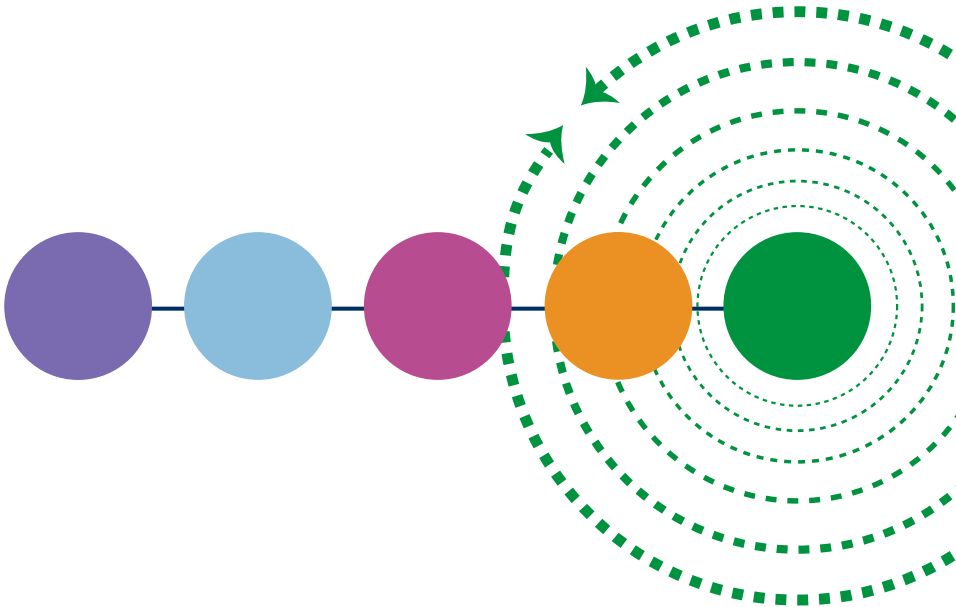


Administrative Service Report Sample Candidate



Administrative
Strengths



About this Report

This report is based upon the Administrative Strengths assessment, which explores an individual's strengths in critical work areas.

The results are based on a comparison with a group of 193 applicants for administrative service roles and are presented on a 1 to 10 Sten scale.

Since the questionnaire is a self-report measure, the results reflect the individual's self-perceptions. Nevertheless, our extensive research has shown it to be a valid measure of how people will operate in the workplace.

It should be remembered that the information contained in this report is potentially sensitive and every effort should be made to ensure that it is stored in a secure place.

The information contained within this report is likely to remain valid for 12 to 24 months, depending upon circumstances.

The report was produced using Saville Consulting software systems. It has been derived from the results of an assessment completed by the respondent, and reflects the responses they made.

This report has been generated electronically. Saville Consulting do not guarantee that it has not been changed or edited. We can accept no liability for the consequences of the use of this report, howsoever arising.

The application of this assessment is limited to Saville Consulting employees, agents of Saville Consulting and clients authorised by Saville Consulting.



Administrative Service Profile

The following report summarises Sample Candidate's areas of greater and lesser potential based on Saville Consulting's extensive international database linking Saville Consulting Strengths to work performance. Sample Candidate's Ratings Acquiescence is 5 and their Consistency of Rankings is 10.

	Area		Potential
Solving Problems	Information Handling Analysing Information (6); Understanding Information (6)		Average higher potential than about 60% of the comparison group
	Problem Handling Providing Solutions (2); Gaining Expertise (2)		Extremely Low higher potential than about 1% of the comparison group
Influencing People	Interpersonal Influence Positive Impact (4); Being Friendly (5)		Fairly Low higher potential than about 25% of the comparison group
	Being Assertive Leading Others (1); Motivating People (3)		Extremely Low higher potential than about 1% of the comparison group
Adapting Approaches	Staying Positive Being Resilient (4); Handling Pressure (4)		Low higher potential than about 10% of the comparison group
	Teamworking Supporting People (7)		Fairly High higher potential than about 75% of the comparison group
Delivering Results	Results Focused Taking Action (8); Being Productive (9); Pursuing Targets (7)		Very High higher potential than about 95% of the comparison group
	Being Dependable Being Precise (9); Being Structured (10); Maintaining Standards (8)		Extremely High higher potential than about 99% of the comparison group



Administrative Potential Indicators

The following report summarises Sample Candidate's greater or lesser potential against key performance indicators which underpin effectiveness across different administrative service roles.

Indicator	Potential
Accurate Information Processing e.g. Checking Details; Ensuring Accuracy; Complying with Administrative Procedures	<div style="display: flex; justify-content: space-between; width: 100px;"> 9 10 </div>
Responding to Requests e.g. Taking Ownership; Defining Action Plans; Responding within Timescales	<div style="display: flex; justify-content: space-between; width: 100px;"> 5 10 </div>
Coordinating & Managing Tasks e.g. Prioritising Tasks; Meeting Tight Deadlines; Managing Resources	<div style="display: flex; justify-content: space-between; width: 100px;"> 10 10 </div>
Contributing to Team Work e.g. Supporting Others; Working Participatively; Taking a Proactive Approach	<div style="display: flex; justify-content: space-between; width: 100px;"> 7 10 </div>
Improving Administrative Procedures e.g. Identifying Areas for Improvement; Finding Solutions; Implementing New Systems	<div style="display: flex; justify-content: space-between; width: 100px;"> 4 10 </div>
Team Leadership Index e.g. Making Decisions; Giving Direction; Motivating Administrative Staff	<div style="display: flex; justify-content: space-between; width: 100px;"> 2 10 </div>