

# Go assessment

By

**HUMANCE** 

## **Assessment Report** ADMINISTRATIVE SUPPORT

**Fictitious Candidate**  
Date

**HUMANCE**  
Confidentiel Document

## INTRODUCTION

This assessment report was generated by the Humance expert system.  
It contains information that can help you better understand the assessed individual's potential.

**This report contains the following:**

HUMAN RESOURCES	DISTINCTIVE COMPETENCIES	An indicator of the individual's potential to demonstrate the key skills that generally lead to success in a given role.
	DETAILED RESULTS	Detailed results for each of the competencies measured
	PROBLEM-SOLVING ABILITY	An indication of an individual's tendency to quickly assimilate new information, understand complex ideas, demonstrate a logical mind, and draw appropriate conclusions.
	ONBOARDING AND DEVELOPMENT ADVICE	Tips to optimize new hires' onboarding experience - Advice to establish conditions for a successful development process
MANAGER	BEHAVIORAL QUESTIONS	Suggested questions for the recruitment interview or to stimulate discussions around development based on the assessment results

## **CAVEAT ON USE OF THE REPORT**

The results obtained through the assessment process may provide insight for selection or promotion decisions or fuel reflection as part of a professional development or succession management process.

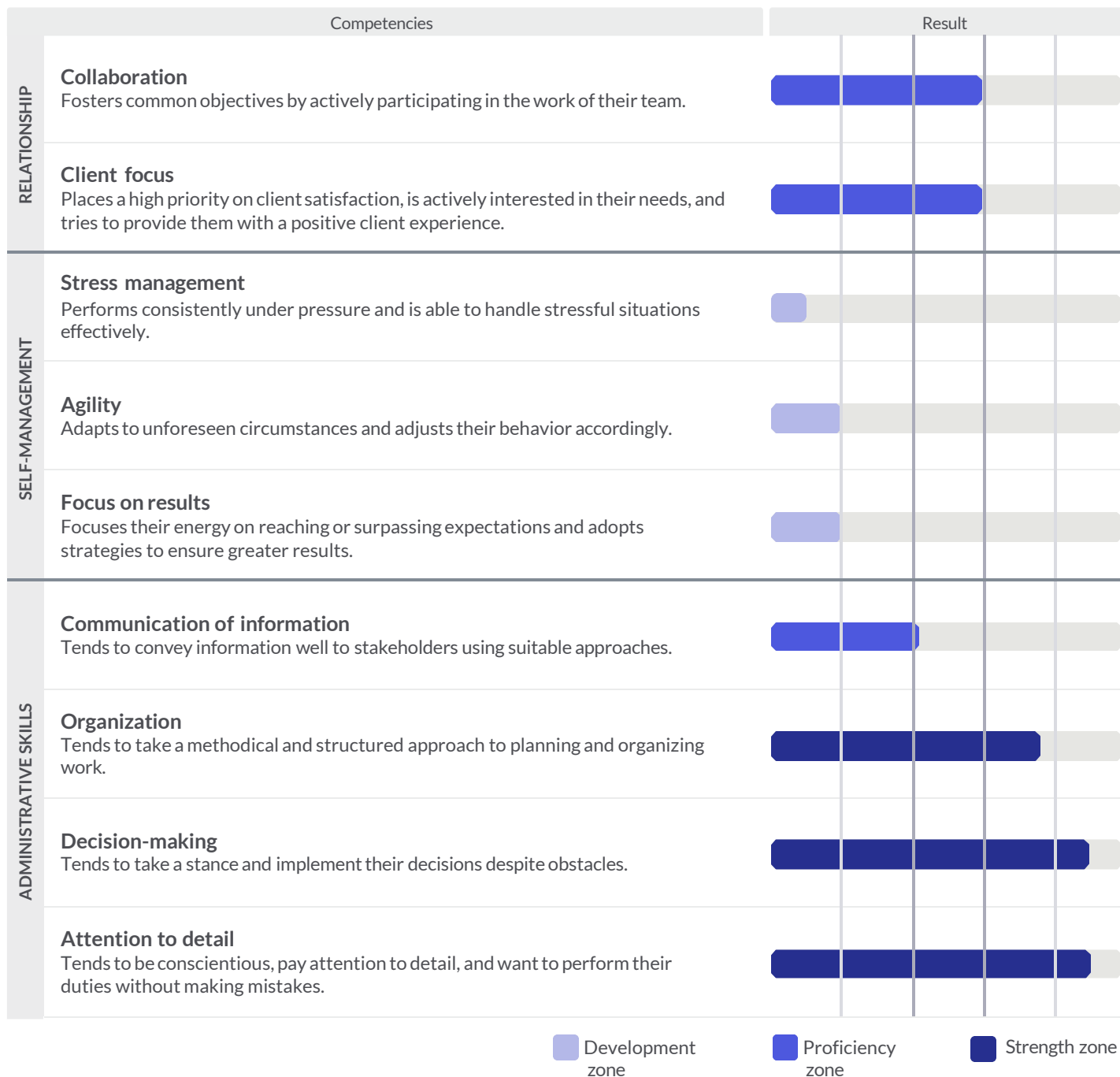
These results are valid for up to two years.

This document is strictly confidential. The only people who may consult it are those authorized by the assessed individual, i.e. those directly involved in the selection, promotion, or professional development process. We recommend that you keep this document in a safe place. Also, the report may not be released to the assessed individual without the customary precautions.

## **INTERPRETATION OF FINDINGS**

The competency results are based on psychometric indicators derived from the person's responses. Note that demonstration of a competency depends on other factors as well, including the person's work experience, degree of motivation and the work context. This report should be used as a complement to other information sources, such as the behavioral interview and reference checks, to create a more accurate portrait of the competencies of the person assessed.

## DISTINCTIVE COMPETENCIES



## DETAILED RESULTS

This section describes the assessed individual's results and helps define their contribution value. The competency profile trends presented are calculated based on algorithms developed from thousands of psychometric data points aimed at replicating the analysis of assessment experts.

### Collaboration

Proficiency zone



People with a similar score tend to:

- Do the work expected by their team and help others when they need it.
- Seize only certain opportunities to facilitate discussion or to foster their team's synergy.

### Client focus

Proficiency zone



People with a similar score tend to:

- Be attentive and prepared to satisfy client needs when asked to do so.
- Be respectful about their clients' reality and concerns.

### Stress management

Development zone



People with a similar score tend to:

- See stress factors as threats and have difficulty taking a step back from situations.
- Have a hard time introducing strategies to manage stress and stay focused on goals when under pressure.

### Agility

Development zone



People with a similar score tend to:

- Prefer routine and be resistant to change and new ideas.
- Consider the unexpected and new ideas as hard to manage and fail to adapt behavior to new demands in their environment.

**Focus on results**

Development zone



People with a similar score tend to:

- Have little concern about their performance or that of their team and the achievement of objectives.
- Hold low expectations regarding performance and give little effort to achieving objectives.

**Communication of information**

Development zone



People with a similar score tend to:

- Have difficulty conveying key information to stakeholders.
- Use an ineffective approach and communication tools.

**Organization**

Strength zone



People with a similar score tend to:

- Structure their work adequately by developing detailed action plans.
- Prefer mandates that use their ability to develop a clear work structure.

**Decision-making**

Strength zone



People with a similar score tend to:

- Assert themselves and make their position on a range of topics known.
- Take action despite obstacles or constraints and take initiative.

**Attention to detail**

Strength zone

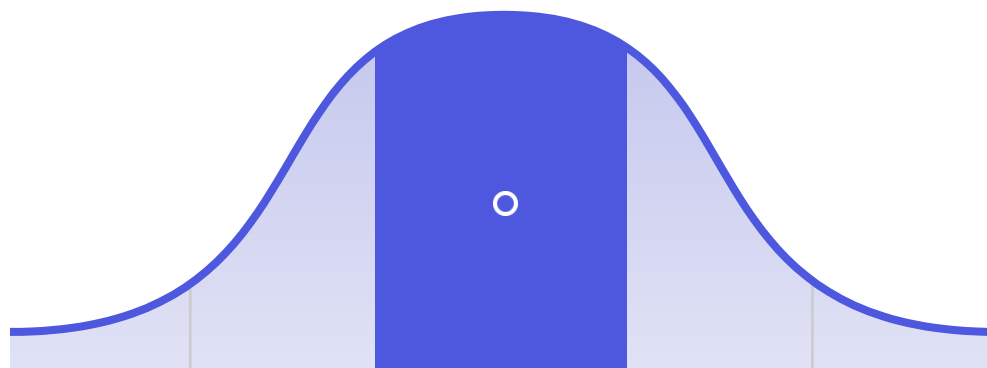


People with a similar score tend to:

- Work comfortably on mandates that require being conscientious, diligent and meticulous.
- Apply themselves to working carefully and being conscientious.

## PROBLEM-SOLVING ABILITY

This section presents the assessed individual's potential to quickly assimilate new information, understand complex ideas, demonstrate a logical mind, and draw appropriate conclusions.



People with a similar score tend to:

- Grapples with relatively complex ideas as quickly as expected.
- Takes a bit more time to assimilate and grapple with new ideas and problems.



### Onboarding Advice

It would be beneficial for the organization to:

Give them enough time to think about less common problems and assimilate them. Invite them to collaborate on complex projects with a colleague who is skilled at solving problems so that they can benefit from their way of working.



### Development Advice

It would be beneficial for the person assessed to:

Identify the types of problems that challenge them more and find the appropriate resources (help from colleagues, sufficient time, documentation, etc.). Structure their approach to make sure they have taken all relevant elements into account when solving problems.

## ONBOARDING AND DEVELOPMENT ADVICE

This section presents advice on how to maximize the onboarding and the professional development of the assessed individual in light of the results of this assessment.

### COMPETENCIES WITH THE HIGHEST SCORES



It would be beneficial for the organization to:



It would be beneficial for the person assessed to:

#### Attention to detail

Seeking their collaboration for tasks that require attention to detail.

Sharing with colleagues tools and tips to help them carry out diligent work with few or no errors.

#### Decision-making

Leveraging their decision-making skills by providing them with opportunities to share their input with their team members during emergencies or unforeseen events.

Supporting colleagues who show little initiative to help them understand the consequences of their decision-making process on the work and sharing tips to help them make decisions faster.

#### Organization

Seeking their collaboration in structuring processes or improving existing working methods.

Taking stock of a major project that encountered obstacles, to enable their team to find more structured and effective methods.



COMPETENCIES WITH THE **LOWEST** SCORES

It would be beneficial for the organization to:



It would be beneficial for the person assessed to:

**Stress management**

Providing support to help them learn how to put certain stressful situations into perspective.

Determining and putting into practice strategies to help them manage their stress effectively.

**Focus on results**

Clearly stating performance expectations.

Daring to set more ambitious performance objectives for themselves than those that would be determined at the outset.

**Agility**

Pairing them with a mentor known for their agility to develop their ability to take risks and cope with change.

Obtaining additional information to understand how new circumstances will influence their work and trying to find solutions to their concerns.

## BEHAVIORAL QUESTIONS

The following is a list of questions on the distinctive competencies assessed that will allow you to capture concrete examples of behaviors exhibited by the assessed individual. A constructive discussion will confirm the levers to focus on to maximize performance and target certain conditions for success to avoid potential pitfalls in the exercise of the role.

### Collaboration

Tell me about a recent situation at work in which you had to work with partners (colleagues, clients, superiors) to achieve an objective.

- What was your role within the group?
- What did you do or say to foster teamwork? What was the outcome?

### Client focus

Tell me about a particularly difficult or demanding client you recently had to deal with.

- How did you manage the situation?
- How did the client react to your approach? What was the outcome?

### Stress management

Describe a recent situation at work where your stress level was higher than normal.

- What concerned you? What did you do to manage the situation? What was the outcome?
- What situations normally cause you stress at work?

### Agility

Tell me about a recent situation in which you had to adapt to a major unexpected event at work.

- What was your comfort level in this situation?
- What strategies did you use to deal with this unexpected event? What was the outcome?

**Focus on results**

Tell me about a recent project for which you set high or ambitious objectives.

- What did you do to see this project through to completion? What was the outcome?
- What obstacles did you encounter? How did you overcome them?

**Communication of information**

Tell me about a recent situation in which you were responsible for communicating a large quantity of information to ensure the success of an assignment/task.

- How did you go about this and what was the outcome?
- What strategies did you use to communicate the information?

**Organization**

Tell me about a recent situation in which you had a large workload to perform and tight deadlines to meet.

- What strategies did you use to tackle this challenge?
- Did you manage to meet your deadline?

**Decision-making**

Describe to me a recent situation at work in which you had to make a decision quickly, despite obstacles or difficulties.

- How much time did you take to decide?
- What did you do or say in this situation? What was the outcome?

**Attention to detail**

Describe to me a recent situation in which you had to complete a large quantity of work that required special attention to detail or that contained a big risk for errors if you did not pay close attention.

- How did you go about this?
- In what way was this situation motivating for you?