Wonderlic Training Solutions

Your Wonderlic Solution

Prepared for Gurley Leep Automotive Group

Wonderlic.

WPT-Q Wonderlic Personnel Test-Quicktest

- All job families, measures cognitive ability

MPA Motivation Potential Assessment

- All job families, measures engagement

WPI & WPI-BQ Wonderlic Productivity Index (Behavioral Questionnaire)

- Entry level/hourly, measures personality attributes to job

PCI Personal Characteristics Inventory

- Complex jobs, measures personality attributes to job fit

CPP Comprehensive Personality Profile

- Sales, measures personality attributes to job fit

WPT-R Wonderlic Personnel Test-Revised

- All job families, confirms cognitive ability

Which jobs get which assessments?

WPT-Q — Wonderlic Personnel Test-Quicktest
- All jobs

MPA — Motivation Potential Assessment
- All jobs

WPI & WPI-BQ — Wonderlic Productivity Index (Behavioral Questionnaire)
- Body Shop Estimator
- Body Shop Tech
- Courtesy Driver (BQ)
- Detail Tech (BQ)
- Office Clerk
- Parts Driver (BQ)
- Porter (BQ)
- Receptionist
- Service Advisor
- Service Tech

PCI — Personal Characteristics Inventory
- Body Shop Manager
- Detail Manager
- General Manager
- Inventory Manager
- Office Manager
- Parts Manager
- Service Manager

CPP — Comprehensive Personality Profile
- BDC Agent
- Parts Advisor
- Sales Consultant
- Finance Manager
- Sales Manager

WPT-R — Wonderlic Personnel Test-Revised
- All jobs

Assessments Address Specific Concerns

WPT-Q — Wonderlic Personnel Test-Quicktest

- Do they have the reasoning and understanding to do the job?

MPA — Motivation Potential Assessment

- Will they use their reasoning ability to do the job?

WPI/PCI/CPP — Personality

- How does their personality fit into a Manager role?

WPT-R — Wonderlic Personnel Test-Revised

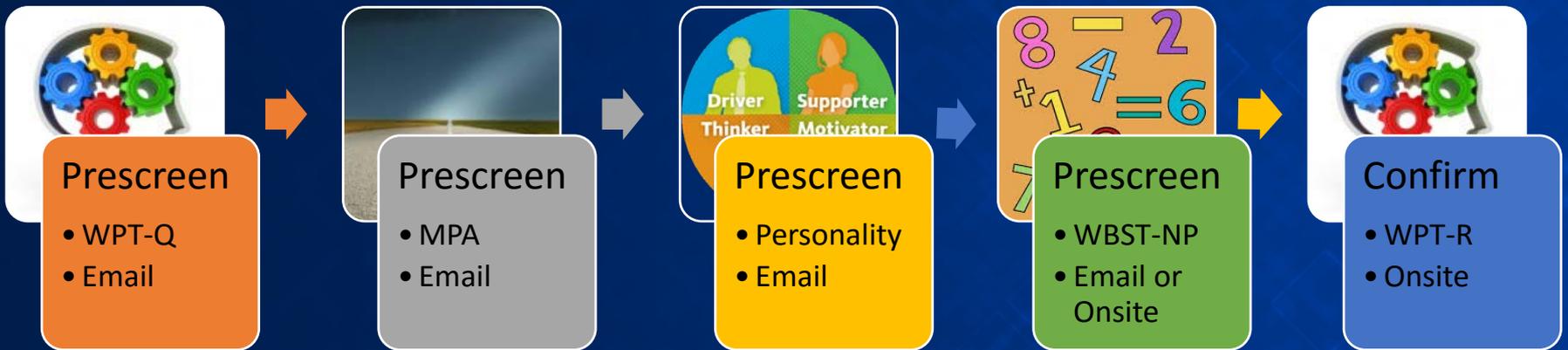- Can we confirm that this ability belongs to them?

WBST

Wonderlic Basic Skills Test

- Any job family, measures basic English and math skills
- Do they have the basic skills to perform the job duties?

- WBST – Verbal
  - BDC Agent
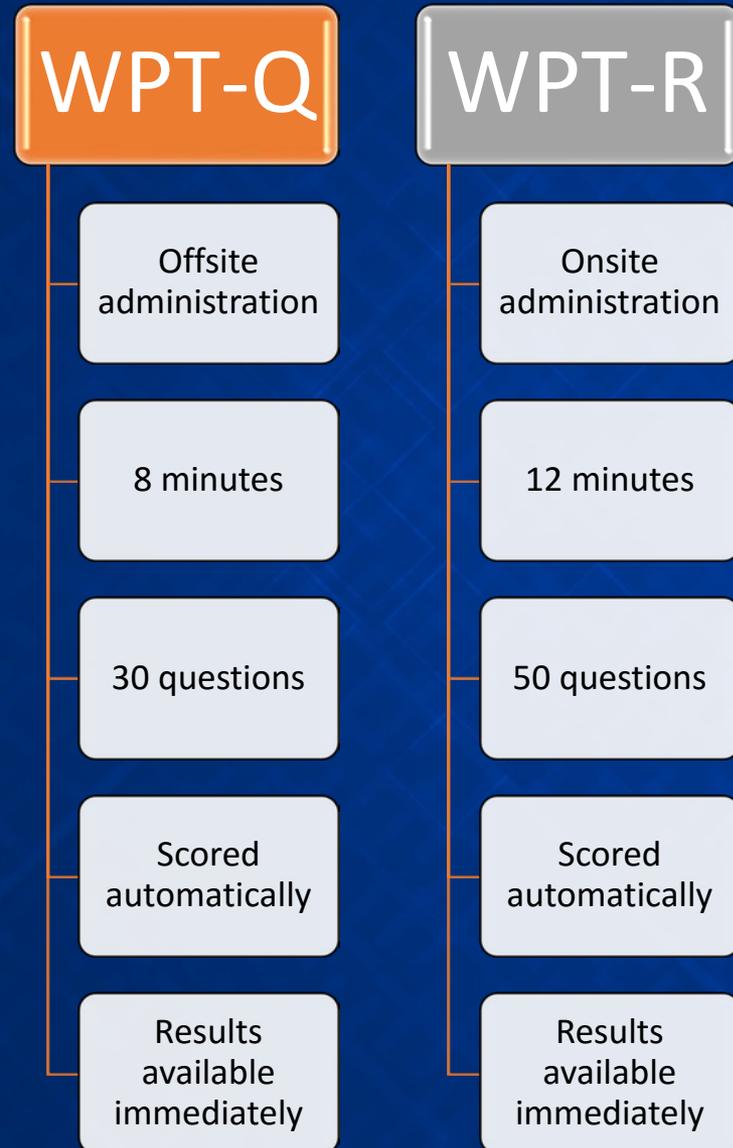 - Parts Advisor
  - Sales Consultant

WBST – Quantitative
  - Inventory Manager
  - Body Shop Estimator
  - Body Shop Tech
  - Service Advisor
  - Service Technician

Prescreen
- WPT-Q
- Email

Prescreen
- MPA
- Email

Prescreen
- Personality
- Email

Prescreen
- WBST-NP
- Email or Onsite

Confirm
- WPT-R
- Onsite

Cognitive Ability Assessments

Both tests help measure test taker's:

- ✓ Ability to learn
- ✓ Adapt
- ✓ Solve problems
- ✓ Understand instructions

WPT-Q

- Offsite administration
- 8 minutes
- 30 questions
- Scored automatically
- Results available immediately

WPT-R

- Onsite administration
- 12 minutes
- 50 questions
- Scored automatically
- Results available immediately

The WPT-Q report displays the range in which the candidate scored.

The scoring ranges indicate the likelihood that the candidate will meet your job minimums when brought onsite to complete the Wonderlic Personnel Test-Revised in a proctored environment.

Wonderlic.
Range Report

WPT-Q
Wonderlic Cognitive Ability - Pretest

Name:	**Candidate Name**	ID:	
Job Requisition:	**Open Position**	Form:	Q1 English Standard
Date:	**Administration Date**	Retest:	No
Admin By:	**Administrator Name**		

= Pursue

= Cautionary

= Not Recommended

Meets Requirements	Program Minimum 23

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Important Notice(s)

This individual's score falls at or above the job minimum, in the PURSUE range. Individuals scoring in this range are likely to meet or exceed the job minimum score when tested in a supervised environment. Wonderlic recommends confirming these results by administering the Wonderlic Personnel Test-Revised (WPT-R) or Wonderlic Personnel Test (WPT) in a supervised environment.

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The WPT-R report displays the candidate's numeric score with a background of green (strong fit), yellow (moderate fit) or red (weak fit); the candidate's percentile in total population; and an IQ equivalent.

Here is a sample of the WPT-R report. Note that the Training Potential, at the bottom of the page, provides the type of training considered most beneficial to the individual, based on his or her cognitive ability.

Wonderlic.
Score Report

WPT-R
Wonderlic Contemporary Cognitive Ability Test

Name:	Candidate Name	ID:	
Job Requisition:	Open Position	Form:	E2 English Standard
Date:	Administration Date	Retest:	No
Admin By:	Administrator's Name		

= Strong Fit

= Moderate Fit

= Weak Fit

Score	Percentile in Total Population
20	52
	IQ Equivalent
	100

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Score Interpretation

Job Fit: Test takers who score in this range do not meet the cognitive ability requirements identified for this job. The complexity present within this position may make it difficult for these individuals to meet minimum standards for job performance.

Training Potential: This test taker is likely to receive maximum benefit from training that follows a programmed or mastery approach to learning. Given enough time, this individual may have the ability to learn a limited number of lengthy, routine procedures. Allow for sufficient time with hands-on-training before requiring this individual to work independently.

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Motivation Potential Assessment

Administration: Remote

Via email invitation

- Provides insight into test taker's belief that he or she can:
  - ✓ Produce exceptional results
  - ✓ Align actions with company vision
  - ✓ Take pride in work activities

- Takes less than 5 minutes

- 30 questions

- May be proctored, if desired

Results

Wonderlic Productivity Index

- Body Shop Estimator
- Body Shop Tech
- Office Clerk
- Receptionist
- Service Advisor
- Service Tech

Administration: Remote

Via email invitation

- Helps assess test taker's:
  - ✓ Personal productivity
  - ✓ Risky behaviors

- Takes less than 10 minutes

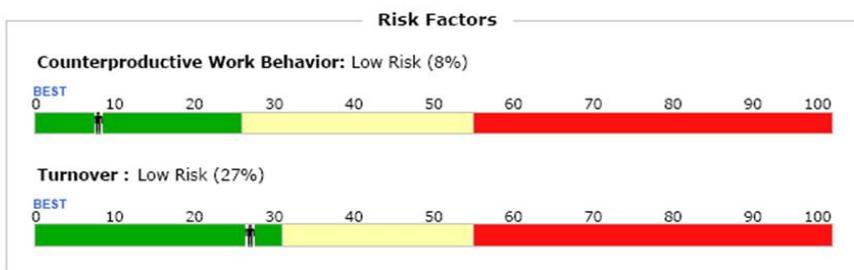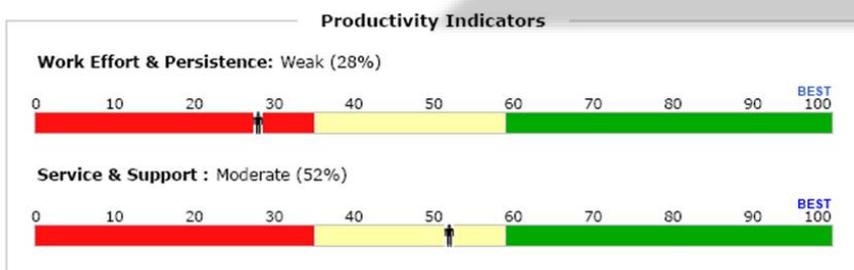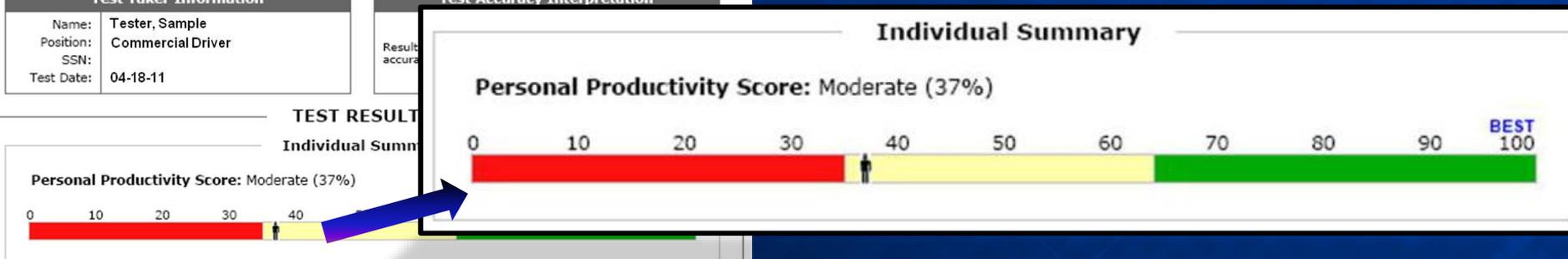- 90 items requiring *Strongly Agree* to *Strongly Disagree* response

The *Wonderlic Productivity Index* helps measure overall personal productivity as well as risk factors.

Individual Summary = Overall Score

- Overall productivity level
- Overall work motivation
- Willingness to perform productive behaviors
- Avoidance of counterproductive behaviors

Productivity Indicators Defined

- Work Effort & Persistence: how hard a person works
- Service & Support: how effectively a person assists and helps others
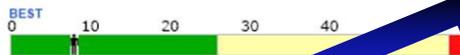
Risk Factors Defined

- Counterproductive Work Behavior: assesses likelihood of risky behaviors
- Turnover: indicates likelihood of person remaining on the job for a long period of time

Additional Interview Questions

Counterproductive Work Behavior
Interview Questions

A I would like you to picture yourself in a situation where you are working on a task, and you have found a way of doing things that seems to work much better. At the same time, company policies are in conflict with this new approach. How would you handle this situation?

B Sometimes things at work do not always seem fair. This may include things like the way work is assigned, or the way rewards are given out. Think of a specific situation in which work assignments or rewards for completed work were given out unfairly. How did you feel about this, and what did you do? How did you approach your work afterwards?
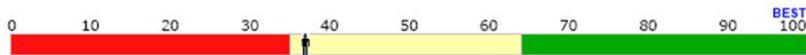
C What do you do to relieve stress while you are working?

D Sometimes people disagree about the best way to do things. In general, how do you approach people when you know that you are right, but they still don't listen to what you are saying? How have you approached situations like this in the past? Please provide specific examples.

Interview Rating

Counterproductive behaviors are more likely to occur when individuals have a tendency to act impulsively, and when they lack the ability to cope with daily frustrations.

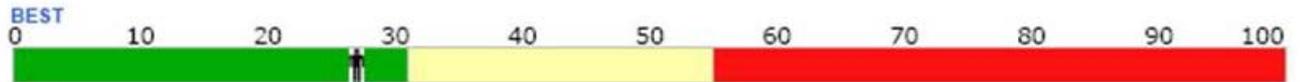| Poor			Average			Excellent
①	②	③	④	⑤	⑥	⑦
Fails to acknowledge others' perspectives and fails to understand the implications of one's actions. Acts impulsively. Becomes angry when problems occur. Demonstrates difficulty in coping with stress. Fails to respect and tolerate others.			Generally thinks before acting. Generally behaves appropriately even when frustrated. Manages stress effectively. Tolerates other workers.			Approaches differences with others constructively. Makes constructive use of available time. Displays willingness to go the extra mile. Copes effectively with stress. Respects management and organizational policies. Respects and tolerates others.

If a candidate's score lands in a RED or YELLOW range, the report generates additional pages with structured behavioral interview questions. One or two of these questions might be used to help clarify understanding about that particular scale, if pursuing the candidate.

Wonderlic Productivity Index-Background Questionnaire

Administration: Remote

Via email invitation

- Helps assess test taker's:
  - ✓ Personal productivity
  - ✓ Risky behaviors

- Background disclosure statements

- Takes less than 10 minutes

- 40 items requiring *Strongly Agree* to *Strongly Disagree* response

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Examples of Background Disclosures

Background disclosures indicate the likelihood of problems due to the test taker's predisposition toward counterproductive behavior:

Workplace Violence

Misuse of Technology

Illegal Drug Use

Theft

Accidents

Sample Report

As depicted to the right, the feedback report contains 3 sections:

- Test taker information

- Test result scales

- Negative and skipped background disclosures (skipped items apply to paper only; a test taker cannot skip items during an online administration)

OVERALL RESULTS

Moderate Risk

This individual is Moderate Risk on at least one section.

Productivity Results
Moderate Risk
39%

Background Disclosures
Low Risk
No Negative Disclosures

Negative Background Disclosures

None

Skipped Background Disclosures

None
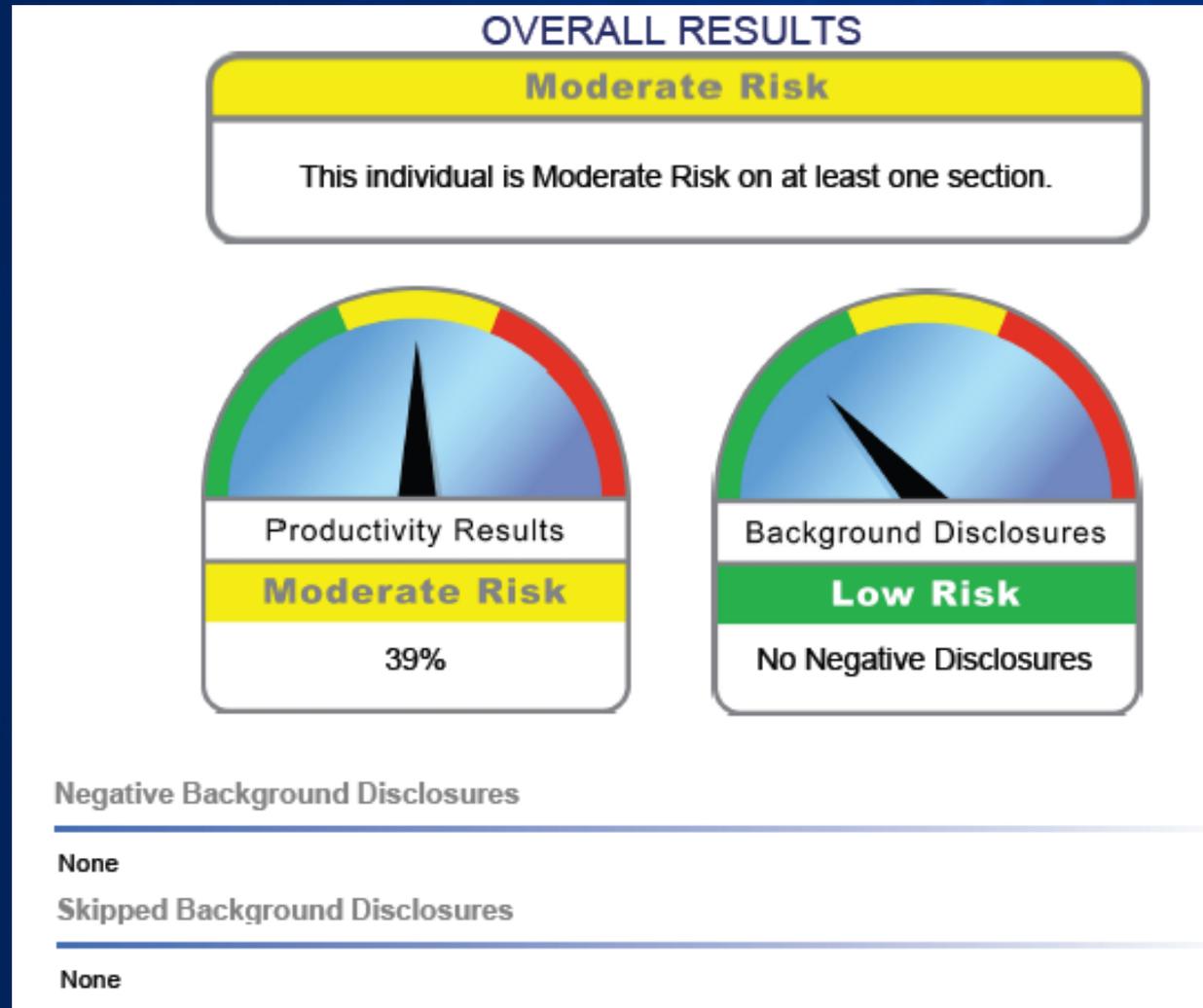
Sample Report

Responses are categorized as representing either a Low, Moderate, or High Risk. Results are presented at an overall level (Overall Results).

Productivity Results scores are reported as percentiles. Percentiles are interpreted as follows: if an applicant scored at the 71% percentile, then this indicates that only 29% of test takers would score higher than the candidate.
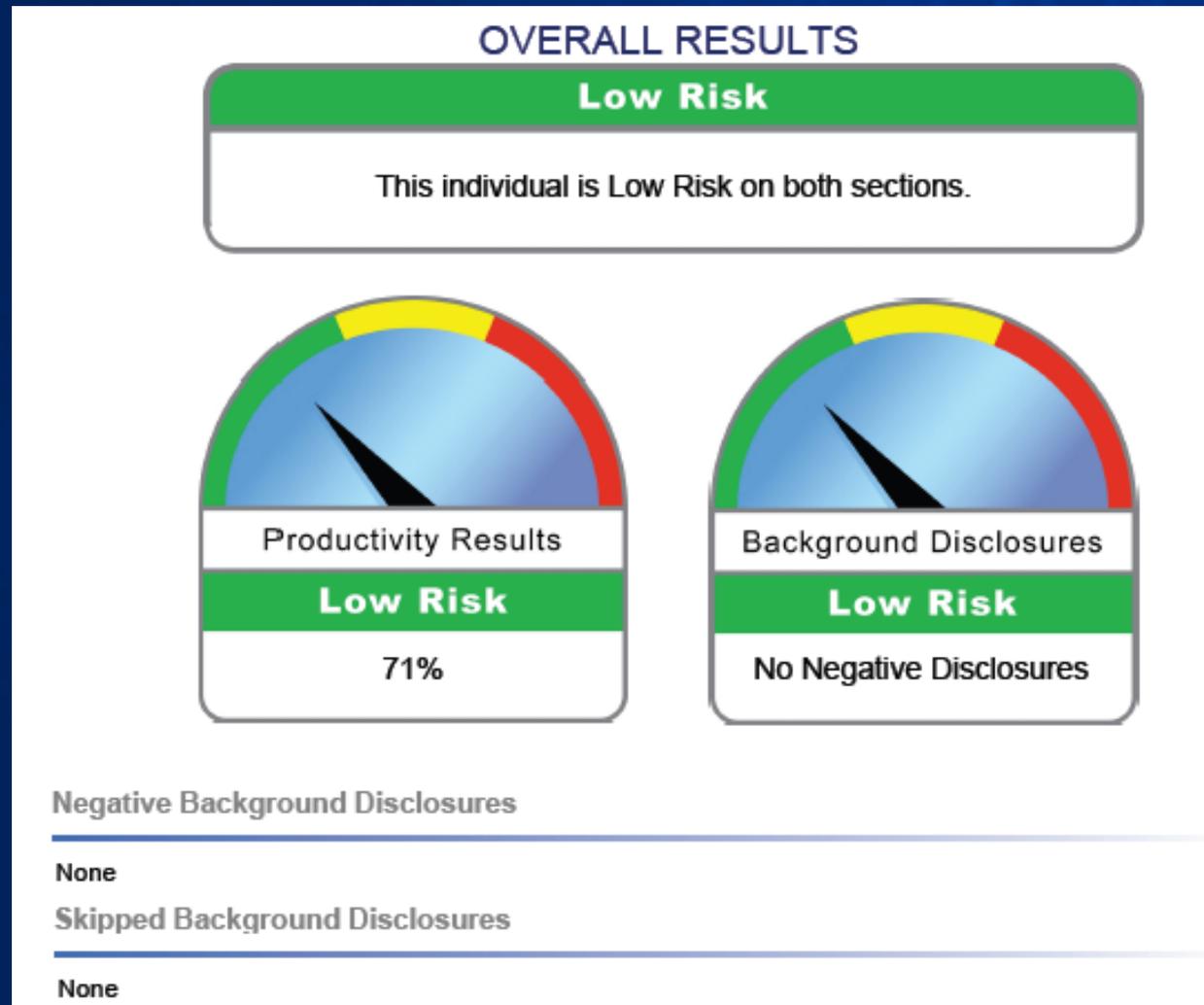
Negative Background Disclosures

Question 42 - Negative Response: How much time do you usually spend at work surfing the Web for non-business reasons? Don't count time spent during lunch or on authorized breaks.
Response: Between 10 and 30 minutes a day

OVERALL RESULTS

High Risk

This individual is High Risk on at least one section.

Productivity Results	Background Disclosures
Low Risk	**High Risk**
58%	See Below

Negative Background Disclosures

Question 41 - Negative Response: How much time do you usually spend at work sending text messages to friends, or playing games on your cell phone or computer? Don't count time spent during lunch or on authorized breaks.
Response: Between 10 and 30 minutes a day

OVERALL RESULTS

High Risk

This individual is High Risk on at least one section.

Productivity Results	Background Disclosures
Low Risk	**High Risk**
79%	See Below

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Negative Background Disclosures

Question 45 - Negative Response: How many times have you gotten into a fight at work that involved punching, hitting or kicking?
Response: Once or twice

OVERALL RESULTS

High Risk
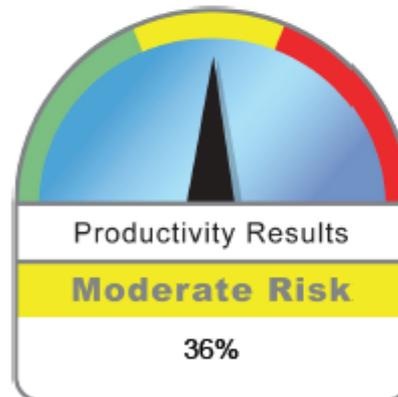
This individual is High Risk on at least one section.

Productivity Results
Moderate Risk
36%

Background Disclosures
High Risk
See Below

Negative Background Disclosures

Question 45 - Negative Response: How many times have you gotten into a fight at work that involved punching, hitting or kicking?
Response: Once or twice

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Do Job Candidates *Really* Admit to This?

- WPI-BQ study shows that people *do* provide admissions to these types of items

- People think that if I don't admit to the things I do, the test will catch it

- Those who don't think it's a "big deal" to perform counterproductive behaviors (maybe they are even proud of it) will admit because "everyone does it"

Personal Characteristics Inventory

- Body Shop Manager
- Detail Manager
- General Manager
- Inventory Manager
- Office Manager
- Parts Manager
- Service Manager

Administration: Remote

Via email invitation

- Helps measure test taker's:
  - ✓ Conscientiousness
  - ✓ Stability
  - ✓ Extraversion
  - ✓ Agreeableness
  - ✓ Openness

- Takes less than 15 minutes

- 150 items requiring *Agree, Neither Agree nor Disagree*, or *Disagree* response
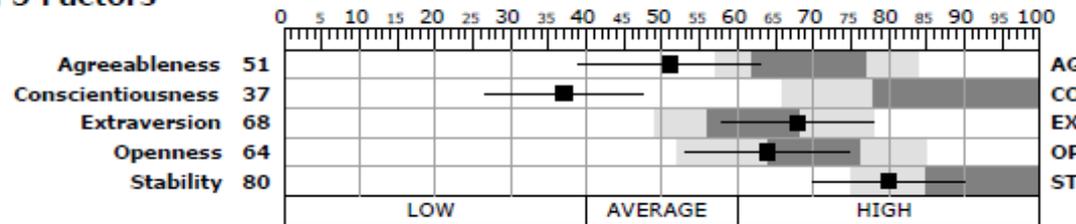
26

Scores are represented by the black box and as a percentage next to the personality attribute.

This candidate has scored in the 37th percentile for Conscientiousness. That means that 63% of test takers will score above this candidate, and 37% will score at or below.
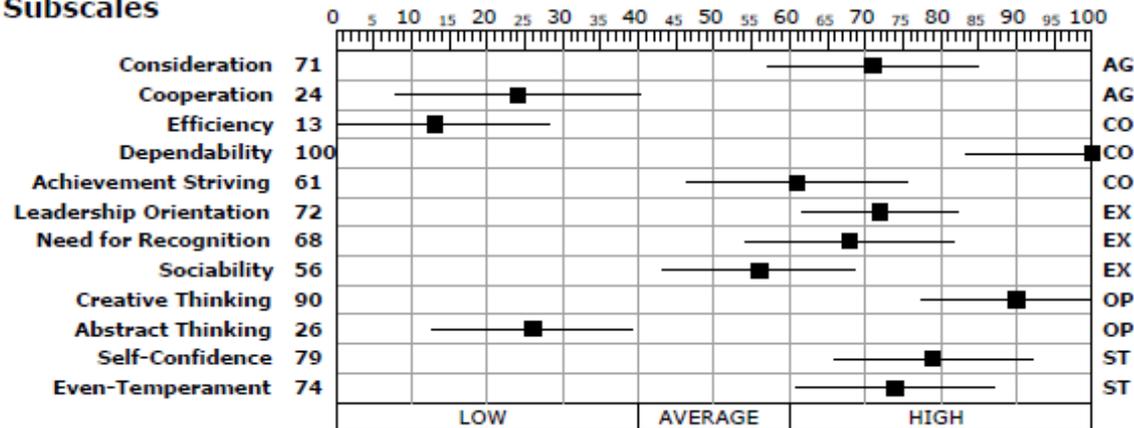
It is not important if a candidates scores high, average, or low—what is important is that the candidate score in the desired shaded ranges. Dark gray ranges are interpreted as a strong job fit; light gray as a moderate and acceptable job fit; while the non-shaded areas are a cautionary, weak job fit.
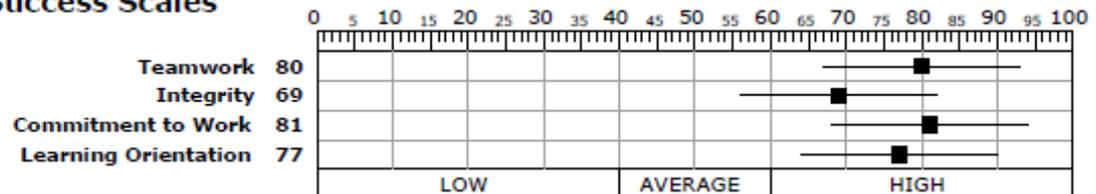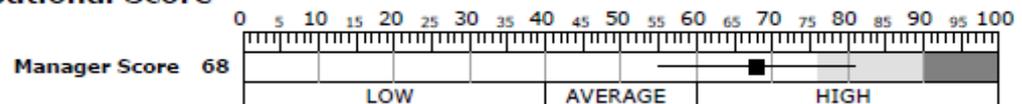
Summary Report

Big 5 Factors

Factor	Score		Code
Agreeableness	51		AG
Conscientiousness	37		CO
Extraversion	68		EX
Openness	64		OP
Stability	80		ST

LOW — AVERAGE — HIGH

Subscales

Subscale	Score		Code
Consideration	71		AG
Cooperation	24		AG
Efficiency	13		CO
Dependability	100		CO
Achievement Striving	61		CO
Leadership Orientation	72		EX
Need for Recognition	68		EX
Sociability	56		EX
Creative Thinking	90		OP
Abstract Thinking	26		OP
Self-Confidence	79		ST
Even-Temperament	74		ST

LOW — AVERAGE — HIGH

Success Scales

Scale	Score
Teamwork	80
Integrity	69
Commitment to Work	81
Learning Orientation	77

LOW — AVERAGE — HIGH

Occupational Score

	Score
Manager Score	68

LOW — AVERAGE — HIGH

Accuracy Indices

		R.S	%ile	Interpretation
Self-Presentation		17	24	Within Range
Response Pattern	Agree	59	12	Within Range
	Neutral	37	87	Within Range
	Disagree	52	33	Within Range
Infrequency		11	91	Within Range

Conscientiousness

PCI

Admin Status	Warning	CO	ST	AG	EX	OP	Manager
⬇		🟥W 37	🟨M 80	🟥W 51	🟩S 68	🟩S 64	🟥W 68

Conscientiousness

The Conscientiousness scale measures an individual's tendency to be hardworking, dependable, prudent, efficient, and achievement striving. The Conscientiousness scale is derived from the Dependability, Achievement Striving, and Efficiency subscales.

Conscientiousness	37	
Efficiency	13	
Dependability	100	
Achievement Striving	61	

LOW — AVERAGE — HIGH
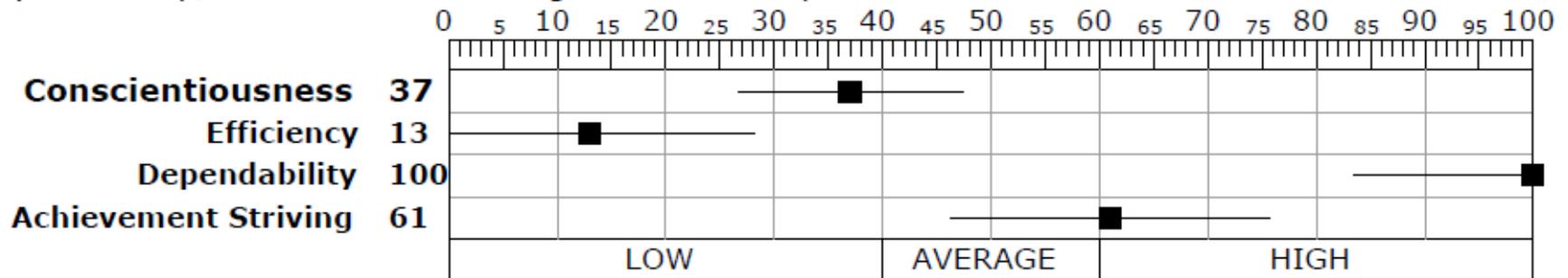
Kara Fitzgerald received a low score on the Conscientiousness scale. Low scoring individuals tend to lack a strong work ethic. They may lack self-discipline and be negligent or careless in their work. They tend to take a casual attitude toward rules and procedures and may take short-cuts when convenient. In general, they do not place a high value on work effort, punctuality, organization, follow-through, work-effort or quality. In some cases, they may engage in counterproductive behaviors at work.

Summary: Likely to have a casual attitude toward effort, time, rules and procedures. Potential for low productivity or counterproductive behaviors.
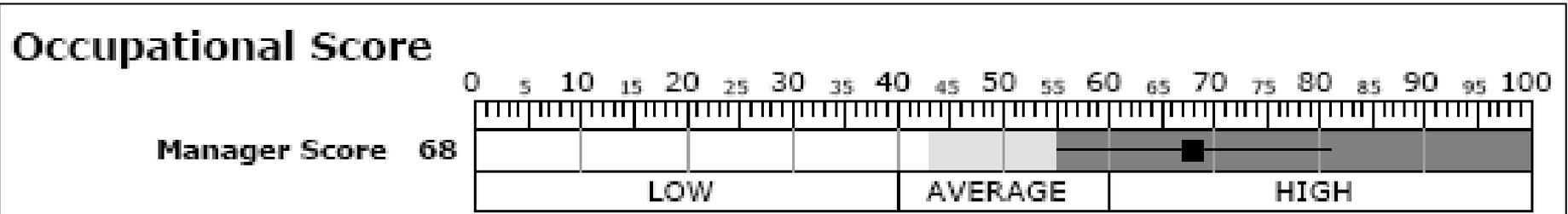
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Success Scales

- Each Success Scale provides a single, overall score of a candidate's likely orientation concerning characteristics that most employers desire in employees.
  - Commitment to Work: how likely candidate can remain in a single position for a long time
  - Integrity: likelihood of engaging in counterproductive behaviors
  - Learning Orientation: extent to which candidate is willing to acquire knowledge or skills
  - Teamwork: how effectively the candidate is likely to behave in team environments

Occupational Score

The Occupational Score provides interpretive feedback concerning an individual's likely success in a particular specified job family.

Successful managers display effective interpersonal skills, administrative skills and citizenship behaviors. Effective managers tend to be sociable, gregarious, assertive, adventurous, active, energetic, ambitious, hardworking, persistent, achievement-oriented and dependable.

Occupational Score

	0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100
Manager Score 68	
	LOW AVERAGE HIGH

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Accuracy Index

- *Within Range Interpretation* = indicates high level of confidence that results reflect the test taker's personality.

- *High Range Interpretation* = indicates that results may not accurately reflect the test taker's personality.

- *R.S* = Raw Score (number of items)

- *%ile* = test taker percentages

Accuracy Indices		R.S	%ile	Interpretation
Self-Presentation		12	5	Within Range
Response Pattern	Agree	68	33	Within Range
	Neutral	0	12	Within Range
	Disagree	80	99	High
Infrequency		4	56	Within Range

Comprehensive Personality Profile

Administration:
Remote

Via email invitation

- Helps measure test taker's:
  - ✓ Emotional Intensity
  - ✓ Intuition
  - ✓ Need for Recognition
  - ✓ Sensitivity
  - ✓ Assertiveness
  - ✓ Trust Capacity
  - ✓ Exaggeration

- Takes less than 20 minutes

- 88 T/F items requiring *Real* and *Ideal* response

Five Reports Included

- **Selection Report**: matches candidate's personality traits with your specific job requirements.

- **Manager's Supervisory Report**: makes specific recommendation on how to motivate and develop new hires.

- **Sales Manager's Report**: helps sales managers identify candidates who are most likely to succeed in selling to their target market.

- **Sales Training Supplement**: enhances sales managers' ability to improve their new hire's results and performance in each phase of the sales cycle.

- **Individual's Self Report**: increases candidate's awareness of personal strengths and weaknesses.

Report Name in Right Corner

CPP Selection Report

Page 3

CPP Percentile Scores

8%

. or social energy which helps to determine the intensity or activity level. HIGH
ntense, restless, and have difficulty tolerating monotonous routines. LOW scoring
tine, consistent, and even-paced.

Where to Find Bottom-Line Information

Accuracy of results

- Summary page, bottom

- Accuracy of 4 and above should be expected
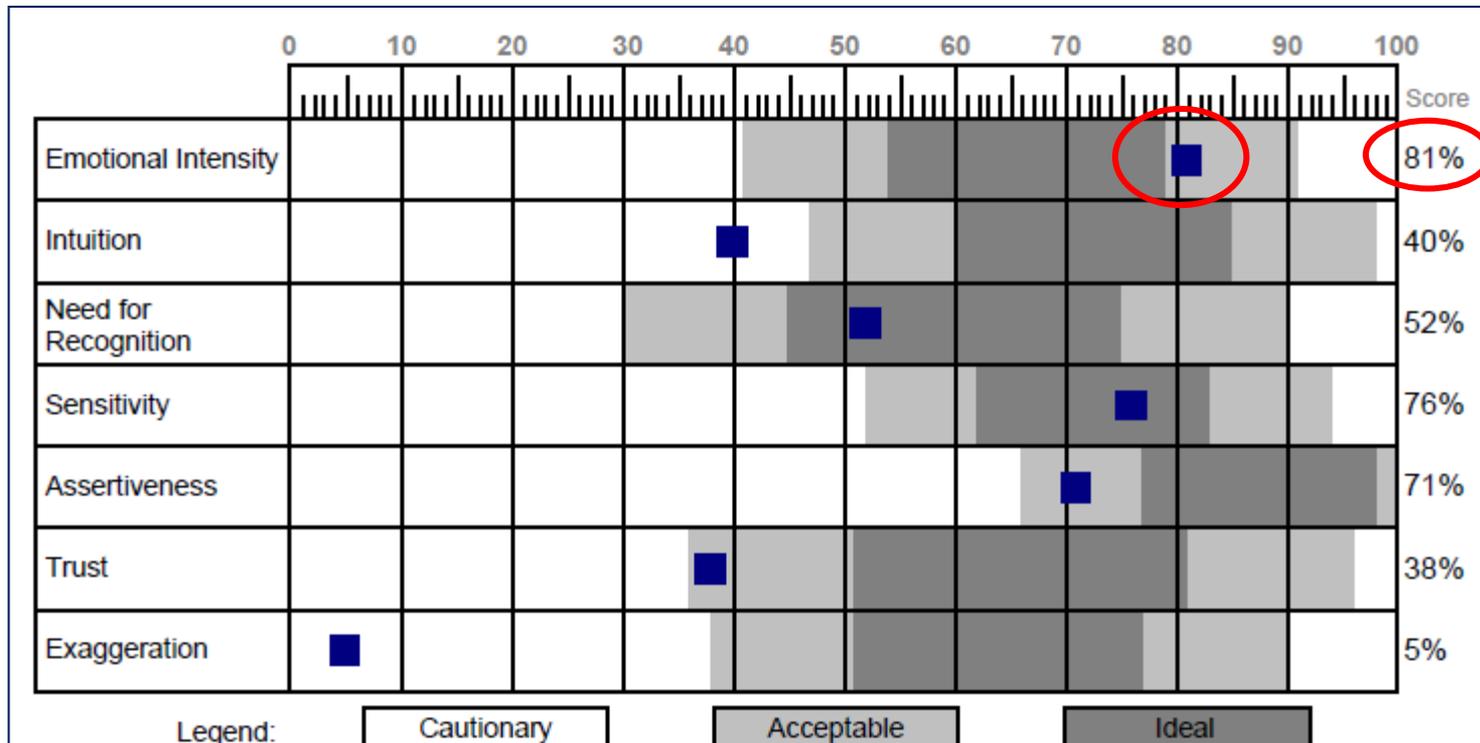
- Accuracy of 3 and below requires fact-checking

Quick job fit view

- Selection Chart, page 2 of CPP Selection Report

- Job Factor Compatibility, page 4 of CPP Selection Report

- Summary Style Profile, page 5 of CPP Selection Report

Tendencies and expectations

- Secondary Traits, page 1 of Manager's Supervisory Report

- Strengths, Weaknesses, Improvement Opportunities, pages 3 through 9, CPP Manager's Supervisory Report

	0	10	20	30	40	50	60	70	80	90	100	Score
Emotional Intensity									■			81%
Intuition					■							40%
Need for Recognition						■						52%
Sensitivity								■				76%
Assertiveness								■				71%
Trust					■							38%
Exaggeration	■											5%

Legend: Cautionary | Acceptable | Ideal

Scores are represented by the black box and as a percentile next to the personality attribute.

This candidate has scored in the 81st percentile for Emotional Intensity. That means that 19% of assessment takers will score above this candidate, and 81% will score at or below.

Page 4, Selection Report

The Job Factor Compatibility page can be used to compare a test taker to performance traits typically found in Management, Sales and Administrative positions.

Management Performance Traits

	Very Low	Low	Moderate	High	Very High
Ability to Make Unpopular Decisions				71	
Decisiveness To Act Without Precedent				79	
Ingenuity To Create New Ideas				68	
Ability To Motivate Others To Act				63	
Vision To Plan Ahead On A Large Scale			51		
Self-discipline To Efficiently Manage Time			59		
Communicates With Frankness And Humility			58		
Tolerance For Corporate Red Tape Or Politics		31			
Delegates Responsibility Or Authority		38			
Caution In Making Policy Commitments			47		

Sales Performance Traits

	Very Low	Low	Moderate	High	Very High
Goal Oriented Drive Toward Immediate Results				71	
Insight To Perceive The Buyer's Needs			48		
Ability To Close Sales Without Hesitation				79	
Ability To Make New Contacts (Call Courage)			54		
Overcomes Objections With Tact And Diplomacy				64	
Desire To Provide After-The-Sale Service		38			
Desire To Compete And Win At All Costs			58		
Ability To Keep Positive Attitude (Optimism)			55		
Ability To Control Ups And Downs			46		
Ability To Handle Sales Rejection			54		

Administrative Performance Traits

	Very Low	Low	Moderate	High	Very High
Tolerance To Stay At One Work Station		30			
Desire To Conform To Management Objectives		36			
Ability To Cope With Change And Disruption				76	
Satisfaction To Stay At Job Level Attained		29			
Ability To Be Diplomatic And Cooperative			50		
Patience To Follow Detailed Instructions		36			
Capacity To Follow Systems		35			

The Exaggeration scale is also called "Good Impression." In this excerpt, the low Exaggeration score is described.

Farther into the page in the report, an explanation of how this personality trait might affect the position is offered.


Good Impression

General Statement

Sample Test is exacting and honest when it comes to analyzing the candidate's strengths and weaknesses. In general conversation the candidate typically avoids attempting to leave a good impression. Rather than enriching each statement, the candidate is straightforward and precise. The candidate admits shortcomings and usually avoids making-up excuses when the candidate makes a mistake. Others usually know exactly where they stand with this individual.

Improvement Opportunities

A low score on Good Impression is, in essence, saying that this individual is so open and honest that no attempt is made to leave a favorable impression. In certain types of selling where an aggressive, positive attitude is a necessity, this individual will avoid exaggerations and generalizations to the point that the sale could be jeopardized by the candidate's honesty and forthrightness. In addition, when low Good Impression is coupled with a low Scale Score on Assertiveness, this person may become extremely sensitive to rejection. This individual could become too self-critical and easily depressed. Since the candidate does not employ traditional ego defenses such as rationalization or projection, criticism and rejection would be taken directly and personally.

Page 5, Summary Style Profile

A quadrant model is used to categorize each candidate's overall results into four personality types: Driver, Motivator, Thinker and Supporter.
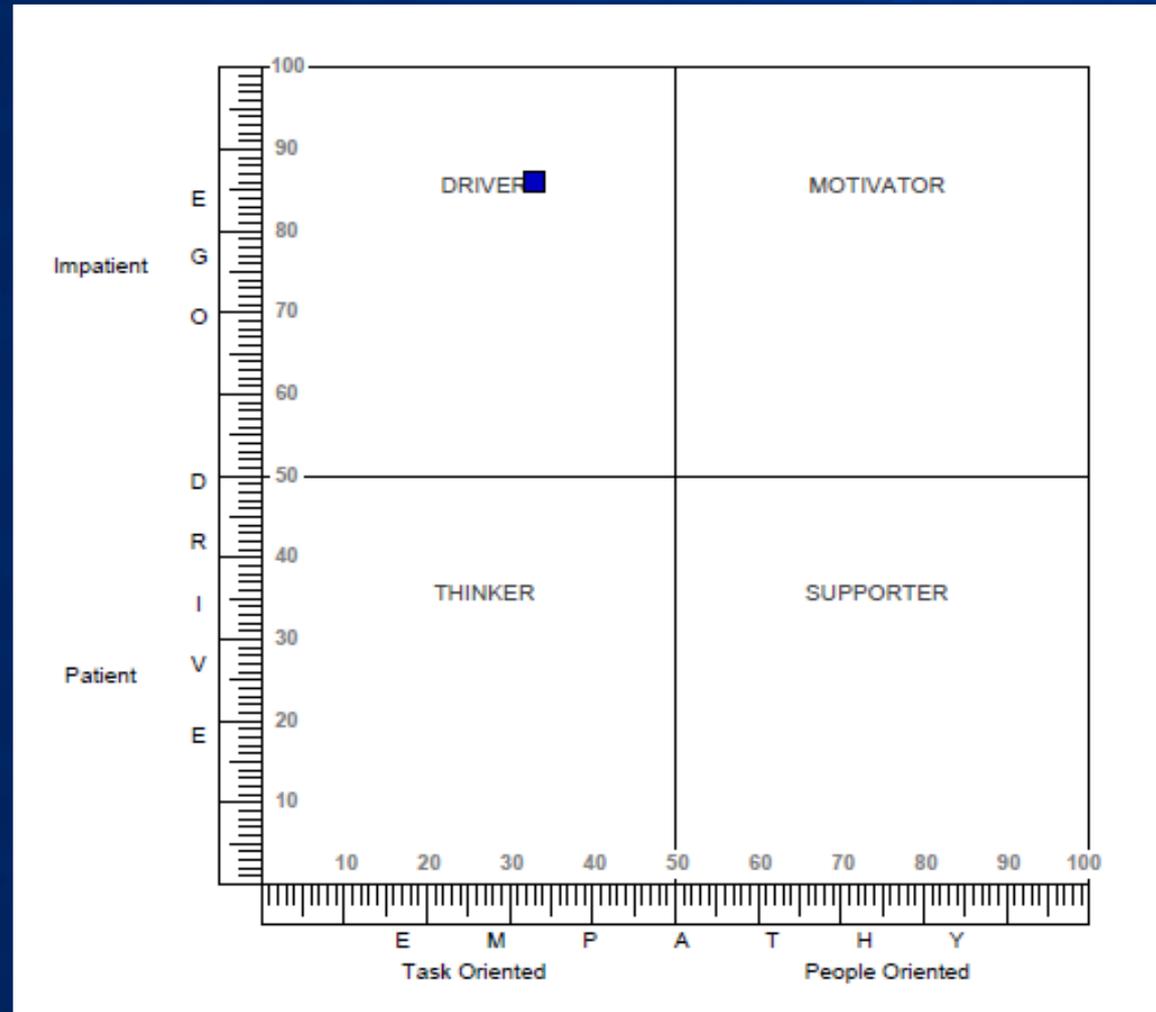
Driver Patterns (*WHAT* are we doing?)

Using Time	Making Choices	Under Stress	Communicating	Likes/Dislikes
Efficient Tight schedule Has time for people who are useful	Tough-minded Pragmatic Independent Prefers efficient options FAST to decide (given enough information)	Tightens control Confronts with reason Believes confrontation is useful	Blunt Impatient Interrupts frequently	Likes conclusion first Likes complete but concise content Dislikes introductions

PRESENT perspective

Motivator Patterns (*WHY* are we doing this?)

Using Time	Making Choices	Under Stress	Communicating	Likes/Dislikes
Over-committed Improvised schedule Has time for people who respond	Intuitive Venturesome Likes to involve others Prefers new options FAST to decide (can always change mind)	Increases activity Confronts with emotion Believes confrontation can be fun!	Dramatic Curious Easily dislikes	Likes to contribute ideas Likes to be entertained Dislikes detail

FUTURE perspective

Thinker Patterns (*HOW* are we doing this?)

Using Time	Making Choices	Under Stress	Communicating	Likes/Dislikes
Organized Precise schedule Has time for people with competence	Logical Step-by-step Conservative Prefers proven options SLOW to decide (continues to process information)	Distances Strategizes Withdraws with reason Believes confrontation is unnecessary	Aloof Skeptical Listens critically	Likes documentation Likes an intelligent listener Dislikes exaggeration

PAST, PRESENT and FUTURE perspective

Supporter Patterns (*WHO* is doing this?)

Using Time	Making Choices	Under Stress	Communicating	Likes/Dislikes
Accommodating Flexible schedule Has time for people who want a listener	Idealistic Tentative Concerned about impact on others Prefers agreement on options SLOW to decide (looks for agreement)	Encourages cooperation Withdraws with emotion Believes confrontation is harmful	Wants dialogue Informal Appears agreeable Patient	Likes participation Likes to hear opinions Dislikes high pressure

PAST perspective

Wonderlic Basic Skills Test

WBST – Verbal
- BDC Agent
- Parts Advisor
- Sales Consultant

WBST – Quantitative
- Inventory Manager
- Body Shop Estimator
- Body Shop Tech
- Service Advisor
- Service Technician

Administration: Proctored
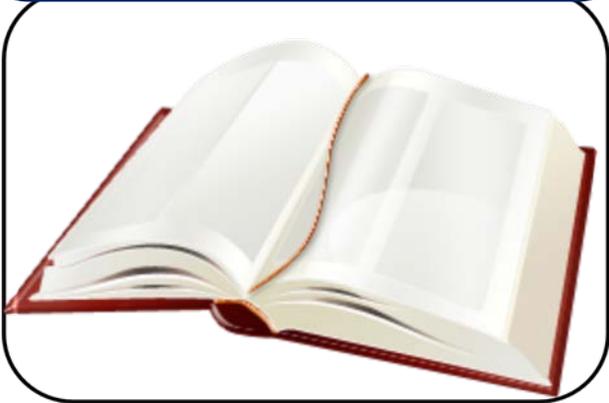
Onsite at registered computers

- Helps measure if adult test taker has:

  ✓ Enough verbal skills to handle job requirements

  ✓ Enough math skills to handle job requirements

- Measures from primary to 12th grade

- 20 minutes for each section

- 40 minutes for complete administration

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WBST Overview

- Skills are classified according to General Education Development (GED) levels, developed by the US Department of Labor
- Interpret results by observing score for *REQUIRED* level for each job
- Verbal (English) GED Levels
  1. Locate, understand, and use information in various formats
  2. Recognize word meanings by definition or context
  3. Recognize and identify proper grammar and sentence construction
- Quantitative (Math) GED Levels
  1. Basic math computation
  2. Advanced math computation and quantitative evaluation
  3. Algebra and geometry skills

Results

Interpret results by observing the score for the REQUIRED level. A score of 265 or higher is considered passing at that level.

Wonderlic.
Individual Score Report

WBST
Wonderlic Basic Skills Test

☑ Timed
☐ Untimed
☑ Retest

| Organization Name: | Name | Report Date: | 04/11/2014 |
| Organization Number: | 10063797 | | |

Name:	Test Taker Name	n / Job Name:	Open Position
Social Security Number:		DOT Code:	41-2011.00
Basic Skills Test Date:	Administration Date	m / Job Code:	000001
Comment(s):	None.	Required GED Level:	Verbal 2; Quantitative 2

SUMMARY	Total Score	GED Level Achieved	GED Level Required	Score at Required GED	Grade Level Indicated
Verbal Skills	310	2	2	345	12
Quantitative Skills	355	2	2	355	>12.5

VERBAL SKILLS FORM 1

	0	100	200	265	300	400	500
Total Verbal Score					310		
GED Level 1							500
REQUIRED GED Level 2					345		
GED Level 3			200				
Word Knowledge							500
Sentence Construction				285			
Information Retrieval					340		

QUANTITATIVE SKILLS FORM 2

	0	100	200	265	300	400	500
Total Quantitative Score					355		
GED Level 1							500
REQUIRED GED Level 2					355		
GED Level 3			155				
Explicit							500
Applied				275			
Interpretive			200				

Subscales for Verbal Scale

- Word Knowledge
  - Knowledge of word meanings, grammar and sentence construction
- Sentence Construction
  - General reading comprehension and knowledge of word meanings in context
- Information Retrieval
  - Interpretation, understanding, and use of information in diagrams, charts, tables, and graphs

VERBAL SKILLS FORM VS1	0	100	200	265	300	400	500
Total Verbal Score				285			
REQUIRED GED Level 1						410	
GED Level 2						400	
GED Level 3			205				
Word Knowledge						395	
Sentence Construction				280			
Information Retrieval				265			

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Subscales for Quantitative Scale

- Explicit
  — Problems requiring math computation, quantitative evaluation and algebra
- Applied
  — Determining and performing appropriate math operations
- Interpretive
  — Interpreting, evaluating, and using quantities presented in diagrams, charts, tables, and graphs

QUANTITATIVE SKILLS FORM QS2

	0	100	200	**265**	300	400	500
Total Quantitative Score					305		
REQUIRED GED Level 1							500
GED Level 2			175				
GED Level 3		155					
Explicit						475	
Applied		155					
Interpretive			235				

See WBST Admin Guide for Details

Score = 125

- Verbal: 2,500 word vocabulary; print simple sentences; speak simple sentences
- Math: Add, subtract 2 digits; perform basic operations with coins and measurements

Score = 265

- Verbal: 6,000 word vocabulary; write compound sentences; speak clearly and distinctly with appropriate pauses and emphasis
- Math: Add, subtract, multiply, divide; ratio, rates, percentages; understand bar graphs

Score = 365

- Verbal: Can read a variety of novels, magazines; write reports and essays; speak before an audience with correct English
- Math: Compute discounts, interest, P & L, commission, markup; calculate ratios and proportions; calculate volumes, weights, surfaces

Administration

View Your Home Page

Home | User Management | Print Manager | Resources | Help

Logout

Welcome Super User | Your system is

Gurley Leep *Beep! Beep!*

Find Candidates...

GO

Need Help? 866-726-7301

Resources has
- **Test Admin Guides**
- **This training presentation**

JOB REQUISITIONS

Capital Honda

BDC Agent	0
In Progress (0) Archive (0)	Add Candidate
Courtesy Driver	0
In Progress (0) Archive (0)	Add Candidate
Detail Manager	0
In Progress (0) Archive (0)	Add Candidate
Detail Tech	0
In Progress (0) Archive (0)	Add Candidate
Finance Manager	0
In Progress (0) Archive (0)	
General Manager	
In Progress (0) Archive (0)	
Inventory Manager	
In Progress (0) Archive (0)	Add Candidate
Office Clerk	0
In Progress (0) Archive (0)	Add Candidate
Office Manager	0
In Progress (0) Archive (0)	Add Candidate

Begin process by clicking job requisition title.

NOTICES

Welcome to Wonderlic Online!

ACTION ITEMS

There are no action items at this time

TRAINING TIPS

Need to view or update any candidate info? Our Candidate Summary guide can help!

The guide can help you:
- Update a candidate's personal info
- View or share test results
- Add notes to a candidate's profile

Click here to download our Candidate Summary information guide.

Summary of Candidates: View Action Links

Summary of Candidates

Need Help? 866-726-7301

Add | **Manage Candidates** | **Assign Tasks** | **Enter Results**   Request Reports | Candidate Export | Sort | Filter

(1) Job Requisition: ▶ (2)   (3)   (4)

In Progress (14) | Archive (0)

				WPT-R			PCI				
☐	**Name**	**Last Activity**	**Status**	**Resume**	**Admin Status**	**Warning**	**Score**	**Admin Status**	**Warning**	**CO**	**ST**
☐	Candidate Name	10/8/2012 9:41:18 AM CDT	New	📎	⬇		M 32	⬇		S 78	S 67
☐	Candidate Name	10/8/2012 9:33:27 AM CDT	New	📎	⬇		W 17	⬇		S 47	S 90
										S 72	S 85
										M 27	M 38
										S 37	S 67
										S 66	S 80
										S 59	S 90
										S 72	S 90

Action Links

1. Add = adds a candidate
2. Manage Candidates = changes candidate status to Hired or Not Hired
3. Assign Tasks = administers assessments
4. Enter Results = template scores a paper administration

Begin Testing by Adding Candidate

1. Click *Add*.
2. Enter required information. Required information will be marked with an asterisk. *(The candidate will also have the opportunity to enter personal information during the testing process.)*
3. Choose whether you will *Add* the candidate to your list; or

4. *Add & Assign Task*, which allows individual and immediate testing.

Or by Locating Candidate

Search Options:
First Name
Last Name
Email Address
PIN

1

Find Candidates...

Welcome

My Accou
| Your

Candidates

Need Help? 866-72

idates | Assign Tasks | Enter Results

on: Service Coordinator

e (2)

Open Position

Need Help? 866-726-7:

Sort | Filter

1. Enter part of a name or email address in the *Find Candidates...* field.

2. Click on the appropriate job requisition.

Last Activity	Job Requisition	Status
2014 10:09:09 AM CDT	Service Coordinator	New
2014 3:34:15 PM CDT	Service Engineer	New
Print	# of Candidates 10 ▼	|<< ≤ Candidates 1-2 of 2 ≥ >>|

2

Result	Admin Status	Motivation Potential
☐W	⬇	☐W 43%
☐S	⬇	☐S 92%

Self Initiated

Admin Guides Have Details

Choose Administration Method

Start Now = launches the test immediately from that computer; primarily used when testing a single individual.

Send Invitation = emails a link and instructions to the candidate(s), inviting them to complete an assessment remotely.

Issue Pin = allows the administrator to print an instruction sheet for each test taker in advance and can be used when testing individuals or groups.

Administer the Assessment Immediately Online *(Start Now)*

1. Click **Assign Tasks**.
2. Select the candidate by clicking the box to the left of the name.
3. Choose Test (or Re-Test).
4. Click **Start Now**.
5. Click **Go**.
6. Seat the candidate at the computer.

Administer Assessment Remotely
(Send Invitation)

Summary of Candidates   Need Help? 866-726-

Add | Manage Candidates | Assign Tasks | Enter Results   Request Reports | Candidate Export | Sort |

Job Requisition: ▶

In Progress (83)   Archive (0)

	Name
☑	Candidate, Carl
☐	Demo, Debbie
☐	Tester, Tom
☐	Sample, Sam
☐	Sample, Sam
☐	Sample, Sam
☐	Sample, Sam
☐	Sample, Sam

Assign Tasks ☒

Tasks

WPT-Q	☑ Test ☐ Re-Test
MPA	☑ Test ☐ Re-Test
WPI	☑ Test ☐ Re-Test
WPT-R	☐ Test ☐ Re-Test

Administration Type

○ Start Now ◉ Send Invitation ○ Issue Pin

Go

1. Click **Assign Tasks**.
2. Select the candidates by clicking the box to the left of the name.
3. Choose Test (or Re-Test).
4. Click **Send Invitation**.
5. Click **Go**.

Administer at a Later Time or in Groups (Issue PIN)

Summary of Candidates

Need Help? 866-726-7301

Add | Manage Candidates | Assign Tasks | Enter Results

① (on Assign Tasks)

Job Requisition:

In Progress (3) | Archive (0)

Name

② (checkbox)

☑ Candidate, Carl

☑ Demo, Debbie

☑ Tester, Tom

Assign Tasks [X]

Tasks

WPT-Q	☐ Test	☐ Re-Test
MPA	☐ Test	☐ Re-Test
WPI	☐ Test	☐ Re-Test
WPT-R	☑ Test	☐ Re-Test

③ (on WPT-R Test)

Administration Type

④

○ Start Now   ○ Send Invitation   ⦿ Issue Pin

Go

⑤

The *Issue Pin* method is good for testing at a different computer, on a different date, or to prepare testing ahead of time.

Issue Pin may also be used to test a group of candidates at once, by selecting more than one individual.

1. Click *Assign Tasks*.
2. Select the candidates you wish to test.
3. Click Test or Re-Test.
4. Choose *Issue Pin*.
5. Click *Go*.

Next Screen Is a Roster of Selected Candidates

Roster

		WPT-Q	WPT-R
Name	**PIN**	WPT-Q	WPT-R
Taker, Test	893008310		Initiated
Candidate, Aimee	962006089		Initiated
Report, Sample	031003868		Initiated

Download Printable Instructions

Click the **_Download Printable Instructions_** button.

Print Manager Opens

Print Manager automatically opens. When the report is ready, click to download. Print Manager will host this file for three days or until it is deleted. Print Manager can be manually opened by clicking the link at the top of the page.

Candidate Pin Instructions

Wonderlic. Ready. Set. Go.
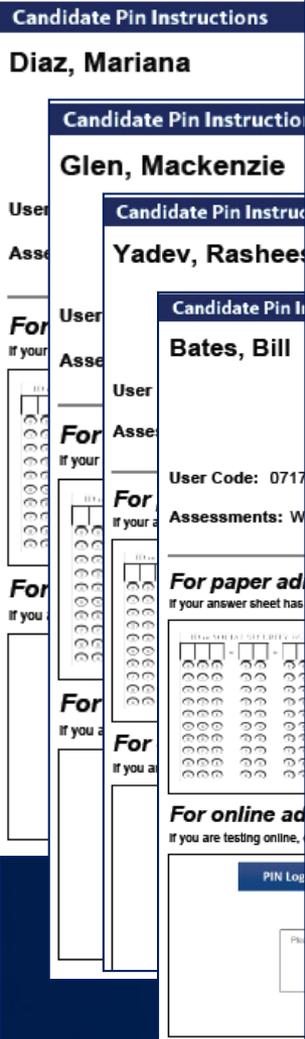
Candidate Pin Instructions

Murphy, John

Use the following PIN for all the assessments

324005012

User Code: 071792

Assessments:

For paper administration(s):
If your answer sheet has a PIN field, please enter your PIN there. Otherwise, enter it into the SSN field.
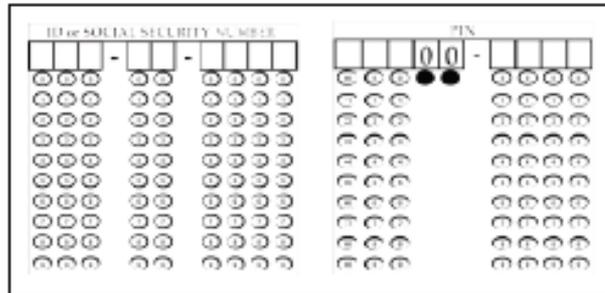
For online administration(s):
If you are testing online, enter your PIN on the PIN Login page http://www.wonderliconline.com/pin

PIN Login

your tasks. If you do not know
d your Recruiter.

Submit

www.wonderliconline.com/pin

Wonderlic, Inc. | 400 Lakeview Parkway, Suite 200 | Vernon Hills, IL 60061 | www.wonderlic.com

The resulting file has one page per person selected and instructions for the online PIN Login. The candidate accesses the PIN Login page and enters his or her PIN. From there, testing is the same as the Start Now method.

For ease of use, save the PIN login address in the Favorites section of your browser, or create a desktop shortcut to the address.

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Rules for Proctored Tests

Distribute scratch paper & pens/pencils.

All electronic devices must be powered down/off.

Login to the test in a quiet, distraction-free environment.

Rules for Proctored Tests

When test is completed, collect & shred the scratch paper.

Look for result within a few minutes.

Candidate Experience

Regardless of Administration Method

Wonderlic.

Welcome

Welcome to the Wonderlic Online testing experience.

Press 'Next' when you are ready to begin.

NEXT
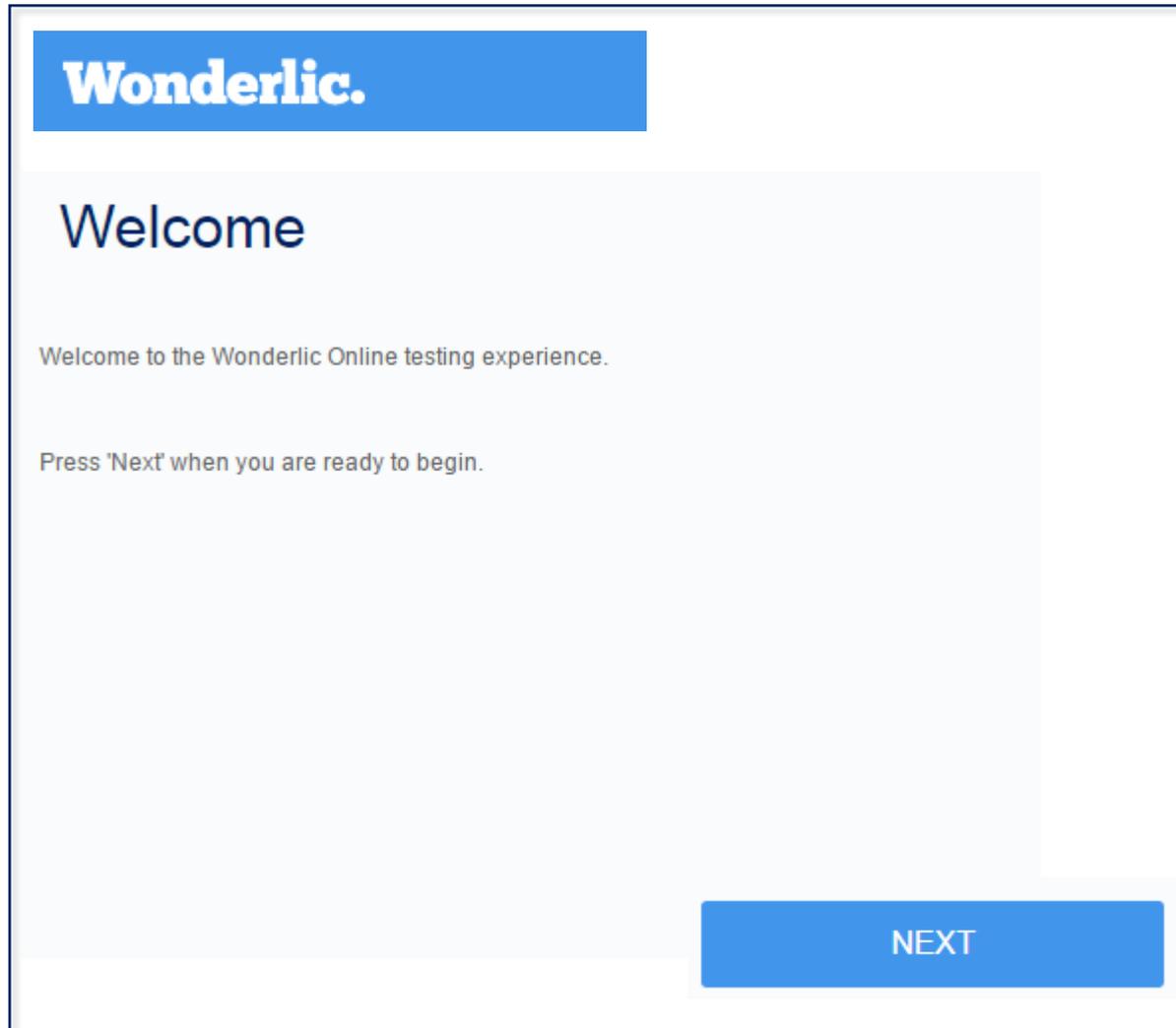
At the Welcome screen, candidates should be settled in front of the testing computer.

If the candidate is onsite for testing, distribute scratch paper and pencils as needed. A sample script can be found in the Admin Guides. The intention is to administer all tests consistently and objectively.

Candidate Chooses Preferred Language

Remaining Process in Preferred Language

Personal Information

Please review the information below. If any of the information is incorrect, please make the necessary modifications and click the **Next** button to proceed.

First Name:

Jay

Middle Initial:

Last Name:

In the next screen, the candidate is invited to complete the personal information window. Information added or edited in this window will automatically update the candidate's record in Wonderlic Online.

Bienvenido

Bienvenido a la experiencia de pruebas en línea de Wonderlic.

Presione 'Siguiente' cuando esté listo para comenzar.

Address 1:

69

Navigation Buttons Explained

Wonderlic.

Instructions for Navigating the Test

Use the buttons below to help you respond to the questions.

PREVIOUS	Go to the previous question.
CLEAR	Clear your response to the question.
NEXT	Go to the next question.

Click Next to proceed to the Practice Test.

NEXT

Timer Allows Pacing

Question 2

07:54

GENTLE is the opposite of

- ○ tame
- ○ submissive
- ○ sweet
- ○ harsh
- ○ compliant

PREVIOUS   NEXT

Intermission Screen Between Administrations

Wonderlic.

Intermission

When you are ready to continue to the next activity, click Next.

NEXT

Next Assessment Starts

MPA™

INSTRUCTIONS

	Always False	Mostly False	More False than True	More True than False	Mostly True	Always True
1. Planning makes me feel prepared	○	○	○	○	○	○
2. I've gotten to where I am today because of the choices that I've made	○	○	○	○	○	○
3. I feel anxious without a plan	○	○	○	○	○	○
4. I'd be able to work better if it were not for some other people	○	○	○	○	○	○
5. I can be good at everything	○	○	○	○	○	○

Thank You Signals End

Wonderlic.

Test Completed

Thank you

The time allowed for this test is over.
Do not be concerned if you did not complete every item, this is to be expected.
You will be contacted directly if any further information is needed.

The testing session ends with a ***Thank You*** screen.

Results will appear in your Wonderlic Online grid within minutes. Results are not provided to candidates.

Review Results

1. Comparison view (Summary of Candidates)
2. Individual view (Candidate Summary)
3. Detailed view (Generate a Report)
4. Multiple view (Print Manager)

Stoplight Colors Provide Fit

Green = Strong Fit
Yellow = Moderate Fit
Red = Weak Fit

Sort and *Filter* Help Organize Information

3-level sort available

Warning: Possible Retest

Generate Multiple Reports

Summary of Candidates

Need Help? 866-726-7301

Add | Manage Candidates | Assign Tasks | Enter Results   ① Request Reports | Candidate Export | Sort | Filter

Job Requisition: ▶

Selection (18) Archive (58)

Request Reports ☒

Assessment
- ☑ WPT-Q
- ☑ PCI ②
- ☑ WPT-R

WPT-R

Name	Last Activity	Stat	tus	Warning	Score	Admin Status

1. Click *Request Reports.*
2. Select the Assessment.
3. Choose if you would like to generate reports for all individuals in the tab, or only selected individuals (if you choose selected, check the box next to each candidate to add to the list.)
4. Name your batch or keep the default name.
5. Click *Generate Batch*.

Generate for:
◉ Selected ③   ○ All

Batch Name:
Batch 12/29/2011 16:30:58 ④

Generate Batch ⑤

	W	0
	S	21	PIN
	S	20	PIN
	W	3	
	W	0	
	M	18	
	M	22	

79

Click Candidate Name

Candidate Summary   Share | Print | Close

Wonderlic Profile	Date Created

Share results with other users   **Add notes about candidate**

Sample B   Status   New

First Name: *Sample

Middle Initial: Address 1:

Last Name: *B   Address 2:

Phone: Extension: City:

Email: deb.pauley@wonderlic   Country: United States
Click here to email candidate   State/Province: -- Select --

                                          Zip/Postal Code:

                    Save

Notes   Add Note

Key: S = Strong   M = Moderate   W = Weak   I = Incomplete

Additional Features

Use *Manage Candidates* to Move a Candidate from One Requisition to Another

If you need to move a candidate to a different position, move their record to the new position and all scores will be reinterpreted against that positions requirements.

1. Click *Manage Candidates*.
2. Select the candidate by clicking the box to the left of their name.
3. Click *Refer Candidate(s) to Job Requisition*.
4. Click the arrow to reveal a list of job requisitions.
5. Select the requisition.
6. Click *Go* (not shown here).

Use *Manage Candidates* to Change Status

A status is automatically assigned when a candidate applies. By changing the candidate's status, you can reflect their current status within your hiring process.

1. Click *Manage Candidates*.
2. Select the candidate by clicking the box to the left of the name.
3. Click *Change Candidate(s) Status*.
4. Select the status from the drop down list.
5. Click *Go* (not shown here).

Candidate Export Downloads Data into Excel

To export tab data into an Excel spreadsheet:

1. **Click *Candidate Export*.**

2. **Name the spreadsheet.**

3. **Click *Go*.**

4. Click the icon in the Download column until the status says Ready.

5. Click the new icon in the Download column.

6. Click *Open*.

7. Review spreadsheet.

Click *Download* Twice Until Status is *Ready*

To export tab data into an Excel spreadsheet:

1. Click *Candidate Export*.

2. Name the spreadsheet.

3. Click *Go*.

4. **Click the icon in the Download column until the status says Ready.**

5. **Click the new icon in the Download column.**

6. Click *Open*.

7. Review spreadsheet.

Format and Save the Excel File

| Name | Last Activity | Status | WPT-Q | | | MPA | | PCI | | | | | | | |
			Admin Status	Warning	Result	Admin Status	Motivation Potential	Admin Status	Warning	CO	ST	AG	EX	OP	Manager
Doe, John	9/21/2015	New	9/21/2015		Strong	9/21/2015	91%	9/21/2015		Weak - 33	Strong - 85	Strong - 70	Strong - 65	Moderate - 43	Strong - 68
Patel, Jay	9/21/2015	New	9/21/2015		Strong	9/21/2015	96%	9/21/2015		Strong - 66	Strong - 85	Moderate - 84	Strong - 72	Moderate - 50	Strong - 86
Nguyen, Daniel	9/19/2015	New	9/19/2015		Strong	9/19/2015	96%	9/19/2015		Weak - 33	Strong - 62	Moderate - 46	Weak - 94	Weak - 24	Strong - 68
Doe, Jane	9/18/2015	New	9/18/2015		Strong	9/18/2015	97%	9/18/2015		Moderate - 47	Strong - 90	Moderate - 84	Moderate - 87	Strong - 70	Strong - 91
Garcia, Letty	9/18/2015	New	9/18/2015		Weak	9/18/2015	87%	9/18/2015		Strong - 72	Strong - 71	Moderate - 84	Weak - 97	Weak - 20	Strong - 91
Smith, Chester	9/17/2015	New	9/17/2015		Moderate	9/17/2015	44%	9/17/2015		Weak - 17	Weak - 20	Weak - 22	Moderate - 78	Strong - 64	Weak - 35
Frederick, Viola	9/17/2015	New	9/17/2015		Strong	9/17/2015	85%	9/17/2015		Strong - 59	Strong - 75	Moderate - 46	Strong - 68	Weak - 29	Strong - 68
Patel, Mariamne	9/15/2015	New	9/15/2015		Moderate	9/15/2015	93%	9/15/2015		Strong - 78	Strong - 85	Strong - 77	Strong - 72	Strong - 58	Strong - 88
Washington, Bella	9/15/2015	New	9/15/2015		Moderate	9/15/2015	98%	9/15/2015		Strong - 72	Strong - 75	Weak - 100	Moderate - 84	Weak - 34	Strong - 88
Juarez, Jose	9/15/2015	New	9/15/2015		Strong	9/15/2015	91%	9/15/2015		Strong - 53	Strong - 100	Strong - 77	Strong - 72	Moderate - 76	Strong - 86
Hernandez, Reynaldo	9/14/2015	New	9/14/2015		Strong	9/14/2015	95%	9/14/2015		Strong - 72	Strong - 71	Moderate - 46	Strong - 68	Weak - 91	Strong - 86

⑦

To export tab data into an Excel spreadsheet:

1. Click *Candidate Export*.
2. Name the spreadsheet.
3. Click *Go*.
4. Click the icon in the Download column until the status says Ready.
5. Click the new icon in the Download column.
6. Click *Open*.
7. **Review spreadsheet.**

User Management

User Management

You can give additional users access to your Wonderlic Online site, or deactivate current users by clicking on User Management.

Add a User

Click **Add** to create a new user. First name, last name, email address and login name are all required. Click **Save**.

"Results Ready" Email Configuration

User Management

Add | Reset Password | Send New User Notification   Sort | Find

Users | Groups

Select	Name	Active	Email Address	Login	Phone #	Last Login Date	New User Email Date
☐	Tester, Thomas	Y	ttester@Wonderlic.com	ttester@Wonderlic.com		5/3/2016	4/11/2016
☐	Patel, Jay	Y	jpatel@Wonderlic.com	jpatel@Wonderlic.com	480-375-8611	5/3/2016	2/3/2016
☐	Sample, Susie	Y	ssample@Wonderlic.com	ssample@Wonderlic.com		4/25/2016	4/25/2016
☐						3/9/2016	3/8/2016
☐						5/3/2016	3/8/2016
☐						3/8/2016	3/8/2016
☐						4/22/2016	3/8/2016

Edit User   ⊠

| User | **Preferences** | Groups | Roles |

"Results Ready" Email Configuration

○ Send a "Results Ready" email for any administration this user has access to

○ Send a "Results Ready" email for any administration this user initiated

◉ Do not send "Results Ready" emails to this user

Close   **Save**

PAGE 1

# of Users 10 ▼   7 record(s) found.

90

Send New User Notification

After adding a user, you must send them a *New User Notification*. This notification will give the user their login name and ask them to set up a password.

Direct New User to Resources

Be sure to direct the new user to the Resources section, so he or she will understand proper administration procedures and how to interpret results.

Deactivate a Current User

User Management   Need Help? 866-726-7301

Add | Reset Password | Send New User Notification   Sort | Find

| Users | Groups |

Select	Name	Active	Email Address	Login	Phone #	Last Login Date	New User Email Date
☐	Admin, Amy	Y	amy@email.com	amy@email.com			
☐			.com	deb@email.com		3/14/2012	1/20/2012
☐			.com	Chuck@email.com		8/3/2012	6/10/2011

Edit User   [X]

| User | Preferences | Groups | Roles |

First Name: Amy

Last Name: Admin

Phone: [   ]   Ext.: [   ]

Email: amy@email.com

Login Name: **amy@email.com**

Active: ☐

[Close] [Save]

To deactivate a user, click on the user's name, then uncheck the box next to *Active* and click *Save*.

Once deactivated, that user will not be able to login to Wonderlic Online with their credentials.

Users can be reactivated at a future time by following the same steps and checking the active box.

Wonderlic Support

Wonderlic Support

- ## Helpdesk:
- *Technical questions*
- P: 866.726.7301   E: clientservices@Wonderlic.com
- Hours: 7:30 a.m. to 7:00 p.m. Central

- ## Compliance Team:
- *Testing individuals with disabilities*
- P: 800.600.8594   E: compliance@Wonderlic.com
- Hours: 8:30 a.m. to 5:00 p.m. Central

- ## Consulting Team:
- *Test result interpretation assistance, state/federal regulations regarding pre-employment testing*
- P: 800.600.8594
- Hours: 8:30 a.m. to 5:00 p.m. Central