

FACT SHEET - AUTOMATED ASSESSMENTS

Administrative Support

The Administrative Support Report is an automatically generated document that presents a candidate's results following the administration of three online psychometric tests. This automated tool provides a quick overview of the individual's positioning on a series of targeted competencies, with the aim of supporting their success in an administrative support role.

FORMAT

3 online tests

PRICE

\$175

DURATION

60 minutes
(timed)

LANGUAGES AVAILABLE

French
English

EVALUATED DIMENSIONS

- ▶ Learning Skills
- ▶ Self-Management
- ▶ Adaptability
- ▶ Planning and Organizing
- ▶ Collaboration
- ▶ Rigor
- ▶ Sense of Responsibility
- ▶ Professional Integrity
- ▶ Priority Management

EXAMPLE OF TARGETED POSITION

- ▶ Office clerks
- ▶ Administrative assistant
- ▶ Receptionist

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ADMINISTERED TESTS/TOOLS

IPLC™

The IPLC is a psychometric test that provides a measure of the five major personality traits of the Big Five model, namely Openness, Conscientiousness, Extraversion, Agreeableness and Emotional Stability, each of which is broken down into two more specific facets (10 dimensions in total). This automated tool provides a quick overview of the main personality traits of the candidate.

* IPLC™ - Le Corff Personality Inventory - trademark of IRPCANADA - all rights reserved.

SITUATIONAL JUDGMENT TEST - PROFESSIONAL INTEGRITY

SITUATIONAL JUDGMENT TEST - PRIORITY MANAGEMENT

CFIT™

The CFIT is a psychometric aptitude test that measures cognitive abilities in the verbal, numerical, and spatial domains. A section on non-verbal logical reasoning has been included to ensure that results are not influenced by language proficiency or cultural background. This automated tool provides a quick overview of a candidate's learning ability.

* CFIT™ - Crystallized and Fluid Intelligence Test - trademark of IRPCANADA - all rights reserved