

COMP METRICA Situational Judgement Test On Administrative Skills



The **Situational Judgement Test on Administrative Skills (SJT-AS)** includes scenarios that are representative of daily administrative tasks performed in an administrative support context, for example, at the level of a technician or an administrative assistant. Throughout these scenarios, the candidate must set priorities, coordinate and assign activities, revise work schedules, control the quality of the tasks executed while respecting the conveyed rules and procedures.

Description

- The candidate must answer twenty-two (22) multiple choice questions.
- The candidate must provide answers to short scenarios.
- The test does not assess knowledge, but the ability to deal with several tasks of an administrative nature.
- The test assesses three (3) competencies.

Conditions

Duration

- Sixty (60) minutes

Correction Time

- Paper-Pencil Administration: Two (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

Targeted Clientele

Any organization that wishes to assess candidates in an administrative support position.

Competencies Assessed

Technical and Professional

29 Detail-oriented

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

31 Thoroughness

Carefully and completely follows prescribed procedures and methods to ensure high levels of accuracy and quality

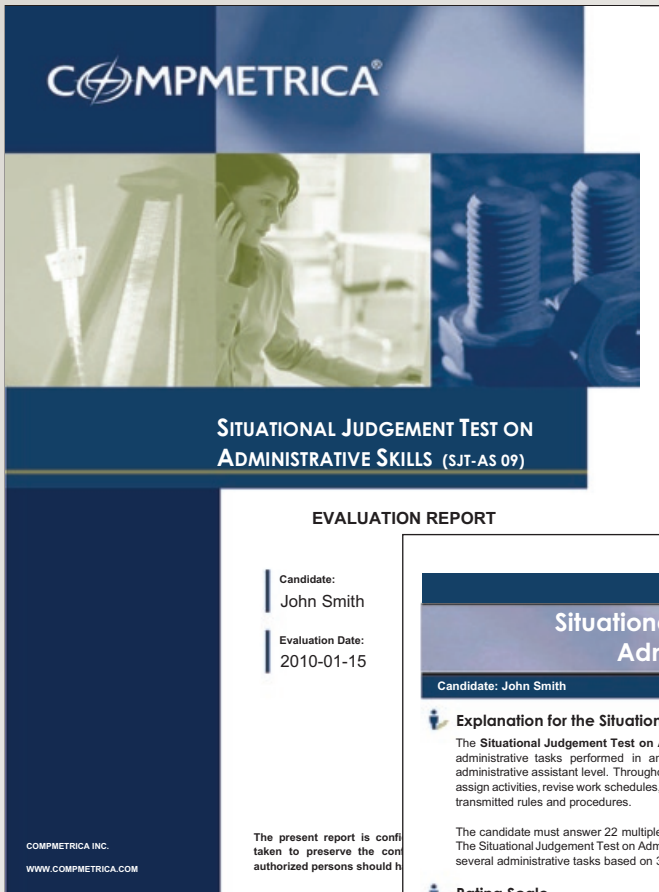
Management Skills

51 Ability to Organize/Orchestrate

Able to efficiently assign responsibilities, set work schedules, distribute resources, and coordinate activities in the process of reaching a goal



Type of Report



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Situational Judgement Test on Administrative Skills

Candidate: John Smith Evaluation Date: 2010-01-15

Explanation for the Situational Judgement Test

The **Situational Judgement Test on Administrative Skills (SJT-AS)** includes situations representing daily administrative tasks performed in an administrative support context, for example, at a technician or administrative assistant level. Throughout these situations, the candidate must set priorities, coordinate and assign activities, revise work schedules, control the quality of the tasks executed, and that, while respecting the transmitted rules and procedures.

The candidate must answer 22 multiple choice questions following short situations presenting fictitious cases. The Situational Judgement Test on Administrative Skills does not assess field knowledge, but the ability to face several administrative tasks based on 3 assessment criteria.

Rating Scale

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

| | |
|-----------------------|---|
| Excellent 5 | The candidate demonstrates an excellent understanding of the competencies required to perform in a sales context. The candidate surpasses expectations. |
| Very Good 4 | The candidate demonstrates a very good understanding of the competencies required to perform in a sales context. The candidate demonstrates an above average level of performance. |
| Good 3 | The candidate demonstrates a good understanding of the competencies required to perform in a sales context. However, the candidate presents gaps concerning certain criteria that are assessed. |
| Weak 2 | The candidate demonstrates a weak understanding of the competencies required to perform in a sales context. In fact, the candidate presents important gaps concerning certain criteria that are assessed. |
| Very Weak 1 | The candidate demonstrates a very weak understanding of the competencies required to perform in a sales context. In fact, the candidate presents several important gaps concerning criteria that are assessed or his/her answers are inappropriate. |

Results per Competency

RESULTS

ABILITY TO ORGANIZE / ORCHESTRATE: Able to efficiently assign responsibilities, set work schedules, distribute resources, and coordinate activities in the process of reaching a goal. 0 1 2 3 4 5

THOROUGHNESS: Carefully and completely follows prescribed procedures and methods to ensure high levels of accuracy and quality. 0 1 2 3 4 5

DETAIL-ORIENTED: Conscientiously attends to detail in order to produce precise and error-free work. 0 1 2 3 4 5

GLOBAL RESULT 4 / 5 ▶ 80 %

