

## SJT - Administrative Skills<sup>TM</sup>

The Situational Judgment Test for Administrative Skills is a psychometric assessment that provides insight into a candidate's reflexes in an administrative support role that involves coordinating tasks while ensuring compliance with established procedures. The online test consists of fictional scenarios and includes various requests that are likely to arise in an administrative work setting.

### FORMAT

22 multiple-choice questions

### PRICE

\$55

### DURATION

60 minutes (timed)

### LANGUAGES AVAILABLE

French  
English

## EVALUATED DIMENSIONS

- ▶ Attention to detail
- ▶ Thoroughness
- ▶ Ability to organize/orchestrate

## PSYCHOMETRIC QUALITIES

- ▶ Norms: The SJT-AS was validated in 2015 using a normative sample of 1,150 individuals from North America and Europe, with varying levels of education (high school to university), primarily between the ages of 20 and 60.
- ▶ Reliability: The internal consistency of the test is 0.73. The test-retest correlation coefficient for the overall score, measured over a one-year interval with a sample of 38 individuals, is 0.72, indicating satisfactory stability of results over time.
- ▶ Validity: The correlation coefficient between SJT-AS test scores and overall job performance as rated by the employer is 0.46 (predictive validity).

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