

Basic Office Manager Skills

Report Name	Julie Sample	eTicket number	8917758125021623535
Email/ID	123456	Issued to	TEST_ADMIN
Date	07/06/2022	Time	13:34:00
Test Version	1.0	Time Taken	00:28:00

Performance Overview

RATING: Good

TEST EVALUATION: Test results indicate good judgement in dealing with common office problems and concerns. Except in certain instances, the applicant prefers a "hands-on" approach to problem-solving, generally confronting employees and issues directly and immediately in ways that promise to maintain or improve productivity, office morale, and office security. The applicant also shows above-average concern for running an office efficiently and economically, and for protecting the property and reputation of employers. In general, the applicant shows a sound understanding of the rights and responsibilities of office employees and of the role of an effective office manager in achieving the goals of the organization.

Percentile ranking: 58

All recorded scores:

Number of scores: 3262
Average rating: Good