



**Learning Resources Inc**  
Assessing, Developing & Documenting Soft Skills



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# **AccuVision™ Office Success Skills**

## **Assessment Results**

**for**

**ABC Organization**

**Submitted by:**



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## SKILL RATINGS AND RANKINGS

SKILL	RANK ORDER	PERFORMANCE LEVEL
Customer Relations	1	Average
Organizing & Planning	2	Average
Problem Solving	5	Average
Proofreading	3	Average
Attention to Detail	4	Average

n = 161

## FREQUENCY TABLE

SCORE	FREQUENCY	PERCENTAGE
3 or less	25	15.5%
4	13	8.1%
5	17	10.6%
6	28	17.4%
7	22	13.7%
8	32	19.9%
9 or more	24	14.9%

n = 161

## PERCENTAGE OF PEOPLE WITH SIMILAR SKILL RANKINGS

SKILL	RANKING				
	1	2	3	4	5
Customer Relations	29%	17%	22%	16%	16%
Organizing & Planning	20%	21%	23%	19%	17%
Problem Solving	14%	16%	22%	22%	26%
Proofreading	22%	20%	16%	23%	19%
Attention to Detail	21%	20%	20%	21%	17%

n = 161

**PERCENTAGE OF PEOPLE SCORING BETTER  
THAN 65% OF THE PEOPLE IN THE  
ACCUVISION DATABASE**

<b>SKILL</b>	<b>% OF PEOPLE WITH AN X AT PERFORMANCE LEVEL</b>
Customer Relations	46.0%
Organizing & Planning	37.3%
Problem Solving	25.5%
Proofreading	31.1%
Attention to Detail	42.9%

n = 161