PRO BACKOFFICE SKILLS®

A test to measure "soft skills", personality and the knowledge essential to performance for the company's support and back-office professions (accounting, IT, support)

🖥 THE STRONG POINTS OF THIS TEST

| ✅ Sustainable reduction of turnover in support teams
| 🎯 Operational reliability and enhanced performance
| 📊 Fast and efficient recruitment processes
| 🔍 Precise identification of rigorous profiles
| 🌟 Secure and efficient back-office recruitment
| ⚡ Complete optimization of the support selection process

📱 BENEFITS

Pro BackOffice Skills® is the essential ally for **HR** , **recruiters** and **operational managers** faced with the challenges of **recruiting for support functions** : reliability, rigor, adaptability, autonomy. Thanks to a **precise and objective assessment** , you **secure your recruitment** , limit casting errors and **reduce costly turnover** in your back-office teams.

This HR test allows you to identify the **most reliable profiles** , to evaluate their **motivation** , their **organizational skills** and their **cultural compatibility** . In less than 20 minutes, you have a **complete behavioral profile** that helps you **decide quickly and well** , while **professionalizing your recruitment process** with candidates and managers.

Adopting **Pro BackOffice Skills®** means choosing a **strategic HR solution** to meet the challenges of **back-office assessment** , **rigorous recruitment of profiles** , **internal mobility** and **talent development** . Its **predictive and scientifically validated approach** improves the quality of your HR decisions, while bringing fluidity **and** a **positive employer image** to your process.
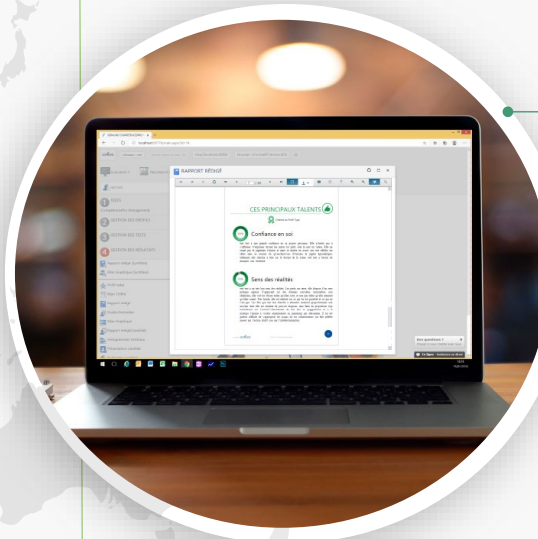
📊 PSYCHOMETRY

Test construction:
Questionnaire type: Ipsative
Number of questions: +120
Time to complete: 15 minutes

Test validation:
Double external validation
Internal validation, consistency
Loyalty
Reliability

Test available in

76 job descriptions included

PRO BACKOFFICE SKILLS®

🔲 DIMENSIONS AND CRITERIA EVALUATED

PROFESSIONAL DIMENSION
- **Autonomy** in task management
- **Sense of organization** and priority management
- **Creativity** in problem solving
- **Sense of responsibility** and reliability
- **Diplomacy** and management of sensitive situations

PERSONAL DIMENSION
- **Adherence to** the organization's values
- **Dynamism** and motivation
- **Initiative** and proactivity
- **Stress resistance** and management of the unexpected
- **Sense of efficiency** and results orientation

RELATIONAL DIMENSION
- **Discretion** and respect for confidentiality
- **Active listening** and understanding of needs
- **Team spirit** and collaboration
- **Availability** and adaptability
- **Perseverance** and commitment

TECHNICAL DIMENSION
500 multiple-choice questions on professional knowledge and know-how