

Administrative Assistant Sample Project

Administrative & Clerical

▶ Candidate Work Style

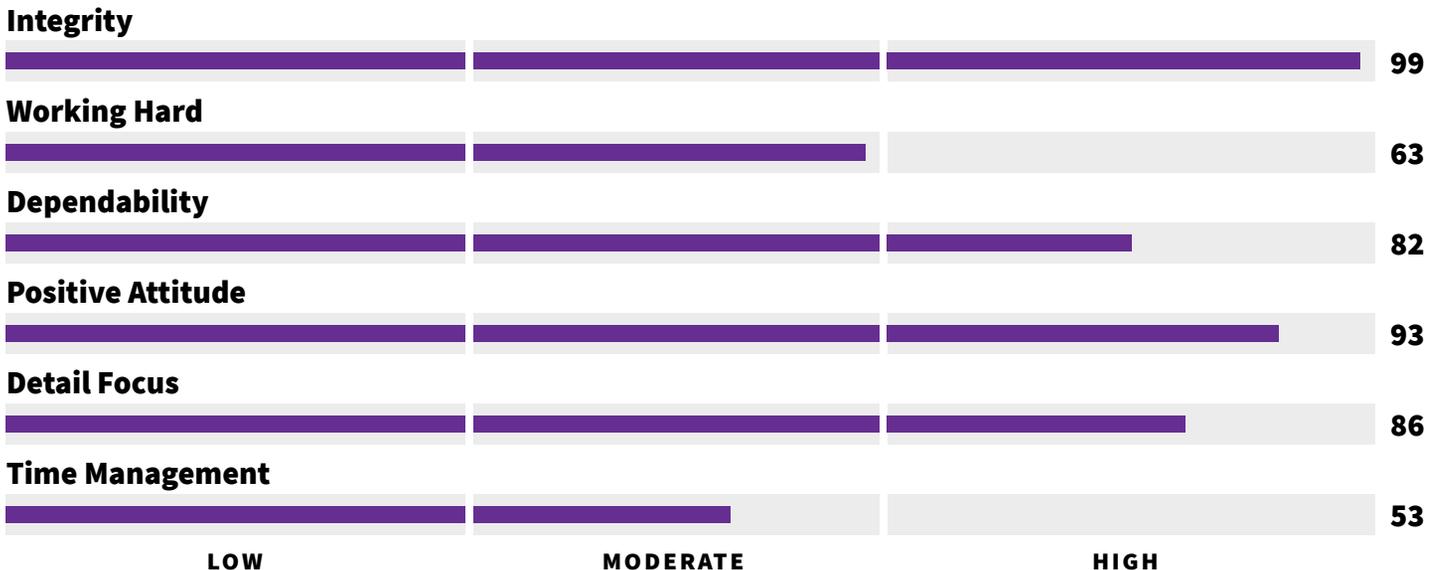
They should be dependable and hardworking. In addition, they seem eager to learn new skills. This candidate will tend to be pleasant and engaging dealing with others.

▶ Administrative & Clerical Overall Score



This candidate seems to be a strong fit for this job. They are hardworking, self-disciplined, good with details and likely to produce high-quality, error-free work. They are willing to take initiative and push for results. They seem pleasant and outgoing and should maintain good professional relationships with others. The candidate will also hold people accountable for getting their work done and for supporting the organization's values.

▶ Administrative & Clerical Competencies





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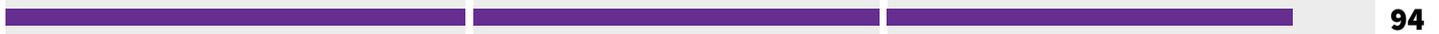
Sam Poole

▶ People With Similar Scores

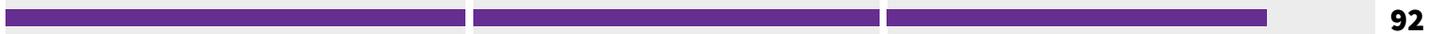
- Appear unafraid of risk even under pressure
- Seem stable, calm, and predictable under pressure
- Want to take charge and get things organized
- Seem controlled and planful
- Seem accepting of authority
- Are good with data and numbers
- Rarely think about past mistakes
- Appear pleased with their own successes

Additional Competencies

Accountability



Customer Focus



LOW

MODERATE

HIGH

▶ Interview Questions

- Describe a time when someone asked you to do something that went against your moral or ethical principles. How did you respond and what was the outcome?
- How do you structure your work to ensure that you complete your tasks and assignments at work on time?
- Think back to a time where someone depended on you in order for them to complete their job. How did you approach the situation and what was the outcome?
- Think back to a time where you received a new assignment or task that you had to incorporate into your schedule. What did you do to maximize efficiency and minimize disruption to your other tasks and assignments?
- Recall an instance when you interacted with a customer or co-worker that was upset, angry, or in a negative mood. How did you handle the situation?
- Describe your work style. How do you typically approach your workday?