

Administrative Job Fit Report for Sarah Sample

Overall: 86%

General Reasoning (Cognitive)

Slower Processing
Accepts Simple & Repetitive Work



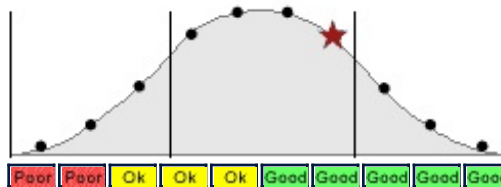
Faster Processing
Needs Intellectual Challenge

- Sarah learns new information slower than average
- May be better suited for Administrative or Clerical roles that require routine solutions rather than complex problem solving
- Sarah should be allowed additional time to learn the job including hands-on training

Question: Give me an example of a time when you felt you needed more information to do your job well. What was the situation and what did you do?

Conscientious (Organization)

Carefree
Impulsive



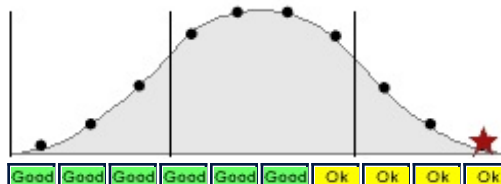
Detail Oriented
Dependable

- Sarah tends to be balanced between the need to manage details while also handling unexpected requests
- Administrative or Clerical roles that require a particularly high attention to detail continually throughout the day may be more difficult

Question: Tell me about a time when you were asked to take on several last minute requests and expected to complete the other items already on your plate for that day. What did you do?

Tough Minded

Cooperative
Agreeable



Direct
Determined

- Tends to be tough minded and assertive particularly when there is a difference of opinion
- Best suited for administrative roles where Sarah is expected and has authority to deal with issues directly as often as possible

Success Performance Solutions 800-803-4303

- Generally comfortable making decisions
- Given the preference to be in control, Sarah may have some difficulty being told "how" to respond to a situation

Question: Describe a time when you came across to someone else a little too strong when the situation may have required you to be a little more tactful. What was the situation and what happened?

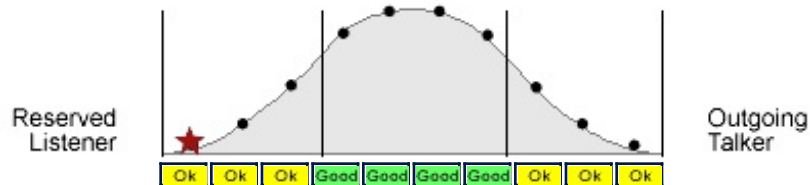
Conventional (Rules)



- Prefers an environment that is structured and predictable
- Sarah tends to be consistent and follow procedures closely
- May have some difficulty working in an environment where requests are often unique and unexpected such as in a smaller or start-up type company

Question: Describe a time when you felt there was too much change going on at work. What happened and what did you do?

Extroversion



- Sarah tends to be reserved and quiet and prefer low to moderate interaction with others during the day
- Sarah is typically a good listener and doesn't mind working alone
- Better suited for an administrative or clerical position that doesn't require continual interaction with others

Question: Describe a time when you felt others really opened up to you at work. Sometimes maybe sharing too much information. What was it like?

Stable

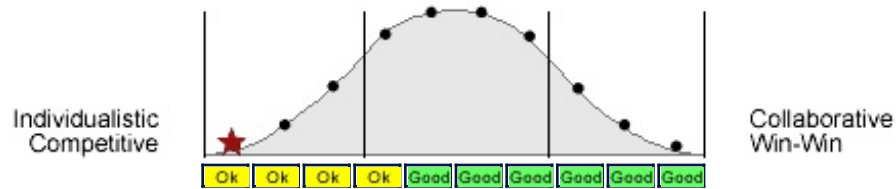


- Tends to be sensitive to the needs of others

- Sarah's sensitivity may cause stress if the environment is overly demanding and fast-paced
- At times, Sarah may have an exaggerated sense of urgency and cause more stress to Sarah and others

Question: Describe the most stressful moment in your last position? What happened and what did you do about it?

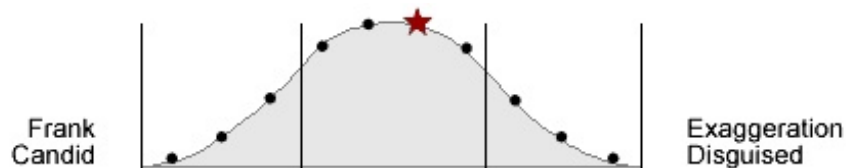
Team



- Sarah is typically self-motivated and very competitive
- May not be collaborative with internal team or co-workers
- Better suited for administrative or clerical roles that allow for individual recognition

Question: Tell me about the team assignment you worked on that did not really go as planned. What would you have done differently?

Good Impression (Social Desirability)



- Sarah has responded with a moderate level of exaggeration, but still within acceptable levels
-

Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.

Report Generated On 10/23/2012 by Lori Allison
ParticipantID #84784