PSYCHOMETRICS · SIGMUND

PRO ASSISTANT SKILLS®

Organisation, discretion, office tool fluency and priority management. 20 minutes.



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THE SOLUTION TO HIRE AN ASSISTANT WHO HOLDS THE OFFICE

The test measures what the role quietly requires: structuring a day, managing competing priorities, writing and note-taking, calendar arbitration, confidentiality, and diplomacy with internal and external contacts. For HR, it identifies the assistant who relieves the manager instead of adding a layer of follow-up.

What is it used for? Recruitment of assistants, executive assistants and secretaries; team assistant roles; internal mobility into a management support position.



01 **HR Manager**
Hire an assistant who manages priorities unaided

02 **Executive**
Check discretion and calendar arbitration before hiring

03 **Office Manager**
Assess writing, tools and multiple stakeholders

04 **Recruiter**
Compare admin candidates beyond CV and school

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WHAT THIS TEST CHANGES FOR YOU.

Organisation, contact, personal resources and office tools, scored on the daily reality of a support role.

01

Organisation

Builds a method for the week and keeps it when the day derails.

02

Priority arbitration

Distinguishes what is urgent from what is merely loud.

03

Confidentiality

Keeps sensitive information inside the circle it belongs to.

04

Diplomacy

Refuses a request without closing the door on the relationship.

05

Written accuracy

Writes a clean message, a clean minute, without rework.

06

Anticipation

Prepares the file, the room and the answer before being asked.

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NORMATIF · ~120 QUESTIONS · ~20 MINUTES

DIMENSIONS & CRITERIA ASSESSED

27 criteria across 4 dimensions.

01 ORGANIZATIONAL SKILLS

6 CRITERIA

Personal organization and structuring of work

Thoroughness in execution and task follow-up

Efficiency in managing priorities and emergencies

Practical sense and process optimization

Sense of execution and respect for deadlines

Filing, archiving, and document management

02 INTERPERSONAL SKILLS

6 CRITERIA

Ease of contact and professional communication

Diplomacy and management of sensitive situations

Discretion and absolute confidentiality

Teamwork and cooperation

Management of multiple stakeholders

Sense of service and customer orientation

03 PERSONAL SKILLS

7 CRITERIA

Adaptability and professional flexibility

Stress management and serenity in all circumstances

Autonomy and sense of responsibility

Initiative and proactivity

Sense of anticipation and forward-thinking vision

Involvement and professional commitment

+ 1 more criteria

04 TECHNICAL SKILLS

8 CRITERIA

Proficiency in office tools (Office, Google Workspace)

Calendar management and strategic planning

Professional writing and note-taking

Correspondence management and communications

Basic administrative and accounting knowledge

Use of collaborative tools and video conferencing

+ 2 more criteria

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RESULTS YOUR HR TEAM CAN USE IMMEDIATELY.

After the assessment, SIGMUND turns answers into concrete markers to recruit, compare and prepare the interview. An AI-based assistant, available as a chatbot, also helps you interpret the results and move to action.



01

Scores and reference profile

A competency report with detailed scores, self-assessment and comparison against the expected profile.

02

Report that fits the need

From the full report to the short summary, depending on the level of detail the recruiter or manager needs.

03

Clear visualisations

Radar charts, histograms and comparisons to spot strengths and development areas at a glance.

04

Action guides

Interview questions and tailored follow-up tracks to dig deeper and prepare next steps.

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SCIENTIFIC RELIABILITY

A test built to support hiring, assessment and development decisions.

~120

QUESTIONS

4

DIMENSIONS

~20 minutes

COMPLETION TIME

VALIDATION

- **Independent external validation**
  Internal validation and consistency
- **Reliability and stability**
  Consistency of answers and scales
- **Job knowledge**
  500+ job-specific knowledge questionnaires

AVAILABLE IN

More than 10 languages

Français · Anglais · Allemand · Espagnol and more

Contact our team for a demo: service@sigmund.net

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