



COMPETENCY MATRIX

Summary Report Virtual Assistant

Head Office
Optimax Human Performance Inc.

	1	2	3	4	5	6	7
Major Parameter	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	Candidate 7
1 Dynamism	Exostatic 35	Exostatic 30	Static* 60	Exostatic* 40	Exostatic*** 33	Exostatic 33	Exostatic 35
2 Intelligence	59	67	72	73	34	48	18
3 Memory	60	40	30	34	64	46	43
4 Intellectual Level	59	55	55	57	51	47	33
5 Creativity	62	68	58	69	53	58	48
6 Tolerance	30	20	60	20	30	50	30
7 Persuadability	10	40	30	40	20	50	30
8 Compliance	40	60	90	60	50	100	60

Competency							
1 Organizing	69	83	70	77	62	67	38
2 Caring	63	54	51	37	47	28	37
3 People Handling	62	55	46	65	64	63	48
4 Management	65	77	81	70	61	64	52
5 Automation	52	20	81	39	37	25	18
Performance Level	63.68	62.93	61.48	57.93	55.52	49.14	39.16

Primary Competency
Secondary Competency
Tertiary Competency

High Parameter 00
Average Parameter 00
Low Parameter 00

* Transition Time
** Double-sided Character
*** Triple-sided Character

Performance Indicator	Competency
0 – 39 Not Accepted	0 – 39 Not Accepted
40 – 59 Conditional	40 – 59 Conditional
60 – 79 Accepted	60 – 79 Accepted
80 - 100 Outstanding	80 - 100 Outstanding