



SITUATIONAL JUDGEMENT TEST ON ADMINISTRATIVE SKILLS (SJT-AS 09)

EVALUATION REPORT

Candidate:

John Smith

Evaluation Date:

2020-01-15

COMP METRICA INC.

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Situational Judgement Test on Administrative Skills

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Explanation for the Situational Judgement Test

The **Situational Judgement Test on Administrative Skills (SJT-AS)** includes situations representing daily administrative tasks performed in an administrative support context, for example, at a technician or administrative assistant level. Throughout these situations, the candidate must set priorities, coordinate and assign activities, revise work schedules, control the quality of the tasks executed, and that, while respecting the transmitted rules and procedures.

The candidate must answer 22 multiple choice questions following short situations presenting fictitious cases. The Situational Judgement Test on Administrative Skills does not assess field knowledge, but the ability to face several administrative tasks based on 3 assessment criteria.

Rating Scale

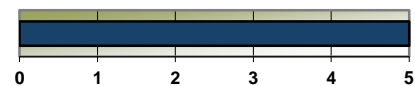
For this report, the results are presented using the following rating scale:

Excellent 5	The candidate demonstrates an excellent understanding of the competencies required to perform in a sales context. The candidate surpasses expectations.
Very Good 4	The candidate demonstrates a very good understanding of the competencies required to perform in a sales context. The candidate demonstrates an above average level of performance.
Good 3	The candidate demonstrates a good understanding of the competencies required to perform in a sales context. However, the candidate presents gaps concerning certain criteria that are assessed.
Weak 2	The candidate demonstrates a weak understanding of the competencies required to perform in a sales context. In fact, the candidate presents important gaps concerning certain criteria that are assessed.
Very Weak 1	The candidate demonstrates a very weak understanding of the competencies required to perform in a sales context. In fact, the candidate presents several important gaps concerning criteria that are assessed or his/her answers are inappropriate.

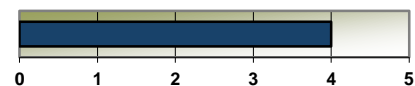
Results per Competency

RESULTS

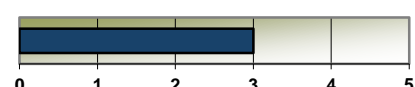
ABILITY TO ORGANIZE / ORCHESTRATE: Able to efficiently assign responsibilities, set work schedules, distribute resources, and coordinate activities in the process of reaching a goal.



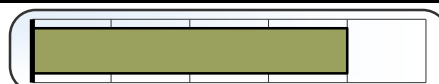
THOROUGHNESS: Carefully and completely follows prescribed procedures and methods to ensure high levels of accuracy and quality.



DETAIL-ORIENTED: Conscientiously attends to detail in order to produce precise and error-free work.



GLOBAL RESULT



4 / 5

▶ 80 %