

PRO ASSISTANT SKILLS ®

“Pro Assistant Skills ®” measures the qualities expected in an assistant or secretary .



THE STRONG POINTS OF THIS TEST

- | ✓ Secure recruitment with controlled financial impact
- | 🚀 Selection process three times faster
- | 🔍 Reliable detection of organizational talents
- | 📊 Objective and unbiased HR decisions
- | ⚡ 70% reduction in administrative turnover
- | ⚡ Scientific recruitment completed in 20 minutes



BENEFITS

Pro Assistant Skills® is the benchmark solution for **HR managers , recruiters , managers** and **assessment experts** who want to **secure their administrative recruitment , optimize internal mobility** and **develop an effective HR strategy** . This advanced assessment tool allows you to **accurately identify high-potential profiles , personalize your integration plans** and **enhance your human capital** across all your administrative and secretarial functions.

Thanks to a scientifically validated and comprehensive methodology, you accurately assess the **organizational skills , interpersonal skills , personal dimensions** and **technical skills** essential for success in assistant roles. You thus transform your recruitment challenges into real levers for **collective performance , employee engagement , employer attractiveness , skills development** and **administrative excellence** , by aligning the selected talents with the strategic needs of your organization.

Investing in **Pro Assistant Skills ®** means choosing an innovative **recruitment solution** , designed to meet the strategic challenges of **talent selection** , retention , integration , **HR support** , **skills development** , **job planning** and **administrative excellence** . It also guarantees **secure recruitment** , **optimization of your HR processes** and a **more agile, committed and efficient organization** .



PSYCHOMETRY

Test construction:

Pack: Recruitment

Questionnaire type: Ipsative

Number of questions: 163

Completion time 20 minutes

Test validation:

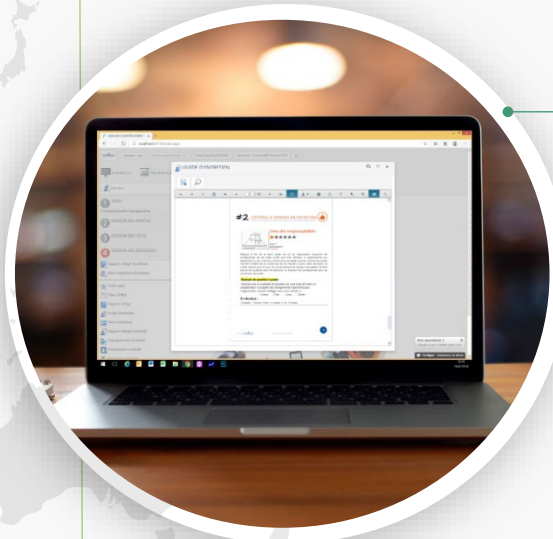
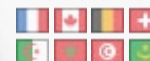
Double external validation

Internal validation, consistency

Loyalty

Reliability

Test available in



9 job references
included



PRO ASSISTANT SKILLS ®



DIMENSIONS AND CRITERIA EVALUATED

PROFESSIONAL DIMENSION

- **Personal organization** and work structuring
- **Rigor** in the execution and monitoring of tasks
- **Effectiveness** in managing priorities and emergencies
- **Practicality** and process optimization
- **Sense of execution** and respect for deadlines
- Filing, archiving and document management

PERSONAL DIMENSION

- **Ease of contact** and professional communication
- **Diplomacy** and management of delicate situations
- **Discretion** and absolute confidentiality
- **Teamwork** and cooperation
- Managing multiple contacts
- Sense of service and customer orientation

RELATIONAL DIMENSION

- Professional **adaptability and flexibility**
- **Stress management** and serenity in all circumstances
- **Autonomy** and sense of responsibility
- **Initiative** and proactivity
- **Sense of anticipation** and forward-looking vision
- **involvement** and commitment
- **Availability** and responsiveness

TECHNICAL DIMENSION

Knowledge and know-how of the profession

