JOB-RELATED SOFT SKILLS ASSESSMENT REPORT (COMPANY)

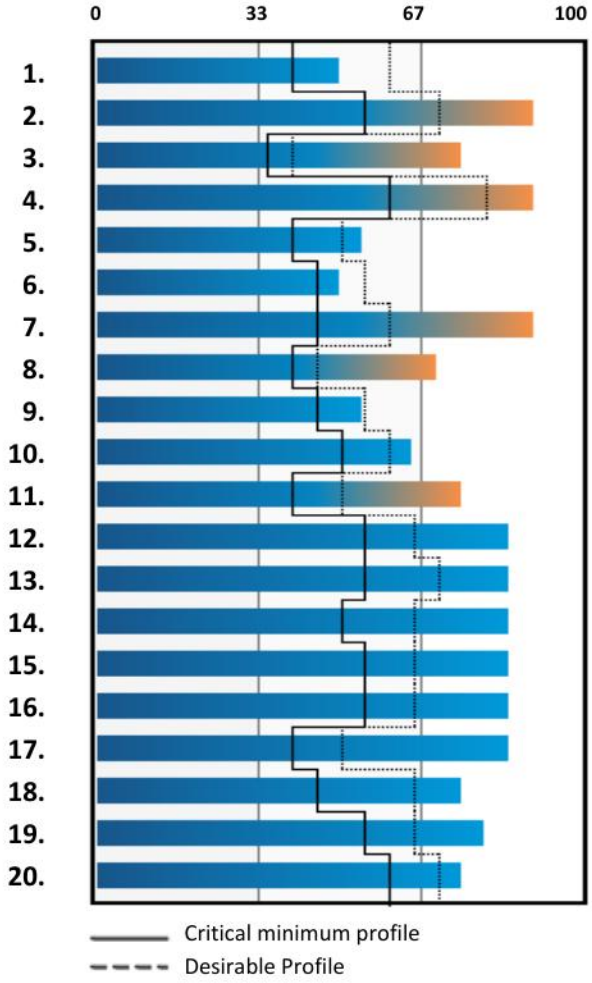
Company: [redacted] **Candidate Name:** [redacted]
Position: Accountant **Date:** 01-26-2023

IMPORTANT:

The Recru-Tec Test should never be used exclusively to make a hiring decision. In order to evaluate every selected candidate's qualifications for a specific position, you should use our suggested 5-step formula:

1) *Analysis of the candidate's resume & application against the specific job description*
2) *Evaluation of the candidate's qualifications through a standard, formal job interview*
3) *Testing of the candidate's job-related soft skills (this is the Recru-Tec test step)*
4) *Conducting Reference checks with previous employers*
5) *Conducting a Background check prior to offering the position.*

GENERAL PROFILE:



1. Predictability	50
2. Energy	90 *
3. Enthusiasm	75 *
4. Persistence.	90 *
5. Self-control	55
6. Determination	50
7. Communication	90 *
8. Rapport	70 *
9. Self-confidence	55
10. Objectivity	65
11. Tolerance	75 *
12. Organization	85
13. Interest	85
14. Exchange	85
15. Results	85
16. Qualifications	85
17. Team spirit	85
18. Basic principles	75
19. Pressure at work	80
20. Availability	75

* **If asterisk**: see details in text
Reference Profile: C02. Accountant

NOTE: TRAITS BELOW THE CRITICAL MINIMUM PROFILE

- *Determine if the mentioned low traits are easy to manage or correct, considering the details of the job description.*
- *Check if these very low traits could be due to some recent difficult situation.*
- *Plan to discuss with or challenge the evaluated person in a second interview if you did not notice or were not told about the possibility of such situation in the evaluated person's recent past.*

DESCRIPTION OF TRAITS:

1. Predictability: 50



- Fairly predictable - may sometimes change mood or intentions for no reason.
- Quite coherent and consistent in judgments or opinions.
- Fairly reliable about decisions or intentions.
- May sometimes lack full certainty when having to make important decisions.

2. Energy: 90 *



- Currently demonstrates an extremely high level of energy and dynamism.
- Definitely prefers a lot of action at work and does not fear pressure.
- Loves to take initiatives.
- Will adopt a very active attitude on the job.
- Will usually be able to complete her/his tasks on time.
- Presents a “workaholic” personality.

Note: The evaluated person can sometimes act impulsively and therefore not always control her/his energy very well.

3. Enthusiasm: 75 *



- Appears satisfied and happy.
- Demonstrates a high level of interest and enthusiasm.
- Usually adopts an optimistic attitude on the job.
- Can take initiatives easily.
- Usually puts attention on opportunities rather than on problems and barriers.
- Very good aptitude to cope with challenges and failures.
- Usually believes and can be interested in new ideas.

Note: the evaluated person will sometimes show a compulsive, unnatural level of enthusiasm and might have trouble coping with reality - especially under difficult circumstances.

4. Persistence: 90 *



- Very stable and persistent.
- Very orderly and focused in efforts, able to concentrate.
- Can assume challenging, long-term assignments.
- Able and willing to persist, in order to achieve the expected results.

Note: The evaluated person will sometimes demonstrate an exaggeratedly high level of persistence. She/he might sometimes persist blindly in the wrong direction and lack flexibility.

5. Self-control: 55



- Appears most of the time rather calm and composed.
- Under challenging work conditions, might demonstrate some nervousness.
- Usually in good control of own acts but can be a bit irritable and sensitive when facing stressful conditions.
- Not too easily surprised or frightened.

6. Determination: 50



- Demonstrates a relatively good level of determination/assertiveness.
- Normally feels quite able to cope with difficult situations or persons in her/his environment, provided these are not too challenging.
- Under heavy pressure, might lack willingness to cause things.
- Will sometimes be a bit hesitant.
- May sometimes have slight difficulties to achieve expected results in time.

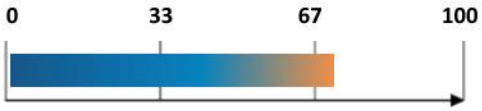
7. Communication: 90 *



- Very open and communicative.
- Speaks easily and openly about anything.
- Can cope very easily with difficult situations.
- Very straight in her/his remarks.
- Can easily share her/his intentions, considerations or feelings.
- Very sociable person.

Note: The evaluated person may sometimes demonstrate a compulsive, unnaturally high level of communication. She/he can talk too much and find it difficult listening to others.

8. Rapport: 70 *



- Demonstrates very high consideration for others.
- Very high level of empathy.
- Is genuinely concerned about people.
- Warm and friendly toward others.
- Usually shows good understanding for people, even in the first approach.
- Has a friendly attitude and is usually responsive to the needs of others.

Note: The evaluated person may sometimes express her/his feelings in a slightly compulsive, unnatural way. She/he will sometimes appear a bit exaggeratedly emotive.

9. Self-confidence: 55



- Demonstrates a rather good level of self-confidence.
- Usually does not doubt own capacities.
- Not too hesitant in her/his tasks.
- Quite certain about the future.
- May have some slight difficulties undertaking important tasks which require a great deal of autonomy.
- May sometimes need some encouragement to do things.

10. Objectivity: 65



- Tends to be objective and rational, can see things pretty much as they are.
- Tends to evaluate situations based on facts rather than just on opinions.
- Can be impartial in evaluating situations.
- Does not blame the environment or others for problems she/he can't solve.
- When facing challenges or problems, usually adopts an active, causative attitude.
- Will try to take responsibility for what happens and will most of the time try to make things go right.

11. Tolerance: 75 *



- Very tolerant, not suspicious.
- When disagreeing, can also easily admit wrongness.
- Can easily accept criticism.
- Not hard to please; pleasant to deal with.
- Can tolerate others' mistakes or different opinions.

Note: The evaluated person can be sometimes too tolerant. She/he tends to say 'yes' to everyone. She/he may sometimes be too concerned about not hurting people's feelings.

12. Organization: 85



- Considers to be very well organized.
- Can stay orderly even under pressure.
- Seems to manage priorities very well.
- Does not have difficulties concentrating even on long lasting administrative efforts.
- Seems to appreciate administrative work.

13. Interest: 85



- Demonstrates a strong level of interest for the vacant position.
- Seems very attracted by the opportunities detailed in the job description.
- Appears to be very motivated to "fight" in order to be selected.

14. Exchange: 85



- Demonstrates a very good concept of exchange.
- The financial aspect of the job is definitely not her/his only concern.
- Will be willing to give before receiving.
- Is definitely service-minded.
- Should not present much resistance in considering performance-based compensation.

15. Results: 85



- Considers to have so far obtained very good results, professionally or in life.
- Seems to reason and operate more in terms of results, rather than just in terms of efforts or action.

16. Qualifications: 85



- Considers having very good qualifications for the vacant position.
- Appears to have good experience and know-how in the specific field.
- Will require little attention in order to develop basic skills.
- Will need some technical training before being fully operational on post.

17. Team spirit: 85



- Considers having a very strong team spirit.
- Likes to work in a group.
- Does not generate conflicts with peers.
- Attitude at work is one of a true group member.
- Values group cohesion and will be a motivating element for teammates.

18. Basic principles: 75



- Does not seem to have too many fixed ideas and prejudices in relation to team work.
- Rather flexible.
- Rather trustful.
- Does not tend to generate conflicts in a team.
- Shows good understanding and tolerance toward others.
- Pleasant to work with.

19. Pressure at work: 80



- Appreciates and can resist well to high pressure on the job.

- Does not lose control under high pressure or in difficult situations.
- Has no big difficulty to concentrate on the job.
- Will usually not make big mistakes at work.

20. Availability: 75



- Appears to be willing to work hard.
- Does not fear a stressful working environment.
- Does not seem to apprehend having to work overtime.
- Does not mind being challenged.
- Can work alone.

QUESTIONS?

Ask for a full quality control by one of our evaluation expert.