JOB-RELATED SOFT SKILLS ASSESSMENT REPORT (COMPANY)

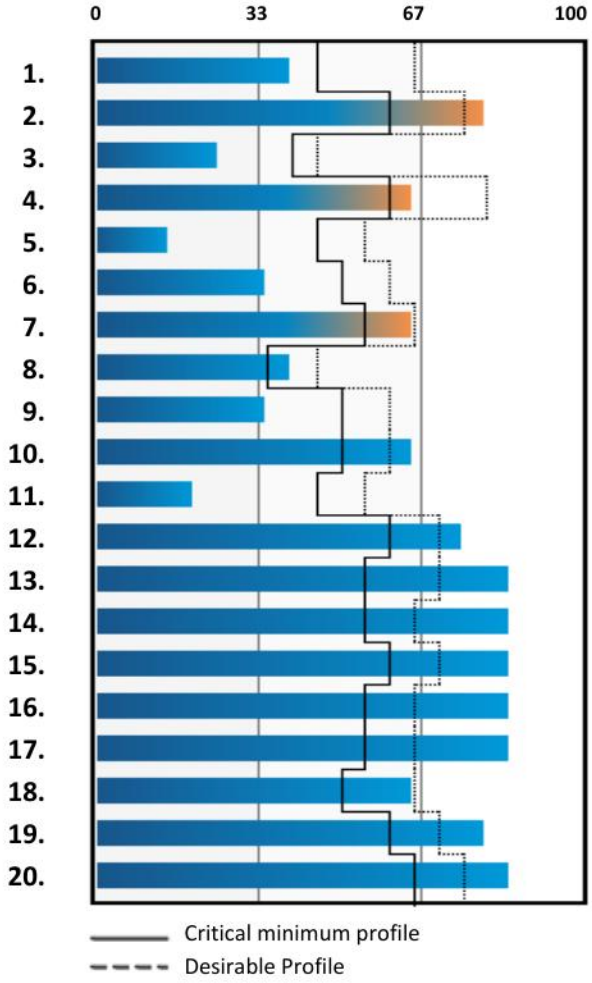
Company: [redacted] **Candidate Name:** Soft skills Assessment Sample 3
Position: Admin Manager **Date:** 09-13-2021

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	40
2. Energy	80 *
3. Enthusiasm	25
4. Persistence.	65 *
5. Self-control	15
6. Determination	35
7. Communication	65 *
8. Rapport	40
9. Self-confidence	35
10. Objectivity	65
11. Tolerance	20
12. Organization	75
13. Interest	85
14. Exchange	85
15. Results	85
16. Qualifications	85
17. Team spirit	85
18. Basic principles	65
19. Pressure at work	80
20. Availability	85

* **If asterisk**: see details in text
Reference Profile: G05. Administrative Manager

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.*

PLEASE NOTE:

This profile contains one or more *conflicting personality characteristic(s)*.

The analysis of conflicting personality characteristics (also called personality syndromes) reveals behavioral patterns which would not be visible by just considering individual personality traits. When applicable, the existence of conflicting personality characteristics may help explain irrational, undesired or uncontrolled (compulsive) attitudes. Conflicting personality characteristics can be temporary or recurrent.

IMPORTANT: Please note that the existence of one or more conflicting personality characteristics does NOT systematically disqualify an applicant.

See the note(s) below. Do not hesitate to contact us if you have any question.

NOTE: The evaluated person currently appears to be affected by a big problem.

The evaluated person appears to be currently affected by some problem for which she/he doesn't seem to have an immediate solution. This situation makes her/him quite nervous or anxious, and may lead her/him to react to challenges in an uncontrolled and/or critical way.

Please note that this may be a temporary situation. Challenging the applicant on this issue should help you determine if such conflicting personality characteristic is - or not - deterrent to effectiveness and happiness on the job.

DESCRIPTION OF TRAITS:

1. Predictability: 40



- 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: 80 *



- Currently demonstrates a very good level of energy and dynamism.
- Prefers action at work and does not resent pressure.
- Can work very hard and likes to take initiatives.
- Will most of the time adopt an active attitude on the job.
- Will usually be able to complete her/his tasks on time.

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

3. Enthusiasm: 25



- Currently appears rather dissatisfied and/or unhappy.
- May demonstrates a certain lack of interest and enthusiasm.
- May sometimes adopt a pessimistic attitude on the job.
- Will sometimes have difficulties in taking initiatives.
- Currently demonstrates a lack of genuine interest for new things.
- May sometimes put too much attention on problems and barriers.
- Aptitude to cope with challenges and failures is not currently very high.

4. Persistence: 65 *



- Relatively stable.
- Can persist in the same direction.

- Not dispersed in her/his efforts, but does not like too much long-term assignments.
- Will tend to persist more and achieve expected results if encouraged and supported.
- Will be rather orderly.

Note: The evaluated person may sometimes change behavior or act in a rather impulsive, unpredictable way. The above-indicated persistence level will therefore fluctuate.

Note: The evaluated person is not as persistent as what she/he likes to appear to be. She/he might sometimes persist in the wrong direction and will do better if given precise targets.

5. Self-control: 15



- Currently demonstrates a very high state of nervousness/anxiety.
- Has currently low control of own acts and is easily distracted.
- Extremely worried and sensitive.
- Cannot relax and has huge difficulties to preserve her calm.
- May give the impression of being very calm which actually is a state of severe anguish.
- Can be prey to panic or fear when faced with high pressure or something unexpected.

Note: The evaluated person might be currently facing some insurmountable, overwhelming problems. Ask her/him if there is anything that could explain such a high level of nervousness or anxiety as this could be a temporary situation.

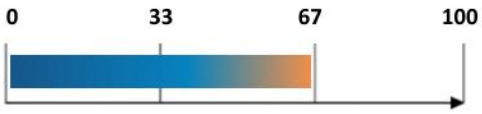
Please consider the possibility of such a difficult, temporary situation, in your interpretation of the analysis. Such a situation can indeed shake one's personality, distorting somehow the analysis of the present profile.

6. Determination: 35



- Currently demonstrates a rather average level of determination/assertiveness.
- Can appear by moments slightly inhibited and docile.
- Does not feel always able to cope with difficult situations or persons in her/his environment.
- Does not always face difficulties in a very effective way.
- May sometimes doubt her/his aptitudes.
- Will not always express feelings freely.
- Rather careful; may sometimes have difficulties to achieve expected results on time.

7. Communication: 65 *



- Open and communicative.
- Communication not limited to social remarks.
- Not reserved; can easily start a communication.
- Doesn't have difficulties coping with challenging situations.
- Can easily share her/his intentions, considerations or feelings.
- Quite sociable person.

Note: The evaluated person has a strong tendency to impose her/his communications without considering others' viewpoint. Her/his listening skill is currently rather low.

Note: The evaluated person might sometimes have slight difficulties controlling her/his communication - speaking too much or not listening.

8. Rapport: 40



- Usually demonstrates some consideration for others.
- Rather good empathy level.
- Usually shows some concern about people.
- Not too formal or distant toward others.
- Normally cordial; can show some empathy and understanding for others, once the ice is broken.
- Can be warmly responsive to the needs of others, especially close friends.

9. Self-confidence: 35



- Currently demonstrates a low level of self-confidence.
- Tends to doubt own capacities and is hesitant - or, paradoxically, impulsive.
- Rather uncertain about the future.
- May have difficulties undertaking important tasks which require a great deal of autonomy.
- Will do better if closely supported and encouraged. If left alone, may feel insecure and/or doubtful.

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: 20



- Currently may demonstrate an intolerant, critical attitude.
- Can be easily suspicious of others and their actions.
- Might express disagreements in an unpleasant way.
- Does not admit being wrong, yet can be mistaken in judgment.
- Does not accept criticism.
- Not always easy to please; can be at times unpleasant to deal with.
- Does not easily tolerate others' mistakes or different opinions.

Note: Such an attitude may be due to a strong disagreement with somebody or in reaction to a situation she/he does not control well. Please consider the possibility of such a difficult, maybe temporary situation, as it can indeed shake one's personality - somehow distorting the analysis of the present profile.

12. Organization: 75



- Considers to be well organized.
- Can stay orderly even under pressure.
- Seems to manage priorities well.
- Does not have difficulties concentrating 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.

Note: The evaluated person may have presented an exaggeratedly high level of achievements in life. Her/his lack of determination/assertiveness contradicts such pretention. We suggest that you check her/his references, in order to confirm the veracity of her/his statement regarding past achievements.

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: 65



- May have some fixed ideas and prejudices in relation to team work.
- Usually rather trustful.
- May sometimes generate slight conflicts in a team.
- Will usually show good understanding and tolerance toward others.
- Will usually be rather 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: 85



- Appears to be willing to work very 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.