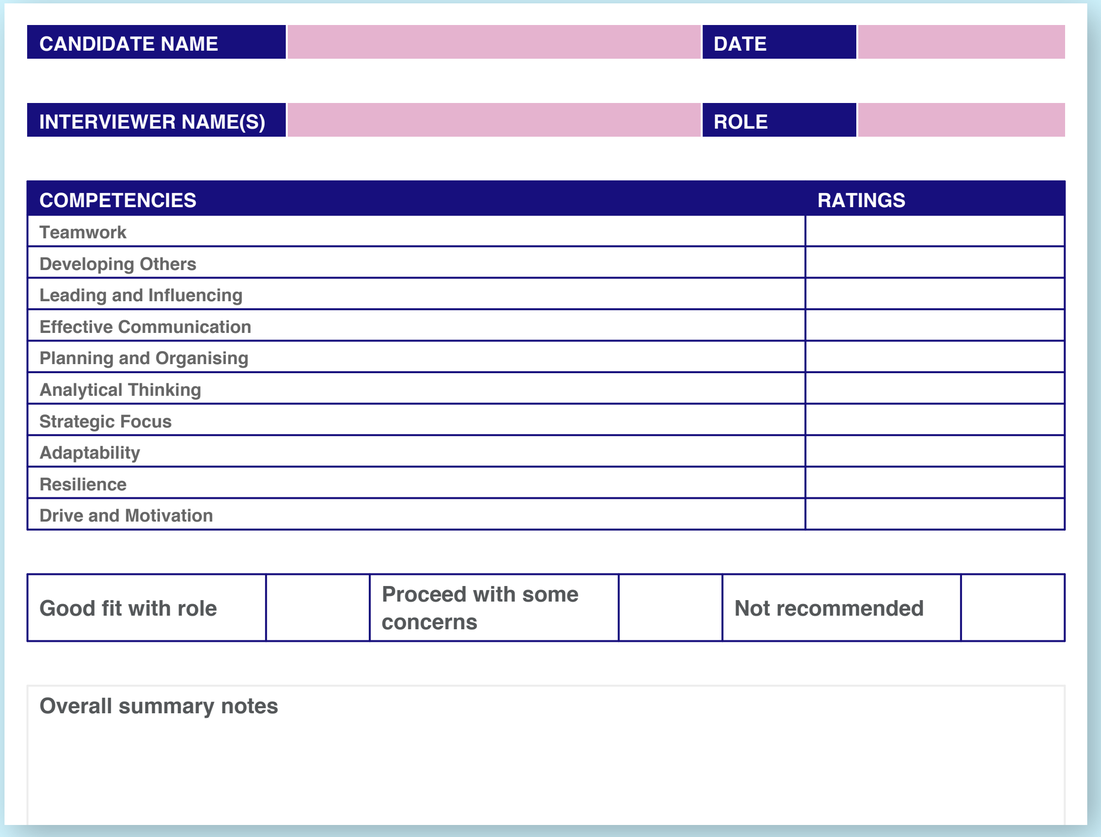
This glossary describes the 27 job families. This is a static glossary. Please use this glossary in combination with your job family profile match to understand which roles are best suited to you.

Accountancy, Finance & Banking	The critical requirement in these roles is an enjoyment of working with numbers and data, analysing this type of information and using the results to make key business decisions. Job holders need to be highly organised and structured in their approach, possessing a high level of comfort with detail and a logical and systematic mindset. They need to be comfortable with organising their work to meet deadlines. Jobs within this role family include accountants, actuaries, business analysts, economists, stockbrokers and financial advisors.
Human Resources - Pensions, Compensation & Benefits	Successful individuals in these roles are likely to be very comfortable working with data and using this to inform planning and decision making. They are likely to be strong planners and organisers and enjoy working with and establishing structures and processes. These individuals are also likely to have a strong regard for professionalism and discretion in their working activities. Jobs within this role family include human resource managers, compensation and benefits specialists and pension specialists.
Manufacturing & Production	Success in roles within this job family is often linked to a structured, orderly and methodical approach. Job holders need strong attention to detail, need to be reasonably comfortable working with numbers and data, such as performance metrics and dashboards, and using this information to problem solve. A strong consideration for health and safety, quality standards and processes are critical. Roles within this category include operations managers, production managers and manufacturing engineers.

Interview Wash-up Module

This interview wash-up page can be used to summarise and track ratings on different competencies and decide on an overall fit to the role, based on the interview.

The page is typically printed and scores entered manually by HR / Hiring Managers.



CANDIDATE NAME		DATE	
INTERVIEWER NAME(S)		ROLE	

COMPETENCIES	RATINGS
Teamwork	
Developing Others	
Leading and Influencing	
Effective Communication	
Planning and Organising	
Analytical Thinking	
Strategic Focus	
Adaptability	
Resilience	
Drive and Motivation	

Good fit with role		Proceed with some concerns		Not recommended	

Overall summary notes

©Sova Assessment [Static Table Module - needs to be done in HTML]

Any Questions?

To find out more

about how your organisation can use and personalise assessment reports to drive efficiencies in the recruitment process, provide a better candidate experience and support employees and candidates with their development, please get in touch.

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www.sovaassessment.com

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