

Performance And Retention User's Guide

Version 3.0 - Revised 5/6/2003

Technology Based Solutions

Copyright 2003 Technology Based Solutions



PDI Copyright by the Personnel Decisions

No part of this document may be reproduced or transmitted in any form or by any means without the express written permission of Technology Based Solutions.

CONTENTS

WELCOME	5
Installation Requirements	7
Requirements for Stand-Alone or Network Clients	7
Requirements for Network Server	7
Requirements for Voice Capability (Optional Purchase)	7
Requirements for Optical Scanning (Optional Purchase)	7
Installation Procedures	8
Installations for Stand-Alone Computers	8
Installation for Networks	9
Programs	11
PAR Administration Program (PAR Admin)	11
PAR Testing Program (PAR Test)	11
Screens (Basic Overview)	11
PAR Administration Main Screen	11
Menus	12
Preview Report Screen	13
PAR ADMINISTRATION (PAR ADMIN)	15
Entering the PAR Administration Program	15
Administrator Lockout	15
Administration Management Functions	16
Preparing PAR for Individuals	17
Managing Groups	17
Adding Groups	18
Editing a Group	20
Deleting a Group	20
Printing Reports for a Group	20
Listing Groups (Status of Individuals)	21
Managing Individuals	22
Adding Individuals	22
Editing an Individual's Information	24
Proof Copy	26
Deleting an Individual	27
Previewing/Printing Reports for an Individual	27
List of Individuals	28
Printing Interpretation Guidelines	28
Printing Test Booklets	29
Hand-Scoring an PAR Test	29
Changing the Administrator's Password	30
Data Administration	30
Backing up Data	30
Restoring Data	31
Optical Scanning (Optional Purchase)	31
Scanning process	31
Voice (Optional Purchase)	33

Exiting the Program	33
PERFORMANCE AND RETENTION (PAR TEST)	35
Selection of Individuals	35
Introductory Remarks	35
Entering the PAR Test Program	35
Spanish Language Option	37
Entering the Test	37
The Test	38
Exiting the Program	41
REPORT EXPLANATIONS	43
Performance Results	43
Retention Results	43
Worksheets	43
Performance And Retention Behavior Review Worksheet	43
Personal Development Plan Worksheet	44
APPENDIX	45
To Do List	45
Index	46

Technical Support: Please call the number provided in your software. This can be found by entering the PAR Administration program and selecting the “File” menu, then “License Options.”

WELCOME

This manual is designed to provide the instructions and information needed to administer the Performance and Retention (PAR) program. The purpose of the Performance and Retention (PAR) Assessment is to assess and ultimately improve the performance and retention of students in an education and/or training program. PAR assesses PERSONALITY, which in turn predicts BEHAVIOR, which predicts OUTCOMES, which predicts either SUCCESS or a NEED FOR IMPROVEMENT.

PAR is an outgrowth of a highly validated assessment called "The Employment Inventory." Validation studies involved over 300,000 individuals in over 300 different settings and circumstances. The original instrument was used to predict success in employment.

Recent studies involving thousands of youths has led to the development of PAR. This new version is designed to predict the performance and retention of youth involved in education, training and work experience. A sample summary of results indicates that students with high performance and retention ratings/scores have:

- 26% Fewer discipline incidents
- 24% Fewer problem terminations
- 24% More program completers
- 21% More excellent social skills
- 35% More excellent job skills
- 23% More productive behaviors
- 18% Fewer absences
- 22% More favorable reviews
- 13% Fewer truancies
- 37% Improvement in 12 performance categories

The Performance and Retention (PAR) Assessment consists of a series of statements and questions designed to measure basic personality traits that drive conscientious, dependable, responsible, rule-following and orderly behaviors. Productive behaviors result in outcomes that are more favorable to your success.

The PAR Assessment is made up of two scales; Performance and Retention.

Performance This scale indicates your performance levels that relate to your attitude, attendance, attention, flexibility, rule following, work ethic and ability to pay attention to details.

Retention This scale shows the likeliness that you will stay in school, complete assignments and stick with commitments as well as be on time for school, classes or work experience.

The results reveal that students with high scores are more apt to be successful in many ways. They tend to remain enrolled in programs longer, receive higher performance ratings, complete assignments and programs, and are more apt to graduate successfully.

EASY TO USE

The Performance and Retention program is easy to use. The system can be used equally well by teachers, counselors, assessment personnel and support staff. No psychological degree is needed to administer or interpret the results. The questions are written at the sixth grade reading level in a straightforward style. The length of time required for completion is about 20 minutes.

CORRECTS FOR EXAGGERATION OR RANDOM RESPONDING:

The design of the PAR makes it difficult for test takers to anticipate “right” answers. The scoring program automatically adjusts for applicants who exaggerate. Additionally, test results for applicants who respond randomly are identified as invalid.

For more information on the development, validation, and specific uses of the PAR, please contact technical support.

INSTALLATION REQUIREMENTS

REQUIREMENTS FOR STAND-ALONE OR NETWORK CLIENTS

Hardware

486 Processor: (Pentium recommended)

RAM: 32MB

SVGA Color monitor with supporting SVGA card with an 800x600 monitor setting (using Small Font setting found in Control Panel then Display)

5 MB hard drive space

(stand-alone only) Printer: any printer which has an installed Windows™ driver

Software

Windows™ 98 or higher

REQUIREMENTS FOR NETWORK SERVER

Hardware

5 MB hard drive space

Printer: any printer which has an installed Windows™ driver

Software

Novell NetWare 2.2 or higher

REQUIREMENTS FOR VOICE CAPABILITY (OPTIONAL PURCHASE)

Requirements are the same as above. The sound files require an additional 55 MB of hard drive space, a sound card and speakers (headphones). More information on this is found in Voice (Optional Purchase) on page 33.

REQUIREMENTS FOR OPTICAL SCANNING (OPTIONAL PURCHASE)

Requirements are the same as above. The scanning software requires a scanner and an additional 3 MB of hard drive space.

INSTALLATION PROCEDURES

The following steps are a guideline for installing the Performance and Retention (PAR) program. There are two parts to the PAR program: the administration program, "PAR Admin" and the testing program, "PAR Test."

These programs can be installed on a stand-alone PC or network file server.

- If you use the **Stand-alone Installation** (installation involving no networks), install all software to the local hard drive.
- If you use the **Network Installation** (installation involving a network), install all software to the network server then link each network client to the network server.

INSTALLATIONS FOR STAND-ALONE COMPUTERS

The installation for a stand-alone computer means the software will be loaded on a local hard drive. No network is involved. Each stand-alone computer must be connected to a printer in order to generate printed reports. Both the PAR Admin and PAR Test will reside on the same hard drive.

To Install on a Stand-alone Computer

A. Install Performance and Retention Administration and Test

1. Insert Performance and Retention 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. Browse can be used to install to a location other than the default (C:\TBS\PAR\DATA).
9. Select the [Next button](#).
10. Select the location of the PAR Admin and Test icons. Technology Based Solutions is the default.
11. Select the [Next button](#).
12. Review the install information and select the [Next button](#).
13. Select the [Finish button](#) to complete the installation.

B. Enter PAR Admin for the First Time

14. Double click on the PAR Admin icon.
15. A message will appear regarding licensing information. Call customer service (215.579.0901) in order to set up your license. This phone number also can be found by selecting File, then License Options. License setup is required before reports can be viewed or printed.

PAR is now installed and ready to be used. See page 15.

INSTALLATION FOR NETWORKS

The network installation involves installing the software to a network server and creating a shortcut on each network client. Both the PAR Admin and PAR Test will reside on the same network server. Shortcuts will be placed on the network client for the PAR Test.

To Install PAR on a Network (PAR Admin & Test Disk or CD)**A. Install Performance and Retention Administration and Test – Install on ONE workstation to network fileserver**

1. Insert Performance and Retention 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 network drive location where you want PAR installed. Browse must be used change to the network location. Note the location.
7. Select the [Next button](#).
8. Select the location where you want the data installed. It is best to select the default location. Note the location.
9. Select the [Next button](#).
10. Select the location of the PAR Admin and Test icons. Technology Based Solutions is the default.
11. Select the [Next button](#).
12. Review the install information and select the [Next button](#).
13. Select the [Finish button](#) to complete the installation.

B. Install Performance and Retention Test (network shortcut) – Install on ALL OTHER workstations that will access PAR Test!

14. Insert Performance and Retention CD.
15. Select Start then Run.

16. Type the following command to install: D:\NETWORK\SETUP.
17. Press the [Enter] key or click the [OK button](#).
18. Select the [Next button](#).
19. Select the location where the PAR Test is installed. Browse can be used to point to the location. Be sure to use the same location as in Step 6.
20. Select the [Next button](#).
21. Select the network location of the PAR data. This will be in the DATA folder under the folder where the PAR program resides (example. If the PAR program lies at F:\PAR, the DATA folder will be at F:\PAR\DATA). Be sure to use the same location as in Step 8.
22. Select the [Next button](#).
23. Select the location of the PAR Test icon. Technology Based Solutions is the default.
24. Select the [Next button](#).
25. Review the install information and select the [Next button](#).
26. Select the [Finish button](#) to complete the PAR Test shortcut installation.
27. Repeat Steps 14-26 for all remaining workstations.

C. Enter PAR Admin for the First Time

28. Double click on the PAR Admin icon.
29. A message will appear regarding licensing information. Call customer service (215.579.0901) in order to set up your license. This phone number also can be found by selecting File, then License Options. License setup is required before reports can be viewed or printed.

PAR is now installed and ready to be used. See page 15.

PROGRAMS

PAR is divided into two programs: the PAR Administration program and the PAR Test program. Each of these separate programs are accessed separately.

PAR ADMINISTRATION PROGRAM (PAR ADMIN)

The Administration program allows you to manage the organization's license and the processing of individuals who will take the PAR assessment. Reports are also generated through this program.

PAR TESTING PROGRAM (PAR TEST)

The PAR Testing program contains the Performance and Retention test. An individual who was been set-up through the Administration program enters the PAR Test program and completes the assigned test.

SCREENS (BASIC OVERVIEW)

In order for you to navigate through the program, there are some screens and terminology that you should be familiar with. They are shown next.

PAR ADMINISTRATION MAIN SCREEN

As the administrator, you will first see the main screen (Figure 1) in the PAR Admin program. This screen has a menu at the top of the screen and is divided into two sides; one for managing groups and the other managing individuals. Groups allows you to place similar individuals together for easier management.

PAR Admin comes preloaded with a demo group and three demo individuals for you to use to familiarize yourself with the application.

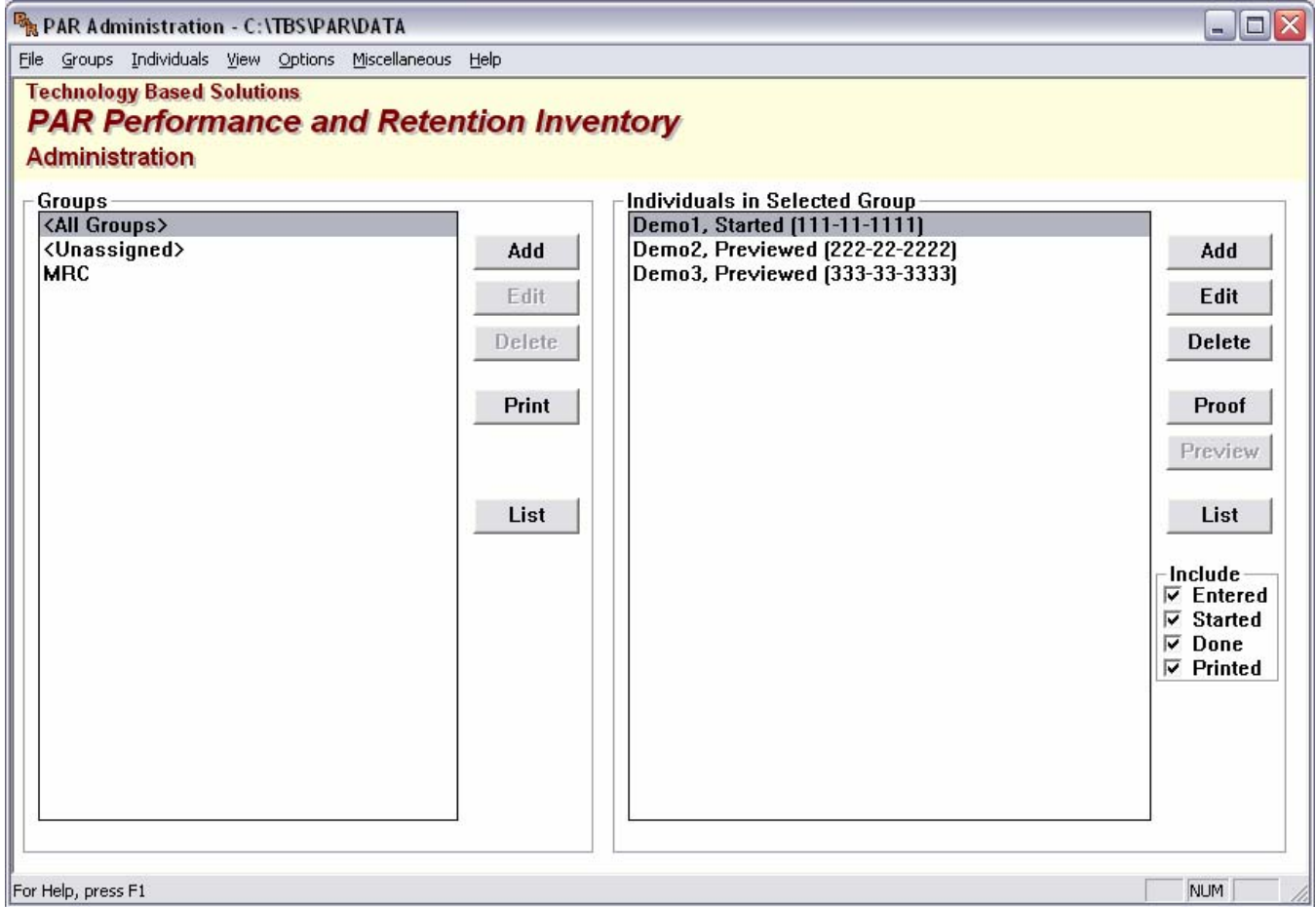


Figure 1 - PAR Admin - Main Screen

MENUS

There are a series of pull-down menus that appear along the top of the screen. These menus can be accessed by clicking on the word (i.e. File, Groups, Individuals, etc.). For example, by selecting the word "File," the menu items under the "File" menu appear (Figure 2). Note: Some of the functions available in the menus are also available on the Main Screen as buttons.

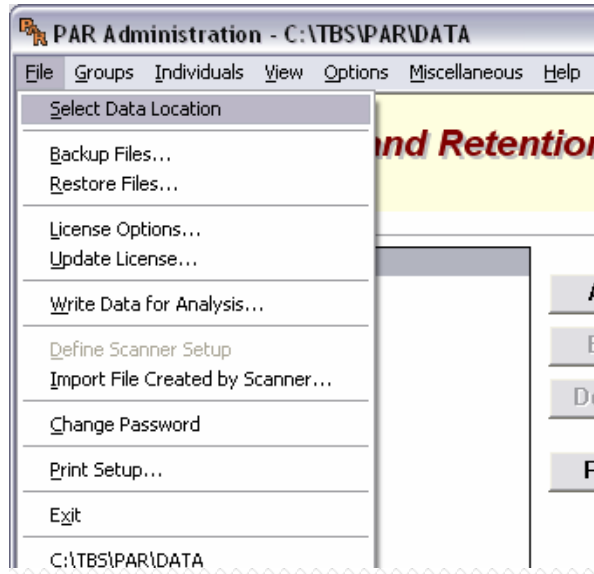


Figure 2 - File Menu

PREVIEW REPORT SCREEN

When previewing a report, the following screen will appear (Figure 3). The preview screen allows you to preview the report before sending it to a printer.

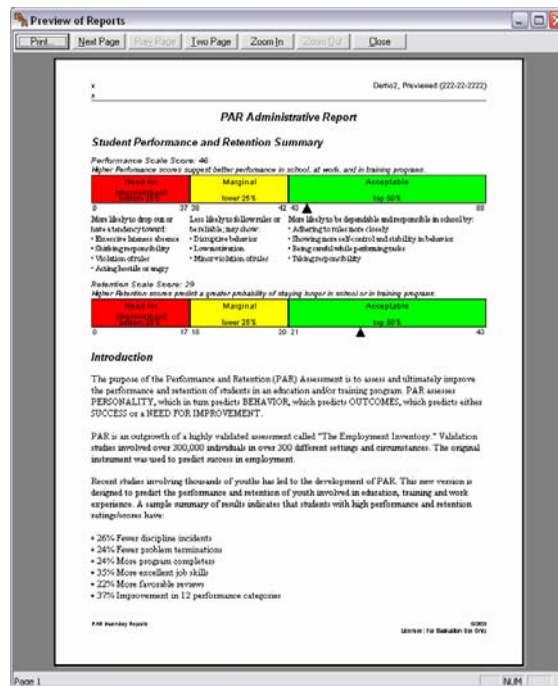





Figure 3 - Print Preview screen


The options that appear on top of the screen allow you to move from one page to the next and increase or decrease the size of the report. You can move from one page to the next by using the [Next Page button](#). If you place your cursor over the body of the report, the cursor will turn into a magnifying glass icon. Click to magnify the report size. The buttons appearing on this screen are described next.


 Send to the printer.


 Go to the previous page.


 Go to the next page.

 View one page at a time. (Only available when viewing two pages at a time.)

 View two pages at a time. (Only available when viewing one page at a time.)

 Enlarge the text on the screen.

 Reduce the text on the screen.

 Close the Preview screen.

The page numbers appear on the bottom left side of the screen.

PAR ADMINISTRATION (PAR ADMIN)

As the PAR administrator, you are responsible for setting up the system for testing and managing each individual's data. Additionally, you have responsibility for all individuals logged onto the system. This involves tracking an individual's progress via reports and overseeing the completion of testing by all enrolled individuals. The following procedures are used:

- Adding, editing and deleting groups
- Adding, editing and deleting individuals
- Viewing and printing reports
- Backing Up data

In addition to managing the data, you are also responsible for maintaining your license agreement. Reminder messages will appear when your license needs to be updated. Specifics about the license can be found by selecting File, then Update License. In order to update your license, you will have to call your customer service representative at the telephone number provided in the reminder message.

ENTERING THE PAR ADMINISTRATION PROGRAM

Select the PAR Administration icon to enter. (Figure 4).



Figure 4 - PAR Administration Program Icon

To Enter the Administration Program

1. Select the PAR Admin icon shown in Figure 4 (Default is Start, Programs, Technology Based Solutions).
2. Type in the administrator's password. The first time you enter the program, the password will be "**nimda**".
3. Select the **OK button** or the [Enter] key.

The screen that appears will allow you to manage the processing of individuals who will take the PAR Test.

ADMINISTRATOR LOCKOUT

If you are unable to enter the PAR program as the administrator, you will have to unlock the system.

To Unlock PAR

1. Verify that no one is currently logged into the PAR Administration program.

2. Type "#UNLOCK" at the Log In screen. Unlock must be typed in all capital letters.
3. Then press [Enter] or select the [OK button](#).
4. Enter the program using the administrator's password. (Remember that the password is case sensitive. Remove the CAP LOCKS if necessary.)

After entering the administrator password, the Administrator's Main screen appears. From this screen, you can access the functions necessary to manage the PAR program.

ADMINISTRATION MANAGEMENT FUNCTIONS

After selecting the PAR Admin icon, the following screen appears (Figure 5). The left side of the screen lists test groups and the right side lists the individuals placed in those groups. The first time you enter the PAR Administration program, you will see three items listed under Groups: "All Groups", "Unassigned" and "MRC" - Demo Group. In addition, there are three demo individuals. Two of these individuals have completed the assessment. Their reports can be viewed by highlighting the individual and selecting the [Preview button](#). The demo group and the demo individuals can be deleted at any time. "All Groups" and "Unassigned" cannot be deleted.

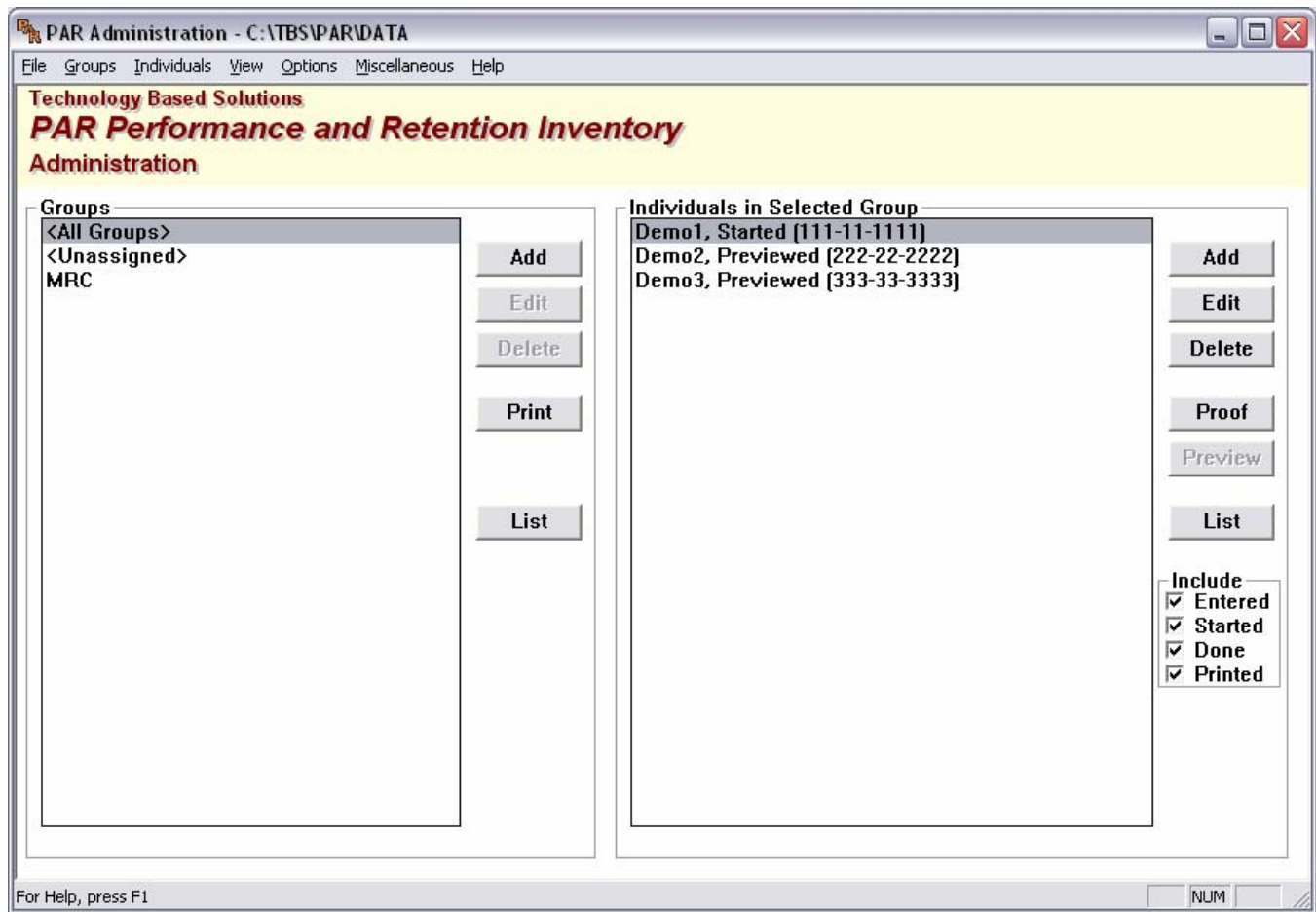


Figure 5 - PAR Administration Program (no data)

There are two parts to the Main screen. Each of the areas is managed in the same manner with these buttons: [Add](#), [Edit](#), [Delete](#), [List](#), [Proof](#) (groups), [Print](#) (groups) and [Preview](#) (individuals). The buttons will allow you to do the following:

Add Add a test group or an individual.

Edit Edit a test group or individual. Additions or changes to the data can be made.

Delete Delete a test group or individual.

List List allows you view a complete list of contents of the specific item. Selecting the [List button](#) on the Groups side will list the groups. Selecting the [List button](#) on the Individuals side will list the individuals in the highlighted group. While previewing the list, you will have the option to print the list. Additional list options appear below the [List button](#) on the Individual's side of the screen.

Print Print (groups) allows you to print the individual's reports that are completed and unprinted from the highlighted group.

Proof Proof (individuals) allows you to print a copy of the test booklet with the highlighted individual's entered information.

Preview Preview (individuals) allows you to preview reports for the highlighted individual. While previewing, you will have the option to print to a printer.

PREPARING PAR FOR INDIVIDUALS

The Administrator is responsible for maintaining the data in PAR Admin. It is recommended that you follow these general steps for adding data:

1. Create Groups allowing you to group similar individuals together (optional)
2. Add individuals

Once this is complete, individuals can enter the PAR Test program and complete their assigned test.

The data are automatically saved as they are entered. In order to minimize loss of data due to computer malfunctions, it is recommended that data be backed up periodically (See Backing up Data on page 30).

MANAGING GROUPS

The Groups feature allows you to group individuals into meaningful subsets. Groups will also allow you to add individuals without entering the same information for each individual.

Any groups you add will appear after the "All Groups" and "Unassigned" as shown in Figure 6.

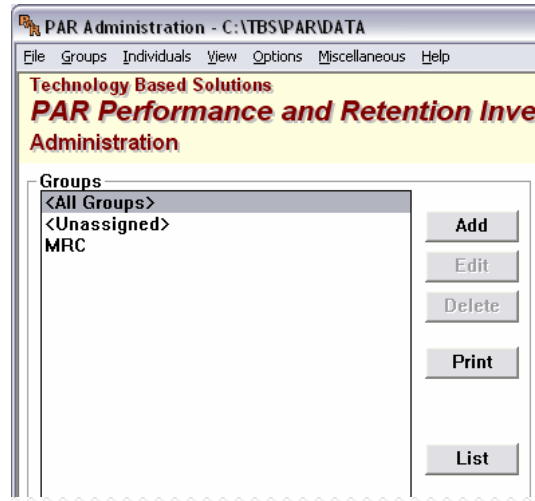


Figure 6 - PAR Admin - Groups

The Groups feature will save you time. All individuals in a group share some, or many, testing features. You will not need to duplicate this information every time you set up a new individual if you are setting him or her up in an existing group.

The Groups feature also allows you to print in batches. You may print all of the individuals in a particular group who have completed their tests and from whom you have not printed reports.

Adding Groups

[Groups button](#) allows you to put similar individuals together. This will save time enrolling individuals into the program.

Additional information about the group may be placed in the Description and Special boxes (Figure 7). This information does not appear on any reports.

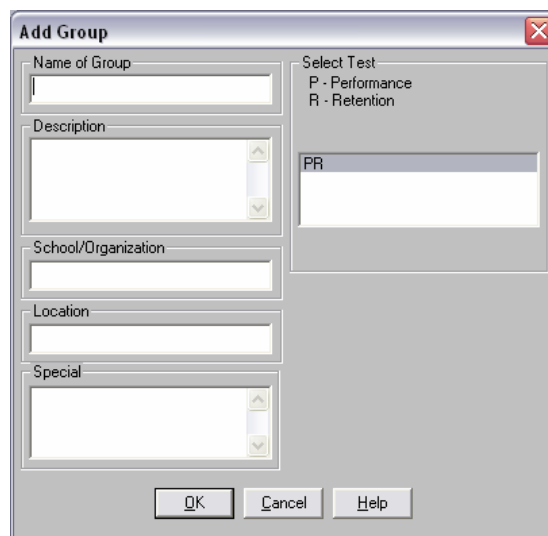


Figure 7 - Group Box

The use of groups is a recommended feature. If you are planning to use groups to categorize individuals, you must create the group first, and then add the individual. See Adding Individuals on page 22.

To Add a Group

1. Select the [Add button](#) located on the Group (left) side of the PAR Admin screen. The Add Group box will appear (Figure 8).

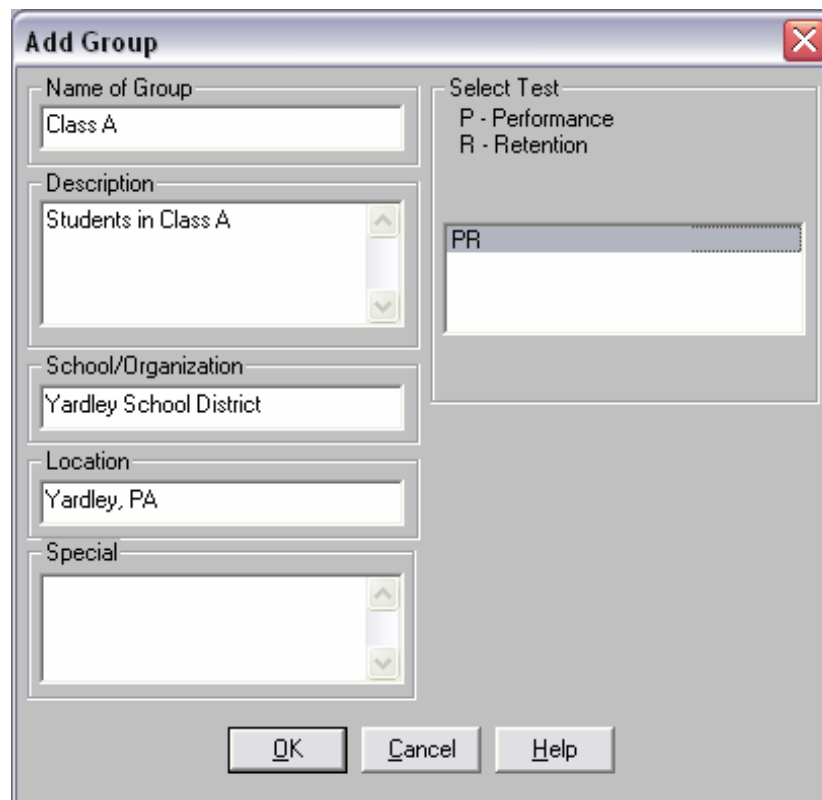


Figure 8 - Add New Group

2. Type in a name for the group. Be as concise, yet descriptive as possible when naming the group. Examples of group titles are JTPA, Summer Youth, Group 1, Group 2, Day, Evening, etc. The group name appears on all pages of the individual's reports.
3. (optional) Type in a description. This optional field allows you to describe the group (in 300 characters or fewer) in more detail than the Group title.
4. Type in the Company / Organization. This appears on all pages of the individual's reports.
5. Type in the Location. This appears on all pages of the individual's reports.
6. (optional) Type in any additional information in the Special field. This information is visible (on the Individuals screen) to the administrator for any individual placed in this group.
7. Select PR under Select Test.

8. Select the [OK button](#). The group has been added. (Individuals can now be added and placed in this group. See Adding Individuals on page 22.)

When a group is added, it will appear on the left side of the screen under Groups. Any groups created by the administrator will appear alphabetically under the fixed groups "All Groups" and "Unassigned." These fixed groups will always appear at the top of the list and cannot be deleted.

"All Groups" will contain every individual who has been set up in the program, regardless of the group to which they are assigned. When you add individuals to the PAR program, you have the option to put them in the "Unassigned" group or a group that you have created.

Each group created by the administrator will have one combination of test scales only. The "Unassigned" group can have individuals with any of the testing combinations.

Editing a Group

Group information may be changed only when there are no individuals in the group. Once an individual is added to a group, the [Edit button](#) is no longer available. If individuals in the group are deleted, the group can be edited.

To Edit the Group Name

1. Highlight the Group you would like to change. (Note: the group cannot contain any individuals.)
2. Select the [Edit button](#). The Edit screen will appear.
3. Make the desired changes.
4. Select the [OK button](#). Selecting the [Cancel button](#) will not save the changes.

Deleting a Group

Groups may only be deleted when there are no individuals in the group. Therefore, if you would like to delete a group that contains individuals, you must delete the individuals in that group first.

To Delete a Group

1. Highlight the name of the group you would like to delete.
2. Select the [Delete button](#). (If the [Delete button](#) is not available, delete the individuals and then delete the group.)
3. To complete the deletion, select the [Yes button](#). The [No button](#) will cancel the deletion.

Once a group is deleted, it is removed from PAR Admin and cannot be retrieved.

Printing Reports for a Group

By highlighting a group, you can see the individuals residing in the group. Reports can be printed for all individuals in the group that have completed their test, but for whom you have not yet printed reports. This is done with the [Print button](#) on the

Group side of the screen. This same function can also be accessed from the “Groups” menu, then “Print Reports for a Group.”

Once the reports are printed, you will not be able to do a group printing again. The status of the individual changes to “Report Printed.” When the individual’s status is changed to this, the license count is decreased by one count.

From the “Options” menu, there is an option to “Stop Group Printing.” If this option is selected and the license has run out, the printing will stop printing at the point where the license is no longer valid. If this option is not selected, a page (stating the license is no longer valid) will be printed for each individual beyond the individual where the license is no longer valid. It is suggested that this feature be activated. This feature can be activated by placing a checkmark in front of the “Stop Group Printing” item found in the “Options” menu.

The Group Printing feature does not have to be used to generate reports for individuals. Reports may be generated for an individual independently (see page 27). This process would also be used if a second copy of a report was needed.

To Select Report Options for a Group

1. From the “Options” menu, select the desired print options. When a checkmark appears in front of the option, it is selected.

The report options selected will be used when printing reports for a group or an individual.

To Print “Reports not Printed” for a Group

1. From the Group (left) side of the screen, select Print. The Print dialog box will appear.
2. Select the **OK button**. The **Cancel button** will cancel the printing. (Note: Once the report is printed, the license count is decreased by one.)

Once Reports have been printed for an individual, you may want to delete the individual from PAR. If you delete an individual from the PAR program, you should have a hard copy of the score report. Additionally, if you are going to conduct a validation study, DO NOT delete any individuals.

You can delete an individual by following the instructions located on page 25. Remember, once an individual is deleted from the PAR Admin program, the data are no longer available.

Listing Groups (Status of Individuals)

A list of the individuals assigned to each group can be previewed to the screen or printed. The list includes “All Groups,” “Unassigned” and an alphabetic listing of user defined groups. For each group, the number of individuals Entered, Taking the Test, Test Completed, Previewed, Printed and Total appear.

Each group appears in a row. By adding the numbers for each 'status' you will get the total number of individuals in the group. The “All Groups” status information can be used as a total for all of the groups in PAR Admin.

To Preview/Print a Listing of Groups (Status of Individuals)

1. Select the [List button](#) on the Group (left) side of PAR Admin (or from the “Groups” menu, select “List Groups”). The listing will be previewed to the screen.
2. If you would like to print a copy, select the [Print button](#). To close the preview screen, select the [Close button](#).

MANAGING INDIVIDUALS

The administrator must maintain each individual's data. The administrator may add, edit, print reports and delete individuals.

Adding Individuals

To add an individual select the [Add button](#) on the “Individuals in Selected Group” (right) side of the screen shown in Figure 9. The procedure for adding an individual involves entering data, assigning a group, assigning tests and possibly reassigning the password.

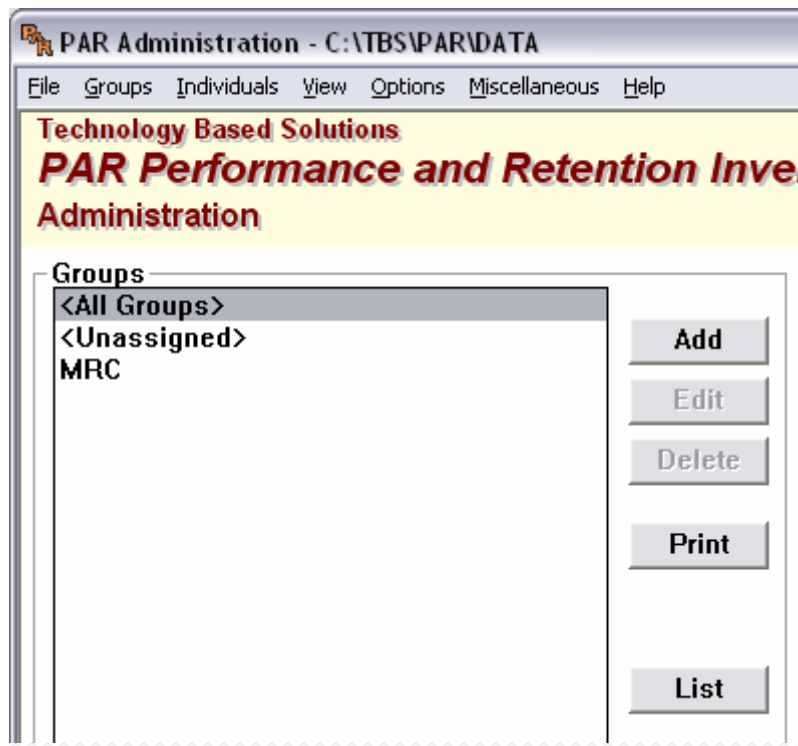


Figure 9 - PAR Admin - Individuals

By highlighting a group before adding an individual, you can place an individual right into that group. When a group (other than “Unassigned”) is selected, the Company/Organization, Location, Special and Tests will automatically be filled in. If an individual is placed in the “Unassigned” group, each item must be filled in.

The enrollment process includes filling in the fields on Individual screen (Figure 10). All fields must be filled in except for the optional field, Special. The Login ID is what the individual will use to enter the PAR Test program. The Login ID is automatically generated, can be edited and can consist of up to 8 characters.

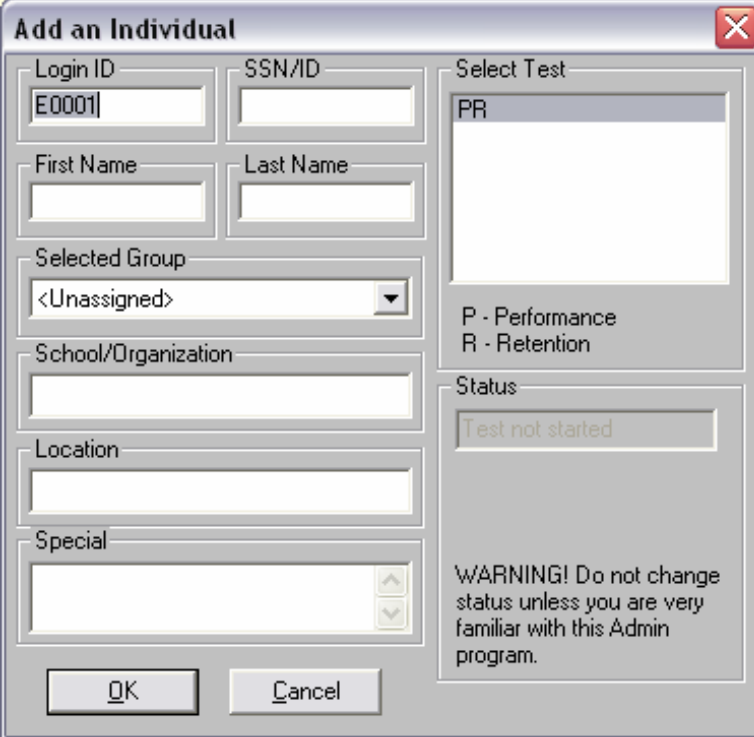


Figure 10 - Individual Screen (no data)

(Note: As the administrator, you will not be able to access a test directly. Only individuals can take a test. If you would like to see a test, you must enter the PAR Test program as a test-taker. To do this, create a sample individual and enter the program using that sample Login ID.)

To Add an Individual

1. Highlight the group into which you want to put the individual. Selecting “All Groups” will allow you to change the group assignment. Selecting any other group will automatically place them in that group. Selecting “Unassigned” will place the individual in the “Unassigned” group.
2. Select the [Add button](#) located on the Individual's side of the screen. A blank Add Individual screen will appear (Figure 10).
3. The Login ID is automatically generated for you. You can use the generated Login ID or change it by typing something else (up to 8 characters). Press the [Tab] key.
4. Type in the individual's first name. Press the [Tab] key.
5. Type the individual's last name. Press the [Tab] key.
6. (if “All Groups” was selected) Select a Group. Press the [Tab] key.

(if the “Unassigned” groups was selected) Type a Company/Organization, Location and select a Test. Press the [Tab] key.

- Click on the [OK button](#) to save the individual's data. The individual's information will be saved and added to the list of enrolled individuals.

A sample individual screen is shown in Figure 11.

Add an Individual

Login ID: E0001 SSN/ID: 111-11-1111 Select Test: PR

First Name: James Last Name: Roberts

Selected Group: <Unassigned>

School/Organization: Yardley School District

Location: Yardley, PA

Special: [Empty]

Status: Test not started

WARNING! Do not change status unless you are very familiar with this Admin program.

OK Cancel

Figure 11 - Individual - Adding

Editing an Individual's Information

Individual data may be edited after the individual has been added to the PAR program. You cannot change the selected test after an individual has entered the test.

The status of an individual can be changed too. If an individual enters the test, and for some reason needs to start the test over, you can clear the recorded responses.

To Edit an Individual's Information

- Highlight the individual you want to change.
- Select the [Edit button](#).
- Make the desired changes to the individual's information.
- Select the [OK button](#) to save the change. Selecting the [Cancel button](#) will disregard the changes.

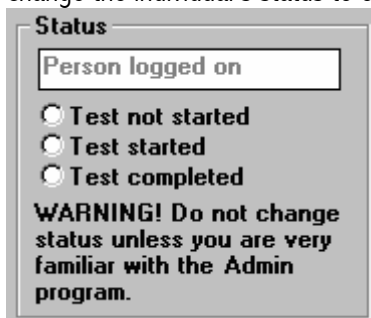
If you select the Edit button while an individual is logged into the program (status: "Person Logged On"), you will not be able to change anything but the individual's status. Wait until the individual has exited PAR Test and then make the changes.

Changing Status from "Person Logged On"

If the individual is not currently working in PAR Test but the edit screen says they are, you will have to edit the individual's status. This may be due to an individual not logging out of the program properly the previous time or because the individual is currently working on another computer (network version).

If you are absolutely sure that the individual is not currently using the program, you can do the following:

1. Verify that the individual is not in the PAR Test program.
2. Enter the PAR Admin program
3. Highlight the individual in question.
4. Select the [Edit button](#).
5. Change the individual's status to one of the following:



Status

Person logged on

Test not started

Test started

Test completed

WARNING! Do not change status unless you are very familiar with the Admin program.

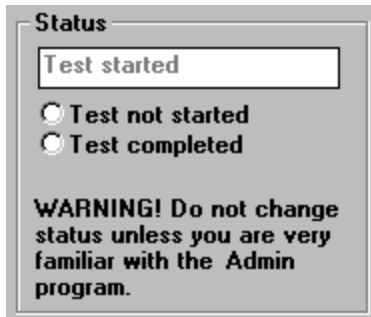
6. Select the [OK button](#).

Changing Status to "Test Not Started"

If the individual has started the test and/or completed the test, but for some reason, the test needs to be started over, you can reset the individual's status to "Test Not Started." This should only be done if you want to erase all the individual's test responses.

If you are absolutely sure that the individual is not currently using the program, you can do the following:

1. Verify that the individual is not in the PAR Test program.
2. Enter the PAR Admin program
3. Highlight the individual in question.
4. Select the [Edit button](#).
5. Change the individual's status to "Test Not Started."



The screenshot shows a dialog box titled "Status". At the top, there is a text field containing "Test started". Below this, there are two radio button options: "Test not started" and "Test completed". The "Test started" option is selected. At the bottom of the dialog, there is a warning message: "WARNING! Do not change status unless you are very familiar with the Admin program."

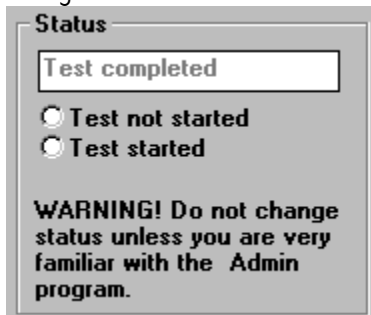
6. Select the [OK button](#).

Changing Status to “Test Started”

If the individual has completed the test, but for some reason, needs to go back into the test, you can reset the individual's status to “Test Started.” This should only be done if you want the individual to be able to enter the test and be able to see the previous responses.

If you are absolutely sure that the individual is not currently using the program, you can do the following:

1. Verify that the individual is not in the PAR Test program.
2. Enter the PAR Admin program
3. Highlight the individual in question.
4. Select the [Edit button](#).
5. Change the individual's status to “Test Started.”



The screenshot shows a dialog box titled "Status". At the top, there is a text field containing "Test completed". Below this, there are two radio button options: "Test not started" and "Test started". The "Test completed" option is selected. At the bottom of the dialog, there is a warning message: "WARNING! Do not change status unless you are very familiar with the Admin program."

6. Select the [OK button](#).

Proof Copy

The Proof option is used print out a copy of an individual's test with or without his/her responses. The proof copy has two purposes.

1. The individual is going to take the PAR Test using paper and pencil (Individual doesn't use computerized PAR Test)

The individual's name is entered and the proof copy is printed. The individual completes the PAR Test on the printed proof copy. An administrator records the answers in the PAR Test program.

2. The individual has completed the PAR Test and all responses have been recorded.

The individual's name is entered and the individual completes the test using the PAR Test program. The proof copy is printed in order to have a hard copy of the individual's responses.

To Print a Proof Copy

1. Highlight the individual.
2. Select the **Proof button**. The Preview screen will appear.
3. To print a proof copy, select the **Print button**. The **Close button** will return you to the Administration screen.

Deleting an Individual

The delete option is used to remove individuals from the system. Deleting individuals should be done with extreme caution. Once individuals are deleted, they are gone. Delete only those individuals who completed the test and for whom the desired reports have been printed.

To Delete an Individual

1. Highlight the individual you would like to delete.
2. Select the **Delete button**.
3. Note the Name and Status of the individual (Figure 12). Select the **Yes button** to delete the individual. Select the **No button** to cancel the deletion.

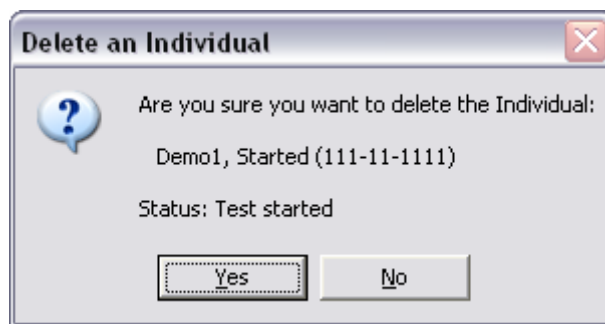


Figure 12 - Delete an Individual

Only delete those individuals who have completed the test and reports printed. Individuals with the "Person Logged On" status are currently taking the Performance and Retention test and should not be deleted.

Previewing/Printing Reports for an Individual

Reports can only be previewed for those individuals who have completed their test. Reports can be previewed for a single individual at a time.

To Preview/Print an Individual's Reports

1. Highlight the individual.
2. Select the [Preview button](#) on the Individuals (right) side of the screen. (While previewing the reports, you will have the option to print the reports.) The license will be decreased by one when the individual's status changes from "Test Completed" to "Report Printed."

Group printing may be done through the Group functions explained on page 20.

List of Individuals

A listing feature is available for individuals. The list contains an alphabetic listing of all individuals (in the highlighted group), their status, and a mini profile for the test (if the reports were printed).

If "All Groups" is highlighted, all individuals will be included in the list. Highlighting any other group will result in a list with just those individuals that are in the specific group.

Additional options available for listing individuals are Entered, Started, Done and Printed. These options are shown in Figure 13.



Figure 13 - Include Option

When a check is placed in front of a box, the individuals with that status will be shown. You can select from one to four options. The items check will affect what is printed using the [List button](#).

To Preview/Print an individual List

1. Highlight the desired Group.
2. Select the desired items from the Include box.
3. Select the [List button](#) from the Individuals (right) side of the screen. The list will be previewed to the screen. To print the list, select the [Print button](#). To close the preview, select the [Close button](#).

PRINTING INTERPRETATION GUIDELINES

The interpretation guidelines can be printed at any time from the PAR program. These interpretation guidelines will print a two-page generic interpretation guide. There is a separate Interpretation Guideline for each testing combination.

To Print the Interpretation Guidelines

1. Select the “Miscellaneous” menu, then “Print Interpretation Guidelines.” A list of tests will appear.
2. Select the desired test. The print dialog box will appear.
3. Select the **OK button** to print the interpretation guideline.

PRINTING TEST BOOKLETS

In addition to having individuals complete the test via the PAR software, you can also have them take the test using a printed test booklet. The software allows you to print the test booklet so that the individual can complete the test with the booklet and a pencil. After the individual is finished, you will have to key in the answers, using the same process as an individual taking a test. The individual would first have to be added to the PAR Admin program. A Login Name would be used to enter the PAR Test program and the answers would be entered. The reports would be printed in the same manner as an individual who completed the test using the computerized program.

To Print Test Booklets

1. Select the “Miscellaneous” menu, then “Print Test Booklets.”
2. Select the **OK button** to print the test booklet.

After an individual has completed the test in the booklet, you will have to hand-score it. Follow the instructions that appear next.

HAND-SCRORING AN PAR TEST

In order to hand-score a test, you can use the mouse and click on the buttons, key in the letter appearing on the button, or use the following numeral keys.

True False

A

B

C

D

E

True

False

Skip



You will still have to enter the individual's name and information into the PAR Administration (See Adding Individuals, page 22). You will use the individual's Login ID to enter the PAR Test program just as an individual would.

To Hand-score a PAR Test

1. Enter PAR Test as an individual.
2. Enter the answers using the buttons, letter keys or numeral keys (shown above).
3. Exit the test.

In order to print the individual's reports, you will have to enter the PAR Administration program (See Previewing/Printing Reports for an Individual, page 27).

CHANGING THE ADMINISTRATOR'S PASSWORD

The PAR Program default password is 'nimda.' This case-sensitive password may be changed.

To Change the Administrator's Password

1. Select the File, then Change Password.
2. Enter the Current Password.
3. Select the [Tab] key.
4. Enter the New Password. The password must be between 4 and 8 characters. These characters may be numbers or letters. The password is case sensitive.
5. Select the [Tab] key.
6. Retype the New Password.
7. Select the [OK button](#) or the [Enter] key.

DATA ADMINISTRATION

The data that are entered in PAR Admin should be backed up periodically in order to avoid data loss. It is recommended the backup be completed using another storage device to minimize loss of data in the event of computer or network malfunctions. Depending on the number of individuals using the system, you may want to back up these files every day.

It is also recommended that when backing up these files, multiple copies be kept. For example, if you are backing up the files daily, you would want to keep Monday's files on one disk, Tuesday's on another disk, etc. This will also minimize the loss of data in the event of computer malfunctions. For regular backups, you should use the backup feature.

In addition to the backup feature, you have the ability to import and export training sites/programs and jobs. This will allow you to share data (training sites/programs and jobs) between sites. This is done by using the import/export features.

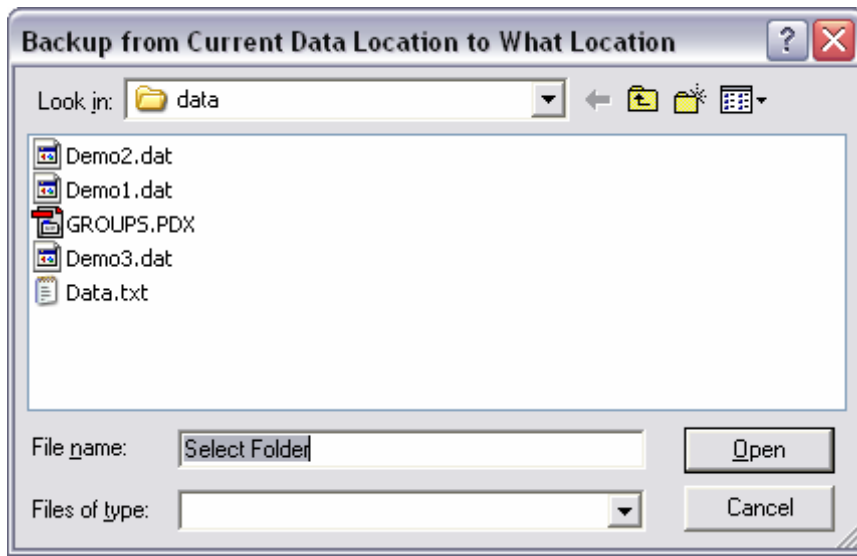
BACKING UP DATA

You can create a backup of all of the data in PAR by using the backup feature. This backup would then be used restore damaged or lost data.

To Create a Backup Copy of Data

1. Enter PAR Admin.
2. Select File, then Backup Files.

3. Select the backup location (drive, folder). You may want to keep this on a separate storage area, such as a floppy disk.



4. Select the **OK button**.
5. The data location will be stated. Select the **OK button**. The files will be copied.

RESTORING DATA

Restoring data that was previously backed up can be done through the Restore feature. Only use this feature when you want to replace the current data with data appearing in the PAR Admin program. The individuals, groups, training sites, training programs and jobs will be replaced with the restore function.

To Restore Data

1. Enter PAR Admin.
2. Select File, then Restore.
3. Locate the backup location, such as a:\.
4. Select the **OK button**. The data is fully restored.

OPTICAL SCANNING (OPTIONAL PURCHASE)

If you have purchased the Optical Scanning option, you will need to install the scanning software.

SCANNING PROCESS

Before scanning, you should look over the answer forms for any stray marks. Erase any stray marks. It is important that the individual's name field, social security number and test scales are filled in correctly.

A common mistake individuals make is filling in the fields. Make sure that the name and social security number fields are filled in properly and there are no two responses in the same column. When a mistake like this is made, the scanning software will stop and ask for you to make a correction. This can be avoided by making the correction before hand and then your scanning process will run without interruption.

It is very important that the Test Scales be filled in properly. The program will score the test based on the items filled in. Therefore, any errors made here will drastically affect the results.

To Scan Employment Inventory Sheets

1. View each sheet and verify the Name and Social Security fields are filled in properly.
2. View each sheet and verify the correct Test Scales are filled in properly.
3. Place the sheets in the scanner with the words "Performance and Retention" appearing at the top left. The row of black rectangles will be placed closest to you.
4. Enter ScanTools by selecting Start, Programs, ScanTools, then ScanTools.
5. Select the Datafile menu, then New.
6. Type a file name in the Data File Name field. This can be 8 characters in length. You may want to name the file the same as the current date. For example, a file scanned on September 14th, 1999 might be named 091499. (The "dat" extension will automatically be added to the file name.)
7. Select the [OK button](#).
8. Select the [SCAN button](#) on the upper left side of the screen.
9. After the last sheet has been scanned, select the [Stop button](#).
10. Exit the ScanTools program by selecting the Application menu, then Exit.

To Import the Scanned Data

1. Start the Performance and Retention program by selecting Start, Programs, Performance and Retention, then PAR Admin.
2. Select File then Import File Created by Scanner.
3. Highlight the correct file name.
4. Select the [OK button](#). The individuals will appear in the "Unassigned" group.

After the individuals are imported, reports can be printed. If you want to print all of the individuals who were just imported (and any others who are in the unassigned group and remain unprinted), simply highlight the Unassigned group and select the Print button.

VOICE (OPTIONAL PURCHASE)

If you have the Voice Option installed, the voice will start playing as soon as the PAR Test program is started. The individual has the option to stop (or start) the voice at any time through the test. Repeat Instruction and Repeat Question buttons are available on each test question screen. In addition, clicking on the instructions or question will repeat the appropriate part.

EXITING THE PROGRAM

To Exit the PAR Admin program

You can end PAR Admin by doing one of the following:

- From the "File" menu, select "Exit."
- Select the [Alt]-[F4] keys simultaneously.

Always exit Windows™ properly before turning off your computer.

PERFORMANCE AND RETENTION (PAR TEST)

SELECTION OF INDIVIDUALS

The Performance And Retention Assessment is designed to be used with students who are in 9th to 12th grade. It can be used for all students to predict Performance and Retention but it has been found to be extremely useful in alternative learning environments where students may be at greater risk of lower performance, inappropriate behavior, and seem more likely to drop out of courses, programs, or school.

INTRODUCTORY REMARKS

PAR is not a selection instrument because it contains no right or wrong answers. Its main function is as a predictor of Personality which in turn predicts Behavior, which in turn predicts Outcomes which ultimately leads to Success or Failure. Armed with the tool the educator now has a clearer picture of the student's Strengths as well as a clear picture where there is a Need For Improvement.

All strengths and need for improvement statements are reported in straightforward simple language. The recommendations can become the backbone for new lesson content or for curriculum development.

To avoid applicant anxiety, refer to the Inventory as a questionnaire or survey instead of a test, and do not indicate that student can "pass" or "fail" the PAR.

When administering the PAR, explain what you want the student to do. Be consistent among all students and among test sessions: "This is a survey for you to complete as part of your overall assessment process. The questions ask you about your opinions, attitudes, and background." Discuss the three sections and that there are different instructions for each. "This survey has three parts, each with its own directions. Read the directions for one section at a time, and then answer all of the questions in that section. Then go on to the next section. Try to answer all of the questions in all of the three sections.

When the student is done, thank him/her for completing the inventory. Explain what he/she can expect to happen next.

ENTERING THE PAR TEST PROGRAM

Before an individual may enter PAR, the administrator must add the individual to the PAR Admin program. The individual must be given the assigned Login Name to enter the program.

The Title screen (Figure 14) is the first screen you see when entering PAR. From this screen, individuals can get into the program by entering a Login Name.



Figure 14 - PAR Login Screen

By typing the Login ID and pressing the [Enter] key, the individual will enter the program. In order to close the program at the login screen press the [Enter] key.

To Enter as an Individual

1. Start the PAR Test program.
2. Type your assigned Login ID and press the [Enter] key.

If the individual is unsuccessful logging into the system, an error message will appear. The following are the types of errors and an explanation.

Cannot Find this File. - If this problem occurs and the message in Figure 15 appears, this means that the individual may have incorrectly typed in the Login ID, the individual was never added to PAR Admin program or the data location is incorrect.

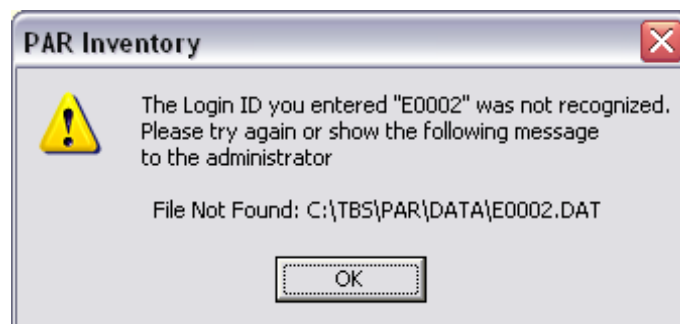


Figure 15 - Error Message - Individual's Login isn't found.

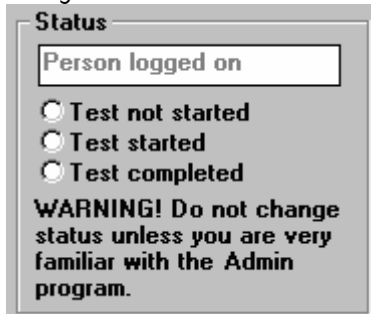
Someone is Already Logged On with your Password- If this message appears (Figure 16), it may be due to an individual not logging out of the program properly the previous time or because the individual is currently working on another computer (network version only).



Figure 16 - Error Message - Password is in Use.

If you are absolutely sure that the individual is not currently using the program, you can do the following:

1. Verify that the individual is not in the PAR program.
2. Enter the PAR Admin program.
3. Highlight the individual in question.
4. Select the [Edit button](#).
5. Change the individual's status to one of the following three items:



6. Select the [OK button](#).

SPANISH LANGUAGE OPTION

When an individual enters the test, they will have the option to select English or Spanish. The individual will have the option to switch back and forth throughout the test.

ENTERING THE TEST

Upon entering the program, the first screen that appears has the individual's name. The individual must go through a series of screens to verify the information. If any of the information is incorrect, the administrator should be contacted.

The tests assigned to the individual appear on the left side of the screen in blue.

A brief set of instructions appears one screen before the first question of the test (Figure 17).

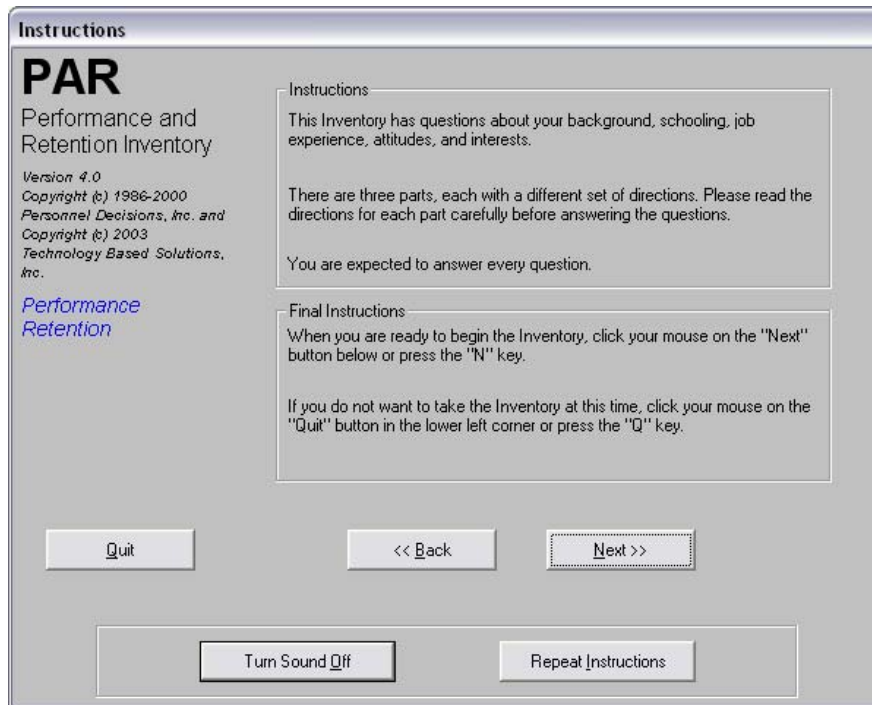


Figure 17 - Test Instructions

In addition to these instructions, summarized instructions appear on each test question screen.

THE TEST

The first test question appears directly after the instructions. Figure 18 shows the first screen in the PR (Performance and Retention) test. Brief instructions appear at the top of every screen. The bar along the right side tracks progress within the test.

Performance and Retention Inventory

PAR
Performance and Retention Inventory
Version 4.0
Copyright (c) 1986-2000
Personnel Decisions, Inc. and
Copyright (c) 2003
Technology Based Solutions,
Inc.
[Performance Retention](#)

Part 1 - Opinions and Attitudes
This part has statements about many attitudes and opinions. For each statement, press the button that indicates if it is true for you or if you agree with the statement. Answer every statement.

1. When you make a mistake, it's natural for you to try to cover it up.
T. True
F. False

Click on one of the buttons below with your mouse, or press the T or F key. You will automatically move to the next question.

English
 Spanish

For all 97 questions

For unanswered questions

Part 1
Part 2
Part 3

Answered	1
Unanswered	96

Figure 18 - Test screen (True/False)

The test taker may skip questions by selecting the [Next button](#). The [Previous buttons](#) can be used to move to the previous question or the previous unanswered question. In most cases, these buttons will not be used.

A test taker must answer 85% of the questions in order for the test to be valid. If less than 85% are answered, no results will be generated. In addition, there are validation questions. If a certain percentage of these validation questions are answered incorrectly, the test will be marked as "invalid" and no results will be generated.

No matter what combination of tests is assigned, the test will start with True and False statements and finish with Multiple choice. A sample Multiple Choice question is shown in Figure 19.

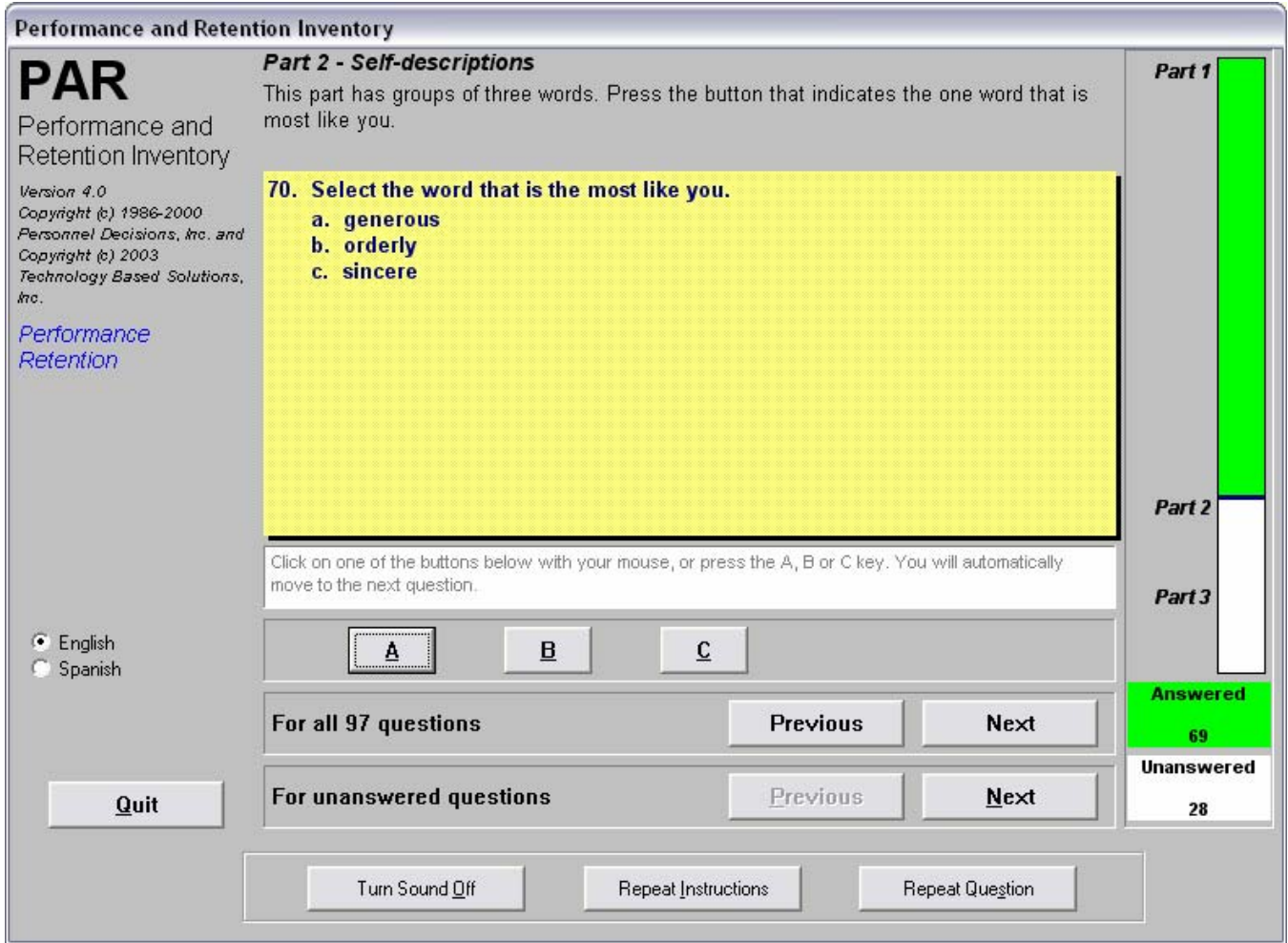


Figure 19 - Test Screen (Multiple Choice)

When all the questions are answered, the individual will be notified. The individual has the option to review the answers or quit.

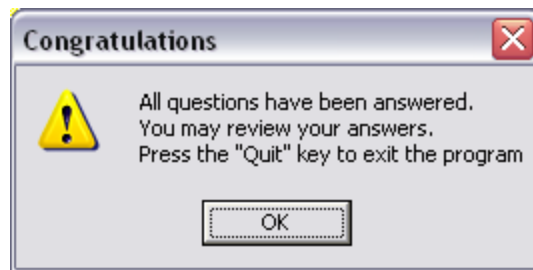


Figure 20 - Congratulations

After the test is completed, the administrator can generate reports using the PAR Admin program. (See Printing Reports for a Group on page 20 or Previewing/Printing Reports for an Individual on page 27.)

EXITING THE PROGRAM

An individual may exit the test at any time. If the [Quit button](#) is selected before all questions are answered, the following screen will appear. It is strongly recommended that when used for hiring, all applicants complete the test in one setting. Treating applicants differently may have legal implications.

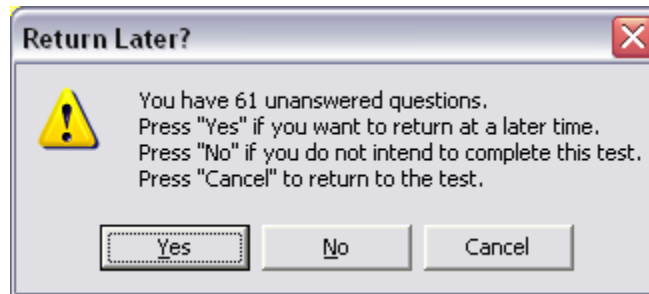


Figure 21 - Return Later?

To Exit the Program (Individual)

1. Select [Quit button](#).

REPORT EXPLANATIONS

There are two reports: PAR Administrative Report which is used by the administrator. This report has scores on it and should not go to the test-taker. The PAR Student Reports and Worksheets were written for the test-taker. This report has explanations and supporting information.

If a report does not print for an individual who has completed the test, it could be for one of the following two reasons:

- Less than 85% of the questions were answered.
- The verification questions were not answered properly (i.e. "Computers now do a lot of what people used to do by hand." or "You have never used a telephone or watched TV.")

In these cases, the status on the individual's profile will be "Test Invalid". At this point, you can reset the status to "Test not started" or "Test started" and have the individual take the test again. The "invalid status" does not count as a preview/printed report.

PERFORMANCE RESULTS

The Performance scale assesses performance. More specifically, it indicates your performance levels that relate to your attitude, attendance, attention, flexibility, rule following, work ethic and ability to pay attention to details. The performance results include the following:

- Performance Profile Report - a graphic representation of your performance results with interpretation information.
- Performance Strengths Report - a listing of behavioral strengths.
- Need For Improvement Report - a listing of behaviors that need improvement.

RETENTION RESULTS

The Retention scale assesses the likeliness that you will stay in school, complete assignments and stick with commitments as well as be on time for school, classes or work experience. The retention results include the following:

- Retention Profile Report - a graphic representation of your retention results with interpretation information.

WORKSHEETS

PERFORMANCE AND RETENTION BEHAVIOR REVIEW WORKSHEET

This worksheet allows you to assess and monitor your behavior over various time periods. You can use this as a personal plan to set goals, develop an action plan and check progress.

PERSONAL DEVELOPMENT PLAN WORKSHEET

This worksheet is used to plan your personal development. Using your "Need For Improvement Report" and the "Performance And Retention Behavior Review Worksheet" you can identify and monitor behaviors that need improvement.

APPENDIX

TO DO LIST

<u>To..</u>	<u>Page</u>
To Install on a Stand-alone Computer	8
To Install PAR on a Network (PAR Admin & Test Disk or CD)	9
To Enter the Administration Program	15
To Unlock PAR	15
To Add a Group	19
To Edit the Group Name	20
To Delete a Group	20
To Select Report Options for a Group	21
To Print "Reports not Printed" for a Group	21
To Preview/Print a Listing of Groups (Status of Individuals)	21
To Add an Individual	23
To Edit an Individual's Information	24
To Print a Proof Copy	27
To Delete an Individual	27
To Preview/Print an Individual's Reports	27
To Preview/Print an individual List	28
To Print the Interpretation Guidelines	29
To Print Test Booklets	29
To Hand-score a PAR Test	29
To Change the Administrator's Password	30
To Create a Backup Copy of Data	30
To Restore Data	31
To Scan Employment Inventory Sheets	32
To Import the Scanned Data	32
To Exit the PAR Admin program	33
To Enter as an Individual	36
To Exit the Program (Individual)	41

INDEX

- Adding
 - Groups, 18
 - Individuals, 22
- Admin Password
 - Change, 29
- Administrator
 - Lockout, 15
- Backing Up Data, 30
- Data
 - Backing Up, 30
 - Restoring, 31
- Deleting
 - Groups, 20
 - Individuals, 27
- Editing
 - Groups, 20
 - Individuals, 24
- Entering
 - PAR Admin, 15
 - PAR Test, 35
- Error Messages
 - Cannot Find this File, 36
 - Individual Logged..., 24
 - Someone is Already Logged on..., 37
- Exiting
 - Administration, 33
 - PAR Test, 41
- Groups
 - Adding, 18
 - Deleting, 20
 - Editing, 20
 - List, 21
 - Previewing, 21
 - Printing, 21
 - Stop Group Printing, 21
- Hand-scoring PAR, 29
- Individuals
 - Adding, 22
 - Deleting, 27
 - Editing, 24
 - List, 28
 - Previewing, 27
 - Printing, 27
 - Proof, 26
 - Status, 24
- Installation
 - Networks, 9
 - Procedure, 8
 - Requirements, 7
 - Stand Alone, 8
- Interpretation Guidelines
 - Printing, 28
- License
 - Update, 15
- List
 - Groups, 21
 - Individuals, 28
- PAR
 - Administration Program, 11
 - Overview, 5
 - Programs, 11
 - Testing Program, 11
- PAR Admin
 - Administration, 11
 - Entering, 15
 - Exiting, 33
 - File menu, 12
 - Hand-scoring, 29
 - Icon, 15
 - Interpretation Guidelines, 28
 - License, 15
 - Main screen, 16
 - Password, 15
- Password Change, 29
- Test Booklets, 29
- PAR Test
 - Entering, 35
 - Exiting, 41
 - Scanning, 31
 - Screen, 37
- Password
 - Administrator, 15
- Previewing Reports
 - Groups, 21
 - Individuals, 27
- Printing Reports
 - Groups, 21
 - Individuals, 27
- Proof
 - Individuals, 26
- Reports
 - Explanations, 43
- Restoring Data, 31
- Scales, 18
- Scanning
 - PAR Test, 31
- Starting
 - PAR Admin, 15
 - PAR Test, 36
- Status, 24
 - Changing from 'Person Logged On', 25
 - Changing to 'Test Not Started', 25
 - Changing to 'Test Started', 26
- Stop Group Printing, 21
- Support, 4
- Test Booklets
 - Printing, 29
- Unlock the system, 15