



Competency scores

Priority	Competencies	Points
1	Attention to Detail Having a practical, realistic outlook; being conscientious, attentive to detail and dutiful.	67
2	Customer Focus Recognising the significance of customer satisfaction to organisational success and responding to customers in a professional and courteous way.	61
3	Planning and Organising Being organised, thorough and conscientious; appreciating the importance of planning and co-ordination in meeting organisational objectives.	56
4	Commitment Showing identification with organisational values and objectives - likely to conform to rules and regulations.	50
5	Motivation Being positive, energetic and self-motivated, showing initiative, taking responsibility, and aligning their own goals with those of the organisation.	48
6	Team Orientation To get along with and be supportive of others, to share one's expertise, be receptive to other contributions and able to handle constructive criticism.	48
7	Results Orientation Being energetic and motivated towards achieving organisational objectives; showing persistence, initiative and an optimistic 'can do' attitude.	45
8	Interpersonal Skills The ability to develop and maintain relationships with colleagues, customers and clients, whilst being aware of and sensitive to the feelings of others.	44



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9	Resilience Remaining calm and rational under pressure, being even-tempered, confident and generally upbeat, and maintaining emotional independence.	44
10	Managing Change Taking responsibility to ensure change is managed appropriately, while motivating others and encouraging a positive team climate.	44
11	Analytic Being calm, systematic, rational and logical; basing decisions on a careful evaluation of all the available information.	38
12	Problem Solving Being innovative, practical, and able to develop solutions to workplace problems in a logical and realistic way.	33
13	Project Management Being able to take responsibility for projects and to do whatever is necessary to achieve their objectives on time and within budget.	33
14	Flexibility Being able to adapt to the unexpected and welcoming innovation, change and variety at work.	32
15	Strategic Awareness Awareness of the bigger picture and the wider implications of events for elements within and beyond the organisation.	30
16	Leadership Potential The ability to make a leadership contribution at any level within an organisation; creating a vision, inspiring others and leading them in an effective and motivating way.	30



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17	Decision Making Having the strategies to capture key information, the perspective to see the issues and the confidence to remain composed when risks are high.	29
18	Communication Skills Having the confidence and clarity to communicate effectively, whilst showing sensitivity to the needs of different audiences.	28
19	Self-Confidence Being socially self-assured, ready to express opinions and happy to take on responsibilities; energetic, optimistic and often inspiring.	28
20	Information Management Having a respect for knowledge and factual information and being disposed to research issues and discover the available facts prior to making a decision.	26
21	People Management The capacity to manage people effectively, with integrity and even-handedness; motivating others without compromising on discipline and performance issues.	25
22	Market Focus The extent someone is interested in business issues and finances, and is achievement orientated and persistent in their pursuit of goals.	23
23	Risk Taking People who are optimistic, excitement seeking, have a high threshold for risk and who typically focus on the opportunities in any situation rather than on the potential dangers.	19
24	Persuasive Communication Having the ability to communicate clearly and effectively in a persuasive and influential manner.	18



Profile: Match2

PCL: Administrative Assistant

Competency scores

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25	Developing Others Having a respect for knowledge and learning and an appreciation of the win/win benefits of talent development to the individual and to the organisation.	17
26	Independence Being forthright and independently minded, while striking a balance between being people orientated and task-focused.	13
27	Creative Being curious, imaginative, energetic and having lots of ideas; willing to constructively challenge the status quo in pursuit of organisational improvement.	12
28	Delegating Appreciating the need to give others responsibilities and challenges at work and to allocate tasks appropriately.	7