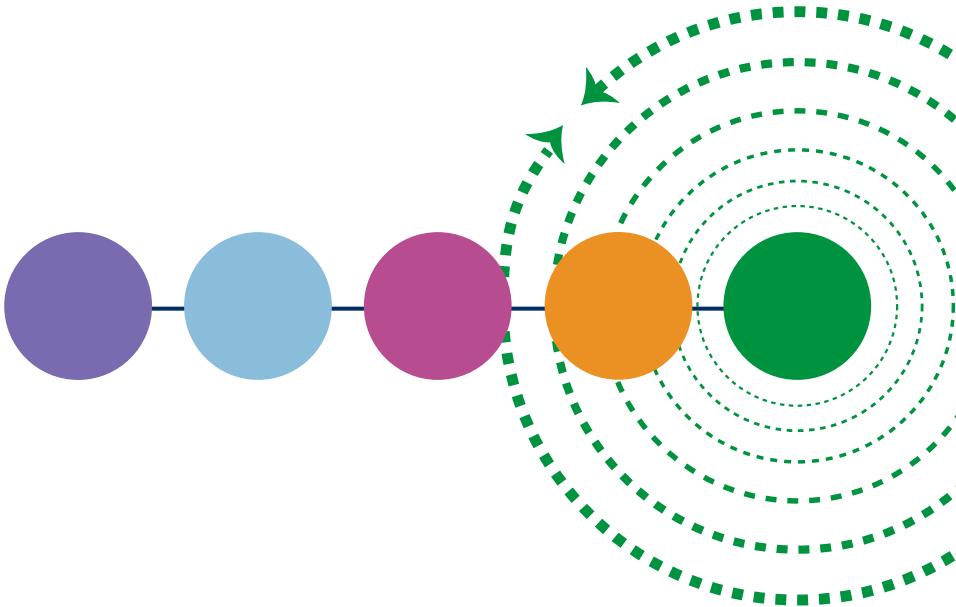


# Administrative Service Report for Sample Candidate



Administrative  
Strengths

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## About this Report

This report is based upon the Saville Consulting Administrative Strengths assessment, which explores an individual's self-perceived talents in critical work areas.

The results are based on a comparison with a group of 315 individuals holding Administrative roles and are presented on a 1 to 10 Sten scale.

Since the questionnaire is a self-report measure, the results reflect the individual's self perceptions. Nevertheless, our extensive research has shown it to be a valid measure of how people will operate in the workplace.

It should be remembered that the information contained in this report is potentially sensitive and every effort should be made to ensure that it is stored in a secure place.

The information contained within this report is likely to remain valid for 12 to 24 months, depending upon circumstances.

The report was produced using the Saville Consulting Oasys system. It has been derived from the results of an assessment completed by the respondent, and reflects the responses they made.

This report has been generated electronically. Saville Consulting do not guarantee that it has not been changed or edited. We can accept no liability for the consequences of the use of this report, howsoever arising.

The application of this assessment is limited to Saville Consulting employees, agents of Saville Consulting and clients authorised by Saville Consulting.



## Administrative Service Profile

The following report summarises Sample Candidate's areas of greater and lesser potential based on Saville Consulting's extensive international database linking Saville Consulting Strengths to work performance.

	Area	Potential	
Solving Problems	<b>Information Handling</b> Analysing Information (4); Understanding Information (5)		<b>Fairly Low</b> higher potential than about 25% of the comparison group
	<b>Problem Handling</b> Providing Solutions (8); Gaining Expertise (6)		<b>Fairly High</b> higher potential than about 75% of the comparison group
Influencing People	<b>Interpersonal Influence</b> Positive Impact (9); Being Friendly (9)		<b>Extremely High</b> higher potential than about 99% of the comparison group
	<b>Being Assertive</b> Leading Others (7); Motivating People (9)		<b>High</b> higher potential than about 90% of the comparison group
Adapting Approaches	<b>Staying Positive</b> Being Resilient (1); Handling Pressure (4)		<b>Extremely Low</b> higher potential than about 1% of the comparison group
	<b>Teamworking</b> Supporting People (8)		<b>High</b> higher potential than about 90% of the comparison group
Delivering Results	<b>Results Focused</b> Taking Action (2); Pursuing Targets (6)		<b>Fairly Low</b> higher potential than about 25% of the comparison group
	<b>Being Dependable</b> Being Structured (4); Maintaining Standards (5)		<b>Fairly Low</b> higher potential than about 25% of the comparison group



## Administrative Potential Indicators

The following report summarises Sample Candidate's greater or lesser potential against key performance indicators which underpin effectiveness across different administrative service roles.

Indicator	Potential
<b>Accurate Information Processing</b> Checking Details; Ensuring Accuracy; Complying with Administrative Procedures	<div style="display: flex; align-items: center;"> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <p><b>Low</b> higher potential than about 10% of the comparison group</p> </div> </div>
<b>Responding to Requests</b> Taking Ownership; Defining Action Plans; Responding within Timescales	<div style="display: flex; align-items: center;"> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <p><b>Average</b> higher potential than about 40% of the comparison group</p> </div> </div>
<b>Co-ordinating &amp; Managing Tasks</b> Prioritising Tasks; Meeting Tight Deadlines; Managing Resources	<div style="display: flex; align-items: center;"> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <p><b>Extremely Low</b> higher potential than about 1% of the comparison group</p> </div> </div>
<b>Contributing to Team Work</b> Supporting Others; Working Participatively; Taking a Proactive Approach	<div style="display: flex; align-items: center;"> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <p><b>High</b> higher potential than about 90% of the comparison group</p> </div> </div>
<b>Improving Administrative Procedures</b> Identifying Areas for Improvement; Finding Solutions; Implementing New Systems	<div style="display: flex; align-items: center;"> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <p><b>Fairly High</b> higher potential than about 75% of the comparison group</p> </div> </div>
<b>Team Leadership Index</b> Making Decisions; Giving Direction; Motivating Administrative Staff	<div style="display: flex; align-items: center;"> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <p><b>Fairly High</b> higher potential than about 75% of the comparison group</p> </div> </div>