

WIMBUSH-IC**ADMIN ASSISTANT TEST RESULTS**Results for: **Good Office Manager**

Date: 5/31/2013

Company Name: Your Company

Contact Person: Fletcher

Position: Office Manager

ACCURACY OF RESULTS:**Good****PERSONALITY FOR THIS POSITION:****Ideal**

This person has the ideal personality quadrant for this position.

COMPETENCY:**Very Good**

IC Ability results for Initiative, Confidence Fear, and Discernment are strong, but Draw Conclusions and Unusual Logic are weak and may be concerns.

ATTITUDE:**Good**

The sentence below describes what could happen when someone answers the questions like this person did. 6.5 Attitude Level. There is an 85% chance of a good or very good attitude based on how this person filled in the assessment but a 15% chance of a poor or borderline attitude.

Because the Ability to Apply is high, this has indicated in almost all cases that the person is a hard worker.

If s/he is a job hopper, too critical of supervisors or has poor reasons for leaving jobs, reduce %s for attitude.

LANGUAGE MASTERY**Good**

The word test indicates an above average ability to read.

THE BEHAVIORAL TYPE:

This person has Analyzer/Logical behavior. He or she may tend to be interested in being methodical, organized, structured and tend to pay attention to details. Believes in following rules more than feelings. See page 87 and 90 of the Assessment Manual for a more expanded description. S/he has the traits for doing methodical and detail type activities such as technical work.

POSITIONS MOST SUITED FOR:

Engineer, Technician, Estimator, Accounts Person, Vehicle Driver.

Administrative Assistant.

% CHANCE OF A GOOD HIRE**80**

Based on the Ability test results and four categories above.

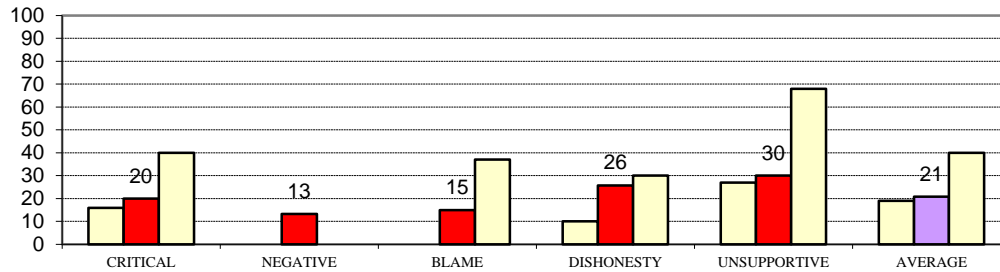
The word test indicates an above average ability to read.

(This % is based on the assumption the person has the right experience, training & interest for this position.)

Even though the reliability of the way this assessment was filled in is weak, I would still risk hiring this person if interviews etc. also look good.

INTEGRITY AND ATTITUDE

Good Office Manager

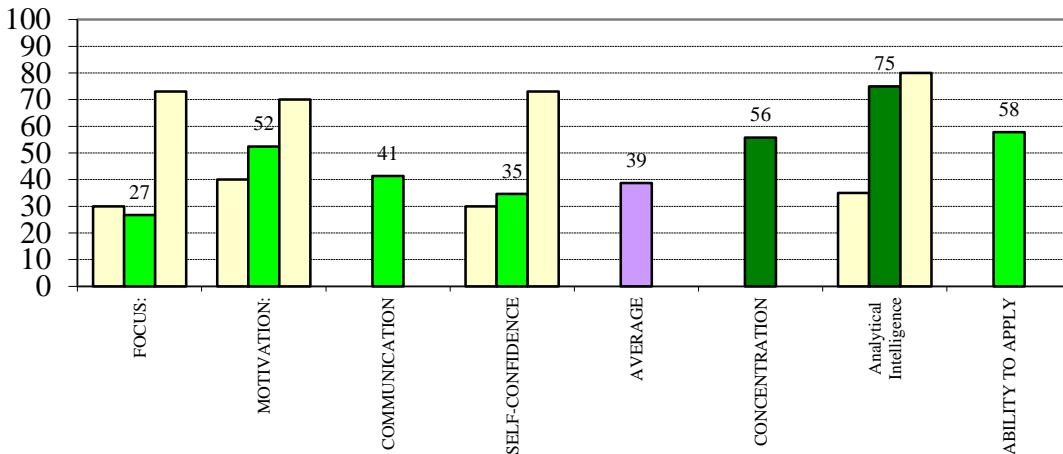


The more below the 30 average the better the attitude. The higher above the 30 average the worse the attitude.

[Critical](#) [Negative](#) [Blame](#) [Dishonesty](#) [Unsupportive](#) [Average](#)

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COMPETENCY



[Focus](#) [Motivation](#) [Communication](#) [Self Confid.](#) [Concentration](#) [Analytical Intelligence](#) [Ability to Apply](#) [Average](#)

The more above the 40 average the better the competence. Below the 40 average the worse competence.

If the person is an existing employee, ask to be remarked free of charge as such.

Results for:

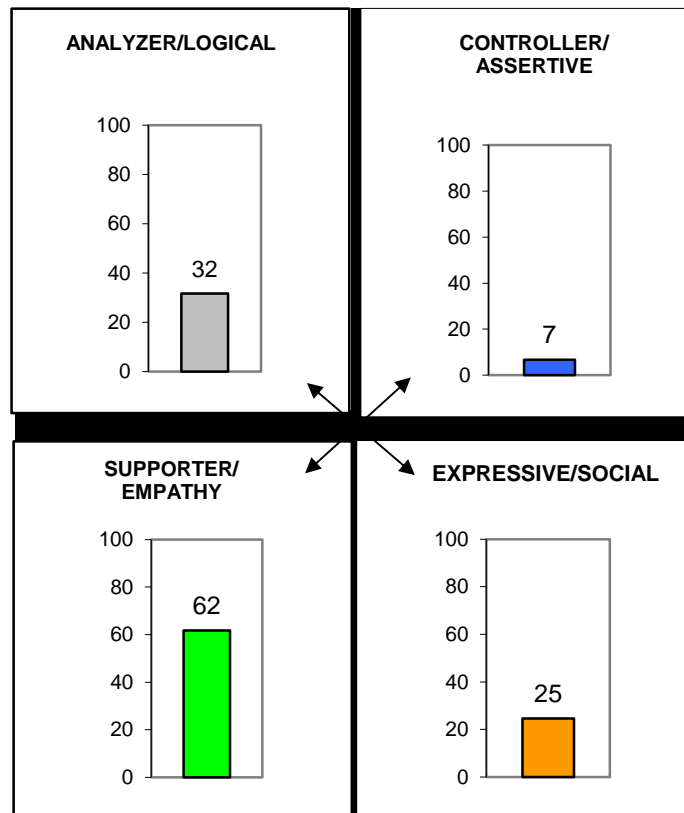
Good Office Manager

Date: 5/31/2013

THE BEHAVIORAL QUADRANTS

THE PERSONALITY TYPE IS: **AN ANALYZER/LOGICAL.**

Benchmark: An Administrative assistant should be a Supporter/Empathy leaning towards an Analyzer/Logical, or an Analyzer/Logical or a Controller/Assertive leaning towards an Analyzer/Logical.



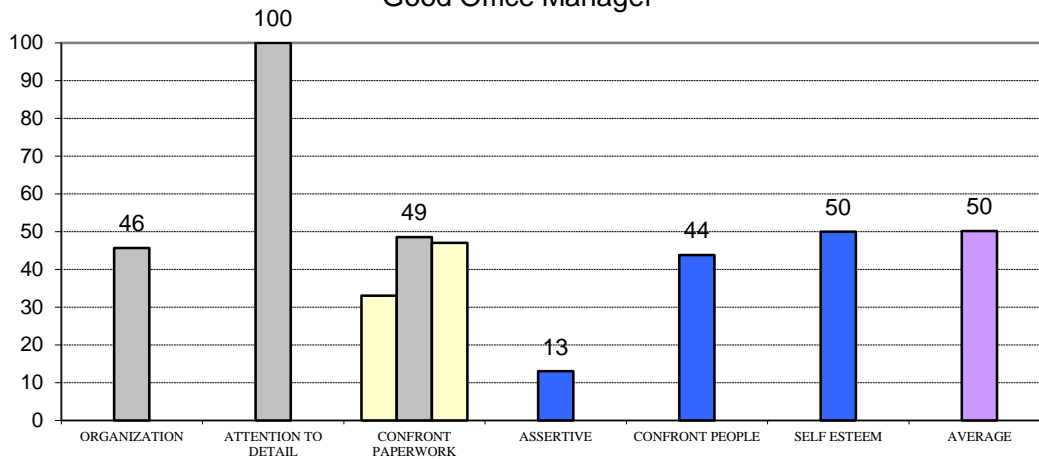
The dominant quadrant is determined by the largest diagonal quadrant differential.

An administrative Assistant or Secretary to solve administrative problems independently.
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TOP QUADRANTS

Good Office Manager



[Organization](#)

[Attention to Detail](#)

[Confront Paperwork](#)

[Assertiveness](#)

[Confront People](#)

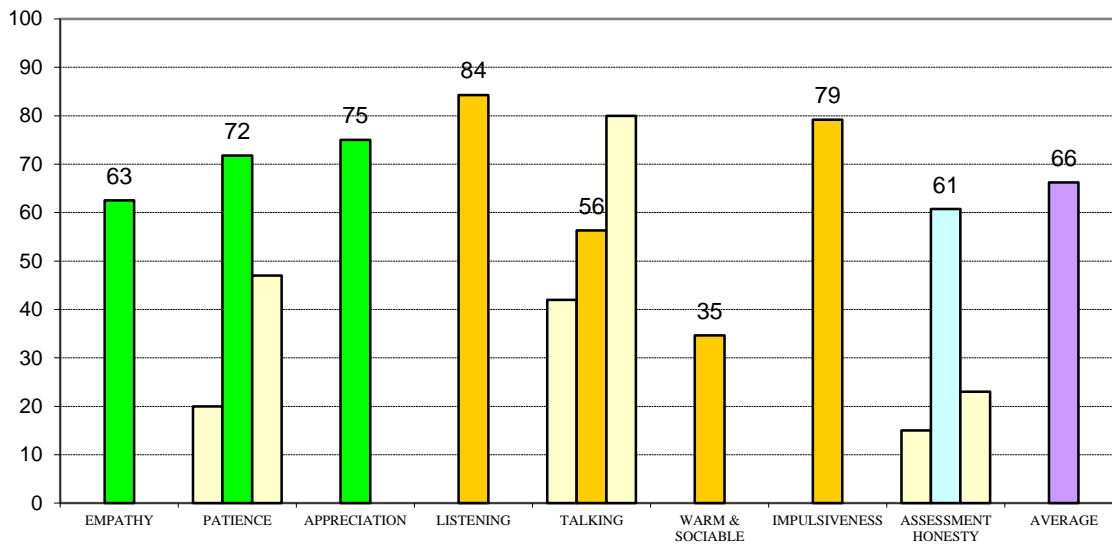
[Self Esteem](#)

[Average](#)

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BOTTOM QUADRANTS

Your Company



[Empathy](#)

[Patience](#)

[Appreciation](#)

[Listening](#)

[Talking](#)

[Warm & Sociable](#)

[Impulsiveness](#)

[Assessment Honesty](#)

Overall
Results for:
Good Office Manager
5/31/2013

CAUTION: The results of these tests are designed as an aid or tool for interviewing. These results by themselves should not be used for pre-employment screening or other personnel decisions.

LANGUAGE MASTERY

The word test indicates an above average ability to read.

CONSISTENCY:

The questions were answered consistently.

ATTITUDE:

From a borderline (5.5) to a very good (7.5) level attitude.

Others who answered the questions in the same way ended up with the following results:

Attitude based on history: 11% of being poor, 4% borderline, 74% good, 11% very good.

COMPETENCY:

From a good (6.5) level to a very good (7.5) level of competence.

THE BEHAVIORAL TYPE:

AN ANALYZER/LOGICAL.

POSITIONS MOST SUITED FOR:

Engineer, Technician, Estimator, Accounts Person, Vehicle Driver.

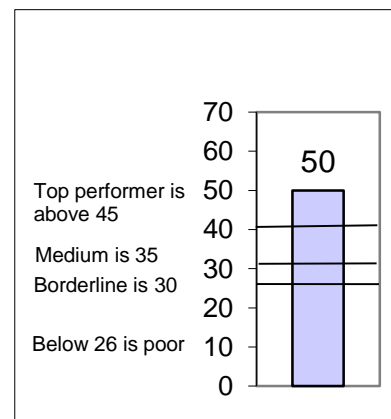
Administrative Assistant.

OVERALL RECOMMENDATION

Too much spread on Attitude for a reliable reading.

Overall Recommendation

50





INTEGRITY AND ATTITUDE

CRITICAL: This applicant has a balanced view of other's faults.
NEGATIVE: This applicant has a mostly positive outlook on life.
BLAME: This applicant tends to take responsibility for his or her mistakes.

DISHONEST: This applicant is likely to be truthful.

UNSUPPORT: This applicant may have difficulty supporting leadership or may want to follow his/her own agenda but it is unlikely to cause attitude problems.

AVERAGE: This person's attitude is very likely to be good.

THE TEXT DESCRIPTIONS BELOW ARE TEXT BOOK DESCRIPTIONS OF PEOPLE LIKE THIS

ANALYZER/LOGICAL AS IT RELATES TO THIS PERSON

This person has Analyzer/Logical behavior. He or she may tend to be interested in being methodical, organized, structured and tend to pay attention to details. Believes in following rules more than feelings. See page 87 and 90 of the Assessment Manual for a more expanded description. S/he has the traits for doing methodical and detail type activities such as technical work.

CONTROLLER/ASSERTIVE AS IT RELATES TO THIS PERSON

This person prefers to organize and systemize for more efficient production and less interested in pushing, for immediate results. This person would rather focus on being exact and paying attention to details and less concerned about managing people.

This person may enjoy doing administrative, estimating, engineering or accounting work if trained for it.

EXPRESSIVE/SOCIAL AS IT RELATES TO THIS PERSON

This person may not enjoy talking to others and may avoid it if s/he can get away with it.

He or she may be more afraid of making mistakes and less afraid of experiencing a loss of image.

This person may be more serious about work than doing fun activities at work.

S/he doesn't mind doing methodical and detail type work and to some degree communicating to others.

SUPPORTER/EMPATHY AS IT RELATES TO THIS PERSON

S/he may be more interested in improving by organizing and systemizing and less interested in building relationships. He or she wants the facts and figures regardless of how fashionable it is. Accuracy is more important than fashion.

This person prefers doing methodical and detail work more than working closely with others.

THE ABOVE DESCRIPTIONS ARE PARTLY A SUMMARY OF HOW THE PERSON ANSWERED THE QUESTIONS AND PARTLY FROM THE TYPICAL BEHAVIOR FOR HIS OR HER QUADRANT. THESE DESCRIPTIONS ARE FAR MORE LIKELY TO DESCRIBE THE PERSON'S TRUE FEELINGS & BELIEFS THAN HIS OR HER OUTWARD PRESENTATION, WORDS AND ACTIONS. NOTE: THESE QUADRANTS WERE FIRST NOTED 2,400 YEARS AGO AND ARE WIDELY USED TODAY. EVERY QUADRANT HAS ITS PROS AND CONS--MATCHING THE JOB TO RIGHT QUADRANT IS THE KEY.