

Counterproductive Behavior Index™ (CBI)

Company: Chart Your Course

Unit/Location: Conyers, GA

Job Applied for: Test

Smith
Last Name

Greg
First Name

12/20/2007
Date

Introduction to the Counterproductive Behavior Index (CBI) Version 2

The CBI is a cost-effective screening procedure for identifying job applicants whose behavior, attitudes, and work-related values are likely to interfere with their success as employees. CBI consists of an objective questionnaire with 140 true/false items that can be completed by a job applicant in 10-15 minutes. The test is administered, scored, and interpreted via the internet.

Part One of the CBI Report is the Profile. The Profile provides a graphic "snap-shot" representation of an applicant's scores and the level of concern about those scores.

Part Two of the CBI Report is the individual scale scores with interpretive information for each scale.

Part Three of the CBI Report is the follow-up questions. For each question asked in the CBI (except for the Good Impression questions), follow-up behavioral interview questions are provided. If the CBI reveals scores in the Concern or Serious Concern areas, asking appropriate follow-up questions are critical to the success of the selection process. Administrator's who regularly use the CBI's follow-up interview questions often discover valid reasons why an applicant scored high on one or more of the scales.

The appropriate interview questions are produced automatically based on the applicant's answers. You may choose to print any individual CBI report with or without the follow-up interview questions.

Counterproductive Behavior Index™ File

Version 2.0

Name: Smith, Greg

Date: December 20, 20

Position: Test

Test Validity Concerns	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Good Impression GI Score									X													

SCALE SCORE	Dependability (Dp) Concerns	Aggression (Ag) Concerns	Substance Abuse (SA) Concerns	Honesty (Hn) Concerns	Computer Abuse(CA) Concerns	Sexual Harassment(SH) Concerns	SCALE SCORE
20							20
19							19
18							18
17							17
16							16
15							15
14							14
13							13
12							12
11			X		X		11
10				X			10
9	X	X					9
8						X	8
7							7
6							6
5							5
4							4
3							3
2							2
1							1
0							0
SCALE SCORE	Dependability (Dp) Concerns	Aggression (Ag) Concerns	Substance Abuse (SA) Concerns	Honesty (Hn) Concerns	Computer Abuse(CA) Concerns	Sexual Harassment(SH) Concerns	SCALE SCORE

Overall Concerns	0-38	39-59	60-120 X
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Color Key		
Little/No Concerns Scores in this shaded area indicate that the applicant is not likely to engage in counterproductive behavior.	Concerns Scores in this shaded area indicate that the applicant may engage in counterproductive behavior.	Serious Concerns Scores in this shaded area indicate that the applicant is likely to engage in counterproductive behavior.

WARNING: Information contained on this CBI profile is intended for confidential use only.

Part Two

Counterproductive Behavior Index Scales and Scale Score Interpretation

9 *Dependability Scale Score*

Concerns About Dependability

Low scorers are dependable, conscientious, and reliable. High scorers can be undependable, careless, lazy, and disorganized.

- **Scores of 4 and below** on the Dependability Scale indicate that the applicant's responses give **little or no concern** in the area of dependability. The score suggests that the applicant will be conscientious, dependable, reliable, and organized at work.
- **Scores of 5 to 8** on the Dependability Scale indicate that the applicant's responses raise **concerns** about dependability. The applicant may be less than completely reliable, dependable, conscientious, or organized at work. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 9 and above** on the Dependability Scale indicate that the applicant's responses raise **serious concerns** about dependability. The applicant is likely to be unreliable, undependable, lacking in conscientiousness, and/or disorganized at work.

9 *Aggression Scale Score*

Concerns About Aggression

Low scorers handle their feelings well and are unlikely to be disruptive. High scorers can be aggressive, hostile, disruptive, and have poor control of their anger.

- **Scores of 8 and below** on the Aggression Scale indicate that the applicant's responses give **little or no concern** that the applicant will exhibit aggressive behavior towards others on the job. The score suggests that the applicant handles hostile feelings well, keeps a level head, and is unlikely to be disruptive at work through anger or aggression.
- **Scores of 9 to 10** on the Aggression Scale indicate that the applicant's responses raise **concerns** about the handling of anger and hostility. The applicant may be less than completely in control of anger and hostility at work. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 11 and above** on the Aggression Scale indicate that the applicant's responses raise **serious concerns** about the handling of anger and hostility. The applicant is likely to be hostile, be ready to anger, have poor self-control, and be disruptive at work.

11 *Substance Abuse Scale Score*

Concerns About Substance Abuse

Low scorers have no problems with alcohol and/or illegal drugs. High scorers report substantial use of alcohol and/or illegal drugs and may be disruptive.

- **Scores of 4 and below** on the Substance Abuse Scale indicate that the applicant's responses give **little or no concern** in the area of substance abuse. The score suggests that the applicant is unlikely to use alcohol or illegal drugs in the workplace and is unlikely to be disruptive at work because of substance abuse.
- **Scores of 5 to 9** on the Substance Abuse Scale indicate that the applicant's responses raise **concerns** about the use of alcohol and illegal drugs in the workplace. The applicant might be a user of illegal drugs or alcohol at work and may be too willing to tolerate their use by others. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 10 and above** on the Substance Abuse Scale indicate that the applicant's responses raise **serious concerns** about his or her use of illegal drugs and alcohol at work. The applicant is likely to abuse illegal drugs and alcohol at work and condone their use by others.

10 *Honesty Scale Score*

Concerns About Honesty

Low scorers have no problem with workplace dishonesty. High scorers have the potential for dishonest behavior in the workplace.

- **Scores of 8 and below** on the Honesty Scale indicate that the applicant's responses raise **little or no concern** about dishonesty. The score suggests that the applicant is likely to be honest at work and is unlikely to cause problems at work in this area.
- **Scores of 9 to 11** on the Honesty Scale indicate that the applicant's responses raise **concerns** about the possibility of dishonesty in the workplace. The applicant might steal from an employer and may be too willing to condone such behavior by others at work. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 12 and above** on the Honesty Scale indicate that the applicant's responses raise **serious concerns** about the

11 *Computer Abuse Scale Score*

Concerns About Computer Abuse

Low scorers use their workplace computers only for work-related uses. High scorers use their computers in ways that are unrelated to their work activities or are disruptive to their work.

- **Scores of 5 and below** on the Computer Abuse Scale indicate that the applicant's responses give **little or no concern** in the area of computer abuse. The score suggests that the applicant is unlikely to misuse the computer at work and is unlikely to cause work problems in this area.
- **Scores of 6 to 10** on the Computer Abuse Scale indicate that the applicant's responses raise **concerns** about the likelihood of misusing the computer in the workplace. The applicant might use the computer in an inappropriate or disruptive fashion and may be willing to condone such behavior by others at work. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 11 and above** on the Computer Abuse Scale indicate that the applicant's responses raise **serious concerns** about the potential for using the workplace computer in a disruptive or inappropriate manner. If the applicant has access to computers in the workplace, the applicant is likely to misuse the computer and condone misuse by others.

8 *Sexual Harrasment Scale Score*

Concerns About Sexual Harrasment

Low scorers treat others in their workplace, especially members of the opposite sex, with respect and courtesy. High scores can cause problems by inappropriate remarks, jokes, by offensive behaviors and the like.

- **Scores of 8 and below** on the Sexual Harassment Scale indicate that the applicant's responses give **little or no concern** in the area of sexual harassment. The score suggests that the applicant is unlikely to sexually harass co-workers, either physically or verbally, and is unlikely to cause work problems in this area.
- **Scores of 9 to 10** on the Sexual Harassment Scale indicate that the applicant's responses raise **concerns** about the likelihood of engaging in sexual harassment in the workplace. The applicant does not have a well-developed sense of what is appropriate in dealing with co-workers of the opposite sex, is likely to engage in behaviors that are seen by others as sexual harassment, including inappropriate remarks, the telling of sexually-oriented jokes, and more clear-cut sexually provocative acts.. Areas of potential concern should be further explored using the CBI behavioral interview question(s).
- **Scores of 11 and above** on the Sexual Harassment Scale indicate that the applicant's responses raise **serious concerns** about the potential for engaging in sexual harassment that will be disruptive in the workplace. The applicant is likely to be seen by others, particularly those of the opposite sex, as often engaging in sexual harassment of a serious nature.

66 Overall Score

Overall Concerns

Low scorers report few instances of workplace deviance. High scorers report a wide range of deviant behaviors in the workplace and are likely to be problematic employees. (The Overall Score is included in the profile in order to help identify applicants whose individual scale scores might all fall below the cutting score for inclusion in the Concern category, but whose total score does identify them as worthy of special attention. It is important to note that high Overall Scores still require a close examination of the five individual scale scores.)

- **Overall Scores of 38 and below** indicate that if the applicant has no other scores in the **concerns** or serious concerns range on any of the above content scales, there is little or no concern about workplace deviance in general. This score suggests that the applicant is not likely to cause problems in the workplace through disruptive behavior.
- **Overall Scores of 39 to 59** indicate that the applicant's responses raise **concerns** about the potential for engaging in workplace deviance in one or more areas. The scores in each of the five scales should be checked for potential problems. If none of the applicant's scores on the five scales shows any area of concern or serious concern, the scales with the highest scores should be used for further exploration of potential problems. Each area of potential concern should be further explored using the CBI behavioral interview question(s).
- **Overall Scores of 60 and above** indicate that the applicant's responses raise **serious concerns** regarding the potential for workplace deviance and for disruptive or inappropriate behavior on one or more scales. The applicant's score on each of the five content areas should be carefully evaluated to determine in which of the areas workplace deviance is most likely to occur.

8 Good Impression Scale Score

Understanding and Using the CBI Good Impression Scale

The CBI Good Impression (GI) Scale measures an applicant's tendency to underreport counter-productive behaviors on the survey. Low scorers are open about acknowledging their normal faults and imperfections. High scorers deny normal shortcomings and exaggerate personal virtues, suggesting that their scores on the other scales may be artificially depressed (underreported) by their efforts to make a good impression. Scores on this scale are to be used to determine the degree of confidence that should be placed in the remainder of the CBI Profile.

- **Scores of 14 and below** on the Good Impression Scale suggest that the applicant's answers on the CBI were forthright and free from distortion and defensiveness. Applicants with GI scores in this range provide confidence that their scores are not artificially depressed or underreported.
- **Scores of 15 to 16** on the Good Impression Scale suggest that the applicant's answers may be somewhat distorted by defensiveness and a desire to give a "good impression." The applicant should be considered to have underreported, to some degree, troublesome behavior. Scores in the 15-16 range should never be used to disqualify a candidate from consideration. Because most applicants want the jobs for which they apply, conscious or unconscious efforts to create a "good impression" may be present. It is the responsibility of each administrator to determine how much risk or distortion can be tolerated before declaring the CBI Profile invalid.
- **Scores of 17 and above** on the Good Impression Scale suggest that the applicant's answers significantly underrepresent his or her potential for disruptive behavior in the workplace. There is little likelihood that any confidence can be placed in the accuracy of the applicant's reported scores. The Profile is not to be considered valid with GI scores in this range.

Part Three

Interview Follow-Up Questions

Aggression Scale

Question 4 *It's hard to control your feelings when you're caught up in traffic.*

How do you control your feelings when you're stuck in traffic? Are there times when you've "lost it"? What happens as a result?

Question 18 *I don't blame a person for wanting to get revenge on others.*

Give me an example of when you wanted to get revenge on someone else. What happened?

Question 31 *At least once I have hit someone just for the fun of it.*

Tell me about a time when you might have just hit someone, just for the fun of it. What happened then?

Question 45 *I easily get angry at my co-workers.*

Tell me about a time when you really got angry at one of your co-workers. What led up to it and what happened then? How did it all end up?

Question 46 *When someone hurts me, I tend to get revenge.*

Tell me about a time when you tried to get revenge on a person who had hurt you. How did it end up?

Question 87 *I would be pleased if certain people got hurt.*

It's common to be pleased if certain people got hurt. For you, what kind of people are they? Have you ever thought of doing anything about these feelings?

Question 102 *I like to watch a good fight at work.*

Tell me about the fights at work. How often do they occur? How often do you get directly involved? Does anyone ever try to prevent them?

Question 129 *My co-workers know enough to steer clear of me when I'm in a bad mood.*

Tell me about what happens when you're in a bad mood at work. How do others know about this? What happens as a result? How does it usually end up?

Question 130 *People are too sensitive about racial jokes.*

How often do you tell racial jokes at work? Do you think that some people mind them? Does that tend to stop you from telling them those jokes?

Computer Abuse Scale

Question 23 *I have hacked into someone's website without permission.*

How often have you hacked into someone's website? I'm interested in why you might have done that. Did you do any damage? What happened then?

Question 37 *I have forwarded e-mail with dirty jokes to others at work.*

How often do you e-mail dirty jokes to others at work? Has anyone ever complained about them? Do you think it might bother others?

Question 38 *I have forwarded e-mail with racial jokes to others at work.*

How often do you e-mail racial jokes to others at work? Has anyone ever complained about them? Do you think it might bother others?

Question 52 *I have used my company computer to obtain confidential company information without permission.*

Tell me about a time when you got some confidential company information without permission? How often has this happened? Did anyone know about this?

Question 66 *If I saw a co-worker play computer games at work, I'd report it to my supervisor.*

How often do people play computer games at work? Have you done this? Do your supervisors care about this? What would happen if they found out?

Question 79 *It's OK to use your company computer to keep in touch with family and friends, even if it's against company policy.*

Tell me about how you use your company computer to keep in touch with your family and friends. Is this against company policy? What would happen if your boss found out about this?

Question 80 *If I'm a hard worker, it's OK to use a company computer for personal reasons, even though it may be against company p*

Tell me about how you use your company computer for personal reasons. Is this against company policy? What would happen if your boss found out about this?

Question 108 *There's nothing wrong with forwarding sexual jokes on e-mail at work.*

How often do you see sexual jokes on your e-mail at work? What do you do about them? Has anyone ever complained about them? Do you think it might bother others?

Question 121 *Too much is made of visiting porn websites.*

How often do people visit pornography websites at work? Have you done this? Do your supervisors care about this? What would happen if they found out?

Question 122 *If I need some company information, there's no harm in getting it even if I'm not authorized.*

Tell me about a time when you were about to get some confidential company information without permission? How often has this happened? Did anyone know about this?

Question 135 *Playing computer games at work is disruptive to good business practices.*

How often do people play computer games at work? Have you done this? Do your supervisors care about this? What would happen if they found out?

Dependability Scale

Question 15 *It's easy for me to keep my focus on my work.*

It's often difficult to keep your focus on what you're doing on the job. Can you tell me about when that happens to you? How often does that happen?

Question 30 *Taking office supplies home from work for personal use is no big deal.*

How often have you taken some office supplies home for your own use? Do you think that this matters?

Question 44 *I often tell racial jokes at work.*

How often do you tell racial jokes at work? How do people react? Are there some people whom you know would be offended by these jokes? Do you avoid telling jokes to these people at work?

Question 57 *Anything worth doing is worth doing well.*

Give me an example of when you had a job to do and when you really bother to do your best. What happened as a result? How often does this happen at work?

Question 58 *I'm pretty much all business at work.*

It's often hard not to try to have a little fun on the job. Can you give me an example of when that happened to you recently?

Question 72 *I hate to keep people waiting for me.*

How often are you late for appointments and meetings? Do others seem to mind? How hard do you try to be on time?

Question 99

My bosses know that they can count on me.

Give me an example of when you were not able to accomplish something that your boss expected you to do. How often does this happen?

Question 100

I set high standards, both for myself and others.

It's often difficult to keep high standards for one's work. Tell me about a time when that happened to you. Do you see this in others? What do you do about this when it happens?

Question 114

I set high goals for myself at work.

Setting high goals at work is sometimes hard to do. Are there times when this is true for you? When that happens, what do you try to do about it?

Honesty Scale

Question 8 *Everyone uses sick leave for other purposes.*

Tell me about a time when you used your sick leave even though you were not really sick. How often does that occur?

Question 21 *On occasion, most people will under-ring the cost of a purchase for a friend or family member.*

How often do others under-ring a purchase for a friend or family member? Have you ever done that? How often?

Question 35 *I have borrowed money from the company without being authorized but have always paid it back.*

Tell me about a time when you borrowed money from your company without authorization and paid it back. How did it work out?

Question 36 *I have shared confidential company information with unauthorized people.*

Tell me about a time when you gave confidential information to someone who was not authorized to receive it. Did your company find out about it? What would have happened if it did?

Question 49 *I have failed to report a co-worker who stole money or property at my job.*

Tell me about a time when you knew about a co-worker stealing money and property but you failed to report him or her. What prevented you from doing that? How did it work out?

Question 50 *At work, I have shown a fellow employee how to beat the system.*

Tell me about a time when you showed a fellow employee how to beat the system. How did it work out?

Question 77 *I have tricked someone out of money and gotten away with it.*

Tell me about a time when you tricked someone out of money and got away with it. Did it matter?

Question 78 *At work, I have been forced to lie in order to stay out of worse trouble.*

Give me an example of when you have had to lie at work in order to keep out of worse trouble. How did this situation end up? How often do things like this happen to you?

Question 105 *Most people think about stealing things from the company, even though they don't actually do it.*

When people think about stealing from the company, what prevents them from actually doing that? How often have you been tempted to steal from the company? How often have you ever done that?

Question 106 *Given the opportunity, most people would sell "hot" or stolen merchandise.*

Tell me about a time when you were offered "hot" or stolen merchandise at work. What did you do about it? How often does that happen?

Sexual Harrasment Scale

Question 53 *I enjoy flirting at work.*

When was the last time you flirted at work? Did the person react to this? How do you think they really felt? Were there any negative reactions? What would you have done if there had been?

Question 54 *People make too much of sexual harassment.*

Can you tell me about a so-called sexual harassment situation at work? Who was involved? How did it work out? What did management do about it?

Question 81 *When you take a man's job, you have to expect to be treated like a man.*

Do you think that women need to be treated differently from men on the job? Do women respond to sexual matters at work differently from men? Do women sometimes object to sexual kidding around at work?

Question 82 *At work I have hugged a member of the opposite sex.*

Give me an example of a time when you hugged a co-worker of the opposite sex. How did that person react? How often do such things happen? Is the reaction always the same?

Question 109 *Most sexual harassment is caused by the way that the so-called "victim" behaves.*

Tell me about your views on sexual harassment. Do you think that there are circumstances in which there really are women who are the targets of unwelcome advances? How do you think such matters should be handled? Have you yourself ever been involved in

Question 110 *I have put my arm around a member of the opposite sex at work.*

Give me an example of a time when you put your arms around a member of the opposite sex at work. How did that person react? What was the outcome of this situation? Are there circumstances in which doing this would clearly be inappropriate?

Question 123

Most reports of sexual harassment are just attempts to get attention.

Are there ever circumstances of real sexual harassment? Have you ever been involved in one? What happened? Do you see most women as exaggerating what happens to them at work?

Question 124

I have asked sexual questions of a co-worker of the opposite sex.

Give me an example of a time when you asked a sexual question of a co-worker of the opposite sex. How did that person react? What happened then? Were there any negative consequences? Are there circumstances when asking such questions would not be appropri

Substance Abuse Scale

Question 5 *At least once in my life, my use of alcohol has interfered with doing my job at work.*

Tell me about a time when alcohol has interfered with your doing your job at work. How often does this occur?

Question 19 *A person who brings an illegal drug to work should be fired.*

How do you think a person who brings an illegal drug to work should be disciplined? Have you seen illegal drugs at work? Have you ever brought an illegal drug to work?

Question 33 *The use of most illegal drugs should be legalized.*

Why do you think that most drug use should be legalized? What problem might emerge if this were done? How is your own use of drugs involved in coming to this view?

Question 34 *I have used marijuana at least once in the past year.*

Tell me about your use of marijuana over the past year.

Question 47 *I have used an illegal drug on the job in the past year.*

How often have you used illegal drugs on the job during the past year? How does it affect your work on the job? Has anyone discussed this with you?

Question 48 *In the past year I have used pills that I have obtained illegally.*

Tell me about the illegal pills that you have used during the past year. How does this affect your performance on the job?

Question 61 *A person who uses an illegal drug on the job should be disciplined.*

Do you believe that using illegal drugs on the job causes problems? How should people who use illegal drugs on the job be disciplined?

Question 62 *In general, people who use illegal drugs tend to be less dependable than those who don't.*

How well do you think that you can overcome the effects of an illegal drug when you come to work? Does taking illegal drugs have a negative impact on what people do?

Question 75 *People who sell illegal drugs should go to jail.*

What do you think should be done to people who sell illegal drugs? How many such people do you know? How should they be treated?

Question 90 *I don't feel safe at work when others drink on the job.*

How much of a problem is drinking on the job? How much danger is involved? What do you tend to do about it? How often do you drink on the job?

Question 117 *If I knew another employee was drinking alcohol at work, I would report it to a supervisor.*

If you knew that another employee was drinking on the job, what would you do? Do you think that drinking on the job is a problem? Are there safety issues involved?
