



**Executive Administrative
Assistant - Core+ Assessment
Report**

**Candidate:
John SamplePerson**

**Date:
03/03/2026**

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Company: Resource Associates Samples
 Date: March 03, 2026

Username: RESOVALEI0004
 Candidate: John SamplePerson

The following information is a feedback report based on the results of validated psychological assessment dimensions. Depending on the sections included in the test battery, there may be multiple pages of explanatory information. Please review thoroughly for the best overall interpretation of your candidate's scores.

PERSONALITY TRAITS

The profile below summarizes key results in each area compared against general population norms (indicated by the descriptors Low, Below Average, Average, Above Average, and High) and with norms for high performers in the type of job for which the candidate is applying (designated by the shaded areas). The candidate's score is indicated by the diamond symbol: ◆

	Low	Below Average	Average	Above Average	High
AGREEABLENESS			◆		
ASSERTIVENESS				◆	
CONSCIENTIOUSNESS				◆	
DETAIL MINDEDNESS		◆			
EMOTIONAL STABILITY / RESILIENCE				◆	
EXTROVERSION			◆		
FLEXIBILITY				◆	
IMPRESSION MANAGEMENT	◆				
INTEGRITY				◆	
INTRINSIC MOTIVATION					◆
LONG TENURE POTENTIAL			◆		
OPTIMISM / ENTHUSIASM				◆	
ORDERLINESS			◆		
RESPONSIVE SERVICE					◆
TEAMWORK			◆		
TOUGH MINDEDNESS		◆			
WORK DRIVE		◆			

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APTITUDE SCORES: Reported as Percent Correct

TEST	PERCENT CORRECT SCORE	This score is considered to be:
Grammar & Spelling Test	76% Correct	Above Average

Aptitude Raw Scores

	Total Correct	Total Attempted	Total Questions
Grammar & Spelling Test	19	25	25

Score Interpretation Guidelines

Scoring is based on a "percent correct" calculation: the total number of correct answers divided by total number of questions on the test. The candidate has ample time to complete each question, so it is possible to achieve 100%.

Lower % scores suggest the candidate will make a higher number of errors on the job. Their basic skills in this topic area are probably lacking. If hired, you need to consider on-the-job training in this topic area.

Higher % scores suggest the candidate is less likely to make mistakes of this type on the job. Their skills are adequate to excellent. They can probably improve accuracy as they practice tasks on the job-especially if given feedback.

0% to 50% correct	51% to 70% correct	71% to 85% correct	86% to 100% correct
Low Score (D+ to Failing) "Unsatisfactory"	Below Average (C+ to C-) "Satisfactory"	Above Average (B+ to B-) "Good"	High Score (A to A-) "Excellent"

Most companies are simply trying to weed out candidates who would have the most trouble handling job tasks of this nature. If that is the case, think about what is the lowest "Percent Correct" score you will tolerate. If errors are not particularly costly to your operations, then you may be able to accept candidates who score in the Below Average or "Satisfactory" range. Conversely, if errors of this nature cause very serious problems in your company, then you should only hire people who score in the High category, or "Excellent" range. Companies looking to improve the overall quality of their workforce should target candidates scoring in the upper end of Below Average or higher ranges.

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APTITUDE SCORES: Reported as Percentile

	PERCENTILE RANGE									
	0-10%	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	Top 10%
Abstract Reasoning									X	
Numeric Reasoning						X				
Perceptual Speed And Accuracy				X						
Verbal Reasoning								X		
Overall Cognitive Aptitude							X			

Aptitude Raw Scores

	Total Correct	Total Attempted	Total Questions
Abstract Reasoning	8	14	14
Numeric Reasoning	9	13	13
Perceptual Speed and Accuracy	86	87	150
Verbal Reasoning	8	17	17

Score Interpretation Guidelines

The aptitude scores in the table above reflect percentile rankings -- not percent correct. For example, if a person scores 80-89%ile on a test, it means that they scored at least as well or better than 80-89%ile of the norm group, but not as high as about 10-20%ile of the norm group. So, higher scores are better than lower scores.

Lower Overall Cognitive Aptitude scores predict that the candidate will have difficulty solving new or complex problems. They generally prefer duties that require specific responses rather than those requiring insightful solutions. For example, if they are experienced in their occupation, they may be able to perform well practiced tasks adequately but may have difficulty learning unfamiliar things. As such, they may need additional training time and more support from supervisors.

Higher Overall Cognitive Aptitude scores predict that the candidate will learn quickly, pick up information on their own without needing to be trained, handle a large information load easily, make decisions efficiently, and show a great deal of insight into solving new and complex problems.

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PERSONALITY TRAIT INTERPRETATION

Strengths:

- He will usually be agreeable and congenial in his interactions with other people. Unless he is particularly upset about something at work, you can expect him to avoid arguments and contentious interactions.
- Fairly forceful and assertive, he will usually address difficult situations in a direct manner and stand up to people who criticize, dispute, or argue with him.
- Reliable and conscientious on the job, he will honor his job expectations and commitments in a manner that others can depend on.
- He has an above-average level of emotional stability. He should be able to handle effectively the stressors associated with this job and not let problems or crises cause undue anxiety or worry.
- He is usually friendly and sincere in his dealings with other people without spending too much time talking on the job. He is not easily distracted by opportunities for social contact and can work comfortably on tasks requiring focus and concentration.
- He is basically interested in taking on new responsibilities, especially if it is in response to changing conditions in the workplace.
- John presents himself in an accurate, consistent manner. He does not try to put on a false front or manipulate the image he presents to other people. Others who work with John are likely to perceive him as highly sincere and genuine.
- An above-average level of integrity suggests this candidate is unlikely to lie, deceive, cheat, or engage in questionable or improper job behavior.
- Intrinsic rewards such as personal enjoyment of his tasks are much more appealing to John than extrinsic features of a job such as bonuses, job status, etc. He is drawn to jobs that he finds interesting and meaningful.
- John has average potential for long-tenure with his next employer. He is inclined to form a solid attachment to one company, making it somewhat unlikely that he would leave for another job elsewhere.
- His outlook is often optimistic. He usually expects good things from his job and the situations he encounters at work. He will seldom become demoralized by setbacks and will keep a positive attitude in the face of problems.
- Reasonably organized and systematic in his work, John is also flexible and adaptable, adjusting his style to changing job circumstances.
- John is highly committed to providing responsive, courteous service to customers. He learns about their needs, then follows-through to ensure their concerns and requests are addressed.
- John prefers some independence in addition to cooperative activity in his work. He values both team player and individual contributor functions in achieving organizational goals.

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- With below average levels of tough mindedness, he will often base his decisions on his own personal feelings and the perceived feelings of the people he works with, rather than on facts and data. He is likely to demonstrate empathy and understanding in his relations with coworkers.

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Developmental Concerns:

- At times, John can be hard to get along with. He could make more of an effort to be consistently agreeable and pleasant in his job-based interactions.
- He will often conduct his work in a hasty, casual manner, not taking the time to do careful review for errors. In any job where attention to detail is important, John will produce substandard results.
- In job situations calling for good social skills, he could be somewhat more sociable, gregarious, and outgoing on his job. He may need to communicate more frequently and effectively at times.
- John could improve his interpersonal effectiveness by adjusting his approach to fit his audience and situation. He could gear his presentations and statements more toward the person he is trying to influence.
- John may occasionally need to do more to contribute to group unity and cohesion in his work group. If this job requires extensive teamwork, he may need training and coaching on team functioning.
- Sometimes, he may be so feeling sensitive that it may be hard for him to critically and objectively appraise situations, problems, and people. He may overreact to negative feedback, criticism, or disapproval. He may need to toughen up and develop more of a thick skin if he is to function comfortably in some work settings.
- This applicant may not always try hard enough to meet heavy or unusual workloads. When extended overtime or an irregular work schedule is required, he may not consistently invest enough time and energy into his job to meet its demands.

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INTERVIEW QUESTIONS

Resource Associates highly recommends conducting a final interview prior to making an offer to hire, using this candidate's assessment results as a guide. To help with this process, we offer a set of interview questions which can help explore potential "red flags" or areas of concern. Most of these interview questions are situation-based items which ask the candidate to describe their behaviors, attitudes, and opinions while on the job. If you choose to conduct this type of interview to further investigate and clarify concerns, you should keep asking questions until you have gained confidence in your assessment of the candidate. You can use some or all of these questions during your interview. You will probably want to customize questions to best fit your style and what you already know about the candidate, as well as the job for which s/he is being considered. Some additional probes which you might want to use with individual questions are:

- * When did this take place?
- * What factors led up to it?
- * What were the outcomes?
- * What did others in the organization say about this?
- * How often has this type of situation arisen?
- * How would you handle it differently in the future?

DETAIL MINDEDNESS

- In what ways have previous jobs required you to be very accurate and detail-minded? How successful were you?
- Tell me about the ways that you ensure your work is accurate.
- Describe for me a time when you made a serious error in your work. What happened? What did you do to correct the problem for the future?

IMPRESSION MANAGEMENT

- In what ways (if any) do you adjust the way you present yourself to the particular customer you are calling on?
- Describe your techniques for building rapport with coworkers and customers.
- Talk about the ways you tailor yourself and your presentations to fit the needs, resources, and interest levels of the people you are interacting with.

INTRINSIC MOTIVATION

- Tell me which factors define success for you in a job.
- Describe how your feelings of job satisfaction are affected by how much challenge and variety you have at work.
- Tell me what you would do if your job became repetitive and routine.
- Describe the kind of work that really motivates you.

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ORDERLINESS

- All of us learn from our errors and mistakes. Tell me about the most recent error or mistake you learned from. [Probes: What was the error or mistake? What did you learn from it? What did you do to prevent it from happening again?]
- Tell me about a time when your organizational skills paid off and helped solve or prevent a problem at work.
- Sooner or later all employees have to make some trade-offs between working quickly and doing a sufficient quantity of work versus working precisely and doing work of the highest quality . Tell me about an occasion at work when you traded off quality for quantity or when time constraints forced you to compromise on thoroughness or attention to detail. [Probe: How did you feel about having to make such a trade-off?]
- Describe the most significant thing you have done to help yourself become better organized in your job.

TEAMWORK

- Describe some ways that you have helped a group of coworkers achieve an important goal or outcome.
- Tell me about a time when you needed to work collaboratively with another department or group to achieve a common goal.
- It is hard for some people to work independently. Describe how easy or difficult it is for you to work independently or carry out assignments where you don't consult with others.
- Give some examples of ways that too much emphasis on teamwork in a company can lead to a lowered effort by individual employees or a loss of individual initiative .

TOUGH-TENDER-MINDED

- Describe a time when you made an important decision based primarily on an objective analysis of facts and data. (Compare the candidate's answer to this question with answers to the next question in terms of level of detail and enthusiasm.)
- Describe a time when you made an important decision based on your personal feelings, values, and intuition.
- Describe a situation where you dealt with an employee (or peer) who was consistently negative in meetings or when interacting with other employees. What did you do? What were the results?
- Describe a time when someone at work responded emotionally to something you said or did. How did you respond? What was the result?

WORK DRIVE

- Under what conditions, if any, do you think a company has a right to ask its employees to work long hours? What is the upper limit for you on how many hours/week you are willing to work on an ongoing basis to meet the demands of your job.
- Describe some ways that you think your commitment to your family or personal life away from the job may have limited your advancement opportunities or earnings potential. How do you feel about this?

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- What are the potential problems associated with a company expecting too much overtime from their employees or encouraging them to become workaholics?
- Describe how you keep work separate from your home and personal life and how you keep job demands from intruding on your free time.
- Under what situations would you be willing to work overtime and weekends for your job? How long would you be willing to do so?