

# Job Fit Report & Interview Guide



**Amy Lewis**

FITSCORE®  
**92**

Assessment Date: **January 9, 2020**  
Role: **Business Development Manager**  
Company: **Fit First Technologies Careers**

## Introduction

### What is this report & how can I use it?

Considerable research shows that success in any role is the result of a few important components lining up properly:

- **The Right Skills** (found on their Resume):  
Gained through training, education and/or professional certification.
- **The Right Experience** (found on their Resume):  
Gained through previous jobs, internships, volunteering and other activities.
- **The Right Job Fit** (from the Job Fit Questionnaire):  
Everyone's core behavioral traits, attitudes and characteristics are different, so, as with any kind of relationship in life, people will be more compatible with certain jobs than others.

This report focuses only on whether or not Amy is a compatible '**fit**' for the Business Development Manager role. It does not evaluate whether Amy has the right knowledge or work experience.

The information in this Job Fit Report & Interview Guide is very specific to Amy. We've taken the results of the Job Fit Questionnaire that **Amy Lewis** completed, and then compared **Amy's** unique characteristics to those of people who are most likely to be successful in the **Business Development Manager** role.

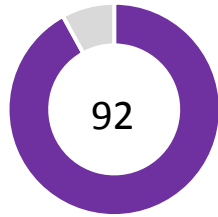


### *Tip!*

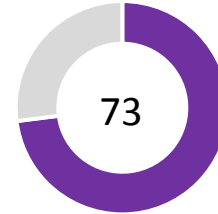
Remember, finding someone with the **right job fit** will benefit both you *and* your employee. When someone's a good fit for their job, they tend to be more successful and happy with their career – not to mention that they tend to be more productive and stay longer in the job.

# Job Fit Quick View

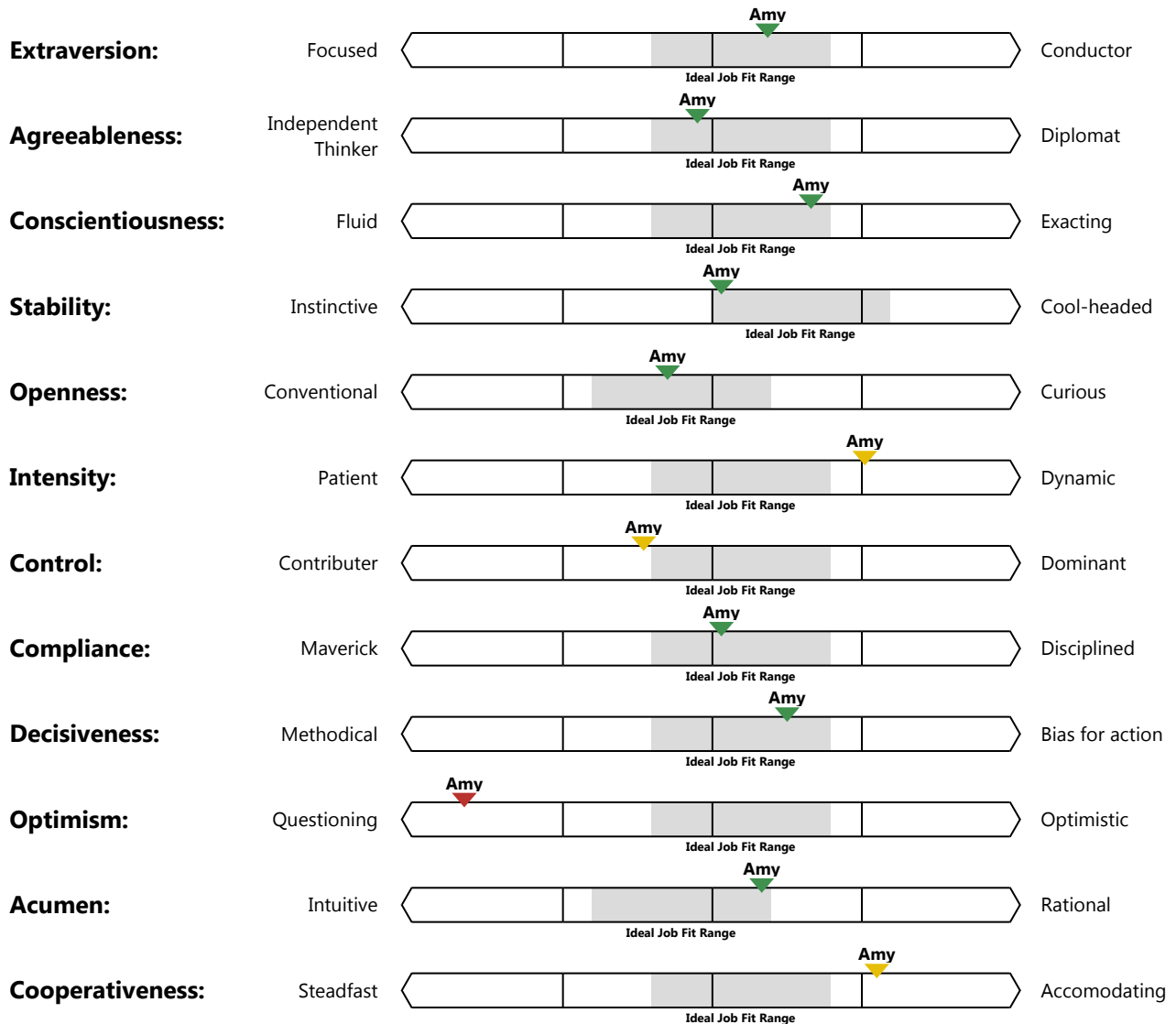
FitScore®

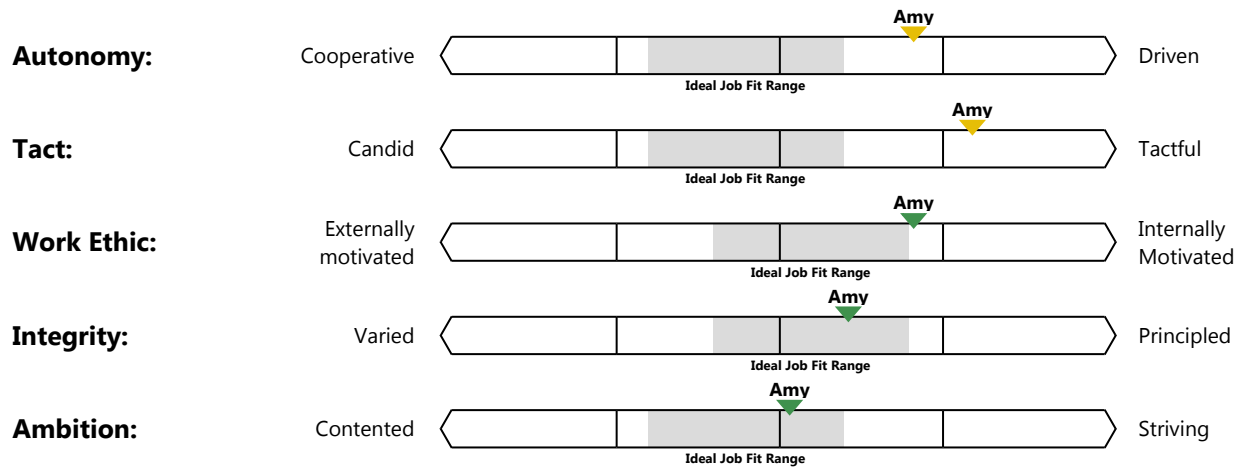


Critical Thinking & Reasoning



## Core Behavioral Traits:

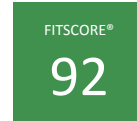




## Core Behavioral Traits:

### What is this?

This is the main portion of the assessment outcome, where **Amy's Core Behavioral Traits** are compared with those who are a successful fit for this role.



### Outcome for Amy:

Based on the answers that Amy provided during the online assessment, we have generated an overall **FitScore® of 92\* for Amy**. This would generally indicate that In comparison to the ideal candidate, **Amy is a match**.

**Answering the Job Fit Questionnaire:**

When completing the Job Fit Questionnaire, some candidates may attempt to present themselves as they would prefer to be seen (rather than responding openly) for fear of disapproval or judgement.

**It appears that this candidate has most likely responded openly and accurately.**

## Critical Thinking & Reasoning:

### What Is This?

This section is an optional addition to the assessment, focusing on 'How does the candidate process different forms of data and information?'. When added to the application, the candidate is presented with a series of cognitive math and word problems asking them to choose the answer they felt was correct.



### Outcome for this Candidate:

- Is generally able to analyze large amounts of data with ease.
- Typically prefers an environment that allows for complex problems to be solved independently.
- Will typically deliver sound decisions based on the analysis of data due to strong numeric and verbal abilities.
- Usually prefers to approach verbal and numerical data independently without the assistance of others.

## Interview Guide

Interviews are generally the most important step of your decision-making process. The objective is to learn as much as you can about the candidate by asking job related questions, to give you as clear a sense as possible of how it would work out if you hired them.

Preparation is critical to the success of an interview. A small investment of time before the meeting will ensure a smooth, comfortable, and productive interview.

Exchange as much relevant information as you can with the candidate. This is an opportunity to learn specific things about them – their strengths, style, preferences and dislikes. Probe for **their skills and experience**, as well as a thorough review of **their likely fit** with the job, with you, with the people they'll be working with, and with the organization's culture and values. Try this suggested structure:

1. <b>Welcome</b>	Introduce yourself, describe your role in the organization, and talk a little about the company. Small talk will make them feel at ease.	5-7 minutes
2. <b>Overview</b>	Explain that questions will cover several key areas critical to success on the job, including a review of the resume. In most instances, they will be asked to relate a situation from the past. You will need them to describe the situation, tell you what they did, and what the outcome was – as well as what they learned. Inform them you will be taking notes to capture the important points, for future reference.	3-5 minutes
3. <b>Interview</b>	Use the questions in this Guide. Be clear in your own mind what information it is that you are looking for. Use probing or follow-up questions to go deeper.	45-60 minutes
4. <b>Wrap Up</b>	Offer the candidate the opportunity to ask any questions that come to mind for them. Write down those questions and answer them. Thank the candidate for their time; give an overview of the next steps. Tell them when they can expect to hear from you.	5 minutes

### Tips!

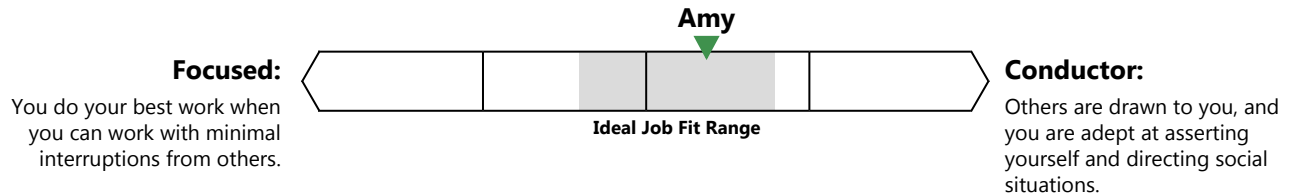


- Thoroughly read through the candidate's resume and this report, making notes on items of interest to you.
- Review this Interview Guide beforehand. Be familiar with its contents, as well as the flow and timing you need to maintain in your questioning. Flag or note things you want to be especially sure to cover.
- Plan to conduct the meeting in a quiet, well-lit area without interruptions. Turn off your phone and monitor, arrange the chairs so it is open and inviting with no visual distraction near a window or open door, and ideally not across a wide desk.
- Have a pitcher of water available in the room, as well as a box of tissues.

## Core Behavioral Traits that are most critical to success in this role:

### EXTRAVERSION

Degree to which one requires social interaction and authority.



#### Ideal Candidate:

- Prefers to work in a group setting in which they have the opportunity to interact with others, but is able to work alone with limited contact for short periods of time.

#### This Candidate:

- Is an **exact match** to the ideal candidate range for this job.

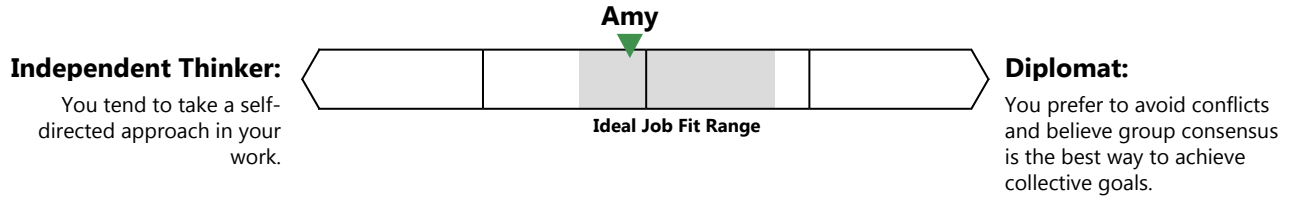
#### Suggested interview questions specific to Amy's outcome for this trait:

- Think of a time when you were part of a group that had to accomplish a task and the group could not agree on how to do it. What did you do?
- How do you approach projects where you have to work alone, versus those requiring you to work in a group?
- Tell me about a time you worked in a group and were required to follow group consensus.
- What would you do if you were given a large task and the option to work on it alone and complete it in two weeks, or work with a group and complete it in one week?

#### Your Notes:

### AGREEABLENESS

Tendency to be friendly, approachable, and easy to get along with.



**Ideal Candidate:**

- Usually cooperates with others in order to ensure group harmony as long as their goals do not drastically differ from those of the group.

**This Candidate:**

- Is an **exact match** to the ideal candidate range for this job.

**Suggested interview questions specific to Amy's outcome for this trait:**

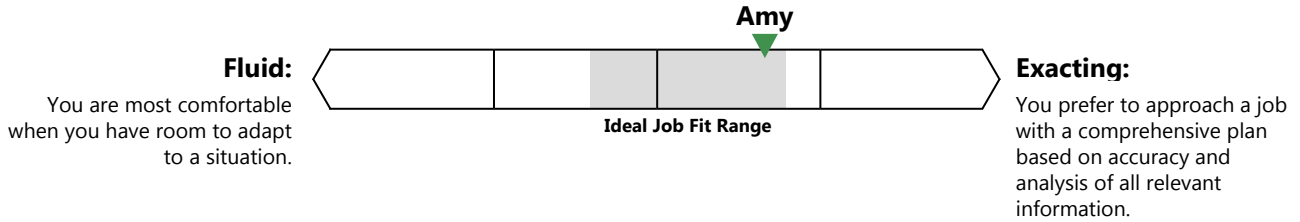
- How have you handled situations in which you had to work with someone you did not get along with?
- What kinds of co-workers do you find it hard to get along with?
- Tell me about a time when internal competition influenced your ability to work in a group.
- Tell me about a time when you competed with a colleague.

**Your Notes:**



### CONSCIENTIOUSNESS

Tendency to strive for perfection, sometimes at all costs.



**Ideal Candidate:**

- Prefers to be precise in their actions, but can take the big picture into account when necessary.

**This Candidate:**

- Is an **exact match** to the ideal candidate range for this job.

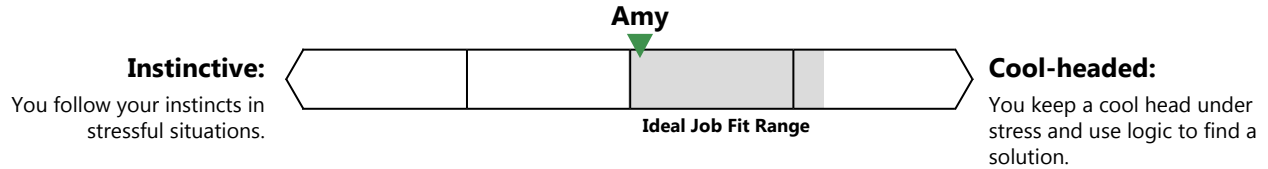
**Suggested interview questions specific to Amy's outcome for this trait:**

- Tell me about a time you spontaneously jumped into a task without planning. What was the outcome?
- Describe a time you worked on a project without a structured plan. How did it go?
- When working on projects do you prefer to approach them spontaneously and solve problems as they appear or approach them with a structured plan?
- Describe a time you were assigned a task which required you to develop a methodological outline before proceeding.

**Your Notes:**

### STABILITY

Degree to which one reacts positively to negative or stressful situations.



**Ideal Candidate:**

- Is usually objective in their decision-making and actions, even in trying circumstances.

**This Candidate:**

- Is an **exact match** to the ideal candidate range for this job.

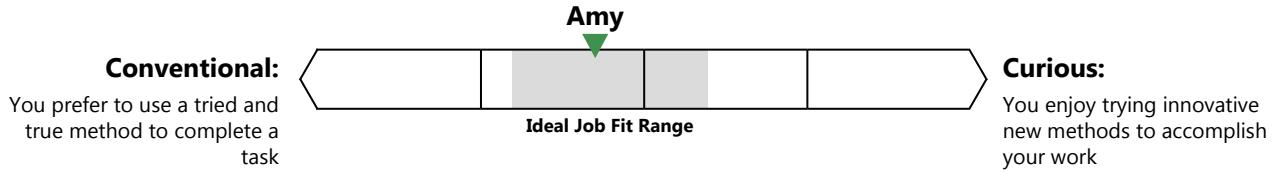
**Suggested interview questions specific to Amy's outcome for this trait:**

- How do you typically react when required to make a decision during a stressful situation?
- How do you react to stress?
- When we are faced with stressful situations we sometimes react negatively. Tell me about a time you reacted negatively in a stressful situation?
- Tell me about a time you made a gut decision during a stressful situation.

**Your Notes:**

### OPENNESS

Willingness to try new ways of doing things.



**Ideal Candidate:**

- Favors traditional methods and familiarity, but will adapt to new methods when required.

**This Candidate:**

- Is an **exact match** to the ideal candidate range for this job.

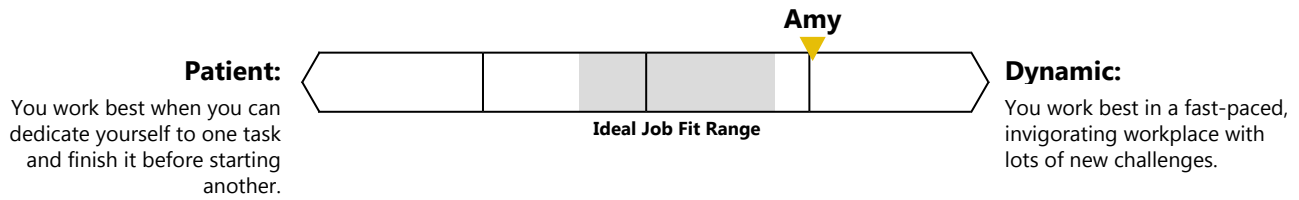
**Suggested interview questions specific to Amy's outcome for this trait:**

- Tell me about a time when you had to deal with a major change that you did not support.
- Describe a procedure you typically follow at work that other people find pointless.
- What are your thoughts on trying new methods to complete tasks, even if there is nothing wrong with the current method?
- Tell me about a time when you had to adjust to a new change in the workplace.

**Your Notes:**

### INTENSITY

Level of drive and/or restlessness one exhibits.



**Ideal Candidate:**

- Is able to work tirelessly in order to meet deadlines, but appreciates being able to take a more leisurely approach sometimes.

**This Candidate:**

- Is **slightly different** from the ideal candidate range for this job.
- Enjoys the challenge of working on multiple tasks at once.
- Generally has a strong desire to devote the majority of their energy to the task at hand.
- Is typically able to meet deadlines in a timely manner and usually at a faster pace than others.

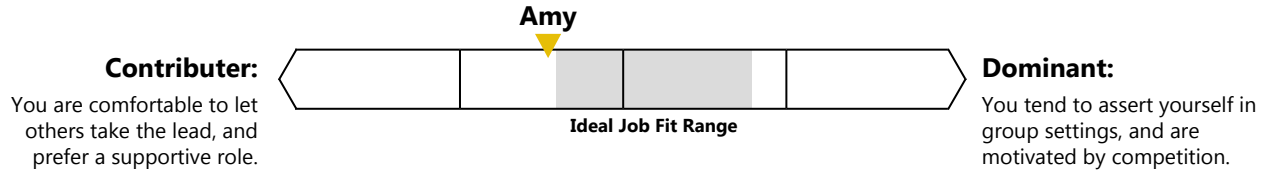
**Suggested interview questions specific to Amy's outcome for this trait:**

- Tell me about a time when you felt as though you were rushed through a project.
- What is the most stressful job you have had? What made it stressful for you?
- How have you handled situations in which you were assigned multiple high priority tasks at once?
- Tell me about a time you felt as though you needed to take a break and recharge before proceeding with any further work tasks. What did you do?

**Your Notes:**

### CONTROL

Tendency to take charge of people and situations. Leads more than follows. It is often associated with expressing confidence.



#### Ideal Candidate:

- Is usually motivated to take charge in most situations.

#### This Candidate:

- Is **slightly different** from the ideal candidate range for this job.
- Prefers to be a part of a project rather than in charge of a project.
- Prefers allowing others to take the lead, and does not have a strong need to be in control of most situations.
- Would rather not take the lead on a project unless it is necessary.

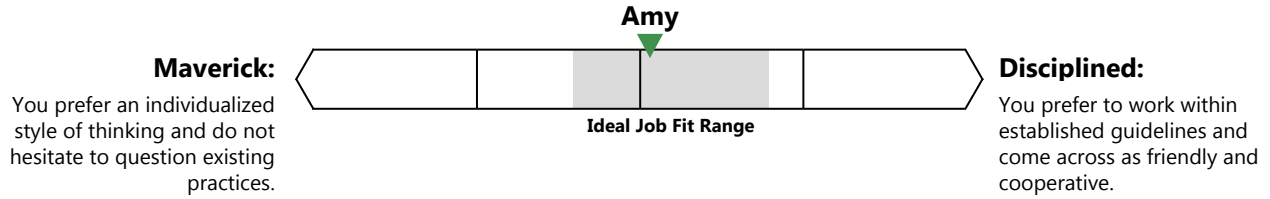
#### Suggested interview questions specific to Amy's outcome for this trait:

- Tell me about a time when you went along with the decisions and goals made by a group.
- Tell me about the last time that someone influenced you. Why were they able to influence you?
- How have you reacted to a situation in which you were required to be a compliant follower and were discouraged from providing your input?
- Tell me about a time you were required to lead a group on a project.

#### Your Notes:

## COMPLIANCE

The degree to which an individual is willing to follow policies, external controls and supervision, and to work within the rules.



### **Ideal Candidate:**

- Is usually willing to accept outside input and guidance.

### **This Candidate:**

- Is an **exact match** to the ideal candidate range for this job.

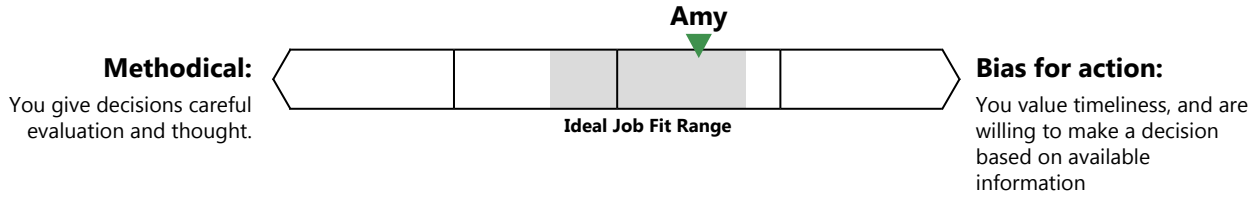
### **Suggested interview questions specific to Amy's outcome for this trait:**

- How have you reacted when you noticed a colleague being disrespectful to a supervisor?
- Tell me about a time you went outside the rules when completing a task.
- Tell me about a time when you felt uncomfortable taking direction from an authority figure. Why?
- How have you reacted when you did not agree with the directions provided by your supervisor? What did you do?

### **Your Notes:**

## DECISIVENESS

Reflects how confident someone is in accepting the risk of making a decision in a timely fashion using what information is available at the time.



### Ideal Candidate:

- Is generally capable of making day-to-day decisions in a timely manner.

### This Candidate:

- Is an **exact match** to the ideal candidate range for this job.

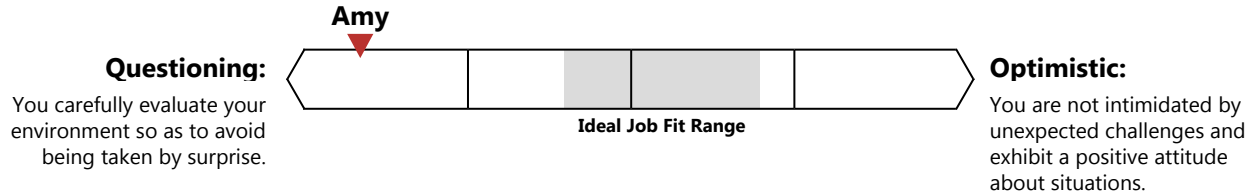
### Suggested interview questions specific to Amy's outcome for this trait:

- Tell me about a time you delayed making a decision because you needed more information.
- Tell me about a time that you made a decision, but still felt uncertain after making the decision.
- Tell me about a time you had to make a decision quickly, but were hindered by your lack of confidence in your ability to make the decision.
- How do you begin a complex project without much instruction or guidance?

### Your Notes:

## OPTIMISM

Tendency to have a positive attitude regarding people and outcomes.



### Ideal Candidate:

- Expresses optimism towards new methods for completing tasks.

### This Candidate:

- Is **considerably different** from the ideal candidate range for this job.
- Generally expresses guarded optimism regarding change.
- Is usually guarded in their optimism towards new tasks or challenges.
- Generally expresses guarded optimism in unfamiliar situations.

### Suggested interview questions specific to Amy's outcome for this trait:

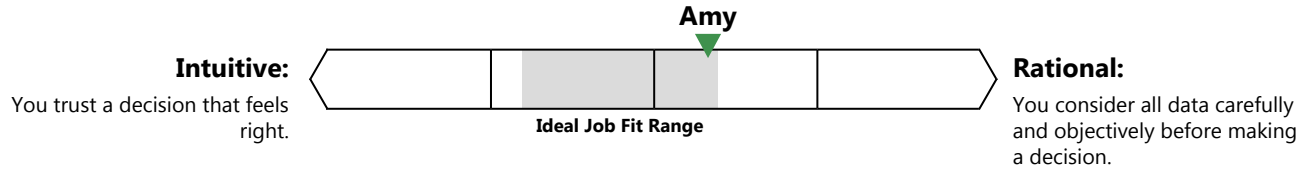
- Tell me about a time you were skeptical of something your organization was trying to implement. Why were you skeptical?
- How have you reacted when a new co-worker was given the lead on a project you were a part of?
- Tell me about a time you were doubtful about a new change in the workplace. Why did you doubt the change?
- Tell me about a time you gave someone the benefit of the doubt, even though you did not know them very well.

### Your Notes:



## ACUMEN

Tendency to use logic and objective information in decision-making process.



### Ideal Candidate:

- Prefers to rely on their own intuition but, will consider outside information sometimes.

### This Candidate:

- Is an **exact match** to the ideal candidate range for this job.

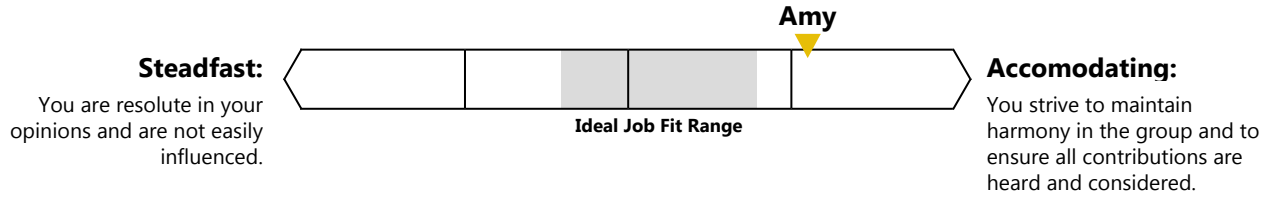
### Suggested interview questions specific to Amy's outcome for this trait:

- When has "trusting your instincts" failed you when making a decision?
- Tell me about a time you chose to rely on your own instincts instead of considering the opinions of others when making a decision.
- Tell me about a time you ignored the opinions of other people in favor of your own opinion when you made a decision.
- How do you make decisions in high pressure situations where there is no time to review all the available objective information?

### Your Notes:

### COOPERATIVENESS

Tendency to be friendly, agreeable, and to be a team player.



**Ideal Candidate:**

- Considers the opinions of others to be just as valuable as their own.

**This Candidate:**

- Is **slightly different** from the ideal candidate range for this job.
- Is generally not one to express personal opinions unless absolutely necessary.
- Usually agrees with others in order to maintain group harmony.
- Often has a tendency to withhold personal opinions in order to maintain a positive environment.

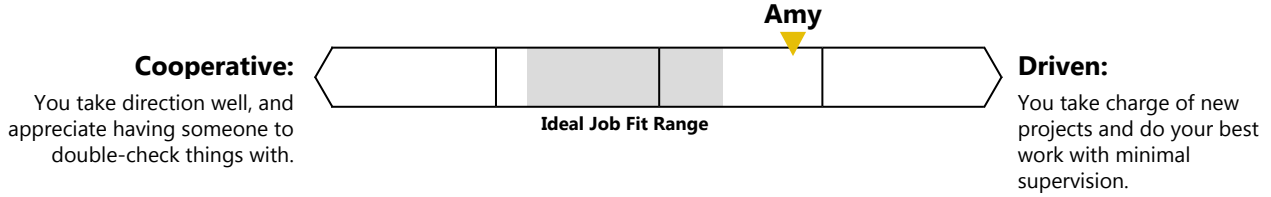
**Suggested interview questions specific to Amy's outcome for this trait:**

- Tell me about a time when someone mistreated you and you stood up for yourself.
- Tell me about a time you defended your opinion against a group.
- Tell me about a time you were not willing to compromise on something and as a result you got into a conflict with someone.
- When your opinion differs from the group, do you tend to keep it to yourself to avoid a conflict, or argue your opinion? Why?

**Your Notes:**

### AUTONOMY

Tendency to be self-reliant, self-directed, and to take independent action, making own decisions.



**Ideal Candidate:**

- Isn't really bothered by being closely managed and monitored.

**This Candidate:**

- Is **slightly different** from the ideal candidate range for this job.
- Typically is self-reliant, working best under minimal supervision.
- Prefers to carry out tasks with little direction.
- Appreciates the opportunity to work independently, but is capable of working with others when the need arises.

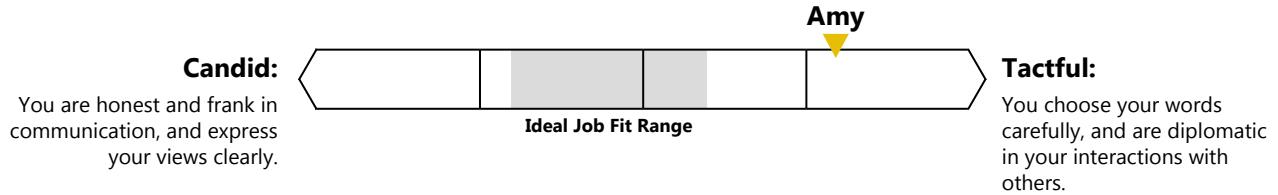
**Suggested interview questions specific to Amy's outcome for this trait:**

- Tell me about a time you felt uncomfortable working independently on a project. Why?
- How have you felt in jobs that required consultation with your supervisor and/or colleagues before making any decisions?
- How important is it to you to be closely monitored and managed on the job?
- When working on projects how important is it to you to have a clear plan laid out by your supervisor?

**Your Notes:**

### TACT

Tendency to consider the feelings of others when communicating.



#### Ideal Candidate:

- Sometimes finds it challenging to get their point across while sparing the feelings of others.

#### This Candidate:

- Is **slightly different** from the ideal candidate range for this job.
- Often masks true feelings when communicating with others in order to avoid interpersonal conflict.
- Tends to use discretion and common sense when expressing feelings and opinions in order to avoid offending others.
- Tends to be careful about what is being said and sometimes even retains information in order to spare the feelings of others.

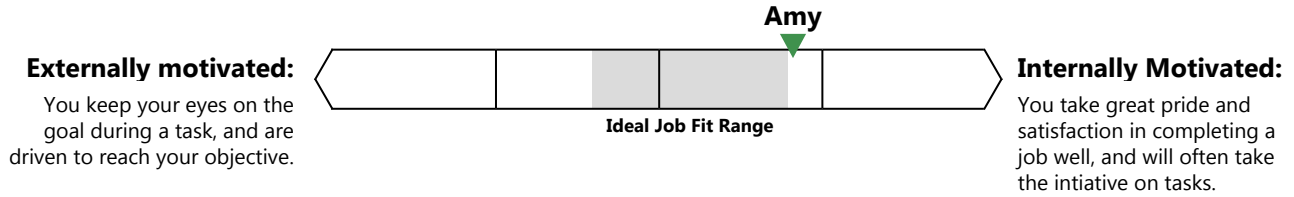
#### Suggested interview questions specific to Amy's outcome for this trait:

- Tell me about a time you felt that full disclosure was more important than considering the feelings of others.
- Tell me about a time you failed to consider how people would react before expressing yourself.
- Tell me about a time that your direct approach when communicating resulted in hurting someone's feelings.
- What would you do if you were in a high pressure situation and needed to get information across to a group, but such information might negatively impact on some people in the group.

#### Your Notes:

## WORK ETHIC

Willingness to work for the intrinsic benefit of work and its ability to enhance character.



### Ideal Candidate:

- Gains their drive from the need to be successful, however, they appreciate the external awards that come along with it.

### This Candidate:

- Is an **exact match** to the ideal candidate range for this job.

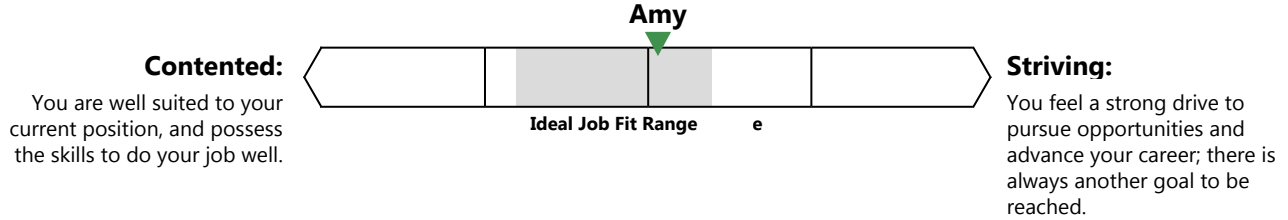
### Suggested interview questions specific to Amy's outcome for this trait:

- When has a job meant more to you than money?
- Describe to me a time you were driven by money rather than success.
- Tell me about a time you needed outside encouragement in order to finish something.
- When have you been in a job that you did not feel adequately rewarded your accomplishments?

### Your Notes:

### AMBITION

Willingness to do whatever it takes to attain a personal goal, often even at the expense of others.



**Ideal Candidate:**

- Is generally satisfied with their current skill set, but would not be opposed to personal development opportunities.

**This Candidate:**

- Is an **exact match** to the ideal candidate range for this job.

**Suggested interview questions specific to Amy's outcome for this trait:**

- Tell me about a time when you declined a professional development opportunity. Why did you turn it down?
- Where does work fit in the rest of your life?
- How would you feel about being offered a higher position that required a lot more responsibility?
- Tell me about a time you were offered an opportunity that you did not seek out. How did you react?

**Your Notes:**

## Resume Notes

Questions from your review of Amy's skills and experience:

Note/Item to Probe:	Amy's Answers:
<p><b>Education:</b></p> <ul style="list-style-type: none"><li>• First, review what they have listed on their resume.</li><li>• What other education/training have you had?</li><li>• How has your education/training prepared you for this job?</li></ul>	
<p><b>Work experience, credentials and special skills:</b></p> <ul style="list-style-type: none"><li>• First, review what they have listed on their resume.</li><li>• What additional training or certificates do you have?</li><li>• Will they need a valid drivers' license? Can they get an abstract?</li></ul>	
<p><b>Other pre-requisites for the job – make your list of requirements to check off early in the interview, for example:</b></p> <ul style="list-style-type: none"><li>• Can they legally work in the country?</li><li>• Can they commit to the shift/hours required?</li><li>• Do they need to be able to travel?</li><li>• Will they need to provide a police background check?</li></ul>	

## Interview Summary Notes

Notes from Amy's own questions:

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**Amy's Questions:**

Before the interview comes to a close, ask what questions Amy has for you about the Business Development Manager role, the company, or any other aspects of job:

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**Your Response:**

Post-Interview Notes:

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**Notes:**

Summarize your thoughts after the interview:

Decision Time:

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**Does Amy advance to the next step?**

**Yes**

If yes, what specifically do you plan to ask Amy's references about?

**No**

If no, why?