PSYCHOMETRICS · SIGMUND

PRO BACK-OFFICE SKILLS®

Organisation, discretion, rigor and office-tool fluency for back-office and support functions. 20 minutes.



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THE SOLUTION TO RELIABLE BACK-OFFICE HIRING

Support functions fail quietly: a deadline missed, a file lost, a confidential document sent to the wrong inbox. The damage surfaces months later. The test measures organisation, prioritisation, discretion and stress resistance, so you can tell a reliable administrator from a convincing interviewee at handover.

What is it used for? Administrative assistants, accounting clerks, HR and payroll support, executive assistants, database staff. Fits replacement hiring and internal moves into support teams.



01 **Office manager**
Spot who organises, anticipates and keeps a file audit-ready

02 **HR operations lead**
Secure payroll and personnel admin with reliable hires

03 **Accounting manager**
Check rigor and process discipline before month-end closes

04 **Executive director**
Trust an assistant with sensitive files from week one

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WHAT THIS TEST CHANGES FOR YOU.

Four dimensions: work method, confidentiality, temperament, office tools.

01

Organisation

Autonomy, prioritisation and task management under competing deadlines.

02

Discretion

Confidentiality and diplomacy on sensitive files and contacts.

03

Rigor

Reliability, adherence to procedures and attention to detail.

04

Office tools

Office software, accounting processes and database management.

05

Initiative

Proactivity and creativity when a process breaks down.

06

Results focus

Efficiency and stress resistance when the unexpected lands.

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IPSATIVE · ~120 QUESTIONS · ~20 MINUTES

DIMENSIONS & CRITERIA ASSESSED

21 criteria across 4 dimensions.

01 PROFESSIONAL SKILLS

5 CRITERIA

- **Autonomy in** task management
- **Organizational skills** and prioritization
- **Creativity** in problem-solving
- **Sense of** responsibility and reliability
- **Diplomacy and** handling sensitive situations

02 INTERPERSONAL SKILLS

5 CRITERIA

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

03 PERSONAL SKILLS

5 CRITERIA

- **Adherence to** the organization's values
- **Dynamism** and motivation
- **Initiative** and proactivity
- **Stress resistance** and handling unexpected events
- **Sense of** efficiency and results-oriented

04 TECHNICAL SKILLS

6 CRITERIA

- **Proficiency in** office software
- **Knowledge of** accounting processes
- **Database** management
- **Use of** project management tools
- **Knowledge of** IT security standards
- **+ Over** 500 job knowledge questionnaires

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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

French · English · German · Spanish and more

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

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