



# **ADMIN PRO™**

**Potential for fit as**

Cashier

Office Clerk

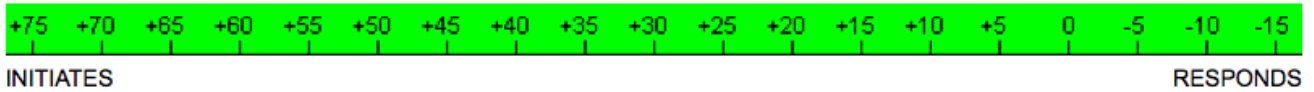
**Overall Admin Suitability**



**CHARACTER TRAITS – PERSONALITY**

**ENTERPRISING POTENTIAL:** Initiating vs. responding; Ability to plan, organize and monitor own results.

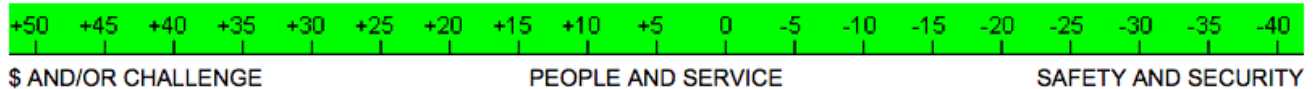
**ENTERPRISING POTENTIAL (EP)**



Scores	Interpretation
>40	<b>Strong Caution</b> – Potentially too strong for the culture (very competitive, aggressive personality). If brought into the business will excel, but will be quickly looking for other opportunities to progress in their career.
10- 39	<b>Excellent</b> - Good self-manager; proactive in setting goals.
<10	<b>Mild Caution</b> - More responsive than proactive; lower than average self management.

**ACHIEVEMENT POTENTIAL:** Sense of urgency; Relationship Building/Serviceing.

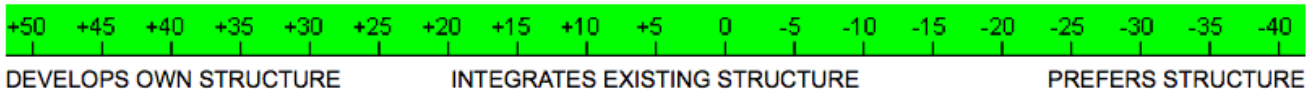
**ACHIEVEMENT POTENTIAL (AP)**



Scores	Interpretation
>25	<b>Caution</b> –Can be impatient at times with clients, motivated by challenge primarily;
25- 0	<b>Mild Caution</b> –Balance between challenge and relationship building and has a high sense of urgency.
0 - -30	<b>Excellent</b> – Motivated by safety/security and the people side of the business; tendency to be service oriented.
< -30	<b>Strong Caution</b> – Motivations are more towards safety and security, and a very low sense of urgency.

**INDEPENDENCE POTENTIAL:** Need for structure and feedback; Coaching style; Retention

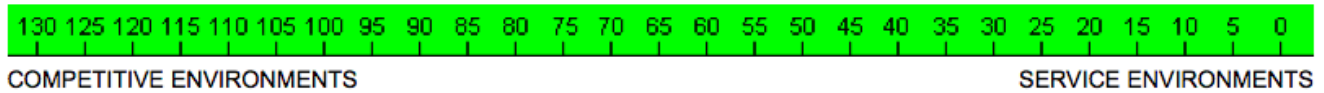
**INDEPENDENCE POTENTIAL (IP)**



Scores	Interpretation
> 30	<b>Strong Caution</b> – Very independent; does not like structure or feedback, difficult to coach.
30 - 10	<b>Mild Caution</b> – Prefers autonomy in their work environment, but will integrate with existing structure. This person prefers minimal amount of feedback or interaction with the team. Could be some challenges with coaching.
10 - -35	<b>Excellent</b> – Work well within a team player and existing structure, but can operate independently if required.
< -35	<b>Strong Caution</b> – Strongly oriented towards dependency; may require more than usual attention from the manager or people on their team. This person has a high need for structure, feedback and reassurance on a continual basis.

**CAREER FIT:** A suitability for an administrative role

**CAREER FIT (CF/PS)**

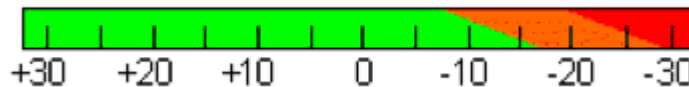


Scores	Interpretation
>100	Strong Sales Potential–
65 - 100	Sales Oriented –
20 – 65	Service Oriented –
<20	Strong Service Potential

**COMMUNICATION STYLE**

**PEOPLE ORIENTATION:** A person’s natural interpersonal communication style

**PEOPLE ORIENTATION**



Scores	Interpretation
> 0	Excellent – Very sociable, outgoing and friendly
< 0	Mild Caution - May not be comfortable dealing with other people

**ANALYTICAL ORIENTATION:** Interest in learning technical material; Detail orientation.

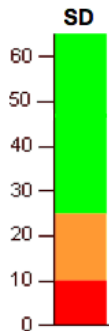
**ANALYTICAL ORIENTATION**



Scores	Interpretation
> -10	Excellent – Will pay attention to the details and enjoys learning.
-10 - -30	Mild Caution – Learns only the necessities.
<-30	Strong Caution– Does not like details.

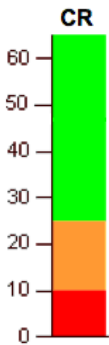
## ATTITUDES

**SELF DIRECTION (SD):** Self Confidence; The degree of feeling in control of their own environment.



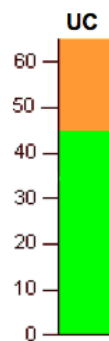
Scores	Interpretation
<b>&gt; 25</b>	<b>Excellent</b> – Feeling very much in control, high level of self confidence
<b>10 - 24</b>	<b>Mild Caution</b> - May not be feeling in control. Explore Caution.
<b>&lt; 10</b>	<b>Strong Caution</b> – does not feel in control of their environment. Explore cautions

**CALL RELUCTANCE (CR):** The orientation to seek commitments from associates and hold them to their commitments



Scores	Interpretation
<b>&gt; 30</b>	<b>Excellent</b> – Strong focus on attaining commitment
<b>10 - 30</b>	<b>Mild Caution</b> – Some concerns. Explore Caution.
<b>&lt; 10</b>	<b>Strong Caution</b> – Low desire to attain commitment. Explore caution.

**UNCERTANTY COEFFICIENT (UC):** Reliability of Results



Scores	Interpretation
<b>&gt; 45</b>	<b>Excellent</b> – Results are Reliable
<b>&lt; 45</b>	<b>Caution</b> – Results warrant further exploration.