

COMPETENCIES

Administrative & Clerical

OVERVIEW

This report presents results regarding the candidate's natural tendency to succeed in core competencies related to the role. These results are based on an assessment of the candidate's personality. They provide insight into innate characteristics not easily observed from interviews, simulations, or other assessments.

Integrity

Acts honestly in accordance with moral or ethical principles.



Staying Alert

Remains focused when performing monotonous tasks.



Rule Compliance

Adheres to directions, policies, and/or legal guidelines.



Self Management

Demonstrates appropriate motivation, attitude, and self-control.



Leveraging Work Skills

Applies technology and job-relevant abilities to complete work tasks.



Organizational Citizenship

Exceeds job requirements to help the organization.



Detail Focus

Performs work with care, accuracy, and attention to detail.



Planning and Organizing

Coordinates and directs activities to help achieve business objectives.



Overall Score

