
Administrative Personnel

Name John Sample **Date of Testing** 07/09/2008
Organization Pearson Sample Corporation

Introduction

This report provides information about a candidate's potential fit for an administrative position. Administrative personnel typically perform the following activities:

- Answer phones, transfer calls, and take messages.
- Handle inquiries by visitors and callers.
- Review and route incoming paper mail and email.
- Schedule meetings, conferences, and appointments.
- Prepare letters, memos, emails, and other correspondence using computer software packages.
- Prepare agendas and attend meetings to document minutes.

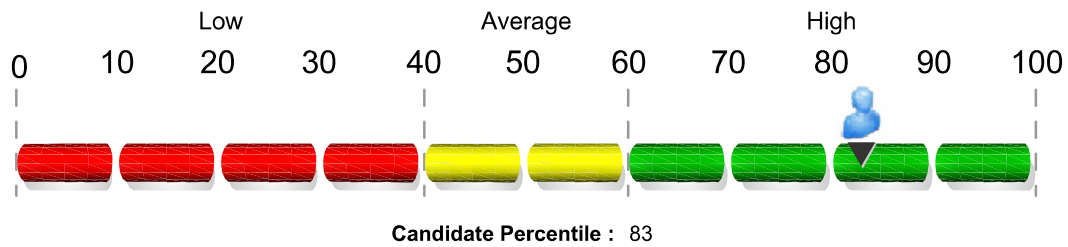
This report includes information on the candidate's potential to perform these types of activities, based on an assessment of the candidate in three key areas:

- Verbal Ability
- Speed and Accuracy
- Work Style Compatibility

Research by the Department of Labor has found that the abilities and work styles measured in this assessment are important for successful performance in an administrative role. Administrative personnel with a high level of the abilities assessed are able to communicate effectively (Verbal Ability) and accurately handle detail-oriented tasks in a fast-paced environment (Speed and Accuracy). Similarly, administrative personnel with certain work styles (e.g., Dependability, Stress Tolerance, Adaptability/Flexibility) are able to meet the demands and expectations of the role.

For more information on use of this report for employee selection, please consult the [User's Guide for TalentLens: Administrative Personnel](#).

Overall Fit

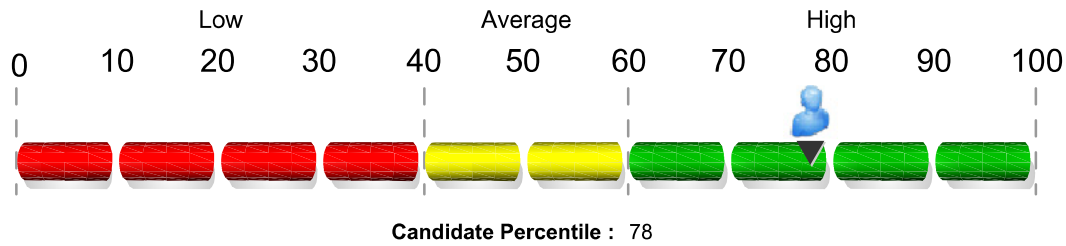


Score Interpretation

The Overall Fit score is based on a combination of abilities and work styles that are critical for administrative personnel.

This candidate's overall fit score is in the high (green) range. Based on this score, it is likely that the candidate is a good fit for an administrative role.

Ability Summary



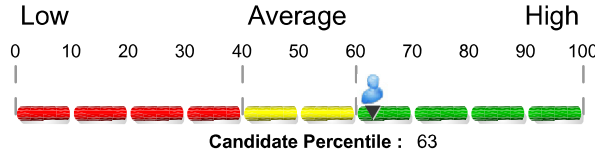
This candidate obtained an Overall Ability percentile score of 78. The Overall Ability score includes performance on tests of verbal and speed and accuracy abilities. This score indicates an overall level of general ability needed to handle the tasks required in an administrative role.

This candidate's score is in the high (green) range. Compared to other administrative personnel, this candidate is likely to perform tasks requiring verbal ability and perceptual speed and accuracy with a high level of effectiveness.

Ability Details

Verbal

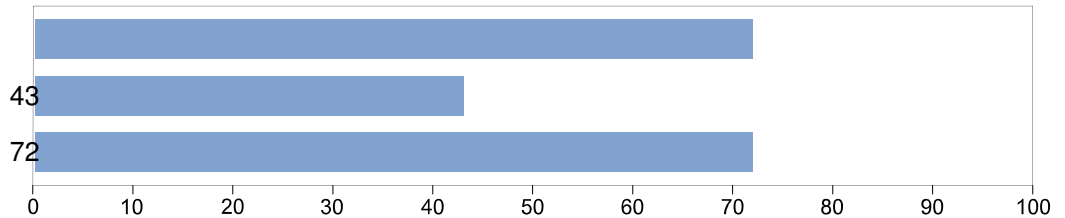
Is likely to struggle in activities requiring verbal skills (e.g., reading, writing, comprehending written and spoken words).



Is likely to excel in activities requiring verbal skills (e.g., reading, writing, comprehending, and written and spoken words).

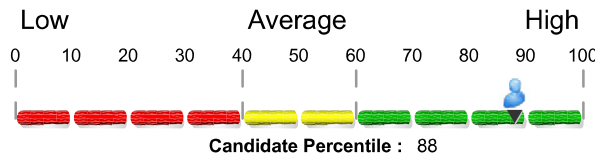
Score

Reading Comprehension 72
Vocabulary 43
Grammar 72



Speed and Accuracy

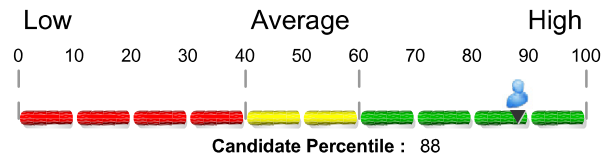
May have difficulty performing tasks that require accurate attention to detail and quick ordering, coding, and/or retrieval of alphabetical and numerical information (e.g., spreadsheets, customer lists, and account information).



Is likely to excel in activities that require accurate attention to detail and quick ordering, coding, and/or retrieval of alphabetical and numerical information (e.g., spreadsheets, customer lists, and account information).

Work Style Compatibility

Low compatibility with the work styles required for success in an administrative role



High compatibility with the work styles required for success in an administrative role

Score Interpretation

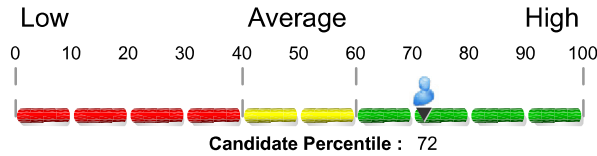
This candidate obtained a Work Style Compatibility percentile score of 88. This score indicates that the candidate is a good fit based on the work styles required for successful performance in an administrative role.

Work Styles

Achievement Orientation

Initiative

Is likely to have little interest in volunteering for or taking on new work responsibilities or challenges

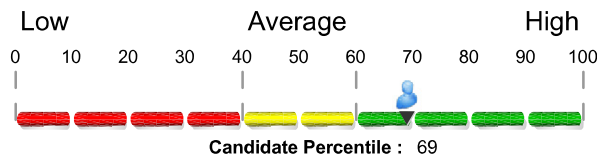


Enjoys taking on new or additional work responsibilities and challenges

Interpersonal Orientation

Cooperation

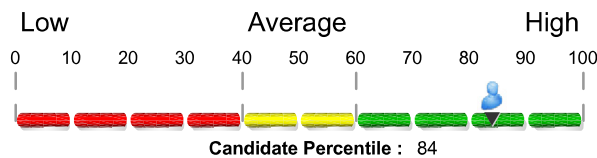
May not be consistently pleasant, good-natured, or cooperative



Is likely to consistently demonstrate a pleasant, good-natured, and cooperative attitude with others on the job

Concern for Others

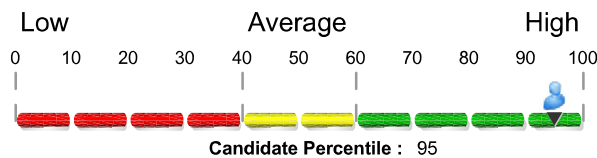
May miss opportunities to demonstrate sensitivity, caring, and support for others on the job



Is highly sensitive to the needs and feelings of others and highly supportive; very high scores may hesitate to deliver tough messages

Social Orientation

Is likely to prefer working alone or in small groups and to be indifferent as to whether work colleagues are personal friends

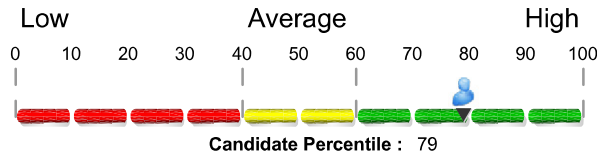


Enjoys working with others on the job and having work colleagues as friends; very high scores may be uncomfortable working alone

Adjustment

Self-Control

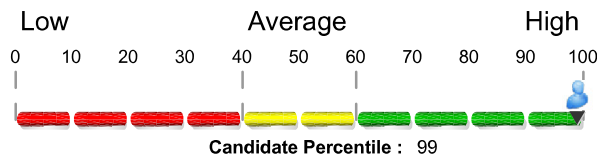
May not maintain composure as consistently as peers; may be prone toward open displays of emotion



Is likely to maintain composure and control anger, even in very difficult situations

Adaptability/Flexibility

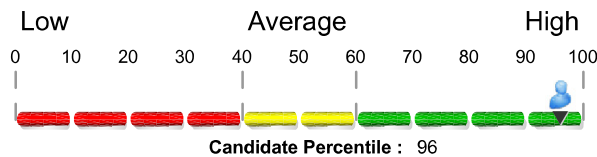
Is not likely to enjoy or look forward to change or variety in the workplace



Enjoys and looks forward to change and variety in the workplace

Stress Tolerance

May have little tolerance for criticism, or for stress imposed by other people or circumstances

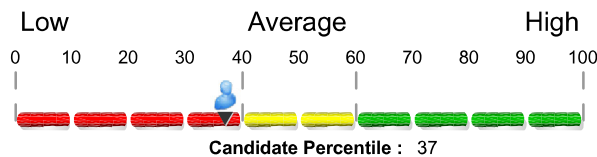


Is likely to accept criticism well and remain calm even when facing high pressure or stress imposed by other people or circumstances

Independence

Independence

Is likely to have to rely on others to define tasks and procedures; may not deal effectively with ambiguity; may prefer working under close supervision

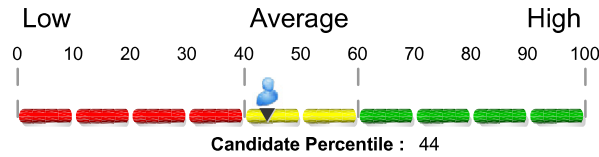


Prefers freedom to guide self with little or no supervision and develop own way of doing things; deals effectively with ambiguity; very high scores may be uncomfortable with supervision

Conscientiousness

Dependability

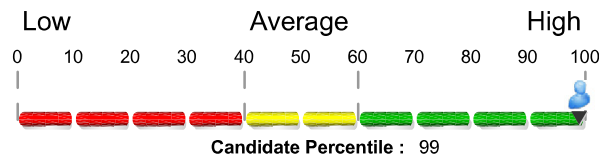
May be inconsistent or casual about fulfilling work-related obligations



Is likely to consistently fulfill work-related obligations

Attention to Detail

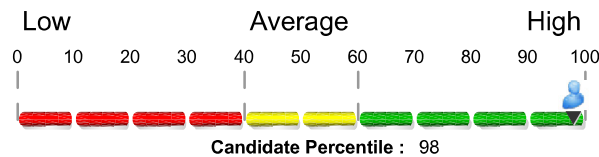
Is likely to prefer tasks and issues that require a more global focus to those that require high attention to detail



Enjoys and is likely to excel at tasks that require a strong focus on detail and a need for thoroughness

Integrity/Rule-following

Is not likely to demonstrate strict adherence to rules and regulations across situations

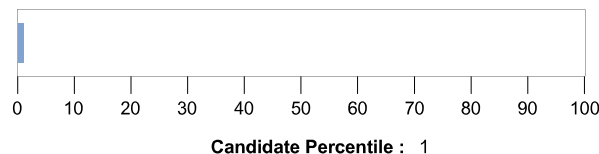


Is likely to demonstrate strict adherence to rules and regulations and to do things "by the book"

Unlikely Virtues

Unlikely Virtues

Acknowledged self-limitations in responses; not concerned about making a positive impression



Minimized self-limitations in responses; appears concerned about making a positive impression

Note. The Work Style scores should be interpreted with caution if the Unlikely Virtues percentile score is higher than or equal to 95.