

# Go assessment

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## ADMINISTRATIVE SUPPORT

Recruiting Assessment  
Report

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**Sample candidate**

January 1, 2020

Company name

Confidential Document

**HUMANCE**   
Culture & Performance



## INTRODUCTION

- This assessment report for **Sample candidate** has been generated by the **Humance** expert system.
- It contains information that can help you make recruiting decisions regarding applicants for an administrative support position.

This report contains the following:

HUMAN RESOURCES	DISTINCTIVE COMPETENCIES	- An indicator of the applicant's potential to demonstrate the key skills that generally lead to success in an administrative support position
	OVERALL FIT SCORE	- A score for the overall fit between the individual's results on key competencies for an administrative support position and the expected profile
	INTERVIEW QUESTIONS	- Suggested questions for use during the recruitment interview based on the assessment results
MANAGER	INTEGRATION ADVICE	- Advice on integration that will help you provide the conditions for successful hiring

## CAVEAT ON USE OF THE REPORT

- This assessment report may only be used as part of a recruiting decision in connection with the competencies and job category as recommended by **Humance**, in compliance with the **consent form signed by the candidate**.
- It must not be used to make a recruiting decision more than **24 months after the assessment**, to set a reasonable time limit on the assessment findings.
- The report may not be released to the candidate without the customary precautions and must not be published or released to persons not involved in the assessment.

## INTERPRETATION OF FINDINGS

The competency ratings are based on [personality or cognitive ability indicators](#) derived from the candidate's responses. Note that demonstration of a competency depends on other factors as well, including the candidate's work experience, degree of motivation and the work context. This report should be used as a complement to other recruitment efforts, such as the interview and reference checks, to create a more accurate portrait of the competencies of the person assessed.

The overall fit score, developed using the [Delphi method](#), helps assess to what extent the candidate's competency results match the expected profile for an administrative support position. This profile has been established by our experts and represents what many organizations typically expect in this type of role. However, the context, culture and requirements specific to your organization and the type of position to be filled must be taken into consideration when making your decision on candidates, because some competencies may have greater importance than others.

Therefore, **the fit score must not be considered a hiring recommendation**, but rather a general indication of the fit between the candidate's profile and the typical profile of an administrative support position.

### POOR FIT

A profile with poor fit means that the candidate obtained results that do not really match the profile typically sought for the position.

### BELOW AVERAGE PARTIAL FIT

A profile with below average partial fit means that the candidate obtained results that match a few points of the profile typically sought for the position.

### ABOVE AVERAGE PARTIAL FIT

A profile with above average partial fit means that the candidate obtained results that match several points of the profile typically sought for the position.

### GOOD FIT




A profile with good fit means that the candidate obtained results that match the profile typically sought for the position.

## DISTINCTIVE COMPETENCIES

This section presents the assessment results of Sample candidate for the distinctive competencies. These results provide an indication as to the candidate’s potential to demonstrate the key skills relating to an administrative support position.

### ASSESSMENT RESULTS Sample candidate

Average

<b>Agility</b> <i>Tends to adapt quickly, be flexible and effectively manage ambiguity.</i>			
<b>Learning Ability</b> <i>Tends to understand and assimilate new information.</i>			
<b>Collaboration</b> <i>Tends to show that they are available to partners (clients, colleagues and superiors), to help achieve shared goals and create opportunities for discussion.</i>			

ADMINISTRATIVE  
SUPPORT SKILLS

**Communication of Information**  
*Tends to convey information well to stakeholders using appropriate approaches.*



**Organization**  
*Tends to be methodical and structured in order to plan and organize work.*



**Decision Making**  
*Tends to take a stance and implement their decisions despite the presence of obstacles.*



**Attention to Detail**  
*Tends to be conscientious, pay attention to details and want to perform duties without error.*



Legend

 Above average

 Slightly below average

 Significantly below average

>
**ABOVE AVERAGE PARTIAL FIT WITH THE EXPECTED PROFILE**

## ONBOARDING ADVICE

This section presents advice that will help you achieve optimum integration of the candidate into the position.

### AGILITY

The candidate will be cautious by nature, appreciate stability in their work and will carefully plan tasks and activities. They will generally have difficulty adapting to changes and unforeseen events. To help this person, your organization should minimize the ambiguity related to any change and give them a sufficient amount of time to get used to any new changes. For example, the candidate might need additional information to understand how something new will impact their work.

### LEARNING ABILITY

The candidate should be able to complete the required learning at the expected rate. Your organization would benefit from emphasizing a combination of field experience and written materials during the learning process.

### COLLABORATION

The candidate will naturally join a work group and care about maintaining harmonious relations with partners (clients, colleagues, superiors). They should enjoy assignments that involve interactions with those around them and prioritize teamwork over individual work. You should find opportunities to use their natural tendencies to collaborate with others. However, it might be useful to help this person understand the full importance of sharing their viewpoints, even if they are divergent, and not aligning too quickly with the group opinion. Moreover, if the candidate must work alone frequently, it may negatively affect their motivation.

### COMMUNICATION OF INFORMATION

The candidate tends to convey information appropriately. They will care about using effective approaches and means to communicate with others. You should give this person assignments in which how information is conveyed is very important. It might also be useful to consult this person to find ways of optimizing communications in their role.

### ORGANIZATION

The candidate will tend to organize their work well and create detailed action plans. They may have a preference for positions that make use of their skill for establishing a clear work structure. You should seek their collaboration to structure processes or improve existing methods. Moreover, it might be useful to raise this person's awareness about the importance of not over-planning tasks that have minor impacts on achieving target results.

### DECISION MAKING

The candidate will tend to assert themselves and make their position known on various topics. They should move to action despite the presence of obstacles or constraints and will take initiative. You should offer this person opportunities to assert themselves and make use of their decision-making skills. It might also be useful to consult this person for their opinion on various assignments and give them the freedom necessary to implement initiatives.

### ATTENTION TO DETAIL

The candidate will perform well in a position where it is important to be detail-oriented and meticulous. They will tend to apply themselves, work carefully and demonstrate conscientiousness. You should seek their collaboration for tasks requiring sustained attention to details. Nevertheless, it might be useful to make this person aware of the importance of avoiding too much preparation or getting bogged down in the details. They are at risk of having difficulty approaching problems and projects as a whole.

## INTERVIEW QUESTIONS

Below is a list of questions based on the results of the assessment that will help you and the candidate to explore factors that require clarification and could have an impact on job performance.

### AGILITY

- Tell me about a recent situation in which you had to adapt to a major unexpected event at work.
  - What was your comfort level in this situation? What strategies did you use to deal with this unexpected event? What was the outcome?

### LEARNING ABILITY

- Tell me about a recent situation at work in which you had to become familiar with a great deal of information very quickly to complete a complex task.
  - What strategies helped you learn effectively?