

CONFIDENTIAL

interpreto

AUTOMATED
EVALUATION REPORT

FILE # - 2023-10-23

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

	Weak	In progress	Meets expectations
Learning skills	✓		
Self management		✓	
Adaptability		✓	
Plan and organize			✓
Collaboration			✓
Rigor	✓		
Sense of responsibility			✓
Professional integrity			✓
Priority management			✓

PROFILE ADEQUACY

PARTIAL ADEQUACY WITH THE EXPECTED PROFILE
The candidate obtained results that correspond in part to the profile of skills sought for the evaluated position

Weak

In progress

Meets expectations

Learning skills



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

Self management



Is able to handle stressful situations of moderate intensity, but may respond emotionally under certain circumstances.

Adaptability



Demonstrates openness to new approaches, but is sometimes hesitant and may need coaching to become familiar with the changes.

Plan and organize



Is likely to take the time to plan and organize the work according to schedule. Generally demonstrates discipline and foresight in order to achieve the set goals.

Collaboration



Easily establishes relationships with others and approaches teamwork with enthusiasm. Able to energize a group through its positive contribution.

Weak

In progress

Meets expectations

Rigor



Approach the work with some relaxation. Does not care about details, conventions, rules and commitments.

Sense of responsibility



Can take care of situations in order to complete them. Demonstrates personal discipline to perform the assigned tasks and achieve the set goals.

Professional integrity



Demonstrates an ethic at work and makes choices that are consistent with the company's policies and values. Is inclined to take full responsibility for his mistakes.

Priority management



Can identify the highest priority tasks independently. Focus 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 enjoys juggling ideas, considering different possibilities and points of view. They are comfortable with abstract concepts. This person shows a sense of innovation and enjoys suggesting new ideas. They are stimulated by problem solving and are generally comfortable working with large amounts of information at a time. They have varied interests and take pleasure in learning. They generally show openness to new ideas or ways of working and to different opinions and values. This person generally approaches change and novelty as a positive opportunity.

This person is in the average range on the personality facet that represents the orientation towards imagination, creativity and interiority. They can be attentive to their inner world, without the analysis of their emotions and intuition occupying an important place in their functioning. This person may also occasionally consider factual data in their decisions.

APPROACH TO WORK

▶ This person is in the average range on the personality facet that indicates how ambitious, competitive, success-oriented, persistent and self-disciplined a person is. Although they have a good level of commitment to the tasks they undertake and generally do what it takes to complete them, they may sometimes be distracted by external elements or discouraged by significant difficulties. They are capable of being given responsibility and of taking charge of things. Their sense of self-efficacy tends towards the average.

This person is generally reliable and organized. They keep their word and commitments as much as possible. They tend to follow rules and protocols. They like to work according to a schedule and to organize and plan their work. They are detail-oriented and more meticulous than the average. In terms of decision-making, they usually take the time to study the situation and consider the different options before making their choice. They are generally uncomfortable with uncertainty. They are more reliable, organized, methodical and forward thinking than the average.

PERSONALITY (cont'd)

RELATIONAL QUALITY



This person is generally altruistic, kind, personable, helpful, respectful and interested in others. They show interpersonal warmth, listen to others, are sensitive to their emotions and are interested in their difficulties. They generally trust people and believe that most of them are well-intentioned. In terms of decision-making, they value the impact of their decisions on others. In a work team, they aim to make everyone feel accepted and important.

This person prefers to act in a way that maintains social cohesion and avoid confrontation whenever possible. They tend to be quiet rather than say something that could be hurtful or cause interpersonal tension, and they tend to forgive easily. They show modesty and do not consider to be superior to others. This person is usually polite and respectful of authority. In terms of decision-making, they generally prefer to consult with others before making a decision.

INTERPERSONAL PROPENSITY



This person does not have a tendency to seek to assert themselves in a group. Within a team, they will be more comfortable as a team member than as a leader. In a social situation, they prefer to let others speak and take the lead. They do not seek to give their opinion and to influence others. When they take initiative or make decisions, it will rarely be with the goal of involving others in their project.

This person is introverted and shows a certain social reserve. They are not particularly interested or comfortable meeting new people and generally prefer to work alone rather than in a team. They do not reveal themselves to others and do not easily show enthusiasm.

PERSONALITY (cont'd)

EMOTIONAL MANAGEMENT



This person has a low propensity to feel negative emotions such as anger and frustration and has a good ability to manage them when they occur. They are generally calm, stable in mood and in control of their emotional reactions. They are not easily irritated by the events and behaviours of others. They generally receive criticism with calm. They do not panic easily and remain calmer than the average of people when under pressure or when faced with an emergency situation. They do not tend to react impulsively.

This person is in the average range in terms of their tendency to be anxious or depressed. Although they have a good ability to manage these emotions on a daily basis, it happens to them to experience negative emotions in a more pervasive and long-lasting way when faced with difficult situations. Their levels of self-confidence and confidence in their ability to cope with life's setbacks do not stand out from the average. On the social level, like most people, they would not be indifferent to the judgment of others.



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

If you are comfortable with a recent example, explain to me how you usually go about learning new ways of doing things quickly.

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

SELF MANAGEMENT



Tell me about the last time you had to stay calm despite a stressful work situation.

Describe me the last time the behavior or work of another employee made you impatient.



ADAPTABILITY

Describe the last time you had to deal with frequent changes in your job or a series of unexpected events.

Tell me about a recent situation at work where you found that your usual ways of doing things did not work.

**PROBING
QUESTIONS (cont'd)**

RIGOR



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

How do you make sure you make 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



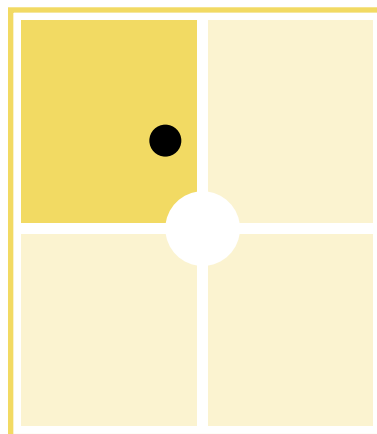
The interaction between the Openness trait and the Conscientiousness trait provides information on how one will approach learning

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



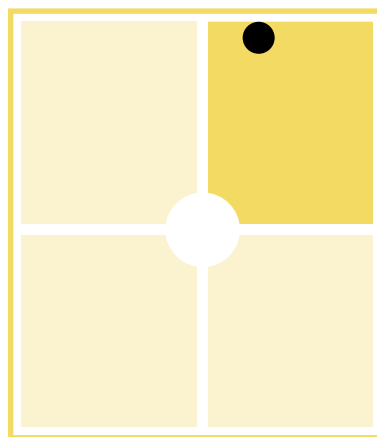
The interaction between the agreeableness and extroversion gives information about the interpersonal style, meaning the way the person will take on his relationship with others.

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



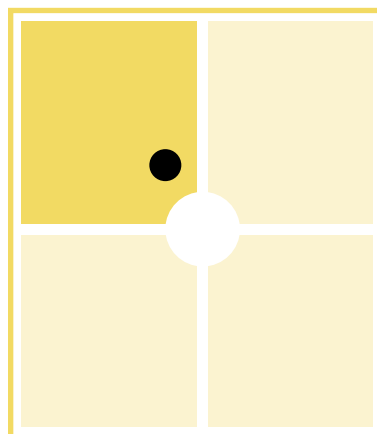
The interaction between openness and extroversion provides information about the interests that person may have, both professionally and personally.

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).