



SELECT for **Administrative Support**

Select for Administrative Support
helps identify staff members who:

Can Focus And Work Productively

Attend Closely To Details

Successfully Juggle Many Tasks

Work Well Independently

Remain Composed Under Pressure

Work Cooperatively With Others



SELECT for Administrative Support



IDENTIFY

cooperative and productive administrative professionals:

- ▶ Administrative Assistants
- ▶ Secretaries
- ▶ Office Support Personnel
- ▶ Accounting Assistants
- ▶ Office Temporaries
- ▶ Other Administrative Positions

MEASURES

key dimensions of the administrative personality:



Positive Attitude

Positive outlook on self, others and the company

Interpersonal Insight

Aware of other's feelings

Energy Level

Active and productive

Criticism Tolerance

Accepts negative feedback without becoming defensive

Attention to Detail

Organized and precise

Acceptance of Diversity

Tolerates others different from self

Multi-Tasking

Enjoys handling multiple tasks simultaneously

Self-Control

Refrains from impulsive behavior

Self-Reliance

Works well independently

Integrity

Strong work ethic

Task Focus

Not distracted by needless socializing

The Survey is....

Simple to administer and score

Short (20 minute administration time)

Easy to customize and validate for your organization

Internet Ready for greater flexibility



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