

(SAMPLE) PRE-EMPLOYMENT PSYCHOLOGICAL REPORT

Candidate's Name: John Q. Adams
Assessment Procedures: Structured
Pre-Employment Interview; *SOS II*;
Profile XT; *MMPI-2-RF*
Referring Agency: City of Mayberry's
Police Department

Candidate's DOB: 1/01/1984
Date of Assessment: 1/04/2013
Date of Report: 1/05/2013
Evaluator: Kurt W. Jensen, Psy.D.
Consulting Psychologist
Desired Position: Patrol Officer

Introduction:

Confidentiality

Given the nature of appraisal information and the potential dangers of its misuse, this report should be kept confidential and its contents restricted to those who have direct responsibility for decision making. This Psychological Report should not be shown to or discussed with any individual without first considering the findings enclosed, the potential benefits, and the ways in which the enclosed data may be misunderstood or misinterpreted.

How to Use This Report

The following Report contains information that can aid in making decisions regarding an individual's job placement, psychological wellbeing, and capacity to comply with work-related responsibilities. Since everyone has strengths and weaknesses, it is important that this Report be viewed in its entirety. Specific statements should not be considered in isolation and/or overemphasized, but considered as reflecting a part of this person's ability to assume the responsibilities of a particular position within the organizational environment.

Any work or job assessment should be based on a thorough examination of an individual's capabilities, experiences, and aptitudes, as well as organizational variables such as position requirements, management style, and company culture. To minimize chances of erroneous decisions, consider the contents of this report as well as information from other sources (e.g., interviews, references, work history, job competence, work habits, personal background, etc.).

Occasionally, statements within this report may seem surprising or contradictory. Information gleaned from multiple sources can help to determine whether a statement reflects important work behaviors or attributes that are not important to, or readily observable, on the job. People and organizations change over time. If more than 12 months have passed since the date of this Report, its findings should be considered in light of changes and developments that have occurred.

In reviewing this Psychological Report, please keep the following in mind:

- The results are based in part on the candidate's self-perceptions, along with the observations and impressions of others. Perceptions and ratings used as part of this Report may be influenced by a variety of personal, social, and environmental factors.
- Raw scores from measures of ability and personality attributes were used as part of this Report, and are often based on comparisons to a professional norm group (e.g., people who work in jobs which, for the most part, require education or training beyond the high school level). Statements and findings from this Report are perhaps best considered in relation to the comparison group, in this case Police professionals.
- Many of the characteristics described in this report could be assets in some circumstances and liabilities in others. For maximum benefit, results should be considered in the context of the Patrol Officer position specific to the Mayberry Police Department.



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Background/Observations:

John Adams is a 29 year old, single male, a person with considerable academic and work experience in the public service sector. Mr. Adams graduated from Mayberry High School in 2002 with a 3.2 GPA; he has two Associates Degrees in General Studies and Law Enforcement from Eastside Community College (2.7 GPA), where he also completed Police Academy training. Mr. Adams worked in three area municipalities as a landscaper before being hired as a part time Patrolman for the City of Anywhere Heights, his employer since May of 2010. For additional background information, please contact the Mayberry Police Department.

Mr. Adams arrived 10 minutes early for his testing and interview, neatly dressed in "office casual" attire. He appeared clean and well groomed, wearing khakis, loafers, a dress shirt, and a jacket. A slender man, his height and weight appeared to fall within the average range, and he appeared to be in good physical condition. Mr. Adams's style of communication was pleasant and positive; he seemed to respond to questions in an attentive, calm, and straightforward manner.

In describing himself and providing a history, Mr. Adams's concentration, motivation, and mental status appeared to be within normal limits. His mood and affect were consistent and his easy-going, accommodating style of interaction seemed authentic. This candidate described himself as an "average person who has a good life," an individual with "reasonably good looks" who strives to "make the right choices." "I like being held to a higher standard," he stated.

This candidate indicated that he was initially inspired to pursue a career in police work while watching television shows about law enforcement. Mr. Adams said that he decided to become a Police Officer after taking police-related college courses at Eastside. He said that he intends to complete a Bachelors Degree in Law Enforcement or a related field, and hopes to stay with the Mayberry Police Department until retirement. When asked about possibly moving into a leadership position in Mayberry, Mr. Adams replied, "Right now I'd be happy just to be a Police Officer."

When asked about what it takes to be successful in this career, Mr. Adams stressed the importance of demonstrating a positive attitude. He said that it's crucial to keep your family and work lives separate, "establishing an equilibrium between the two." Mr. Adams said that he enjoys his work in part because he has the opportunity to "change someone's life for the better," at some point perhaps saving a life.

This candidate was asked about his experience in managing conflict and dealing with difficult co-workers. "I've had some excellent role models who've demonstrated the importance of listening," he said; he noted that he's rarely involved in or bothered by disagreements. Mr. Adams reported that he gets along well with most of his fellow Police Officers, though at times he admitted seeing tension and conflict between peers that "adds to the drama." He described himself as an "easygoing sort" who to date has had good working relationships with supervisors. "I get along with everyone," he summarized, including people he may not like. To deal with co-workers he finds ill-tempered or disagreeable, Mr. Adams said he tries to "lay low." He views himself as generally an optimistic person who tries "to not get involved in negativity."

In discussing his ability to work as part of a team, Mr. Adams stressed the importance of considering the ideas and opinions of others. "I think it's important to be a team player," he said. He noted that team-based efforts often lead to a better outcome and contribute to a greater sense of group cohesion. This individual identified "honesty" and "integrity" as the qualities that have contributed most to his work-related success to date. When asked to identify a comparative area of weakness, Mr. Adams admitted that his writing and grammar skills "could use some improvement." He also noted that his limited experience in leadership positions might be viewed as a shortcoming, but said he would take advantage of training opportunities that might lead to advancements.

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Test Results and Findings:

The **Step One Survey II (SOS II)** is a standardized assessment tool used to evaluate job applicants' integrity, substance abuse, reliability, and work ethic. The **SOS II** provides a structured format to obtain objective information, develop interview questions tailored to an individual's life experiences, and identify the best candidates. This instrument examines candidates' attitudes and behaviors, addressing key work-related issues such as employment history, drug use, theft, criminal convictions, and job performance, among others.

On this administration of the **SOS II**, Mr. Adams's *Distortion Factor Score* was 9 on a 1-to-9 point scale, where higher scores reflect greater candor. This suggests that he was very frank and forthright in responding to test items. This candidate denied ever lying or using confidential company information inappropriately, but admitted that he has made use of a company's computer for personal reasons in the past.

Mr. Adams reported that he has never been fired or quit a job to avoid being fired. He denied using illegal drugs in the workplace at any time; he said he has never failed a drug test and would be willing to take one if requested. This candidate denied ever having sold or given illegal drugs to co-workers, and reported that he has never been convicted of a crime.

Measures of Mr. Adams's attitudes about work-related behaviors suggested the following:

- 1) He appears to consistently support a company's right and efforts to protect its assets, even when the possessions or materials are fairly inconsequential.
- 2) This candidate has little tolerance for the use of drugs or alcohol in the workplace.
- 3) He is likely to have a positive attitude approach when dealing with peers, subordinates, and supervisors, and should consistently display a sense of optimism.
- 4) Mr. Adams will consistently display a strong work ethic and will address his responsibilities with a fair degree of diligence.

The **ProfileXT** is a pre-employment test used to assess individuals' thinking and reasoning abilities, behavioral traits, and occupational interests. Job candidates' scores on these measures were compared to the scores of individuals identified as "high performers" in similar positions, creating a "job match" profile used to measure worker potential and predict job performance. A Job Match Profile was established for the Patrol Officer position within the Mayberry Police Department and was used to help assess this candidate's job qualifications.

Mr. Adams's performance on the **ProfileXT** suggests that he has many, if not most, of the cognitive skills, behavioral traits, and vocational interests typically found in individuals who succeed in law enforcement careers. His overall match for the Job Pattern established for the Mayberry Police Department's Patrol Officer position was 80%; Mr. Adams's *Distortion Scale Score* on this test was 9 out of 10, where higher scores suggest greater candor in responding to test items.

Mr. Adams's scores related to learning abilities suggest that he will consistently benefit from educational opportunities made available to him. However, review of his scores on subtests measuring cognitive abilities shows a mixed pattern of skill sets. A candidate's subscale scores on this section of the **ProfileXT** range from 1 to 10, with higher scores reflecting greater ability to assimilate information quickly and easily. Mr. Adams had an overall *Learning Index* score of 5, with subscale scores varying from 3 on *Numeric Reasoning* to 9 on *Verbal Reasoning*. Depending on the training program and materials being taught, this candidate's capacity to absorb new information is likely to vary.

Given his respective subscale scores, Mr. Adams is likely to do best on tasks that require mathematical computations and/or those involving verbal communication or reasoning skills. Somewhat paradoxically, he may need additional time in tasks that involve the analysis of verbal or written information. This candidate may also need assistance when required to use advanced numerical reasoning skills or when required to assimilate mathematical or statistical procedures.

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Despite these findings, Mr. Adams' overall score for the *Thinking Style Pattern* was a 66% match for the Mayberry Police Patrol Officer position, suggesting that he is quite capable of learning the skills necessary to succeed in this job.

Behaviorally, Mr. Adams appears to be a good fit for this position, with scores reflecting an 86% match in this area. Subtest scores suggest that he is a reasonably energetic person who will typically deliver quality results in a timely fashion. This candidate may display leadership skills when called upon to do so, but will generally be more satisfied with the role of participant or follower. He is a socially skilled person who can interact effectively with a wide variety of personality types. Managers will find him easy to supervise as he will typically respond favorably to organizational restraints and show an appreciation for policies, procedures, and traditions.

This individual is somewhat flexible and can handle a variety of problems and challenges. Though not overly optimistic, he will generally display an upbeat, positive demeanor. Mr. Adams is generally an agreeable, go-with-the-flow kind of person, but may become defensive if he believes others are taking advantage of him. He is one to place great emphasis on supervisory direction; he will strongly prefer detailed instructions before taking action or assuming responsibilities, particularly in the early going. Nevertheless, he is a fairly logical person who will use good judgment when relying on his own cognitive and decision-making abilities.

This individual's interest pattern was very similar to the interest patterns typically seen in successful Police Officers from Mayberry. A 94% match in this area, his top three areas of interest were *People Service*, *Mechanical*, and *Enterprising*.

The Minnesota Multiphasic Personality Inventory–2–Restructured Form (MMPI-2-RF) is a psychological test used in the diagnosis and treatment of mental disorders, and the assessment of job candidates for public safety and other vocations. Results are determined by comparing individuals' test responses with those from a variety of psychiatric and non-psychiatric populations. Comparison of these response patterns is used to determine test takers' level of adaptation, behavioral characteristics, and personality traits. When used to determine vocational suitability, measures of personal adjustment, social style, and possible employment problems are also considered.

On this administration of the ***MMPI-2-RF***, Mr. Adams's results indicate that he may have answered test items with a bias towards casting himself in a more favorable light, perhaps attempting to minimize his faults and highlight his positive qualities. This response set is often seen when individuals are evaluated at the request of an agency (e.g., the Mayberry Police Department). Despite this caveat, it appears that the results of this administration are valid and that this individual has no psychiatric condition or mental disorder that would preclude his working as a Police Officer.

His ***MMPI-2-RF*** results suggest that Mr. Adams is a very confident person who has adapted to life stressors in a psychologically healthy manner. He is a person who typically accepts challenges and responds in a forthright, self-assured manner. He is likely to be viewed as a somewhat traditional male, and appears to be interested in sports, hobbies, and other activities typically viewed as "masculine." Individuals with similar profiles are often described as sensation- and adventure-seekers.

Mr. Adams's psychological profile suggests that he is happy with his life and optimistic about his future. Results suggest that he is a fairly social person, one who can communicate and work effectively with a variety of personality types. The candidate's responses to test items indicate that he typically views others as well-intentioned and trustworthy. Mr. Adams appears to often ignore or discount his negative impressions, and at times may appear to be somewhat naïve. Nevertheless, his test protocol revealed no indication of somatic, cognitive, emotional, or behavioral dysfunction. Mr. Adams's ***MMPI-2-RF*** clinical profile was within normal limits, suggesting that he is unlikely to experience psychiatric or stress-related problems that would

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impact his job performance or limit his capacity to work in the field of law enforcement.

These findings were consistent with Mr. Adams's self-report and observations made during his clinical interview. He admitted to feelings of sadness following the death of his grandfather, but denied ever having significant problems with anxiety or depression. He said that he has never been diagnosed with a mental illness or condition, and has never taken psychiatric medications.

Mr. Adams described a current pattern of alcohol use that would probably best be described as "light to normal" (i.e., drinking 1-2 times per month and consuming 4-5 drinks per occasion). He admitted, however, to drinking substantially more (6-8 beers, 1-2 times per weekend) between the ages of 18 and 20. He noted that he was arrested for drinking and driving at age 19, which he described as "the most embarrassing moment of my life."

Mr. Adams denied using any illicit drugs at present but admitted he had "experimented" with marijuana during high school (4-5 times total). He said that he has never used any other illegal drug or taken a prescription drug without doctor's permission. Mr. Adams denied ever having participated in *Alcoholics Anonymous* or any other form of treatment for alcohol or drug abuse/addiction. He said that he was unaware of any family history of problems with alcohol abuse/addiction or chemical dependency.

This candidate indicated that he has never been diagnosed with, nor engaged in:

- high-risk behaviors related to gambling
- behaviors that may reflect an eating disorder (e.g., hoarding, bingeing, purging, excessive exercise)
- inappropriate sexual activity or behaviors that may indicate a sex or pornography addiction
- excessive computer or internet time (averages 4 hours/week)
- activities, attitudes, or behaviors that suggest a work addiction
- anger control issues, including abuse of a child, partner, or elderly person
- cutting or self-mutilation
- participation in obscure/illegal social or political cults or movements
- disproportionate spending or credit card use

Mr. Adams did admit to a nicotine addiction and said that he smokes an average of ½ pack of Marlboro Ultra Lights per day while drinking coffee. He expressed a willingness to participate in a smoking-cessation treatment program if hired for this position.

Summary and Recommendations:

Overall, Mr. Adams appears to display many of the personality traits and behavioral characteristics often seen in people who succeed as Police Officers. This candidate's cognitive abilities and interest patterns are consistent with those seen in people who typically do well in this profession. Results of this assessment suggest that Mr. Adams has no emotional, behavioral, or psychiatric impairment that would prevent him from fulfilling the responsibilities of the Patrol Officer position within the City of Mayberry. Given these findings, it is strongly recommended that he be approved for this job within the Mayberry Police Department.



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