

Performance And Retention Inventory

Demonstration Software

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Introduction

Performance And Retention Inventory (PAR) assess and ultimately improve the performance and retention of students in an education, work experience and/or training programs. PAR assesses **PERSONALITY**, which in turn predicts **BEHAVIOR**, which predicts **OUTCOMES**, which predicts either **SUCCESS** or a **NEED FOR IMPROVEMENT**.

The inventory is made up of two scales:

Performance Scale - Predicts success in entry-level and non-exempt positions. It helps you select employees who are reliable, dependable, motivated, and conscientious.

Customer Service Scale - Predicts success in positions with customer contact. It helps you choose people who are friendly, courteous, helpful, and service-oriented.

To Install the PAR Demo (From the Internet)

1. After downloading the file and saving it to the desktop, double click on the file.
2. Select the [Yes button](#).
3. Select the [Next button](#).
4. Select the location where you want PAR installed. The default location (C:\TBS\PAR) is recommended.
5. Select the [Next button](#).
6. Select the location where you want the data installed. The default location (C:\TBS\PAR\DATA) is recommended.
7. Select the [Next button](#).
8. Select or enter the Program Folder name for the icons. The default is Technology Based Solutions.
9. Select the [Next button](#).
10. Review the install information and select the [Next button](#).
11. Select the [Finish button](#) to complete the installation.

To Install the PAR Demo (PAR CD)

1. Insert Performance And Retention Inventory CD.
2. Select Start then Run.
3. Type the following command to install: D:\SETUP (where D is the drive you are installing from).
4. Press the [Enter] key or click the [OK button](#).
5. Select the [Next button](#).
6. Select the location where you want PAR installed. The default location (C:\TBS\PAR) is recommended.
7. Select the [Next button](#).
8. Select the location where you want the data installed. The default location (C:\TBS\PAR\DATA) is recommended.
9. Select the [Next button](#).
10. Select or enter the Program Folder name for the icons. The default is Technology Based Solutions.
11. Select the [Next button](#).
12. Review the install information and select the [Next button](#).
13. Select the [Finish button](#) to complete the installation.

Enter PAR Admin for the First Time

1. Select Start, Programs, Technology Based Solutions, then PAR Admin.
2. A message will appear regarding licensing information. Call Technology Based Solutions (TBS) at 215.579.0901 in order to set up your license. You must be able to access the program when calling TBS. License setup is required before reports can be viewed or printed.

Entering the PAR Demo

The **PAR Administration** (PAR Admin) program allows you to manage the organization's license and the processing of individuals who will take the inventory. Reports are also generated through this program. The **PAR Testing** (PAR Test) program contains the actual inventory. An individual who was been set-up through the PAR Administration program enters the PAR test to complete the inventory.

To Enter as the Administrator

1. Select Start, Programs, Technology Based Solutions, then PAR Admin.
2. Enter the password "nimda".

From this screen, you can manage Groups and Individuals. The Group feature is a timesaving feature allowing you to group similar individuals (those from the same company and location taking the same tests). Groups do not have to be used.

To Add an Individual to take the PAR Test

1. Select Start, Programs, Technology Based Solutions, then PAR Admin.
2. On the "Individuals in Selected Group" (right) side, select the [Add button](#).
3. (optional) Modify the Login ID. Select the [Tab] key.
4. Note the Login ID.
5. Fill in SSN/ID. Select the [Tab] key.
6. Fill in First Name. Select the [Tab] key.
7. Fill in Last Name. Select the [Tab] key.
8. Under "Selected Group", select "MRC" group. The Company/Organization, Location and Select Test will be filled in, based on the items entered in the Demo Group. By changing the "Demo Group" back to "Unassigned", you can manually fill in the Company/Organization, Location and Select Test.
9. Select the [OK button](#).

To Enter as an Individual to take the PAR Test

1. Select Start, Programs, Technology Based Solutions, then PAR Test.
2. Enter the Login ID previously selected when adding the individual.
3. Select the [OK button](#).
4. Select the [Next button](#) reviewing each screen.
5. Answer each of the test questions. Instructions appear on each side.
6. Upon completion, select the [Quit button](#).
7. Select the [Yes button](#).

To View an Individual's Report

1. Select Start, Programs, Technology Based Solutions, then PAR Admin.

2. Highlight an individual who has completed the test.
3. Select the [Preview button](#).
4. Use the [Next Page](#) button to view the rest of the report.
5. Use the [Print button](#) to print the report.
6. Use the [Close button](#) to close the previewing screen.

PAR Score Interpretations

While viewing the reports, it is important to fully understand them. There are Interpretation Guidelines available for each testing combination. In the PAR Admin program, simply select Miscellaneous, then Print Interpretation Guidelines, then the appropriate testing combination.

Detailed information is presented on the following points:

- Higher scores suggest better job performance.
- Higher scores are better even within color zones.
- The difference of one point is not significant.
- Use the Score Interpretation Guideline as a reference.
- The inventory is not perfect.

PAR Reports

The PAR Administrative Results is a profile of the test results. Since the scores are printed on this report, this should be used for administrative purposes only. The PAR Student Reports and Worksheets (all other pages) are written for the test-taker. Full reports are available in the demo program.