

ITESTHUB · APPRENTICE SJT - CANDIDATE REPORT

Apprentice SJT

A report for

Sam Sample

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Completed 30/09/2026 · Norm group: 2019 Job Applicants · Report valid 12 months

Introduction

This report is confidential and is intended to provide you with feedback on your results.

The test is designed to assess areas of critical importance for success in the role of an Apprentice. The competencies assessed are defined below.

How To Use This Report

This report provides you with feedback from the Apprentice SJT. It contains 'behavioural interpretation' that you can use to help you understand how you have performed on the exercise and 'development opportunities' to inform your development priorities, should you wish to improve your skills in specific areas.

Behavioural Interpretation

For each competency measured by the Apprentice SJT, an interpretation (four bullet points) has been provided to help you better understand the decisions you made on the exercise. Not every bullet point may apply equally to you, but you should consider them all, at least initially, and then decide which are most relevant for you.

Development Opportunities

You have also been provided with some ideas to help improve the competencies. The suggestions are intended to support you in your career progression, so working through these suggestions and identifying your own ideas for improving your skills should help you create a relevant development plan. When creating your development plan, it is best to set SMART Goals:

- **S = Specific:** Clearly defined and unambiguous.
- **M = Measurable:** Contains specific criteria that you can use to measure your progress and goal accomplishment.
- **A = Achievable:** Attainable in the timeframe you have set yourself and not impossible to achieve.
- **R = Relevant:** Relevant to your goal, career or what you want to achieve.
- **T = Time-bound:** Has a clear start and end date.

Your SMART goal

Use the planner below to draft a goal of your own. Work through each element in turn – the prompts are there to help you think it through – and write your goal in the space provided.

S

Specific – Clearly defined and unambiguous.

What do I want to achieve? · When do I need to achieve it? · Why is the goal important? · Who is involved?

M

Measurable – Contains specific criteria that you can use to measure your progress and goal accomplishment.

How will I measure my progress? · How will I know when my goal is achieved? · What will be different when I have completed my goal?

A

Achievable – Attainable in the timeframe you have set yourself and not impossible to achieve.

Can I complete my goal in the time I have available? · How confident am I that I can achieve my goal? · What support will I need to achieve my goal?

R

Relevant – Relevant to your goal, career or what you want to achieve.

Why is this goal important to me? · How does this goal relate to my overall success? · What is especially meaningful about my goal?

T

Time-bound – Has a clear start and end date.

When will I be ready to start working on my goal? · What specific date will I complete my goal? · How often will I check the progress I am making on my goal?

Apprentice Competencies

Purposeful Engagement

Supporting colleagues, management and stakeholders in an effort to improve and maximise outcomes (i.e., efficiency and quality).

- Building trust and confidence with colleagues, management and stakeholders, through personal engagement and support.
 - Establishing a network of fluent relationships with colleagues, management and stakeholders.
 - Communicating clearly and confidently (i.e., being clear, precise and timely).
 - Negotiate fluently and calmly.
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Creating Clarity

Establishing a Clear, precise and accurate understanding of situations and tasks to facilitate effective action and valid decision-making.

- Understanding the company (i.e., culture, priorities, procedures, etc).
 - Understanding own (and others') strengths and limitations, as well as perspectives and attitudes.
 - Gathering sufficient information to establish a clear understanding of tasks and priorities.
 - Analysing situations (i.e., risks, benefits, and opportunities) appropriately to draw valid conclusions and make appropriate decisions.
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Meeting Expectations

Working in a systematic manner in order to achieve performance expectations.

- Setting clear and achievable targets for self (and others), monitoring progress and adapting as required.
 - Being proactive at all times, in dealing with responsibilities and challenges, esp. delays, quality and tasks.
 - Being resilient, having effective strategies for dealing with work-related pressures and setbacks.
 - Maintaining an organised and calm approach, esp. under pressure and managing deadlines.
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Professional Credibility

Demonstrating a genuine commitment to company standards and best practice.

- Demonstrating genuine, visible commitment to company values, goals and priorities.
- Being respectful of others (i.e., knowledge, expertise, opinions etc.).
- Being open and honest about own strengths and development needs (i.e., acknowledging own limitations, errors, and misjudgements etc.).
- Welcoming constructive challenge, recognising the need to keep learning.

Purposeful Engagement

Supporting colleagues, management and stakeholders in an effort to improve and maximise outcomes (i.e., efficiency and quality).

Your responses suggest that you:

- Confidently engage others to ensure expectations are fully understood and desired outcomes can be achieved.
- Proactively reach out to colleagues, seeking opportunities to build fluent working relationships.
- Communicate clearly and confidently, constructively managing others' expectations and setting boundaries.
- Carefully negotiate with others to explore and agree how best to meet deadlines and expectations.

To develop your skills further in this area you might wish to consider:

- Review your key relationships and identify any you could benefit from improving.
- Role model to your colleagues how to build strong management and stakeholder relationships.
- Offer to mentor some of your colleagues to improve their communication skills.
- Create a list on the techniques that have helped you the most in negotiating with managers and stakeholders.

SMART NOTES

Creating Clarity

Establishing a Clear, precise and accurate understanding of situations and tasks to facilitate effective action and valid decision-making.

Your responses suggest that you:

- Fully understand the broader aims of the company, prioritising tasks in line with these expectations.
- Carefully consider the perspectives of others before making difficult decisions.
- Fully explore a broad amount of information before making important decisions.
- Carefully establish how best to resolve challenging or complex problems.

To develop your skills further in this area you might wish to consider:

- Role modelling the importance of culture and the organisation's wider priorities to guide decision-making.
- Routinely emphasising the need to understand the perspectives of individuals before making decisions.
- Obtaining new information by having regular team discussions when complex decisions needs to be made.
- Encouraging yourself and others to rethink decisions when new information arises.

SMART NOTES

Meeting Expectations

Working in a systematic manner in order to achieve performance expectations.

Your responses suggest that you:

- Prioritise activity and formulate plans to ensure the timely delivery of tasks.
- Take ownership of challenging assignments, managing tasks carefully.
- Are resilient, thinking clearly about the best course of action to take, after making a mistake.
- Manage your workload effectively, articulating what can be achieved with limited resources or time.

To develop your skills further in this area you might wish to consider:

- Evaluating your goals to ensure they are all Specific, Measurable, Achievable, Relevant and Time-bound.
- Role modelling the importance of clearly taking ownership for problems that impact internal efficiency and/or client satisfaction.
- Making a list of the most challenging aspects of your role and consider how you can improve your performance and well-being in these areas.
- Coaching and supporting one of your colleagues with their Time Management skills.

SMART NOTES

Professional Credibility

Demonstrating a genuine commitment to company standards and best practice.

Your responses suggest that you:

- Are supportive, investing your time to help others find solutions to challenges.
- Demonstrate appropriate care and attention to ensure you complete work to a high standard.
- Acknowledge your own mistakes, ensuring errors can be appropriately resolved.
- Welcome opportunities to learn and develop, accepting feedback as an opportunity to improve.

To develop your skills further in this area you might wish to consider:

- Talking to your colleagues to see what more you could do to support them with their challenges.
- Reviewing some of your recent work to establish where you could make improvements.
- Openly sharing some of your past mistakes and vulnerabilities with your colleagues.
- Using a 360-degree feedback tool to gather positive and constructive feedback from your colleagues.

SMART NOTES