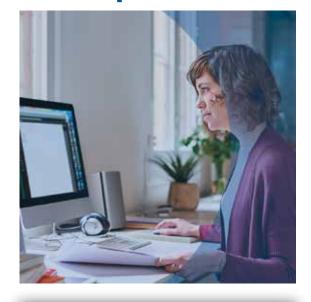# interpreto

ADMINISTRATIVE SUPPORT

ADMINISTRATIVE SUPPORT REPORT

The Administrative support report is an automatically generated document to present the results of a candidate following the administration of 3 online psychometric tests. This automated tool allows you to quickly obtain an overview of the position of the person being evaluated on a series of targeted competencies to support their success in an administrative support role.

DIMENSIONS ASSESSED IN THE REPORT SUPPORT ADMINISTRATIVE

▶ Learning Skills

▶ Self-management

▶ Adaptability

▶ Planning and organizing

▶ Collaboration

▶ Thoroughness

▶ Sense of responsibility

▶ Professional integrity

▶ Management of priorities

ADVANTAGES

▶ Complete autonomy on Interpreto's user-friendly platform for test administration and report management.

▶ Report generated instantly, as soon as the candidate completes the final test.

▶ Quick visual overview of skill level (red-yellow-green color coding).

▶ High, partial or low match to the job description.

▶ Examples of probing questions according to the skills to be skills to be improved.

▶ Overview of the candidate's integration style.

GENERAL INFORMATION

OBJECTIVE
To provide an instant overview of the profile of a candidate in relation to the characteristics generally sought after.

CONTEXT
Selection or preselection
Entry positions

TARGET CLIENTELE
Office clerk, administrative assistant, receptionist

DURATION
60 minutes

COST
175 $

LANGUAGES AVAILABLE
French
English

interpreto

ADMINISTRATIVE SUPPORT

TESTS ADMINISTERED/TOOLS

GENERAL APTITUDE TEST: CFIT™ (CRYSTALLIZED AND FLUID INTELLIGENCE TEST)

The CFIT provides a measure of verbal, numerical and spatial cognitive abilities. A section on non-verbal logical reasoning has been included so that the results are not affected by the candidate's language proficiency or cultural background.

The test consists of 203 multiple choice questions, divided into 5 independently timed sections for a total of approximately 30 minutes.

To learn more and get an overview of the test's characteristics, click here.

* CFIT ™ – Crystallized and Fluid Intelligence Test – trademark of IRPCANADA – all rights reserved

PERSONALITY TEST: IPLC™ (LE CORFF PERSONALITY INVENTORY)

The IPLC provides a measure of the Big Five personality traits of Openness, Conscientiousness, Extraversion, Agreeableness and Emotional Stability, each of which is broken down into two more specific facets (10 dimensions in total).

The untimed test consists of 105 statements with answer choices (degree of agreement) and is usually completed in 12 to 20 minutes.

To learn more and get an overview of the test's characteristics, click here.

* IPLC ™ – Le Corff Personality Inventory – trademark of IRPCANADA – all rights reserved

SITUATIONAL JUDGEMENT TEST – ADMINISTRATIVE

The situational judgment test - administrative was designed by Interpreto's team of experts to assess reflexes related to two specific competencies, namely priority management and professional integrity.

The non-timed test consists of 4 situational questions with multiple-choice answers and is generally completed in 10 to 15 minutes.

To learn more and get an overview of the test's characteristics, click here.