



## Candidate Information

**Candidate :** Sample Candidate

**Email :** candidate\_email@mail.com

**Assessment Profile:**

**Project Name:** Front Desk Agent - Entry Level Hotel Front Desk

**Completion Date:** 08-24-2018

### **Disclaimer :**

Information enclosed on these pages is confidential in nature and is intended only for the person(s) to whom it pertains or other authorized individuals. You must not rely on the information in the report as an alternative to certain advice from an appropriately qualified professional. If you have any specific questions about any specific matter you should consult an appropriately qualified professional.

## Entry Level Hotel Front Desk

### Instructions

#### Prepare for the Interview:

In order to conduct an effective interview, appropriate preparation needs to take place. It is important to complete the following before interviewing an applicant:

- Become familiar with the competencies associated with the job and choose one or two questions from each competency to ask the interviewee.
- Review the candidate's application or resume and make note of any issues that you need to follow-up on. Some examples of potential issues are gaps in employment or working at a job for less than a year.

#### Greeting and Introduction:

Now you are ready to meet the applicant. When greeting the applicant introduce yourself and provide him/her some background information about yourself. Explain the purpose of the interview, for example, 'The purpose of the interview is to determine if there is a match between your interests and qualifications and the position.' Provide the interviewee with a brief overview of the interview structure so that he/she knows what to expect. Here are some tips for structuring the interview:

- Take notes. It will make it easier to evaluate the applicants afterward without forgetting the specific details.
- Tell the applicant that there will be time at the end of the interview for any questions that he/she may have.
- At the end of the interview tell the applicant about the company and the specific job that he/she is applying for.

#### Ask Competency-based Interview Questions:

Now you are ready to begin asking questions. Begin with questions that you have about the interviewee's application or resume. Ask questions about his/her previous work history or any potential issues that you noticed from the resume. When these are complete, transition into the structured part of the interview by asking questions associated with competencies for the job. Probe the applicant to give you a complete answer by asking Situation, Behavior, Outcome probes.

#### Bring the Interview to a Close:

When all of the questions are asked, you need to close the interview. Give the applicant specific details including the job duties, hours worked, compensation, and information about the company. Sell the position and company to the applicant by emphasizing job fit, sources for job satisfaction, and opportunities for growth. Finally, close the interview by thanking the candidate for his/her time and by giving him/her a timeline for the application process.

#### Rate the Applicant:

The last step is to evaluate the candidate. Some tips to help you complete a good evaluation are:

- Review your notes.
- Determine ratings for the applicant on each competency as well as an overall rating by using the anchor scales.
- Determine your final recommendation.

Overall Score



Percentile

49

Recommended

### Details

#### Customer Focus

This is a measure of the tendency to show persistent enthusiasm when interacting with customers. This trait is characterized by: apologizing sincerely for inconveniences; being patient; tolerating rude customers calmly; and searching for information or products for customers.

**Please describe the situation when you most effectively handled a dissatisfied customer.**

**Situation:** What was the situation? How did you find out that the customer was unhappy?

**Behavior:** How did you respond to the customer?

**Outcome:** What was the customer's reaction? What has happened with the customer since that situation?

Sometimes people do not understand what we are trying to tell them, so we need to repeat what we said or try to explain it in a different way. Tell me about the most difficult time you have had trying to explain something to someone.

**Situation:** What were you trying to tell them? What obstacles did you face in your communications?

**Behavior:** How did you overcome these obstacles?

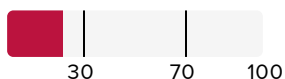
**Outcome:** How did the people respond to you? What was the outcome of the situation?

It can be difficult to cope with interruptions and requests for help when you have a lot to do at work. Tell me about a time you were under the most pressure when a customer or coworker asked for your help.

**Situation:** What was the source of the time pressure? What kind of help did the other person need?

**Behavior:** What was your response?

**Outcome:** What happened with this situation?



Below Average

Average

Above Average

1	2	3	4	5
<p>Fails to meet even the most basic customer needs; makes no effort to satisfy customer's needs; shows disinterest in serving customers.</p>		<p>Meets customer expectations by fulfilling requests.</p>		<p>Goes well beyond normal expectations to serve customers; demonstrates strong commitments to customer service; personally goes beyond the call of duty.</p>
<p>Fails to respond to customer needs and concerns in a timely manner; refuses to help others, regardless of how busy he/she is; responds slowly and without a sense of urgency when a client comes with a pressing need; ignores feedback from customers regarding products and services; does not seek feedback from customers.</p>		<p>Responds quickly to customer needs, concerns, and requests once they are identified.</p>		<p>Anticipates and addresses near and longer term customer needs and potential problems; makes an effort to understand and address customers'/others' needs and desires; seeks feedback from customers about all products and services.</p>
<p>Avoids helping others; is sullen or unfriendly when required to help others; challenges or confronts difficult customers, thereby escalating hostility.</p>		<p>Explores ways to increase customer satisfaction (typically as it relates to the current transaction).</p>		<p>Is courteous and friendly even when handling a difficult customer.</p>
<p>Acts irritated when dealing with a dissatisfied customer; does not apologize or look for ways to resolve the problem.</p>		<p>Emphasizes the need for providing good customer service and help to others.</p>		<p>Apologizes sincerely when dealing with a dissatisfied customer and does what is necessary to make the person happy.</p>
<p>Works to sell products and services only; does not incorporate customer needs into available products and services; takes a one-size-fits-all approach; does not try to match solutions to customer's needs.</p>		<p>Apologizes to the customer, and deals with the current problem, but does not go out of his/her way to satisfy the customer.</p>		<p>Incorporates customer needs and requirements into services and products; works with customers to explore the best way to meet their needs, even if it means not making a sale.</p>
<p>Rarely looks for ways to enhance customer satisfaction.</p>		<p>Makes an effort to satisfy customer needs.</p>		<p>Actively explores ways to enhance customer satisfaction and overall experience with the company.</p>

Understands others

This measures the extent to which the candidate observes and analyzes behavior to understand others' reactions and perspectives.

**Tell me about a situation where you changed your plans in consideration of other people's views.**

**Situation:** What were your original plans? Why was it important to consider other people's views?

**Behavior:** What did you do to consider other people's views? How did you change your plans?

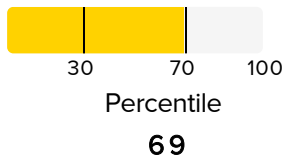
**Outcome:** How did everyone feel about the modified plan?

**Tell me about a time when you had to think about a situation from someone else's perspective.**

**Situation:** What was the situation? Who was the other person?

**Behavior:** How did you approach changing your perspective?

**Outcome:** What happened after you had considered the situation from the other person's perspective?



Below Average		Average	Above Average	
1	2	3	4	5
Found it difficult to understand why someone behaved a certain way; was not able to see a situation from someone else's perspective.		Had some insight into why someone behaved a certain way; could mostly see the situation as someone else saw it.	Understood why someone behaved a certain way; could accurately see the situation from another point of view.	

Listens effectively

This measures the extent to which the candidate listens patiently and attentively.

Tell me about a time when you listened to someone without interrupting them.

**Situation:** Who was the other person? What was that person telling you?

**Behavior:** How did you let the person know you were paying attention?

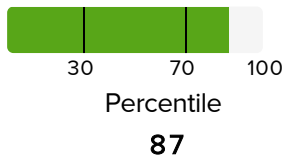
**Outcome:** How is your relationship with this person now?

Tell me about a time when you avoided forming your response until the other person had finished asking for advice.

**Situation:** What was the other person asking advice about?

**Behavior:** How did you keep from forming your opinion until you heard everything the other person had to say?

**Outcome:** How was your opinion received?



Below Average		Average	Above Average	
1	2	3	4	5
Expressed opinions before hearing all that others had to say, preferred to be the one talking.		Started to offer an opinion before hearing all of the facts, enjoyed doing most of the talking.	Refrained from offering an opinion until hearing all the facts; enjoyed listening as much as or more than speaking.	

Shows courtesy

This measures the extent to which the candidate is patient, polite and respectful.

Tell me about a time that you were not able to fulfill someone's expectation, despite all your efforts.

**Situation:** Who was the person and how long had you been working with him/her? What was their expectation? At what point did you know you would not be able to meet this expectation?

**Behavior:** What did you do when you realized you couldn't fulfill their expectation?

**Outcome:** How did this situation affect your relationship with this person? What, if anything, would you do differently next time you are unable to meet another person's expectation?

Tell me about a time when you reacted constructively to criticism from a customer, supervisor or teacher.

**Situation:** What were you working on?

**Behavior:** What was the criticism and whom did it come from?

**Outcome:** What did you do in response to the criticism?

Below Average		Average	Above Average	
1	2	3	4	5
Did not show patience or courtesy when interacting with someone who was difficult to get along with.		Responded with patience and courtesy to a challenging individual, but it took great effort to do so.	Responded in the most courteous and friendly manner to someone who was difficult to please.	



Percentile

91

Maintains good working relationships

This measures the extent to which the candidate puts effort into developing good relationships with others.

**Tell me about a time when you established a connection with an individual who was hard to get along with.**

**Situation:** What was the situation? In what way was the person difficult to get along with?

**Behavior:** What did you do to try to build a relationship with the person?

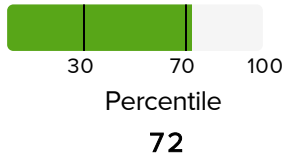
**Outcome:** What was the outcome? Were you successful in building a relationship with the person?

**Tell me about a time when it was important for you to develop a good working relationship with a peer or a co-worker.**

**Situation:** What was the situation? Why was it important for you to develop the relationship?

**Behavior:** What did you do to maintain the working relationship?

**Outcome:** How did the relationship benefit you?



Below Average		Average	Above Average	
1	2	3	4	5
Did not seek to improve or maintain strong relationships with others at work.		Maintained strong relationships with others in immediate work group.	Built strong work relationships both within and outside of immediate work group.	

Creates a positive impression

This measures the extent to which the candidate manages own behavior to create a positive impression.

**Describe a time when you displayed poise and professionalism when interacting with someone who was unhappy.**

**Situation:** What was the situation, and who were you interacting with?

**Behavior:** How did you display poise and professionalism?

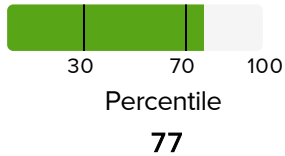
**Outcome:** What was the outcome?

**Tell me about the best compliment or recognition that you received at work or school that demonstrates your professionalism.**

**Situation:** What was the compliment or recognition you received? What was your accomplishment that earned you the recognition?

**Behavior:** What did you do that helped you win the compliment, reward or recognition?

**Outcome:** What impact did this recognition have on your work?



Below Average		Average	Above Average	
1	2	3	4	5
Had trouble maintaining professionalism in a challenging situation.		Performed adequately when challenged, but may have struggled to stay composed when placed into a more challenging situation.	Maintained professionalism and poise, even when under a situation that was greatly challenging.	



**Generates new ideas**

This measures the extent to which the candidate creates innovative approaches.

**Tell me about a time when you used a creative approach to solve a problem or issue.**

**Situation:** What was the problem or issue?

**Behavior:** How did you generate this new approach?

**Outcome:** What were the results of your actions?

**Tell me about a time you offered a novel idea or viewpoint to a co-worker or group.**

**Situation:** What prompted you to share the idea?

**Behavior:** What idea or viewpoint did you offer and what made it novel?

**Outcome:** How was your idea received?



Percentile

**83**

Below Average		Average	Above Average	
1	2	3	4	5
Proposed out of date ideas or methods that lack creativity.		Recognized when long standing methods or procedures were no longer effective and came up with new options.	Shared a fresh viewpoint and easily came up with innovative and creative methods or approaches.	

Thrives under pressure

This measures the extent to which the candidate keeps things in perspective and stays calm and focused when under pressure.

**Tell me about time you worked most effectively under pressure.**

**Situation:** What made the situation high pressure?

**Behavior:** What did you do to cope with the pressure?

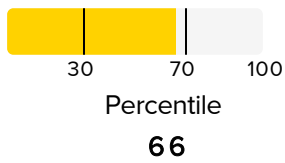
**Outcome:** What were the results of the project/assignment?

**Please describe a risk you took that did not turn out the way you expected.**

**Situation:** What was the situation? What prompted you to take this risk? How did you expect the situation to turn out?

**Behavior:** What steps did you take to correct it?

**Outcome:** How did it actually turn out?



Below Average		Average	Above Average	
1	2	3	4	5
Found it difficult to produce quality work or make decisions under pressure.		Maintained levels of productivity at work when under pressure.	Maintained productivity at work when under pressure, with no impact on work quality.	

Controls emotions

This measures the extent to which the candidate keeps negative emotions under control.

Tell me about a stressful time when you maintained your composure when an obstacle was placed in your way.

**Situation:** What was stressful about the situation?

**Behavior:** What specific actions did you take to deal with the obstacle or constraint?

**Outcome:** How has this experience helped you in other stressful situations?

Describe an occasion when something at work was causing you to feel frustrated.

**Situation:** What was the situation? Who or what was causing you to feel frustrated?

**Behavior:** How did you approach your work at the time?

**Outcome:** What was the outcome?



Percentile

94

Below Average		Average	Above Average	
1	2	3	4	5
Was not able to effectively control emotions in stressful situations.		Controlled emotions when under stress but struggled to maintain the same level of productivity or focus.	Reacted calmly and confidently when faced with a crisis; did not let emotions affect productivity or focus.	

**Strives to achieve**

This measures the extent to which the candidate sets demanding goals and makes a determined effort to meet or exceed them.

**Tell me about your most important career objective.**

**Situation: When did you set this goal? Why is it so important to you?**

**Behavior: What you have done to try to achieve this objective?**

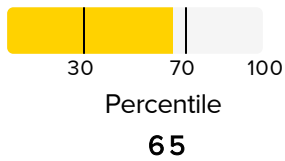
**Outcome: What progress have you made?**

**Give me an example of the most challenging goal you set for yourself and how you went about trying to achieve it.**

**Situation: What was the situation? What was the goal?**

**Behavior: What did you do to achieve them?**

**Outcome: What was the outcome?**



Below Average		Average	Above Average	
1	2	3	4	5
Showed little evidence of a drive to succeed; may have expended only minimal energy or time to complete work.		Put forth enough effort to accomplish goals.	Set and achieved challenging goals and persisted with extra effort.	