COMPASS TEST

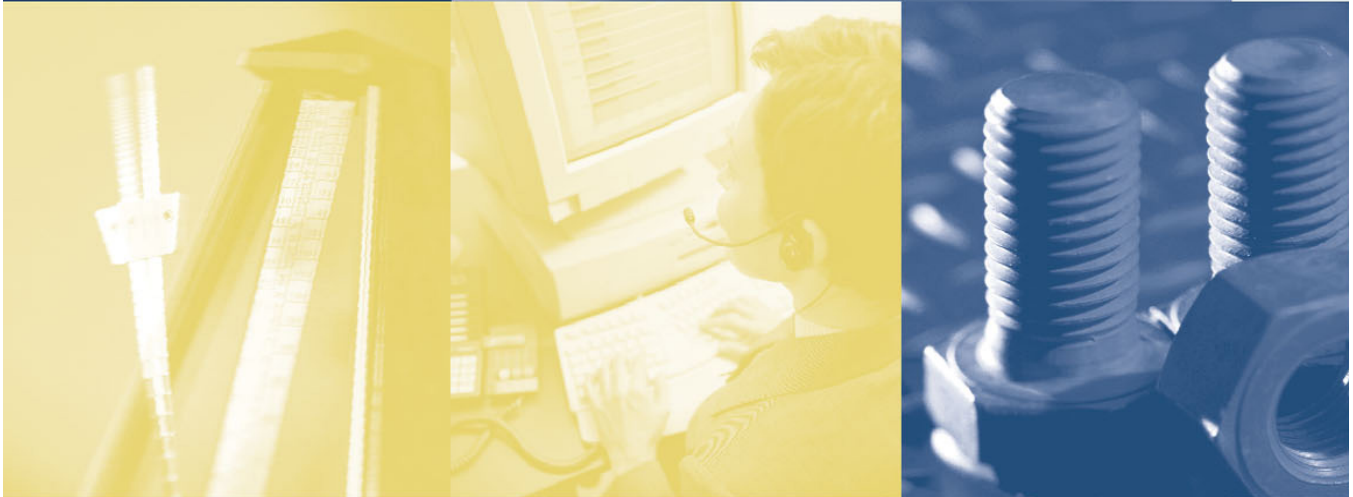## OBJECTIVE EXERCISE FOR PERSONNEL IN ADMINISTRATIVE FUNCTIONS (OEPAF)

EVALUATION REPORT

☐ **Candidate: Candidate X**

☐ **Evaluation date: January 200X**

ÉVALUATION PERSONNEL
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Objective Exercise for Personnel in Administrative Functions (OEPAF)

Candidate: Candidate X   **Evaluation date: January 200X**

Explanation of the OEPAF

The Objective Exercise for Personnel in Administrative Functions is a generic evaluation tool used for selection or career development of individuals employed in administrative support positions.   The situations are related to prioritizing, data entering, administrative form verifying and transmitting information.

For this exercise, the candidate will have to provide answers to twenty (20) multiple-choice questions by using the skills that match four (4) evaluation criteria.

Rating scale

For this report, the results are presented using the following rating scale:

|	
Excellent 5	All major issues/criteria were addressed, answers were appropriate. Candidate surpassed your expectations.
Very good 4	Most of the major issues were addressed, no major deficiencies exist in the areas assessed. Candidate demonstrated a consistently better than average level of performance.
Good 3	Some of the major and minor issues were addressed, some deficiencies exist in the areas assessed, but none of major concern.
Weak 2	Few issues were addressed, some major deficiencies, some problems.
Poor 1	Few or no issues addressed, many deficiencies, a major problem exists. No answer or inappropriate.
Absent 0	The candidate does not demonstrate in any manner the evaluation criteria.

Results obtained

RESULTS

ORGANIZED: Is methodical and likes things to be planned, structured and organized.

0   1   2   3   4   5
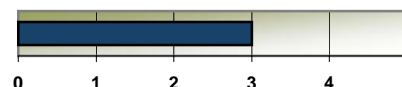
ACTION-ORIENTED: Can make decisions and act quickly despite constraints that he must face.

0   1   2   3   4   5
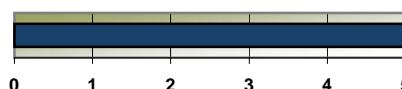
ABILITY TO TRANSMIT INFORMATION: Can transmit information by using appropriate methods and approaches that make an impression on his audience.

0   1   2   3   4   5
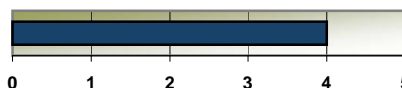
DETAIL-ORIENTED: Is conscientious and detail-oriented to accomplish error-free work.

0   1   2   3   4   5