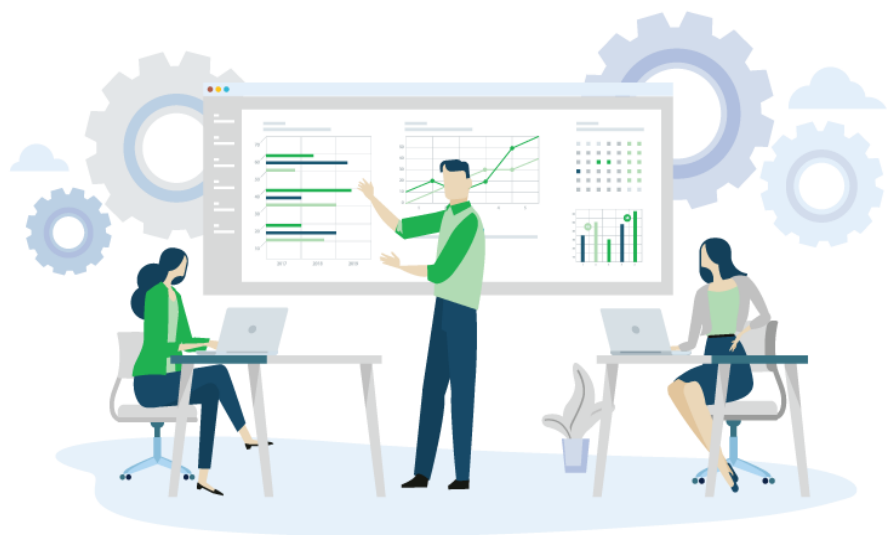

Simone Sample

Administrative Roles

Administrative Competency Report



Report Information

This report has been generated using results from the Test Partnership Administrative Roles, which analyses a person's personal preferences, motives, and behavioural tendencies.

This report presents personality scales based on the candidate's own responses to behavioural questions. Research has shown that the self-reporting measures used in this questionnaire are a valid measure of how people behave in the workplace.

Scales have been generated by comparing the candidate's responses with the responses of thousands of other people, to give a comparison of personality traits in the form of sten scores.

Sten scores of 4, 5, 6, or 7 are considered to be within an 'average' range for the comparison group, whilst higher and lower sten scores suggest stronger and weaker preferences compared with the comparison group. It is important to note that low sten scores do not necessarily mean poor performance; they just mean a low tendency to exhibit that particular personality trait. Indeed in some roles it is preferable to display low tendencies towards certain personality traits.

The information contained in this report is confidential and should be stored securely.

The information in this report is likely to remain valid for up to 24 months from the date of taking the questionnaire.

Disclaimer

This report has been computer-generated and it cannot be guaranteed that this report has not been changed or adapted from the original computer-generated output. If the test was completed without supervision, the identity of the test-taker cannot be guaranteed.

Test Partnership accept no liability for the consequences of the use of this report.

Report Sections

Full Personality Scales

This section gives a detailed view of the candidate's full personality profile presented on 20 scales. By providing a spectrum of personality traits, it's possible to focus on particular aspects of the candidate's personality.

Summary Personality Profile

Since it's sometimes impractical or unnecessary to analyse every one of the personality traits contained in the first section, this summary profile recasts the candidate's personality traits in an aggregated, more tailored format for alternative interpretation.

Summary Personality Profile Report





These pages act as narrative to support the Summary Personality Profile section. The report describes how the candidate's responses relate to each of the summary markers, and what their preferences indicate in practice.

Full Personality Scales Report





Interpersonal Skills

<p>Negative Expression An individual's healthy expression of negative emotion, attending to negative feelings and not suppressing them.</p>		<p>Well below average</p>
<p>Positive Expression An individual's awareness and recognition of positive emotion, feeling able to express this to others.</p>		<p>Well below average</p>
<p>Social Tact An individual's propensity to be careful, deliberate, and savvy when engaging in meaningful social interaction.</p>		<p>Well below average</p>
<p>Socially Comfortable An individual's propensity to feel comfortable and at ease in social settings, especially when around new people.</p>		<p>Average</p>





Organised and Focused

<p>Energetic An individual's likelihood to remain highly active, keep busy and live their life at a fast pace.</p>		<p>Below average</p>
<p>Goal Focus An individual's preference for setting and achieving goals, gaining satisfaction from reaching targets.</p>		<p>Well below average</p>
<p>Initiative An individual's propensity towards proactivity, starting tasks autonomously without procrastination.</p>		<p>Well below average</p>
<p>Methodical An individual's attention to detail and their propensity to conduct tasks in a meticulous way.</p>		<p>Average</p>





Process-Orientation

<p>Discipline An individual's likelihood to remain productive and maintain focus during necessary day-to-day tasks.</p>		Average
<p>Fairness An individual's propensity to play by the rules, even if breaking the rules increases the chance of success.</p>		Well below average
<p>Routine-Orientated An individual's propensity to enjoy routines, avoid unnecessary risks, and to not seek external stimulation.</p>		Well above average
<p>Vigilance An individual's consideration of consequences and avoidance of impulsive decision-making.</p>		Above average

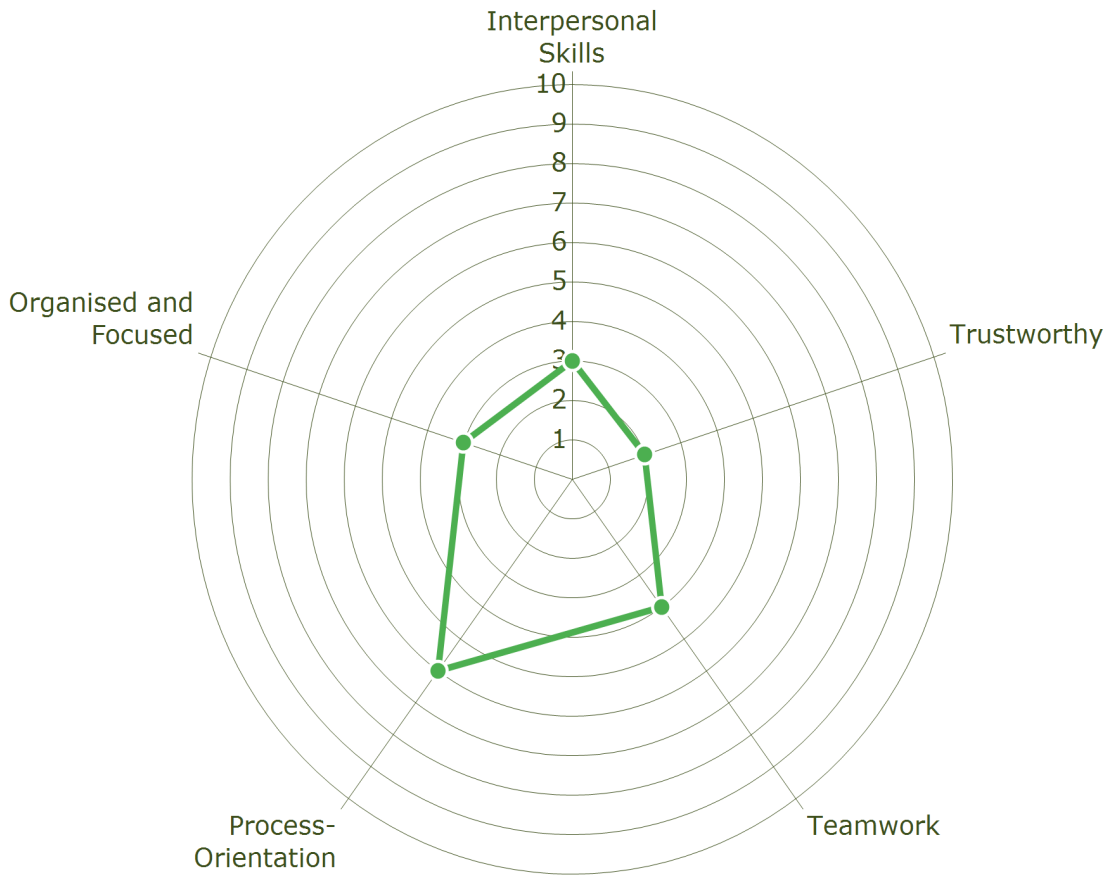
Teamwork

<p>Connection Seeking An individual's propensity to develop new social relationships and to expand upon existing ones.</p>		<p>Above average</p>
<p>Cooperative An individual's propensity to avoid confrontation, cause upset or offence to other people.</p>		<p>Well below average</p>
<p>Positive Expression An individual's awareness and recognition of positive emotion, feeling able to express this to others.</p>		<p>Well below average</p>
<p>Sociable An individual's preference for group membership, participation in crowds and taking centre stage.</p>		<p>Average</p>

Trustworthy

<p>Fairness An individual's propensity to play by the rules, even if breaking the rules increases the chance of success.</p>		Well below average
<p>Honesty An individual's propensity to act sincerely, displaying honesty regardless of whether it is counterproductive.</p>		Well below average
<p>Principled An individual's commitment to moral ideals, even when this inhibits the likelihood of achieving a goal.</p>		Well below average
<p>Trusting An individual's likelihood to trust others, see the best in people and rarely question their intentions.</p>		Below average

Summary Personality Profile



Interpersonal Skills

Score: **3**

Interpersonal skills relates to an administrative professional's propensity towards effective, careful, and goal directed interpersonal communication. It also suggests a level of comfort and confidence with interpersonal interaction, allowing graduates to feel at ease when speaking to others.

Interpersonal skills are essential in administrative roles because they help to ensure that tasks are completed efficiently and effectively, and they also help to promote a positive and productive work environment. They allow for effective communication and collaboration with colleagues, clients, and other stakeholders, and can also help to improve the overall customer experience.

One of the main benefits of having strong interpersonal skills is that it helps to improve communication and collaboration within an organisation. Administrative staff often have to interact with a wide range of people, including colleagues, clients, and other stakeholders. By having strong interpersonal skills, they are able to communicate effectively and build positive relationships with these individuals. This can help to ensure that everyone is on the same page, and that everyone is working towards the same goals.

Interpersonal skills also help to promote a positive and productive work environment. When people are able to communicate effectively and build positive relationships, they are more likely to collaborate, share ideas, and contribute to the overall success of the organisation. This can help to reduce tension and conflict, and can also help to improve morale.

Another key benefit of having strong interpersonal skills is that it helps to improve the overall customer experience. Administrative staff often have to interact with clients and customers, and it is essential that they are able to communicate effectively and build positive relationships with these individuals. By having strong interpersonal skills, administrative staff are able to understand the needs of the customer and provide them with a high-quality service.

Interpersonal skills are also important for building trust and credibility with colleagues, clients, and other stakeholders. When people trust and believe in the integrity of an individual, they are more likely to work with them, share information, and collaborate effectively. This can help to establish a positive and productive work environment and can also help to minimise risks and protect the organisation's reputation.

In conclusion, interpersonal skills are important in administrative roles because they help to improve communication and collaboration, promote a positive and productive work environment, improve the overall customer experience, and build trust and credibility with colleagues, clients, and other stakeholders. They allow administrative staff to be effective communicator, a good listener and problem solver, and can help to create a positive and productive work environment.

This score indicates a low level of the Interpersonal Skills competency, relative to the chosen norm group for this assessment.

Organised and Focused

Score: **3**

Organised and Focused relates to an administrative professional's propensity to manage their workload, avoid distractions, and use their time efficiently. It also suggests a certain degree of cautiousness, avoiding impulsivity and making decisions after careful thought.

Being organised and focused is critical in administrative roles because it helps to ensure that tasks are completed efficiently and effectively. It also helps to minimise errors and mistakes, and promotes a positive work environment.

One of the main benefits of being organised is that it helps to improve the overall efficiency of an organisation. By having a clear understanding of what tasks need to be completed and in what order, administrative staff are able to prioritise their work and ensure that the most important tasks are completed first. This can help to minimise the amount of time and resources that are wasted on unnecessary activities.

Being organised also helps to improve the quality of the work that is being done. By having a clear understanding of what needs to be done, administrative staff are able to ensure that they are following best practices and industry standards. This can help to reduce the number of errors and mistakes that are made, and can also help to improve the overall customer experience.

Being focused is another important aspect of administrative roles. It helps to minimise distractions and interruptions, allowing staff to concentrate on the task at hand. This can help to improve productivity and quality of work, and can also help to reduce the amount of time required to complete a task.

Finally, being organised and focused can help to ensure compliance with legal and regulatory requirements. By having a clear understanding of what needs to be done and how to do it, administrative staff are able to ensure that they are meeting all of the necessary requirements and are not at risk of breaking any laws. This can help to minimise the risk of penalties and fines, and can also help to protect the organisation's reputation.

In conclusion, being organised and focused is critical in administrative roles. It helps to improve efficiency, quality, accountability, and compliance with legal and regulatory requirements. It also helps to promote a positive work environment and allows staff to take ownership of their work. By being organised and focused, administrative staff can ensure that they are making the best use of their time and resources, and are contributing to the overall success of the organisation.

This score indicates a low level of the Organised and Focused competency, relative to the chosen norm group for this assessment.

Process-Orientation

Score: **6**

Process-Orientation relates to an administrative professional's disposition towards systems, procedures, and formal processes. It also suggests a preference for routine, stability, and thoroughness in their workstyle.

Process-orientation is important in administrative roles because it helps to ensure that tasks are completed efficiently and effectively. One of the main benefits of process-orientation is that it helps to improve the overall efficiency of an organisation. By clearly defining processes and procedures, administrative staff are able to understand exactly what is expected of them and how to accomplish their tasks. This can help to minimise confusion and reduce the amount of time and resources that are wasted on unnecessary activities.

Another benefit of process-orientation is that it helps to improve the quality of the work that is being done. By following well-defined processes and procedures, administrative staff are able to ensure that they are following best practices and industry standards. This can help to reduce the number of errors and mistakes that are made, and can also help to improve the overall customer experience.

Process-orientation also helps to promote accountability and transparency within an organisation. By having clear processes and procedures in place, it is easy to track and monitor the work that is being done. This can help to ensure that everyone is held accountable for their actions, and can also help to identify areas where improvements are needed.

Another key benefit of process-orientation is that it can help to promote innovation and continuous improvement. By having clear processes and procedures in place, administrative staff are able to identify areas where they can make improvements. This can help to reduce costs, improve the quality of the work that is being done, and ultimately lead to the organisation becoming more competitive in the marketplace.

Finally, process-orientation can help to ensure compliance with legal and regulatory requirements. By having clear processes and procedures in place, organisations can ensure that they are meeting all of the necessary requirements and are not at risk of breaking any laws. This can help to minimise the risk of penalties and fines, and can also help to protect the organisation's reputation.

In conclusion, process-orientation is an important approach in administrative roles as it helps to improve efficiency, quality, accountability, innovation, and compliance with legal and regulatory requirements. It is a key factor in achieving the objectives and goals of an organisation, and a foundation for sustainable growth and development.

This score indicates an average level of the Process-Orientation competency, relative to the chosen norm group for this assessment.

Teamwork

Score: **4**

Teamwork related to an administrative professional's propensity to form interpersonal connections with their team members. It also determines how effectively they are able to operate within a social group, preferring cooperation to purely individual work.

Teamworking is important in administrative roles because it helps to ensure that tasks are completed efficiently and effectively, and it also helps to promote a positive and productive work environment. It allows for the sharing of ideas, skills and knowledge, and can also help to improve communication and collaboration within the organisation.

One of the main benefits of teamworking is that it helps to improve the overall efficiency of an organisation. By working together, administrative staff are able to share ideas, skills and knowledge, which can help to minimise the amount of time and resources that are wasted on unnecessary activities.

Teamworking also allows for the delegation of tasks, which can help to ensure that the most important tasks are completed first, and that everyone is working towards the same goals. Teamworking also helps to promote a positive and productive work environment. When people work together, they are more likely to collaborate, share ideas and contribute to the overall success of the organisation. This can help to reduce tension and conflict, and can also help to improve morale.

Another key benefit of teamworking is that it helps to improve communication and collaboration within the organisation. By working together, administrative staff are able to share information and ideas more easily, which can help to ensure that everyone is on the same page, and that everyone is working towards the same goals. This can help to minimise errors and mistakes, and can also help to improve the overall customer experience.

Teamworking also helps to promote accountability and transparency within an organisation. When people work together, they are more likely to take ownership of their work, and be held accountable for their actions. This can help to identify areas where improvements are needed, and can also help to ensure that everyone is working towards the same goals.

In conclusion, teamworking is important in administrative roles because it helps to improve the overall efficiency of an organisation, promote a positive and productive work environment, improve communication and collaboration, and promote accountability and transparency within the organisation. It also allows for the sharing of ideas, skills and knowledge and can lead to a more productive and cohesive team. By working together, administrative staff can contribute to the overall success of the organisation, and help to build a strong and sustainable future for the organisation.

This score indicates an average level of the Teamwork competency, relative to the chosen norm group for this assessment.

Trustworthy

Score: **2**

Trustworthy relates to an administrative professional's propensity towards honesty, fairness, and adherence to one's moral principles. It also suggests a level of trust in other people, believing that others are inherently good and honest themselves.

Being trustworthy is an important trait for anyone working in administrative roles as it helps to build trust and credibility with colleagues, clients, and other stakeholders. Trustworthiness can help to establish a positive and productive work environment, and it can also help to minimise risks and protect the organisation's reputation.

One of the main benefits of being trustworthy is that it helps to build trust and credibility with colleagues, clients, and other stakeholders. When people trust and believe in the integrity of an individual, they are more likely to work with them, share information and collaborate effectively. Trustworthiness can help to establish a positive and productive work environment, where people are more likely to take risks, share ideas and contribute to the overall success of the organisation.

Being trustworthy also helps to minimise risks and protect the organisation's reputation. Administrative staff often have access to sensitive and confidential information, and it is essential that this information is kept secure and protected. When staff are trustworthy, they are less likely to engage in unethical or illegal activities, which can help to minimise the risk of penalties and fines, and can also help to protect the organisation's reputation.

Being trustworthy also helps to promote accountability and transparency within an organisation. When administrative staff are trustworthy, they are more likely to take ownership of their work, and be held accountable for their actions. This can help to identify areas where improvements are needed, and can also help to ensure that everyone is working towards the same goals.

In conclusion, being trustworthy is a crucial trait for anyone working in administrative roles. It helps to build trust and credibility with colleagues, clients, and other stakeholders, establish a positive and productive work environment, minimise risks and protect the organisation's reputation, promote accountability and transparency, and improve the overall customer experience. By being trustworthy, administrative staff can contribute to the overall success of the organisation, and help to build a strong and sustainable future for the organisation.

This score indicates a low level of the Trustworthy competency, relative to the chosen norm group for this assessment.