

## Summary

The Administrative Job Fit Test is designed to help human resource managers and employers assess a candidate's potential for being a competent Administrative Assistant. The goal is to determine whether or not there is a match between the job requirements and the test-taker's personality and skills. This test battery includes the following three scales: Work Attitudes, Interpersonal Skills, and Technical Skills.

### Overall results



### Work Habits



### Interpersonal Skills



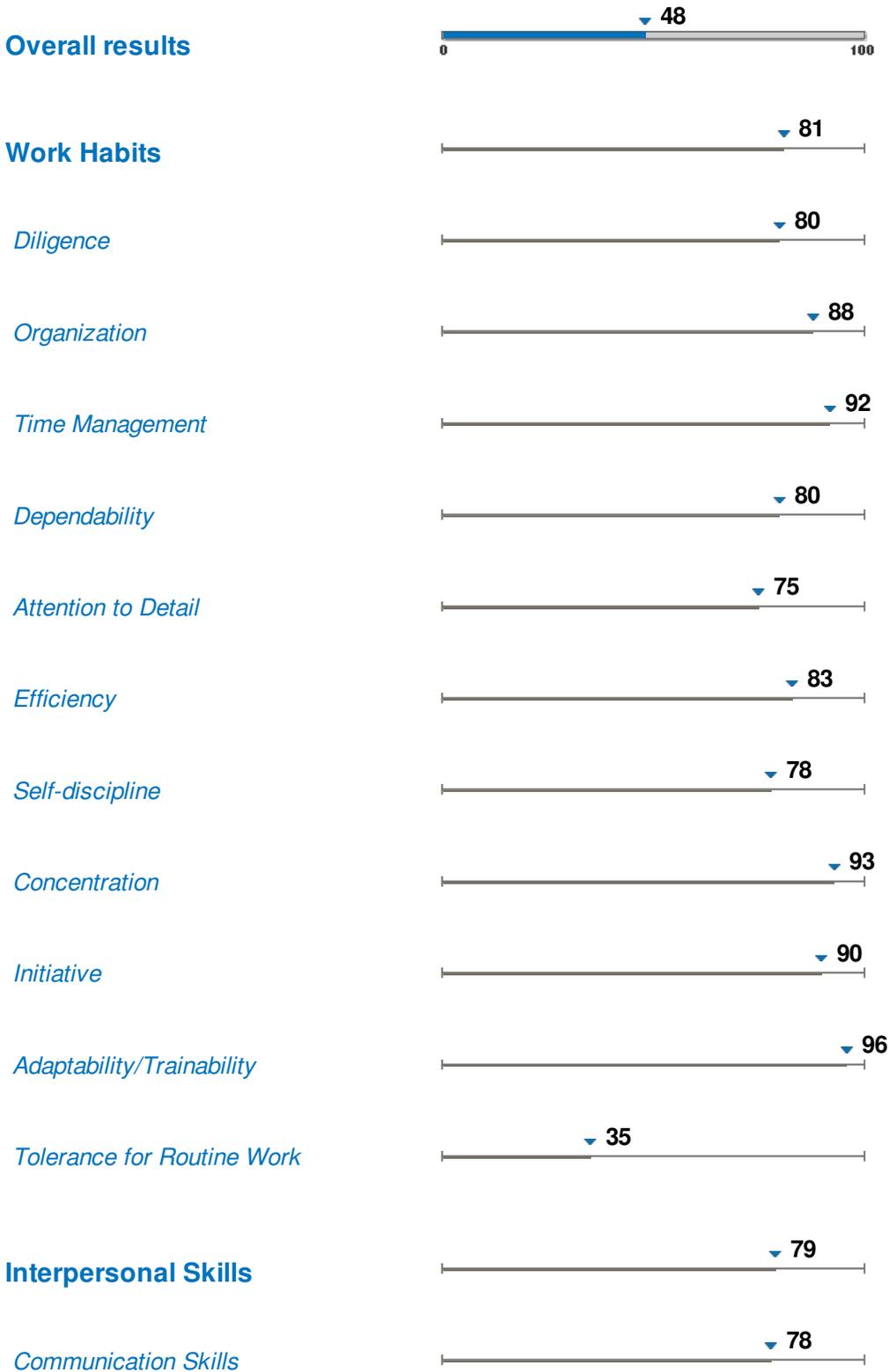
### Office Skills

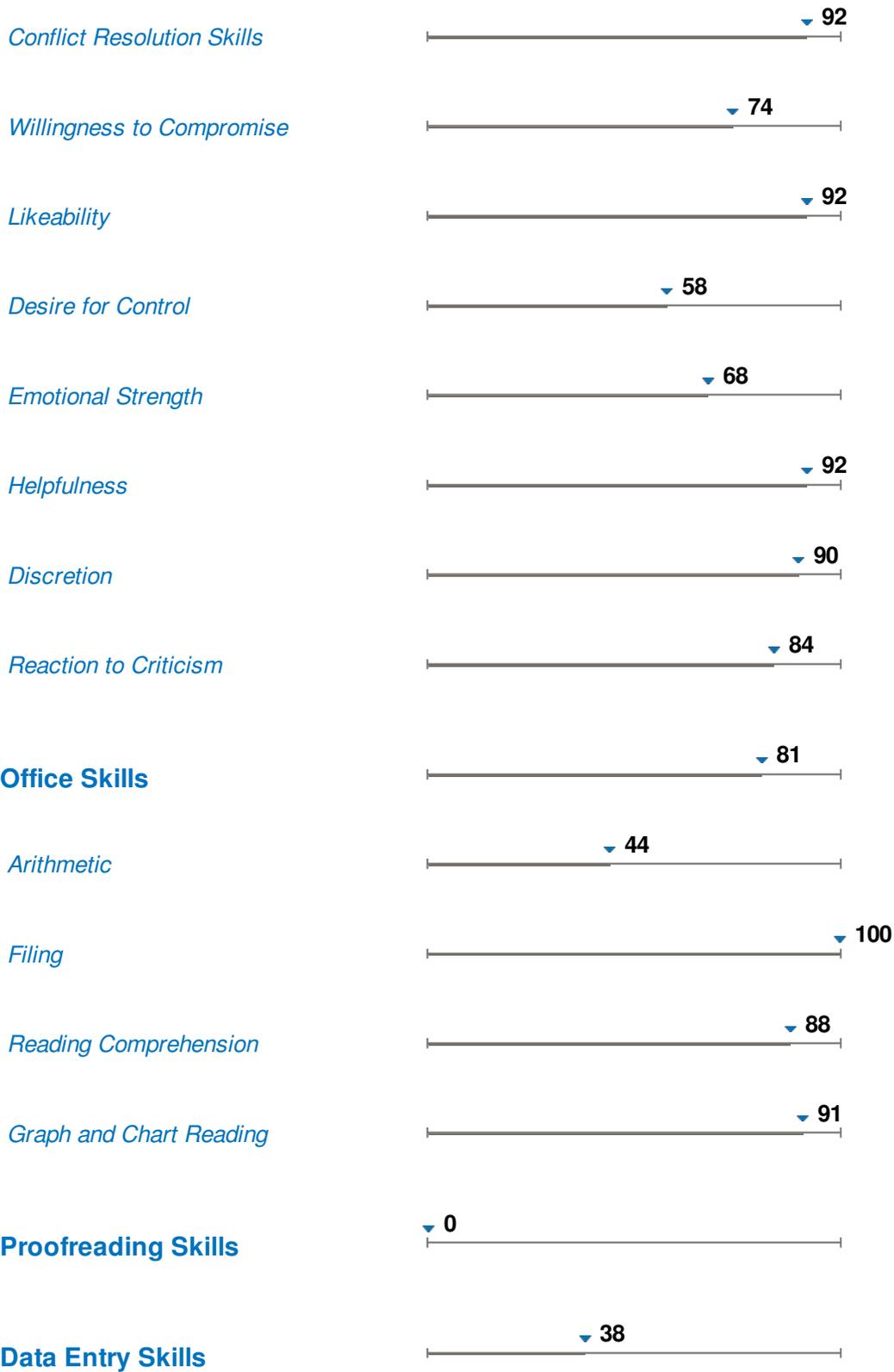


**Not recommended for a clerical/administrative job unless some important skills are developed.**

Although s/he does not appear to have all the necessary skills and traits for a career as an administrative or clerical worker, with some effort, s/he could develop them and adopt the necessary work habits to be able to succeed as an employee in this field. His/Her survival in this kind of position could be a challenge; s/he would need to work hard to succeed.

## Graphs





**Typing Skills**



**Short-term Memory Skills**



## Details

### Overall results (score 48)

**Not recommended for a clerical/administrative job unless some important skills are developed.**

Overall suitability for a job in the administrative field.

Although s/he does not appear to have all the necessary skills and traits for a career as an administrative or clerical worker, with some effort, s/he could develop them and adopt the necessary work habits to be able to succeed as an employee in this field. His/Her survival in this kind of position could be a challenge; s/he would need to work hard to succeed.

### Work Habits (score 81)

user's score indicates that s/he has very good work habits. These are the skills that will allow him/her to get his/her work done both effectively and efficiently. Check out the results to follow for information on areas that s/he may need to work on.

Assesses skills needed to work effectively and efficiently.

### Diligence (score 80)

His/Her score on the Diligence scale indicates that user is a determined and purposeful person. S/he perseveres in meeting goals by being deliberate and focused, is dutiful, and works hard to complete a task properly. S/he keeps his/her goals in mind and works according to perceived expectations. In addition, s/he understands the overall purpose of his/her tasks and projects, and experiences a great sense of pride upon completing them.

Measures determination, purposefulness, and the ability to work according to the expectations of others.

### ***Organization (score 88)***

user is a methodical and orderly person. S/he is system-oriented, and lives according to routine and schedules. In addition, s/he keeps lists and likes to make plans well in advance. It is easy for him/her to follow an established process, or create one in the absence of a system. S/he likely budgets money effectively, keeps an agenda or day timer, and has all his/her activities organized down to the minute.

Measures how well a person manages materials, time and divvies up energy.

### ***Time Management (score 92)***

It seems that user has a solid grasp of both the basics and the more advanced strategies for effective time management. S/he has mastered the skills of setting priorities, cutting down on distractions and following schedules. S/he recognizes that s/he may have to say no to other people from time to time in order to get things done, and goes out of his/her way to find more effective ways of accomplishing tasks. This well-developed ability to manage his/her time surely makes his/her career run much more smoothly, not to mention giving him/her the reputation of a productive, reliable individual.

Measures the ability to manage time effectively and efficiently.

### ***Dependability (score 80)***

user scored very high on the Dependability scale, which indicates that s/he almost always does what s/he says s/he will. When s/he makes commitments, s/he keeps them and takes pride in doing so. Coworkers and friends alike can count on him/her to keep his/her word and to do a complete and thorough job on any task. S/he is reliable and loyal, and does his/her best to keep his/her promises.

Measures the extent to which a person is true to his or her word when a commitment is made.

***Attention to Detail (score 75)***

His/Her results indicate that user is fairly attentive to detail. S/he tries to tie up all loose ends before declaring a project complete, and usually catches errors that others missed. To him/her, there is no such thing as an insignificant detail because every finer point counts; a complete job means accounting for every step, down to the smallest element.

Measures meticulousness and the willingness to spend time looking for small errors.

***Efficiency (score 83)***

According to user's score, s/he is a very efficient individual who is always looking for ways to save time, energy, and material. S/he is able to prioritize effectively, and s/he completes his/her tasks in the most time-effective manner, without sacrificing quality. S/he is able to create and implement shortcuts into his/her day in order to improve efficiency and use his/her time more effectively.

Measures the ability to use the time and skill available in an appropriate and practical manner.

***Self-discipline (score 78)***

While user is usually able to overcome reluctance for unpleasant tasks, at times s/he fails to motivate himself/herself to accomplish his/her goals. However, s/he has the willpower to keep at difficult or unpleasant tasks until they are completed. S/he takes responsibility for his/her life and is generally able to overcome personal barriers, such as fatigue or boredom, in order to accomplish both daily tasks and overall goals.

Measures the ability to control and apply oneself.

***Concentration (score 93)***

His/Her test results indicated that user has got the gift of concentration - or at least s/he has developed tricks that help him/her zone in on important tasks. S/he is typically able to shut out the distractions around him/her to give his/her full attention to whatever s/he is working on. S/he can recognize an interrupting thought when it pops into his/her head and has the mental focus to boot it out to get back to work. Part of his/her proficiency likely stems from a sense of confidence; s/he believes that s/he can, and will, be able to learn or accomplish something before s/he sets out to do it. This determination allows him/her to clear his/her mind and get the job done, while keeping it from wandering off on unrelated tangents.

Measures the ability to focus despite distractions.

***Initiative (score 90)***

user is highly driven, which means s/he takes steps to increase his/her own productivity and take the initiative to optimize the company's success. When opportunity arises, s/he volunteers to work on it right away. His/Her motivation to improve things means s/he often comes up with new ideas and projects, which s/he likely has the incentive to implement on his/her own. When a task needs completing, whether it is his/her responsibility or not, s/he sees that it gets taken care of.

Assesses the ability to follow through ambitiously with a plan or task.

***Adaptability/Trainability (score 96)***

user seems to be a very flexible person and adapting to change is not a problem for him/her. S/he is open-minded and willing to learn and explore, which takes energy and courage. In light of new developments s/he is willing to go with the flow, as well as change his/her opinions if necessary. Technological advances in office automation have increased the demand for clerical workers who are adaptable and versatile. Therefore a promising and successful candidate would be open to and optimistic about the possibility of retraining and continuing their education to keep up-to-date.

Measures the ability to adapt to change or go with the flow.

### ***Tolerance for Routine Work (score 35)***

According to user's results, s/he is not the type of person who particularly enjoys routine work. Repetitive tasks may often bore him/her, causing him/her to lose focus and motivation. Clerical jobs are, for the most part, fairly routine. S/he is someone who prefers variety and a change in scenery, thus set schedules would not satisfy his/her desire for free reign. S/he prefers an unstructured milieu; one that isn't the exact same day in and day out. S/he enjoys spontaneity, so an occupation that doesn't offer much variety would likely not suit him/her well.

Measures comfort and contentment with routine work.

### ***Interpersonal Skills (score 79)***

user's results indicate that his/her interpersonal skills are fairly good, but could use a little work. It is essential for clerical workers to have excellent interpersonal skills since a large part of the job involves working with clients. It would well worth the effort to improve in this area.

Ability to interact with others appropriately, effectively and productively.

### ***Communication Skills (score 78)***

According to his/her results, user is generally able to listen to others to understand where they are coming from. S/he is also quite proficient at getting his/her point across clearly when engaged in conversation. If s/he would like to develop his/her full potential and bring his/her communication skills to an even higher level, all s/he needs is a little effort. Being able to sense what others are feeling from non-verbal clues and being aware of his/her own role in the process can make all the difference between smooth communication and misunderstandings.

Assesses the ability to listen, convey a smooth and succinct message, and control emotions while engaged in the communication process.

### ***Conflict Resolution Skills (score 92)***

Everyone must deal with conflict, whether it is professional or personal. People who deal well with conflict can minimize the damage caused by interpersonal disagreement, and come out of uncomfortable social situations in one piece. They can turn problems and disagreements into an opportunity to strengthen the relationship and build trust. Those who do not have this capability end up making mountains out of molehills, losing friendships or tarnishing work relations in the process. According to user's results s/he has excellent conflict resolution skills. S/he most likely does not avoid conflict; rather, s/he faces it head on when it arises. S/he is able to admit when s/he is wrong, apologize, and accept the apologies of others without rubbing it in. S/he seems to be able to control his/her voice level and keep emotions from taking over when dealing with conflict.

Refers to the ability and willingness to confront conflict in a way that doesn't intensify the situation, but rather resolves it to suit both parties.

### ***Willingness to Compromise (score 74)***

For the most part, user dislikes confrontation and is willing to compromise a lot to achieve peace. However s/he is not *always* willing to give in if it means abandoning the ideas or concerns s/he is serious about. S/he is compliant and yielding under conflict. S/he is willing to integrate his/her ideas with those of others, and to meet people halfway. There are times when s/he may even abandon his/her own ideas or wants altogether to accommodate the needs of others.

Refers to the ability to compromise with others in a way that suits all parties.

### ***Likeability (score 92)***

Clerical workers often act as liaisons between companies and clients; therefore, these employees must be very pleasant and possess excellent people skills. According to his/her results, user is very affable and friendly, and concerns himself/herself with coming across as agreeable and pleasant to others. People enjoy his/her company because s/he is approachable, inoffensive, and easy to get along with. S/he is liked and accepted by nearly everyone around him/her.

Measures how approachable and pleasant a person is.

***Desire for Control (score 58)***

According to his/her results, user enjoy taking the lead, but s/he also does not object to taking direction from others. In other words, it seems as though s/he appreciates alternative methods to completing a task, whether it is under his/her supervision, a team effort, or in someone else's control.

Refers to the need to dominate in a group setting.

***Emotional Strength (score 68)***

According to his/her results, user is usually emotionally strong. This may give people the impression that s/he is not very affected by what goes on around him/her, but the truth is that s/he generally doesn't experience extreme emotions. This balance is what allows him/her to deal with whatever adversity comes his/her way and helps him/her bounce back from hardship fairly quickly. His/Her behaviors are typically well-controlled and regulated; s/he is not one to act without considering the consequences. His/Her discipline and willpower are admirable.

Assesses level of emotional strength and control.

***Helpfulness (score 92)***

According to his/her results, user scored high in Helpfulness. S/he tends to be very patient with others and cooperative when given a task. People likely turn to him/her when they need support and encouragement because they know they can always rely on him/her when they need a hand. S/he is very concerned with the welfare of others and is always willing to help when the situation calls for it. S/he should keep up the good work, because s/he sets a great example.

Measures interpersonal sensitivity, consensus building and an interest in working with and through others.

**Discretion (score 90)**

According to user's results on the Discretion scale, s/he seems to have no trouble recognizing situations that require his/her discretion. Whether the context is strictly confidential, on a "need-to-know" basis or a simple harmless secret, s/he keeps the information s/he has learned to himself/herself, especially when the matter is delicate. S/he is likely aware of what the laws and ethics of his/her profession deem confidential information. With a juicy piece of information in their hands, many people succumb to the temptation to share it, but this is not the case for him/her. It's a question of realizing what disclosure is inappropriate or unprofessional and controlling the urge to gossip. S/he tries to think about the impact that certain revelations would have on a person's life.

Assesses the ability to respect the privacy of others.

**Reaction to Criticism (score 84)**

According to his/her score, user does not become defensive in response to constructive criticism. S/he is certain that the knowledge gained from others' comments will guide him/her in the right direction. S/he holds both the feedback and the critic in high regard. S/he knows that there is no need to defend himself/herself in response to negative feedback, and that being defensive can mean missing out on valuable advice. S/he is also aware that not all criticism is bad and that constructive criticism is designed to teach rather than to torment.

Refers to being open to criticism and learning from it.

**Office Skills (score 81)**

user scored extremely well on the office skills section of the test and therefore, will likely very little, if any additional training in this area. Clerical workers must be able to understand how to use office automation tools as well comprehend basic formulas, calculations and filing methods to complete certain tasks they may be given.

Assesses theoretical and practical knowledge of basic clerical duties.

**Arithmetic (score 44)**

user had an average score on the arithmetic component of the test. Arithmetic is a branch of mathematics that generally deals with the application of the operations of addition, subtraction, multiplication, and division of numbers. Arithmetic is a valuable skill for both everyday life and for careers requiring computation of any kind, as in the bookkeeping area of the clerical field.

Evaluates the ability to correctly perform basic math calculations.

**Filing (score 100)**

user's performance on the filing exercise was very good. It's easy to misplace a document by putting it in the wrong place but it may not be so easy to find it again. This can be very frustrating especially if the information is important and needed right away. The purpose of filing is to be able to store information in an organized and neat manner, and retrieve it easily and quickly when needed. Even though filing systems may differ from company to company, user would likely be able to catch on very quickly.

Assesses the ability to insert information, records, and/or documents into correct alphabetical or numerical sequence.

**Reading Comprehension (score 88)**

user appears to be extremely good at understanding written materials, identifying the most important information and drawing appropriate conclusions based on the facts provided. Given that many of the tasks in the clerical field will require a strong comprehension of the written word, this is a great strength to have.

Assesses the ability to understand and extract relevant information from reading material.

### **Graph and Chart Reading (score 91)**

user's responses indicate that s/he is very capable of understanding graphs and charts, and rarely run into difficulty. When working in the clerical field, it is important to be familiar with the structure and components of charts so that s/he can recognize potentially important information.

Evaluates the ability to understand information from charts and graphs.

### **Proofreading Skills (score 0)**

According to user's performance on the proofreading exercise, his/her skills in this area need a lot of work. Clerical workers often need to verify very important documents in which good grammar and spelling are essential, so it is crucial that user strive to improve in this area of his/her skill repertoire.

Assesses ability to accurately edit and proofread documents.

### **Data Entry Skills (score 38)**

user's score on the Data Entry component of this test was fairly low. According to his/her results, s/he is generally unable to accurately enter information into a database. Perhaps s/he is somewhat unfamiliar with the layout of the computer keyboard or the data in order to complete this task at a reasonable pace. It would be in his/her best interest to familiarize himself/herself with this kind of office automation, so that when his/her employer asks him/her to complete similar tasks, s/he will be able to do so properly and swiftly.

Assesses ability to enter information quickly and accurately.

### **Typing Skills (score 0)**

user's score on the typing was quite low. It appears as though s/he has a great deal of difficulty typing with speed and accuracy. These types of tasks are quite common in this field, so it would be in his/her best interest to improve his/her skills.

Assesses ability to type quickly and accurately.

### Short-term Memory Skills (score 55)

According to user's results on this scale, s/he seems to have a little trouble using memorization techniques to successfully store and retrieve information. S/he also appears to have some difficulty processing new information quickly, which could occasionally prevent him/her from solving problems involving many variables. The short-term memory acts as a scratch pad for retrieving temporary information, such as names and numbers. His/Her inconsistent ability to properly encode these in his/her memory means that s/he might forget such information sometimes.

Assesses the ability to store and retrieve information.

### Impression Management (score 33)

There was some indication in user's results to suggest that s/he was not telling the truth. His/Her elevated score could be a result of being unique in some way (in that some of his/her responses were extremely rare) or s/he was trying to present himself/herself in a favorable light.

Assesses whether test-taker responded in a socially desirable manner.

### Acquiescence (score 10)

This scale assesses whether a test-taker was simply agreeing with the test's statements, regardless of whether such attempts were conscious or subconscious. The answers are compared to responses obtained from a large sample of the general population. When someone systematically agrees to responses that are rarely endorsed by others, there is a good reason to believe that she/he is responding carelessly, which may invalidate the whole test.

Assesses whether the test-taker responded to the questions in a careless manner.

According to his/her results, there is no indication that user answered the test questions carelessly. This means that s/he took the time to read and respond to each question carefully. Although this does not necessarily ensure the honesty of his/her answers, it does show that s/he took the test seriously.