

CONFIDENTIAL

interpreto

AUTOMATED
EVALUATION REPORT



FILE # - 2025-09-24

TECHNICIAN –
ADMINISTRATION AND IT

REQUESTED BY
Fictive establishment

FOR THE POSITION OF
Fictive position

TECHNICIAN - ADMINISTRATION AND IT REPORT

INTRODUCTION



Interpreto conducted a psychometric evaluation of the proposed candidate. Following the administration of various scientifically validated psychometric tests, we analyzed the traits that characterize their functioning, identifying their strengths and areas for improvement. The aim is to facilitate decisions relating to their career development as a technician in the fields of administration or information technology.

The data collected through psychometric tests was interpreted by Interpreto's analysis system. This system was developed by the Interpreto professionals who are members in good standing of the Ordre des psychologues du Québec or the Ordre des conseillers et conseillères d'orientation du Québec.

This report provides you with :

- An indication of the evaluated person's mastery of certain competencies for a technician position in the fields of administration or information technology;
- A rating of adequacy between the individual's results and the job requirements;
- Suggestions for probing questions, advices on integration into a new position and avenues for development support.

USING THE REPORT



- This document is confidential. Only those involved in the employee evaluation process are authorized to consult it.
- This report is intended solely to facilitate an informed decision as part of the evaluation process for the position sought.
- As a matter of professional ethics, we suggest that you do not make copies of this document.
- Since human beings are constantly evolving, the content of this automated assessment report is considered valid for a period of two years.

CONDITIONS OF SUCCESS



To encourage the professional development of the person being evaluated, we recommend that you provide feedback on the results of the evaluation. This practice could have an engaging impact on the candidate, facilitating their integration into the position and helping them to make better use of talents to the service of your organization.

SUMMARY TABLE

	Below expectations	Partially meets expectations	Meets expectations	Exceeds expectations
Learning Skills			✓	
Self-Management	✓			
Sense of Responsibility				✓
Relational Effectiveness				✓
Adaptability			✓	
Professional Autonomy		✓		
Negotiation and Conflict Resolution				✓
Priority Management			✓	
Client Orientation			✓	
Respect for Rules and Procedures			✓	
Professional Integrity				✓

PROFILE ADEQUACY



RECOMMENDED

The candidate has obtained results that correspond to the profile required for the position being assessed

Below expectations

Partially meets expectations

Meets expectations

Exceeds expectations

Learning Skills



Assimilates and applies new information or procedures quickly and easily, even when these involve an additional degree of complexity.

Self-Management



Is particularly vulnerable to stress and the judgment of others. May react impulsively and come across as irritable, negative or concerned about the future.

Sense of Responsibility



Can take charge of situations in order to see them through to completion. Demonstrates self-discipline to succeed in assigned tasks and achieve set objectives.

Relational Effectiveness



Enjoys social interactions and easily builds connections with others. Respectful and interested in others, seeks to ensure everyone feels accepted and valued.

Adaptability



Adopts a positive approach to change and does not hesitate to experiment with new ways of doing things. Can modify their behaviour according to circumstances.

Below expectations

Partially meets expectations

Meets expectations

Exceeds expectations

Professional Autonomy



Shows uneven autonomy depending on the context. Generally motivated and organized, but may hesitate to take initiative or seek validation. Light supervision or clear instructions can help improve efficiency.

Negotiation and Conflict Resolution



Is able to use nuanced approaches in order to manage disputes effectively. Can work towards mutually satisfactory solutions or favor compromises.

Priority Management



Is able to identify the most important tasks independently. Focuses efforts on the main priorities.

Client Orientation



Is committed to meeting clients' needs and ensures to offer a personalized service of the highest possible quality.

Respect for Rules and Procedures



Demonstrates rigor in applying rules and procedures. Works in an organized and disciplined manner, naturally respecting instructions and contributing to a structured environment.

Below expectations

Partially meets expectations

Meets expectations

Exceeds expectations

Professional Integrity



Demonstrates work ethic and makes choices that are consistent with company policies and values. Is inclined to take full responsibility for their mistakes.

PERSONALITY

The traits and facets of personality allow us to evaluate the foundations of a person's psychological functioning, while providing us with information on their motivational and behavioral aspects. The following descriptions are based solely on the trends observed in terms of personality and do not take into account the interactions between the various traits on the one hand, nor the interactions with cognitive abilities such as learning, reasoning and analytical skills on the other. The additional information provided is therefore very general and should be used with caution.



OPEN-MINDEDNESS



This person prefers concrete, results-oriented approaches. They rely mainly on reliable, well-established strategies, enabling them to maintain consistent, efficient execution in their work. Although they pay less attention to theoretical or abstract concepts, they can incorporate new approaches when necessary to achieve specific goals. They feel comfortable in stable environments where their skills can be put to full use, and adapt better when changes are introduced gradually.

This person strikes a balance between pragmatism and imagination. They can be attentive to their inner world and feelings, although this is not central to their functioning. They favor concrete approaches, but are capable of integrating a touch of creativity or intuition when appropriate. In their decisions, they know how to combine factual data with a certain sensitivity to personal impressions, thus adapting to the demands of the situations they encounter.

APPROACH TO WORK



This person is success-oriented and self-disciplined. They are more ambitious, competitive and persevering than the average person. They generally get down to work quickly and see projects through to completion, despite any difficulties that may arise. They are diligent in their work, like to be given responsibility and take charge. They find challenges motivating and approach everyday situations with confidence in their ability to succeed. They show determination in the face of adversity and see themselves as effective in the tasks they take on.

This person is generally reliable and organized. They respect their word and commitments as much as possible. They tend to follow rules and protocols. They like to work to a schedule, and to organize and plan their work. They have an eye for detail and are more meticulous than average. When it comes to making decisions, they generally take the time to study the situation and consider the various options before deciding. They are generally uncomfortable with uncertainty. They are more reliable, organized, methodical and far-sighted than the average person.

PERSONALITY (cont'd)

RELATIONAL QUALITY

This person is altruistic and caring. They are warm, respectful and attentive to the needs of others. They are sensitive to the emotions and difficulties of the people around them, and are easy to trust, believing that most people are well-intentioned. In their decisions, they consider the impact on others and actively seek to preserve or improve interpersonal relationships. In the workplace, they help create an atmosphere where everyone feels accepted and valued.

This person adopts an assertive approach and favors autonomy in relationships and decision-making. They are at ease defending their rights and ideas when justified, but they also know how to use discernment to avoid unnecessary confrontation. They pay particular attention to their objectives and prefer direct, functional relations. This ability to express ideas confidently while adapting to the needs of the context is a strength in environments requiring clear, assertive communication.

INTERPERSONAL PROPENSITY

This person prefers to adopt a supportive or collaborative role rather than naturally taking the lead in a group. They are most comfortable when they can contribute without having to assume direct leadership. In social situations, they often prefer to listen and willingly let others express themselves. They don't particularly seek to influence decisions or impose their point of view, but they can share their ideas when the context encourages it. Their initiatives are generally personal and not spontaneously aimed at mobilizing a group around them.

This person has a reserved personality and prefers a restricted social circle. They prefer quiet interactions and feel more at ease in environments where social contact is occasional. Emotionally unexpressive, they prefer to work independently. However, this composed nature enables them to maintain a certain emotional stability and bring a calm, measured reflection to their interactions.

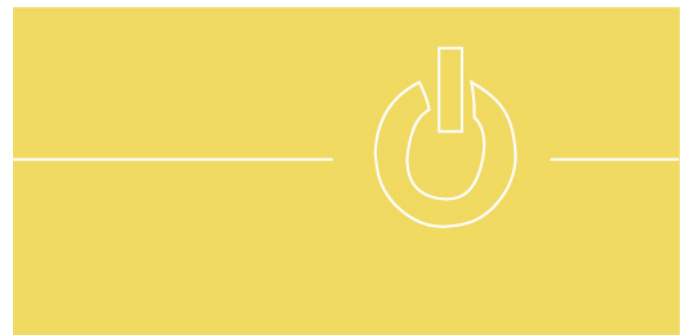
PERSONALITY (cont'd)

EMOTIONAL MANAGEMENT



This person has a balanced emotional sensitivity. They may occasionally feel irritated or frustrated in certain situations, such as in the face of criticism or challenge, but these reactions remain moderate. They are generally able to manage these emotions and regain their composure, although moments of stress can occasionally affect them. This sensitivity enables them to express their emotions sincerely and appropriately, while maintaining a measured approach in their interactions.

This person is self-assured and rarely doubts their abilities. They approach challenges with confidence and demonstrate a high degree of autonomy in their decisions. Even in the face of complex situations, they maintain an optimistic frame of mind and an ability to bounce back from setbacks. Socially, they are at ease in their interactions and are not easily swayed by the judgment of others, enabling them to move confidently in a variety of contexts.



PROBING QUESTIONS

In this section, you will find examples of questions to ask in an interview with the candidate or to use as inspiration when taking references for competencies and skills that came out as Weak or In Progress in relation to the assessment.

If all skills meet expectations, no specific questions appear in this section. However, it may still be interesting to ask the candidate during a subsequent interview about their sources of motivation at work with a view to job integration. Finally, taking references can also be useful in order to confirm observations and provide concrete examples of behaviours related to the most crucial skills in the position to be filled.



SELF-MANAGEMENT

Tell me about the last time you had to remain calm despite a stressful situation at work.

Describe the last time that the behaviour or work of another employee made you impatient.

PROFESSIONAL AUTONOMY



Can you tell me about a situation where you had to handle a task or assignment without direct supervision? How did you approach it?

When you are unsure how to tackle a task, what do you do? At what point do you decide to ask for help?

INTEGRATION TIPS

Successful integration into a new position requires an adaptation of the candidate to his new work environment. This adaptation includes three main issues:

- Learning the role and task
- The creation of a social network
- Adapting to the culture and values of the team and the organization

An employee who manages to adapt to these three major issues will have better chances to have a successful integration. Generally, well-integrated employees are happier at work, more productive, and have less intention of changing jobs. The indices presented in this section provide a glimpse of the style of integration of the candidate according to his personality. These indices aim to equip the manager in the integration of the candidate, and should not be considered as a selection tool.



LEARNING STYLE



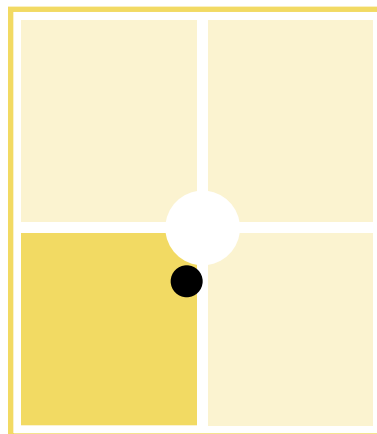
The interaction between the Openness trait and the Conscientiousness trait provides information on how one will approach learning

Pragmatic Learner

Pragmatic approach to learning. Knowledge is a means to an end and not an end in itself. Does what it takes to acquire the knowledge necessary to achieve a goal (training, professional, etc.). Approaches knowledge with conformism, little inclined to have a critical perspective of what is taught.

Disengaged

Not focused on learning and studying. Little at ease in an academic context. Knowledge and deep understanding of things are of little interest to him. Constraining himself in the required learning efforts is hard. More comfortable in a short and practical training leading to practical applications (e.g. vocational training).



Good learner

The intellectual interest and creativity of the openness trait with the willingness to succeed and the organization of the conscientiousness trait produces the typical profile of a good learner. Interested in learning and taking the means to reach the end of his interests. Ability to take a critical step back from what is being taught. High probability of success in training.

Inconsistent learner

Diversified intellectual and/or creative interests, diversified but at risk of not being deepened by lack of determination and organization. Learning may stop while the effort to pursue it increases, which can lead to the acquisition of great superficial knowledge without deepening.

INTEGRATION TIPS (cont'd)

INTERPERSONAL STYLE



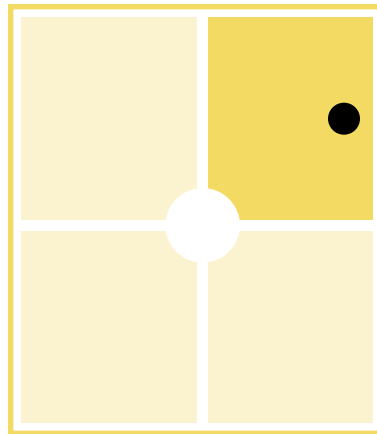
The interaction between the agreeableness and extroversion gives information about the interpersonal style, meaning the way the person will take on his relationship with others.

Modest

Is not attracted to social situations and new encounters, but does not reflect a lack of interest towards others. Will prefer to maintain a small number of significant interpersonal relationships. Modest and discreet in a group.

Individualistic

Independent and individualistic. Little interested in social relations. Feels easily disturbed by the presence of others. Protects his personal sphere and privacy. May reflect a distrust towards others. Can be perceived as cold, distant and uncooperative.



Warm Leader

Actively seeking to create and maintain personal relationships with people. Sincerely makes friends with people. Brings life to a group and is often in a position of leadership and or initiator of common activities. A warm and collaborative leader. Likes teamwork.

Self-centered Leader

Actively seeks social relationships for the benefits and the pleasure that it gives him rather than by interest towards others. Tendency to create many superficial and utilitarian relationships. Likes being at the forefront. Can become an authoritarian leader and little inclined to listen to his subordinates.

INTEREST STYLE



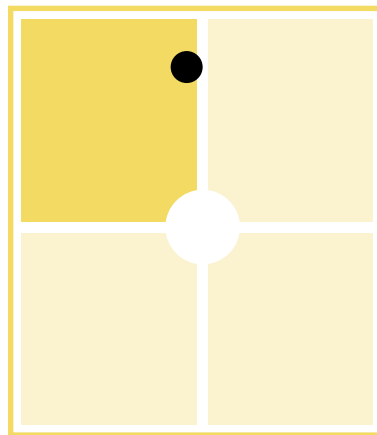
The interaction between openness and extroversion provides information about the interests that person may have, both professionally and personally.

Popular Culture

Interest in activities in which social contacts are frequent, which require influencing others and in which it is possible to succeed by keeping to the usual ways of doing things. Would prefer continuity and consolidation to change and innovation.

Homebody

Introverted and concrete person whose simple interests can be pursued alone and in small groups. Prefers a quiet social and creative life. Preference for working with data rather than with ideas and with things rather than with people (ex: Accounting, mechanics and repair, construction trades).



Creative Interaction

His interests combine gregariousness, upward mobility, creativity and intellectual curiosity. Wants to share his knowledge and creativity. Creative and innovative leader. Interested in understanding and influencing people and society. Interested in sharing ideas and creativity with other people and influencing them (ex.: teacher, politician, manager).

Introspection

Concerned primarily by intellectual or artistic activities which can be pursued individually or in small groups (ex: literature, music). Will be more interested in working with ideas rather than with data and with things rather than people (ex: scientific research, artistic creation).

DEVELOPMENT SUPPORT

In this section, you will find some suggestions on ways to approach the new employee to support their development and help them build new habits, based on the competencies that were less well demonstrated during the assessment. To emphasize a coaching approach, a reflective question is also included.

If all competencies meet expectations, there will be no development areas listed in this section. However, some skills may still benefit from continuous improvement. A conversation with the new employee is strongly recommended to identify the best tools to help them perform well in their role, particularly for the skills that are most critical to success in the position or would help them better align with the organizational culture.

SELF-MANAGEMENT

Encourage the employee to regularly practice emotion management techniques such as controlled breathing or mindfulness, to stay calm and centred in stressful situations.

Encourage the employee to accept criticism by encouraging an attitude of curiosity rather than defensiveness, and by suggesting concrete ways of incorporating feedback into their development.

PROFESSIONAL AUTONOMY

Assign simple tasks to be completed independently, with spaced-out follow-up points, to help strengthen confidence in their abilities.

Encourage the employee to keep a weekly journal or note where they record moments when they took initiative or overcame a challenge on their own.



COACHING QUESTION

What strategies do you use to manage stress during high pressure moments?



COACHING QUESTION

In what situations do you feel fully autonomous at work? What helps you achieve that?