

# SELECT Admin Support Overview

## Overview

**SELECT for Administrative Support** is a personality-based survey designed to measure characteristics that have been found to predict job effectiveness in administrative or clerical positions.

Through our research with administrative jobs, we have identified several key personality characteristics that contribute to job success. **SELECT for Administrative Support** allows you to hire associates who will:

- work cooperatively
- focus and work productively
- successfully juggle many tasks
- attend closely to details and remain composed under stress.

It will also help you to identify those applicants with low integrity and who are poorly suited for the job.

**What Does It Measure?** The two central indices are Integrity and Performance. The Performance Index has been validated to predict the traits associated with successful performance on the job. The Integrity Index has been validated to predict the attitudes, personal integrity, and work ethic in relation to being effective on the job.

## SELECT to Hire the Best

**SELECT for Administrative Support** has been validated for use with people in an administrative or clerical role. Some appropriate positions include:

- Administrative Assistants
- Secretaries
- Office Support Personnel
- Accounting Assistants
- Temporary Personnel