



validity
group.

Admin POP™

Select and retain *top performing* administrative staff.

The **Admin POP™** is a comprehensive approach to the selection and development of a top performing administration team based on over 35 years of professional coaching with top performing executives, managers, coaches, producers, associate agents, and staff.

This tool is proven to accurately select staff with the potential to integrate into a specific management or organisational culture. It will help select candidates who are well-matched to a unique culture based on their approach to teamwork, their service and operational orientation, their attitudes, and other essential factors.

The **Admin POP™** is the ideal for hiring an Office Manager, an assistant, a partner, or an associate with complementary skills and abilities. It has also proven to be effective in building high performance support teams.



The Admin POP™ predicts:

- Overall suitability
- Match to position
- Match to the environment
- Match to mentor
- Career fit
- People orientation

The **Admin POP™** is a selection and coaching tool specifically designed to quickly help and efficiently select all levels of administration personnel and associates. Use this tool to measure a candidate's potential for success and suitability to specific careers in an administrative environment.

The **Admin POP™** has been used successfully for a variety of positions, including:

- Office manager
- Administrative assistant
- Marketing assistant
- Agency/Department staff support
- Associate/Agent
- Agent/Representative

What Does the Admin POP™ Do?

- Predicts and improves performance and retention
- Identifies candidates that will match a specific management style and organisational culture
- Uses science to build high performing support teams
- Includes coaching and developmental suggestions

**The Admin POP™
Predicts Potential**



PRACTICAL SOLUTIONS FOR A DIGITAL WORLD

Driving business results.

Our high-impact solutions ensure that you are on the cutting edge and that your investments are aligned to the expectations of a mobile digital world.

Since 2006, we have constantly helped clients drive their business results by development their people, let's start growing your organisation's success today.

We enable people and businesses to grow and excel

Proudly supporting businesses everywhere.

View our powerful solution portfolio online or contact us for more information.

Head Office

Level 27

101 Collins Street

Melbourne VIC 3000 Australia

+61 3 9653 9551 | info@validity.group | www.validity.group



**validity
group.**

Malaysia

MQCC Malaysia PLT

Suite B-16-3, Tower B, Wisma Pantai
No.5, Jalan 4/83A, Off Jalan Pantai Baru
59200 Kuala Lumpur, Malaysia

+60 12 625 1533 | mqcc@mindquestcc.com | www.mindquestcc.com