

CONFIDENTIAL

# interpreto

## AUTOMATED EVALUATION REPORT

FILE # - 2025-04-23

### ADMINISTRATIVE SUPPORT

REQUESTED BY  
Fictive establishment

FOR THE POSITION OF  
Fictive position

# ADMINISTRATIVE SUPPORT REPORT

## INTRODUCTION

Interpreto conducted a psychometric evaluation of the candidate referred by the client organization. Following the administration of several scientifically validated psychometric tests, we analyzed the traits that characterize their functioning, their strengths and possible improvements in order to facilitate selection decisions for the position being evaluated.

The data collected through psychometric tests was interpreted by Interpreto's analysis system. This system was developed by the Interpreto professionals who are members in good standing of the Ordre des Psychologues du Québec or the Ordre des Conseillers et Conseillères d'Orientation du Québec.

This report provides you with:

- An indication of the potential of the person evaluated to demonstrate certain competencies necessary to be successful in the position being evaluated.
- An adequacy rating between the results obtained by the person evaluated and the requirements for the position being evaluated.
- Suggestions for probing questions and advice on integration into a new position.

## USING THE REPORT

- This document is confidential. Only those involved in the selection process are authorized to consult it.
- This automated evaluation report may not be used for any purpose other than to make a selection decision in accordance with the consent form signed by the applicant. This report has therefore been designed specifically in relation to the success criteria of the targeted position.
- As a matter of professional ethics, we suggest that you do not make copies of this document.
- Since human beings are constantly evolving, the content of this automated evaluation report is considered valid for a period of two years.

## CONDITIONS OF SUCCESS

To encourage the professional development of the person being evaluated, we recommend that you provide feedback on the results of the evaluation. This practice could have an engaging impact on the candidate, facilitating their integration into the position and helping them to make better use of talents to the service of your organization.

## SUMMARY TABLE

	Below expectations	Partially meets expectations	Meets expectations	Exceeds expectations
Learning Skills				
Self-Management				
Adaptability				
Planning and Organizing				
Collaboration				
Rigor				
Sense of Responsibility				
Professional Integrity				
Priority Management				

## PROFILE ADEQUACY

### RECOMMENDED

The candidate has obtained results that correspond to the profile required for the position being assessed

## Learning Skills

**Below expectations**

**Partially meets expectations**

**Meets expectations**

**Exceeds expectations**



May need more time to learn concepts that involve the execution of new procedures or ways of doing things.

## Self-Management



Handles negative emotions well and is open to criticism. Knows how to deal with stressful or pressuring situations calmly and confidently.

## Adaptability



Approaches change in a positive way and does not hesitate to experiment with new ways of doing things. Can modify their behavior according to circumstances.

## Planning and Organizing



Is less inclined to organize work according to the goals and objectives to be achieved. Prefers a spontaneous rather than a planned approach.

## Collaboration



Easily establishes relationships with others and approaches teamwork with enthusiasm. Is capable to energize a group through their positive contribution.

## Rigor

**Below expectations**

**Partially meets expectations**

**Meets expectations**

**Exceeds expectations**



May pay attention to details that seem more relevant, but may bend certain rules and not always succeed in respecting their commitments.

## Sense of Responsibility



Can take charge of situations in order to see them through to completion. Demonstrates self-discipline to succeed in assigned tasks and achieve set objectives.

## Professional Integrity



Demonstrates work ethic and makes choices that are consistent with company policies and values. Is inclined to take full responsibility for their mistakes.

## Priority Management



Is able to identify the highest priority tasks independently. Focuses their efforts on the main priorities.

## PERSONALITY

The traits and facets of personality allow us to evaluate the foundations of a person's psychological functioning, while providing us with information on their motivational and behavioral aspects. The following descriptions are based solely on the trends observed in terms of personality and do not take into account the interactions between the various traits on the one hand, nor the interactions with cognitive abilities such as learning, reasoning and analytical skills on the other. The additional information provided is therefore very general and should be used with caution.



## OPEN-MINDEDNESS

This person values reflection and is comfortable with abstract concepts. They enjoy juggling ideas, considering different possibilities and points of view. They are stimulated by solving complex problems and enjoy working with large amounts of information at a time. They also have varied interests, are curious and enjoy learning. This person is innovation-oriented and open to new ways of working. This person approaches change and novelty as a positive opportunity, and adapts easily to it.

This person strikes a balance between pragmatism and imagination. They can be attentive to their inner world and feelings, although this is not central to their functioning. They favor concrete approaches, but are capable of integrating a touch of creativity or intuition when appropriate. In their decisions, they know how to combine factual data with a certain sensitivity to personal impressions, thus adapting to the demands of the situations they encounter.

## APPROACH TO WORK

This person is average when it comes to ambition, competitiveness, achievement orientation, perseverance and self-discipline. They show a good level of commitment to the tasks they undertake and generally do what it takes to complete them, although they can sometimes become distracted or discouraged when faced with significant difficulties. They are capable of taking responsibility and handling tasks independently. Their sense of self-efficacy is average.

This person combines flexibility and organization, adapting with ease to the demands of varied contexts. They are able to alternate between spontaneity and planning, finding a happy medium that enables them to meet needs without excessive rigidity. Although not particularly distinguished by a marked attention to detail or rigorous organization, they demonstrate an overall commitment to their responsibilities and tend to respect rules and protocols when necessary.

## PERSONALITY (cont'd)

### RELATIONAL QUALITY



This person is altruistic and caring. They are warm, respectful and attentive to the needs of others. They are sensitive to the emotions and difficulties of the people around them, and are easy to trust, believing that most people are well-intentioned. In their decisions, they consider the impact on others and actively seek to preserve or improve interpersonal relationships. In the workplace, they help create an atmosphere where everyone feels accepted and valued.

This person favors social cohesion and avoids confrontation whenever possible. They prefer to keep quiet or rephrase their words to avoid offending others or creating tension. They forgive easily and are modest, not seeking to put themselves forward or consider themselves superior to others. Polite and respectful of authority, they favor a collaborative approach to relationships. When it comes to decision-making, they often prefer to consult others before making important decisions.

### INTERPERSONAL PROPENSITY



This person is average when it comes to leadership, assertiveness and initiative. Although they can show initiative and leadership in certain situations, this is not a distinguishing characteristic. They are also average in their desire to exercise authority, influence and get people to work together and get on board with their projects.

This person is sociable, friendly and enjoys social interaction. They enjoy meeting new people and feel comfortable making connections. Their enthusiasm and optimism are often perceptible, helping to create a positive atmosphere around them. They are generally energetic and integrate easily into teamwork contexts, where they can pass on their dynamism to others.

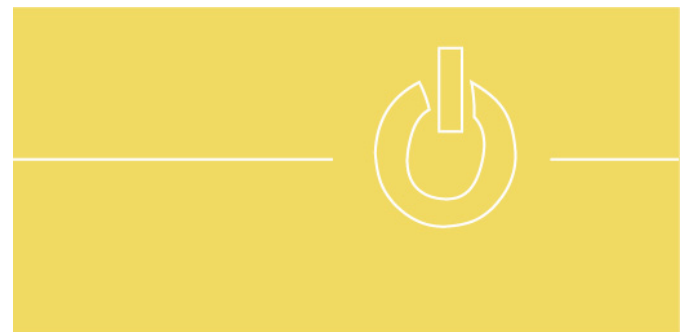
## PERSONALITY (cont'd)

### EMOTIONAL MANAGEMENT



This person has a balanced emotional sensitivity. They may occasionally feel irritated or frustrated in certain situations, such as in the face of criticism or challenge, but these reactions remain moderate. They are generally able to manage these emotions and regain their composure, although moments of stress can occasionally affect them. This sensitivity enables them to express their emotions sincerely and appropriately, while maintaining a measured approach in their interactions.

This person is reasonably confident in their abilities and decisions. They are generally comfortable moving forward with projects and facing challenges, while remaining attentive to feedback and necessary adjustments. They know how to draw on experience to build confidence and adapt to new situations. Socially, they are aware of how others see them, but this doesn't prevent them from interacting freely and authentically.





## PROBING QUESTIONS

In this section, you will find examples of questions to ask in an interview with the candidate or to use as inspiration when taking references for competencies and skills that came out as Weak or In Progress in relation to the assessment.

If all skills meet expectations, no specific questions appear in this section. However, it may still be interesting to ask the candidate during a subsequent interview about their sources of motivation at work with a view to job integration. Finally, taking references can also be useful in order to confirm observations and provide concrete examples of behaviours related to the most crucial skills in the position to be filled.



### LEARNING SKILLS

Using a recent example, explain how you usually proceed to quickly learn new ways of doing things.

Tell me about the most difficult task you recently had to learn at work.

## PLANNING AND ORGANIZING



Tell me about a recent time at work when you had to draw up an action plan to complete an important project.

Tell me about the last time that, as part of a project, you had to coordinate several tasks at the same time.



### RIGOR

Using a concrete example, describe your usual way of structuring your tasks to produce quality work.

How do you make sure you produce a product or service of the highest quality? Give me a concrete example.

## INTEGRATION TIPS

Successful integration into a new position requires an adaptation of the candidate to his new work environment. This adaptation includes three main issues:

- Learning the role and task
- The creation of a social network
- Adapting to the culture and values of the team and the organization

An employee who manages to adapt to these three major issues will have better chances to have a successful integration. Generally, well-integrated employees are happier at work, more productive, and have less intention of changing jobs. The indices presented in this section provide a glimpse of the style of integration of the candidate according to his personality. These indices aim to equip the manager in the integration of the candidate, and should not be considered as a selection tool.



## LEARNING STYLE

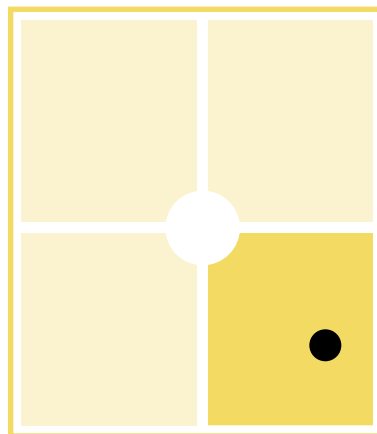
**The interaction between the Openness trait and the Conscientiousness trait provides information on how one will approach learning**

### Pragmatic Learner

Pragmatic approach to learning. Knowledge is a means to an end and not an end in itself. Does what it takes to acquire the knowledge necessary to achieve a goal (training, professional, etc.). Approaches knowledge with conformism, little inclined to have a critical perspective of what is taught.

### Disengaged

Not focused on learning and studying. Little at ease in an academic context. Knowledge and deep understanding of things are of little interest to him. Constraining himself in the required learning efforts is hard. More comfortable in a short and practical training leading to practical applications (e.g. vocational training).



### Good learner

The intellectual interest and creativity of the openness trait with the willingness to succeed and the organization of the conscientiousness trait produces the typical profile of a good learner. Interested in learning and taking the means to reach the end of his interests. Ability to take a critical step back from what is being taught. High probability of success in training.

### Inconsistent learner

Diversified intellectual and/or creative interests, diversified but at risk of not being deepened by lack of determination and organization. Learning may stop while the effort to pursue it increases, which can lead to the acquisition of great superficial knowledge without deepening.

## INTEGRATION TIPS (cont'd)

### INTERPERSONAL STYLE



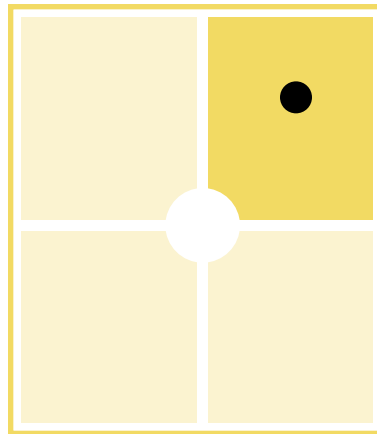
**The interaction between the agreeableness and extroversion gives information about the interpersonal style, meaning the way the person will take on his relationship with others.**

#### Modest

Is not attracted to social situations and new encounters, but does not reflect a lack of interest towards others. Will prefer to maintain a small number of significant interpersonal relationships. Modest and discreet in a group.

#### Individualistic

Independent and individualistic. Little interested in social relations. Feels easily disturbed by the presence of others. Protects his personal sphere and privacy. May reflect a distrust towards others. Can be perceived as cold, distant and uncooperative.



#### Warm Leader

Actively seeking to create and maintain personal relationships with people. Sincerely makes friends with people. Brings life to a group and is often in a position of leadership and or initiator of common activities. A warm and collaborative leader. Likes teamwork.

#### Self-centered Leader

Actively seeks social relationships for the benefits and the pleasure that it gives him rather than by interest towards others. Tendency to create many superficial and utilitarian relationships. Likes being at the forefront. Can become an authoritarian leader and little inclined to listen to his subordinates.

### INTEREST STYLE



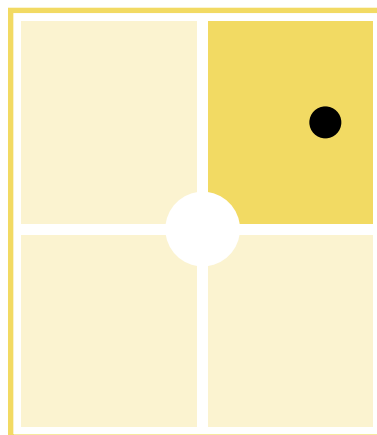
**The interaction between openness and extroversion provides information about the interests that person may have, both professionally and personally.**

#### Popular Culture

Interest in activities in which social contacts are frequent, which require influencing others and in which it is possible to succeed by keeping to the usual ways of doing things. Would prefer continuity and consolidation to change and innovation.

#### Homebody

Introverted and concrete person whose simple interests can be pursued alone and in small groups. Prefers a quiet social and creative life. Preference for working with data rather than with ideas and with things rather than with people (ex: Accounting, mechanics and repair, construction trades).



#### Creative Interaction

His interests combine gregariousness, upward mobility, creativity and intellectual curiosity. Wants to share his knowledge and creativity. Creative and innovative leader. Interested in understanding and influencing people and society. Interested in sharing ideas and creativity with other people and influencing them (ex.: teacher, politician, manager).

#### Introspection

Concerned primarily by intellectual or artistic activities which can be pursued individually or in small groups (ex: literature, music). Will be more interested in working with ideas rather than with data and with things rather than people (ex: scientific research, artistic creation).