AdminPOP™

"No one is more cherished in this world than someone who lightens the burden of another."
- Joseph Addison

AdminPOP™ *(Administrative Predictor Of Potential)*, is statistically reliable, and predicts outcomes with up to 99.5% statistical probability.

AdminPOP™ is a selection and coaching tool specifically designed to help quickly and efficiently select all levels of administration personnel and associates. It has been used successfully for individuals who serve in any type of administrative role, or who provide any level of administrative services to management, sales, operations or other departments in large or small organizations.

The **AdminPOP™** is proven to help quickly and accurately select staff with the potential to integrate into a specific management or organizational culture. It is a comprehensive approach to selection and development based on 40 years of assessment validation of administrative professionals in a variety of corporate settings.

The **AdminPOP™** will help select people who are well matched to a specific culture based on their interviewing, coaching and development suggestions.
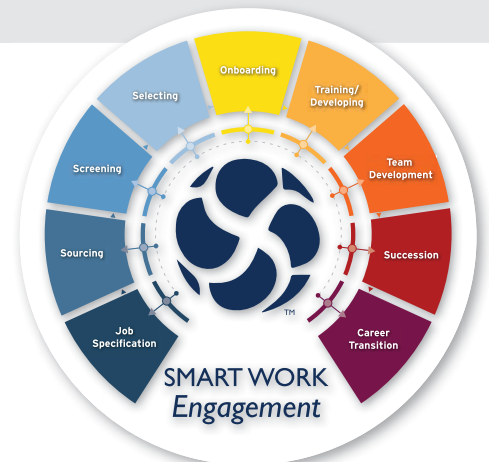
The **AdminPOP™** offers objective data relative to the core traits of employees that make them best-suited for administrative positions, or not.

AdminPOP™ helps you

- Improve performance and retention
- Identify candidates that will match a specific management style and organizational culture
- Use science to build high performing support teams
- Includes interviewing, coaching and development suggestions

AdminPOP™ is one of the few normative psychometric assessments *in the world* that has been validated to help you predict your employees' performance and retention.

You can use it to integrate these scientifically-based insights *throughout an employee's entire life cycle with your organization*, from management selection to career development and succession planning.

SMART WORK *Engagement*

Onboarding · Training/Developing · Selecting · Team Development · Screening · Sourcing · Succession · Job Specification · Career Transition

AdminPOP™ predicts performance by measuring the #1 competency of successful professionals—self-management. This is an individual's ability and willingness to take initiative and achieve goals—with minimal outside influence.

POP™ assessments measure 7 hard-wired character traits that together reflect an individual's baseline potential (talent), their attitudes and habits (effort), and key personality dimensions that can predict alignment with a manager, team, or culture.

AdminPOP™ measures for success and suitability to specific key roles in any environment and assesses the critical success traits for:

- Executive Assistants
- Office Managers
- Marketing/Sales Assistants
- Administrative Assistants
- Clerical Staff in any Department

AdminPOP™ can be *normed* to reflect your specific leadership and management culture and your succession-planning needs. We do this by benchmarking your top-performing administrative professionals to build a customized success and selection model just for you.

Customized analytics also provide you and your senior leadership team with powerful knowledge about your business, allowing you to make strategic talent decisions that align with your organization's vision.

Our Assessments, Analytics, and Insights Will Make Your Organization More Efficient. Period.

Psychometric testing is used by over 80% of the Fortune 500 companies in the USA and by over 75% of the Times Top 100 companies in the UK. These leading-edge organizations use science to build more strategic management cultures by selecting, developing, coaching, and retaining top performers, as well as by using profiling systems in their succession planning.

Smart Work | Assessments is the master U.S. distributor for Self Management Group's industry-leading POP (Predictor of Potential™) psychometric assessments. Supported by Self Management Group's statisticians and psychologists, we leverage reliable, validated data from more than 30 million normative assessments to help our clients boost productivity, slash turnover, and achieve organizational goals with confidence.

For a free assessment or initial consultation about your assessment needs, contact us at:

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SMART WORK | ASSESSMENTS
we get people

powered by Predictive Science

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