Step One Survey II®

Interview Report

Sally Sample
CONFIDENTIAL
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Provided By
Sift Human Resources
select | develop | retain
www.sifthr.com
Escondido, CA 92029

OVERVIEW

The **Step One Survey II®** Interview Report provides information for your consideration while making an employment decision regarding Ms. Sample.

PART ONE

Quick Check – This section answers five questions about Ms. Sample:

1. What is her employment status?
2. When can Ms. Sample start?
3. What days/hours is she available to work?
4. What is her most recent salary?
5. Has she supervised others at work?

Section I - Inconsistent Responses – Any noted inconsistency between two or more responses.

Section II - Employment Profile – Essential information regarding her employment and termination history with possible follow-up interview questions.

Section III - Theft – A summary of self-admissions regarding theft of money, property, data and/or time.

Section IV - Illegal Substance Abuse – Personal admissions regarding the personal use and/or distribution of illegal and/or regulated substances.

Section V - Criminal Convictions – Personal admissions regarding criminal convictions, if any.

PART TWO

Section I - Attitude Scores – Applicant's attitudes regarding Integrity, Substance Abuse, Reliability, and Work Ethic along with descriptions of the factors being measured.

Section II - Summary Graph – A visual summary of the applicant's results.

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PART ONE

QUICK CHECK

1. Ms. Sample is currently employed.
2. Ms. Sample is available to begin employment today.
3. Ms. Sample is available to work full-time.
4. Her most recent monthly salary was $3,501 - $5,000.
5. She supervised others at work more than one time.

SECTION I - INCONSISTENT RESPONSES

The following pairs of statements suggest an inconsistency in her responses (*shown in parentheses*). Please review each pair for possible discussion in the interview.

- Are you currently employed?
  (*Yes*)
- When would you be available to start to work with us?
  (*Today*)
- Why did you leave your most recent job or plan to leave your current job?
  (*Got fired*)
- Have you ever been fired or quit a job to avoid being fired?
  (*No*)
- Why did you leave your most recent job or plan to leave your current job?
  (*Got fired*)
- When was the most recent time you were fired or quit to avoid being fired?
  (*I have never been fired or quit to avoid being fired*)
- Have you ever had a problem working for a supervisor?
  (*More than one time*)
- How would you describe the relationship you have with your supervisor in your current, or last, job?
  (*Fair*)
- When was the most recent time you used any illegal drugs while at work?
  (*Between 1 and 3 years ago*)
- How many times have you used any illegal drugs while at work?
  (*I have never used any illegal drugs while at work*)

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- How many times at work have you sold or given any illegal drugs to any of your co-workers?
  (*I have never sold or given any illegal drugs to any of my co-workers*)

- The small amount of illegal drugs you sold or gave to your co-workers was not enough to hurt their performance.
  (*I agree*)

- How many times have you taken (stolen) money from your employers?
  (*I have never taken (stolen) money from any of my employers*)

- You have taken money from your employer without anyone knowing it, but you always put it back later.
  (*Once*)

- How many times have you taken (stolen) equipment, materials, parts, supplies, etc. from your employer?
  (*I have never taken (stolen) equipment, materials, parts, supplies, etc. from any of my employers*)

- The things you have taken (stolen) from any of your employers were not important enough to hurt their business.
  (*I agree*)

- The small amount of illegal drugs you sold or gave to your co-workers was not enough to hurt their performance.
  (*I agree*)

- When was the most recent time you sold or gave any illegal drugs to any of your co-workers at work?
  (*I have never sold or given any illegal drugs to any of my co-workers*)

- What is the estimated value of equipment, materials, parts, supplies, etc. you have taken (stolen) from all the companies you have worked?
  (*I have never taken (stolen) equipment, materials, parts, supplies, etc. from any of my employers*)

- The things you have taken (stolen) from any of your employers were not important enough to hurt their business.
  (*I agree*)

- When was the most recent time you took (stole) money from any of your employers?
  (*I have never taken (stolen) any money from any of my employers*)

- You have taken money from your employer without anyone knowing it, but you always put it back later.
  (*Once*)

- How many times have you used any illegal drugs while at work?
  (*I have never used any illegal drugs while at work*)

- The illegal drugs you have used at work were not enough to hurt your performance.
  (*I agree*)

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- When was the most recent time you took (stole) any equipment, material, parts, supplies, etc. from any of your employers?
  (*I have never taken (stolen) equipment, materials, parts, supplies, etc. from any of my employers*)

- The things you have taken (stolen) from any of your employers were not important enough to hurt their business.
  (*I agree*)

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SECTION II - EMPLOYMENT PROFILE

Employment History

Some representative statements made by Ms. Sample are shown with the questions for the interview.

- Ms. Sample reports that she was employed for 3-6 months in her most recent/current job.
  Interview Question: *Describe the relationship between your job satisfaction at your previous/ current job and the amount of time you were employed there.*

- Ms. Sample indicates quitting a job without giving notice one time.
  Interview Question: *What motivated you to quit your job in the past?*

- Ms. Sample states that she has had a problem working for a supervisor more than one time.
  Interview Question: *Your past problems with supervisors could be easier for me to understand if you describe the common issues of the problems, if any. What tends to cause these problems, from your perspective?*

- Ms. Sample states that she has had a problem with a co-worker one time.
  Interview Question: *Describe the situation you had in the past concerning a problem with a co-worker.*

- Ms. Sample reports that her primary motivation for changing jobs in the past has been opportunity for promotion.
  Interview Question: *What does "an acceptable opportunity for promotion" mean to you? How has this been lacking where you worked in the past?*

- Ms. Sample states that she gave or plans to give no notice when she left or plans to leave her most recent job.
  Interview Question: *Why would you want to provide an employer with no notice of your leaving? What advantage does that have for you and what effect could that have on the former employer?*

- Ms. Sample reports that the relationship with her current or last supervisor was fair.
  Interview Question: *If the relationship with your current or last supervisor was only fair, what prevented it from being better?*

- Sally indicates filing a medical claim even though she wasn't sick or injured one time.
  Interview Question: *What reasons did you have at the time for once claiming medical issues even though you were not actually sick or injured? What justifies that action, from your perspective?*

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- Ms. Sample reports that her performance was rated as "acceptable" by her supervisor.
  Interview Question: *In light of the "acceptable" rating you received by your supervisor, what goals would you set to enhance your rating to "very good?"*

Termination History

This information was supplied by Ms. Sample concerning previous terminations.

- Ms. Sample reports that she left or is planning to leave her last job because she got fired.
  Interview Question: *Describe for me the details involved with your being fired from your most recent job.*

- Ms. Sample reports that she has never been fired or quit to avoid being fired.
  Interview Question: *Can you attribute any specific personal qualities to the fact that you have never been fired (or had to quit to avoid being fired)?*

SECTION III - THEFT

Theft of Money

- Ms. Sample states that she is not sure if she has taken (stolen) any money from any of her employers.
  Interview Question: *You mentioned that you are unsure whether you have ever taken (stolen) money from any of your employers. Could you explain what you mean by "unsure" or otherwise specify any past experiences about this issue?*

- Ms. Sample reports that she has never taken (stolen) money from her employers.
  No interview question provided.

- Even though she put it back later, Ms. Sample reports that she has taken money from an employer without anyone knowing it once.
  Interview Question: *What sort of responsibility do we have when an employer's money is readily available for stealing and no one is likely to know about it?*

Theft of Property

- Ms. Sample reports that she has never taken (stolen) equipment, etc. from her employers.
  Interview Question: *Would you say theft in the workplace happens often and why?*

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- Sally states that the things she has taken (stolen) from any employer was not important enough to hurt their business.
  Interview Question: *How would you define "important" materials and property as it pertains to your statement that things you have taken from employers were not particularly significant? What sorts of things were these?*

Theft of Data or Time

When reviewing this section of the survey with the applicant, this is an opportunity to share your company's policy concerning the use of confidential computerized information, Internet usage and other computer-related issues.

- Ms. Sample reports that on more than one occasion, she had access to confidential computerized business information at work.
  No interview question provided.

- Sally reports that she did something with confidential information that was clearly in violation of a company policy one time.
  Interview Question: *Describe your violation of company policy concerning the use of confidential computerized business information.*

- Ms. Sample reports that she violated company policy concerning the use of confidential computerized business information but is unsure how long ago.
  Interview Question: *What consequences occurred because of your violation of company policy concerning the use of confidential computerized business information?*

- Ms. Sample reports that on more than one occasion, she had use of a company's computer to access the Internet.
  No interview question provided.

- Sally states that she made personal use of a company's computer to access the Internet for reasons other than business more than one time.
  Interview Question: *Has your usage of company time and computer access to browse the Internet for personal reasons ever created a conflict for you at work? If so, please tell me about it.*

- Ms. Sample reports that she has never utilized email, online chat sessions and/or newsgroups for personal reasons while at work.
  No interview question provided.

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- Sally indicates that she's not really sure when the last time was that she made personal use of a company's computer to access the Internet.
  Interview Question: *What was the policy of your former employer concerning personal use of the Internet while at work?*

SECTION IV - ILLEGAL SUBSTANCE ABUSE

Personal Use

- Ms. Sample indicates that the most recent time she used illegal drugs while at work was between 1 and 3 years ago.
  Interview Question: *As a consequence, if any, of using illegal drugs at work, did you seek employer-sponsored therapeutic aid and if so, what has that done for you?*

- Sally indicates that she currently uses illegal drugs on the weekends.
  Interview Question: *Your admittance that you currently use illegal drugs on weekends deserves further clarification. Please explain.*

- Ms. Sample reports that within the last three years, she has not failed a drug test.
  No interview question provided.

- Ms. Sample reports that she would agree to submit to a drug test if it were company policy.
  Interview Question: *How many drug tests have you taken at an employer's request and what results were derived?*

- Ms. Sample reports that she has never used illegal drugs at work.
  No interview question provided.

- Ms. Sample reports that her use of illegal drugs at work did not hurt her performance.
  Interview Question: *You have stated that your drug use at work did not hurt your performance. How do you know this?*

Distribution

- Ms. Sample reports that she has never sold or given illegal drugs to co-workers.
  No interview question provided.

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- Ms. Sample agrees that the small amount of illegal drugs she sold or gave co-workers was not enough to hurt their performance.
  Interview Question: *You state that drugs you gave to co-workers did not hurt their performance, but how did you come to that conclusion? What about safety, efficiency or even just following company policies?*

SECTION V - CRIMINAL CONVICTIONS

- Ms. Sample reports that in the last 5 years, she has not been convicted of any crime that has not been completely stricken by the court.
  No interview question provided.

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PART TWO

APPLICANT'S ATTITUDES

Introduction

This report provides information on the four Attitude Scales (Integrity, Substance Abuse, Reliability and Work Ethic). Each attitude is represented by a graph. The paragraph below each graph describes the applicant's attitude.

Section I - Attitude Scores

INTEGRITY

Adherence to moral and ethical principles acceptable in the workplace

Ms. Sample maintains a tolerant attitude concerning “borrowing” and the appropriation of property.

SUBSTANCE ABUSE

Attitudes toward substance abuse in the workplace.

Sally appears to be very tolerant of substance abuse related behaviors in the workplace.

RELIABILITY

Attitudes concerning following procedures, dealing with authority figures and working positively with others in the workplace.

Ms. Sample rarely expresses a concern about the motivations of others. It is likely that this is reflected in an attitude of reliability and acceptance when she works with others.

WORK ETHIC

Belief in the value of work and appropriate supervisory relationships in the workplace.

A casual attitude is expressed by Sally concerning what others should expect of her at work.

Distortion for this assessment is within the acceptable range.

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Interview Questions

The following interview questions are presented for your consideration as you interview Ms. Sample. Note that the "Critical Issue" statements are written to the interviewer and should not be asked of the applicant.

Critical Issue: Does the applicant tend to equivocate about stealing in order to hide an unacceptable behavior?

Applicant's Response to: If I take things from my company without permission, it is just plain stealing. (*Ms. Sample disagrees*)

Interview Questions:

- What circumstances would you say justify the taking of money or merchandise?
- What makes these circumstances different? What makes them appropriate?
- Is your perspective on this issue purely hypothetical, or has there been a time in which you acted upon these circumstances yourself?

Critical Issue: Is the applicant's ambivalent attitude concerning drugs a sign that drug use may be possible when she is at work?

Applicant's Response to: I disapprove of any illegal drug use at work. (*Ms. Sample disagrees*)

Interview Questions:

- What would you say are a few reasons someone might use illegal drugs while at work?
- Have you ever been motivated by such reasons to use one or more illegal drugs while at work?
- Did you follow through with that reasoning or is your opinion about this more of an opinion, rather than something that relates directly to your own experiences?

Critical Issue: Is the applicant overly critical, negative and fault finding?

Applicant's Response to: I believe I should overlook other people's faults and make an effort to get along with everyone. (*Ms. Sample disagrees*)

Interview Questions:

- Why do you believe you should not overlook other people's faults and make efforts to get along with everyone?
- Any particular faults?
- Any specific individual or group of people?

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Critical Issue: Is the applicant justified for feeling this way?

Applicant's Response to: So little of what I do is really appreciated by others. (*Ms. Sample agrees*)

Interview Questions:

- Why do you feel that you're not appreciated by others? Can you give a specific example? Is this one time or is this repetitive?
- What do you mean by "appreciated?"

Critical Issue: Is the applicant's reason for not always telling the truth reasonable and justified?

Applicant's Response to: Everyone should be expected to always tell the truth. (*Ms. Sample disagrees*)

Interview Questions:

- When is it okay to not always tell the truth? Give a specific example.
- Under what circumstances, if any, should you always tell the truth?
- Under what circumstances, if any, should you never tell the truth?

Critical Issue: Is the applicant going to follow rules?

Applicant's Response to: It is okay to get around rules, as long as you don't actually break them. (*Ms. Sample agrees*)

Interview Questions:

- When is it okay to get around rules?
- Work related example, what was the rule? How did you get around it? What was the outcome?
- When is it not okay to get around the rules?
- What is the difference between getting around vs. breaking rules?

Critical Issue: Is this tendency going to cause work related problems?

Applicant's Response to: It takes a lot to make me angry. (*Ms. Sample disagrees*)

Interview Questions:

- What stands out as the most common reason you sometimes get angry with others?
- How much is "a lot?" How short is the fuse?
- Can you share a recent example or experience, and the consequences?
- How is anger expressed, how strong is the reaction?

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Critical Issue: Could this cause serious problems with the other employees?

Applicant's Response to: I prefer to stay out of heated arguments. (*Ms. Sample disagrees*)

Interview Questions:

- Why do you like heated arguments?
- Any recent examples?
- Who was it with?
- What was the topic? What was the outcome?

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Section II - Summary Graph

The following scores for Ms. Sample are summarized in this graph. Higher numbers suggest a lower risk factor.

INTEGRITY

Adherence to moral and ethical principles acceptable in the workplace

SUBSTANCE ABUSE

Attitudes toward substance abuse in the workplace.

RELIABILITY

Attitudes concerning following procedures, dealing with authority figures and working positively with others in the workplace.

WORK ETHIC

Belief in the value of work and appropriate supervisory relationships in the workplace.

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NOTICE REGARDING THIS REPORT

The results from this assessment should not be used as the sole determination whether to hire or not hire this individual. One must review previous work experience, the skills required by the job as well as personal references. When the safety of others must be considered, a background check, a drug screening and a physical from a medical doctor should all be considered. This assessment does not measure violent tendencies, psychotic conditions, sexual deviance or political opinions and cannot be used in identifying these conditions or to predict any associated behaviors. Please consult the User's Guide for additional instruction on using these results.

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