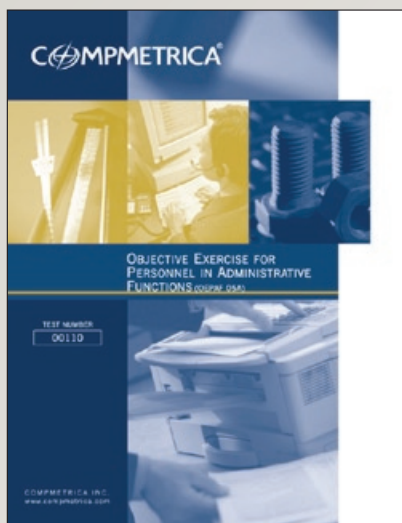


COMPMETRICA Objective Exercise for Personnel in Administrative Functions



The image and efficiency of a business is greatly due to its administrative support staff. The **Objective Exercise for Personnel in Administrative Functions (OEPAF)** is a competency assessment tool used in selecting people that occupy, or that wish to occupy, an administrative support position. The **Objective Exercise for Personnel in Administrative Functions (OEPAF)** is an ability test with scenarios representing daily tasks executed by administrative personnel. These situations are related to setting priorities, data entry, administrative forms verification, and communications transmission.

Description

- The candidate must answer twenty (20) multiple choice questions.
- The candidates must provide answers to short scenarios.
- The test is not assessing knowledge, but the ability to face several tasks of an administrative nature.
- The test assesses four competencies.

Targeted Clientele

Organizations that wish to assess the competencies associated to an administrative support position.

Conditions

Duration

- Forty-five (45) minutes

Correction Time

- Paper-Pencil Administration: 2 business days
- Web Administration: Instant report

(Can vary according to special arrangements and fees, negotiated in accordance to the amount of copies to correct, the client's needs, and the availability of Compmetrica's correction services).

Available Languages

- English
- French

Competencies Assessed

Communications

12. Ability to Transmit Information

Able to transmit information by effectively using communication methods that are appropriate to the context and audience.

Technical and Professional

29. Detail-oriented

Conscientiously attends to details in order to produce precise and error-free work.

Personal Qualities

37. Being Organized

Is methodical and ensures that things are planned, structured, and organized.

42. Action-oriented

Makes decisions and takes action quickly despite constraints that must be faced.



Type of Report



The tasks, which are presented as questions, are reflective of daily tasks carried out by administrative support staff.

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Objective Exercise for Personnel in Administrative Functions

Candidate: Smith, John
Evaluation date: 2008/05/22

Explanation of the OEPFA

The Objective Exercise for Personnel in Administrative Functions is a generic evaluation tool used for selection or career development of individuals employed in administrative support positions. The situations are related to prioritizing, data entering, administrative form verifying and transmitting information.

For this exercise, the candidate will have to provide answers to twenty (20) multiple-choice questions by using the skills that match four (4) evaluation criteria.

Rating scale

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

Excellent 5	All major issues/criteria were addressed, answers were appropriate. Candidate surpassed your expectations.
Very good 4	Most of the major issues were addressed, no major deficiencies exist in the areas assessed. Candidate demonstrated a consistently better than average level of performance.
Good 3	Some of the major and minor issues were addressed, some deficiencies exist in the areas assessed, but none of major concern.
Weak 2	Few issues were addressed, some major deficiencies, some problems.
Poor 1	Few or no issues addressed, many deficiencies, a major problem exists. No answer or inappropriate.
Absent 0	The candidate does not demonstrate in any manner the evaluation criteria.

Results obtained

RESULTS

ORGANIZED: Is methodical and likes things to be planned, structured and organized.	
ACTION-ORIENTED: Can make decisions and act quickly despite constraints that he must face.	
ABILITY TO TRANSMIT INFORMATION: Can transmit information by using appropriate methods and approaches that make an impression on his audience.	
DETAIL-ORIENTED: Is conscientious and detail-oriented to accomplish error-free work.	

