

# Job Readiness Assessment Report

Comprehensive evaluation across 8 dimensions of employability

## John Doe

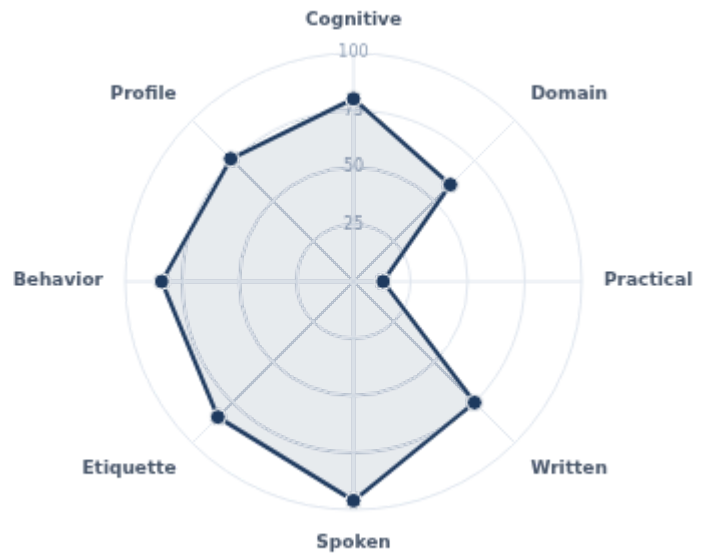
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ASSESSMENT DATE  
21 April 2026  
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INSTITUTE  
UrbanSparks Digital Institute  
ASSESSOR  
Vimal Chopdekar



NEEDS IMPROVEMENT



DIMENSION	SCORE	PERFORMANCE	SOURCE	RATING
Cognitive & Problem Solving	80	<div style="width: 80%;"></div>	MCQ Test	Good
Domain & Technical Knowledge	60	<div style="width: 60%;"></div>	MCQ Test	Fair
Practical Skills	13	<div style="width: 13%;"></div>	MCQ Test	Needs Work
Written Communication	75	<div style="width: 75%;"></div>	Assessor Review	Good
Spoken Communication	96	<div style="width: 96%;"></div>	Assessor Interview	Exceptional
Professional Etiquette	84	<div style="width: 84%;"></div>	Assessor Interview	Good
Behavioural Judgement	84	<div style="width: 84%;"></div>	Assessor Interview	Good
Overall Readiness	76	<div style="width: 76%;"></div>	Assessor Interview	Good

Interview Recording

## MCQ Test Performance

**80%**

Cognitive · 12/15 correct · 1 min

**60%**

Domain · 9/15 correct · 1 min

**13%**

Practical · 2/15 correct · 0 min

### Cognitive Section

Questions: **15**

Correct: **12**

Incorrect: **3**

Accuracy: **80%**

Time Used: **1 min**

Avg/Question: **5s**

Fastest: **2s**

Slowest: **11s**

### Domain Section

Questions: **15**

Correct: **9**

Incorrect: **6**

Accuracy: **60%**

Time Used: **1 min**

Avg/Question: **4s**

Fastest: **2s**

Slowest: **8s**

### Practical Section

Questions: **15**

Correct: **2**

Incorrect: **13**

Accuracy: **13%**

Time Used: **0 min**

Avg/Question: **2s**

Fastest: **1s**

Slowest: **3s**

## Assessor Evaluation

### Key Strengths

- Spoken Communication (96/100)
- Professional Etiquette (84/100)
- Behavioural Judgement (84/100)

### Areas for Improvement

- Practical Skills (13/100)
- Domain & Technical Knowledge (60/100)
- Written Communication (75/100)

### Written 75/100

- Writing is clear and easy to understand on first read
- Uses correct grammar and punctuation throughout
- Ideas are organized in a logical structure (intro, body, conclusion)
- Stays on topic and addresses the prompt fully
- Uses professional and appropriate tone for the context
- Sentences are well-formed with proper length — not too long or fragmented
- Spelling is correct with no major errors
- Shows original thought — not just generic/template content
- Submission is too short — lacks substance or effort

### Spoken 96/100

- Uses correct grammar in spoken sentences
- Maintains a steady pace — neither too fast nor too slow
- Listens to questions fully before responding
- Speaks clearly and audibly throughout the interview
- Pronounces words correctly without major errors
- Expresses ideas in complete, well-formed sentences
- Uses appropriate vocabulary for a professional context
- Shows confidence in tone (not hesitant or mumbling)
- Can rephrase or clarify when asked a follow-up
- Switches comfortably between English and one other language if asked
- Answers questions directly without going off-topic

### Behavior 84/100

- Considers multiple perspectives when discussing a workplace situation
- Shows empathy when discussing conflicts or difficult people
- Prioritises ethical choices even when a shortcut is available
- Remains calm and composed when presented with a stressful hypothetical
- Thinks through scenarios before answering — does not rush to a conclusion
- Demonstrates awareness of team dynamics and collaboration
- Takes ownership of mistakes in past examples rather than blaming others
- Can articulate what they learned from a past failure or setback
- Demonstrates awareness of workplace boundaries and professionalism
- Shows rigid thinking — only sees one way to handle a situation

### Etiquette 84/100

- Joins the session on time or early
- Dressed appropriately for a professional setting
- Maintains appropriate eye contact (or camera-on for virtual)
- Greets the assessor politely at the start
- Uses respectful language throughout (Sir/Ma'am, thank you)
- Thanks the assessor and closes the session politely
- Shows genuine interest and engagement (nodding, active listening)
- Waits for permission before speaking or asking questions
- Sits upright with professional posture
- Mobile phone is silent / no interruptions during the session

### Profile 76/100

- Candidate shows clear career direction and role awareness
- Has a well-maintained resume/profile with relevant details
- Demonstrates genuine motivation and enthusiasm for the field
- Overall impression is positive — would recommend for next round
- Can articulate their strengths and areas of improvement honestly
- Would be comfortable introducing this candidate to a recruiter
- Consistent performance across all dimensions — no major red flags
- Shows learning mindset — open to feedback and growth
- Resume/profile is incomplete, outdated, or contains false claims
- Performance was significantly weak across multiple dimensions
- Showed dishonesty or misrepresentation during the assessment

## Written Communication

You work in customer support. A customer has written an angry email complaining that their order arrived damaged and late. Write a professional response email that acknowledges the issue, apologizes, offers a solution, and retains the customer's trust.

Dear Customer,

We apologize for the inconvenience caused due to the delay in the order delivery and a damage during the transit.

We would like you to be rest assured that, we are going to take care of the delivery.

Thank you.

42 words

You have received a job offer from a company, but you have decided to accept another offer. Write a professional email to the recruiter declining the offer politely while maintaining a good relationship for future opportunities. Include a subject line.

Dear HR,

Thank you for the offer, however, I would like to decline the offer as I have a better offer in hand from another reputed company.

Thank you once again.

31 words

Interview Recording

## Test Integrity

Violations: **0**    Camera Snapshots: **10**    Test Duration: **5 minutes**



**Vimal Chopdekar**

Assessor



**Pooja V**

Managing Director



Scan to verify this report online

Verification Code: **GQ-M08RPA70-B4244A**