

Jane Doe

RECOMMENDATION

Strong Yes

Executive Assistant — Public Tech · jane.doe@sample.blackbookassess · 26 Aug 2026 · 38 min

● SCORE 86/100	● SECTIONS 6/6	● AVG COMPETENCY 3.5/5
--------------------------------------	--------------------------------------	--

This candidate demonstrates strong planning intelligence and process discipline, evidenced by near-perfect Tower of London performance (35/36 Krikorian, 11/12 on hard items) with adaptive pre-planning and minimal impulsivity. Written judgment is sound on discretion and deflection principles, but execution is templated and lacks commercial or operational specificity. Understands the EA's role as information gatekeeper and CEO attention shield, but does not yet show the nuanced stakeholder framing or crisp decision-triage expected at senior Chief of Staff or Office of the CEO level. A capable executor who would benefit from coaching on business context and executive communication craft.

COMPETENCIES

● Commercial acumen	3.0	
● Prioritization under conflict	4.0	
● Discretion & information hygiene	4.0	
● Stakeholder communication	3.0	
● Executive leverage	3.0	
● Operational fluency	4.0	

● STRENGTHS Exceptional multi-step planning and adaptive deliberation under constraint (Tower of London 97% accuracy, strong hard-item performance, 3.5× slower pre-plan on complex problems) Solid discretion instincts: chose correct deflection path, consistently protects confidentiality and CEO optionality Low impulsivity and error burden; only 1 planning violation across 13 attempts demonstrates disciplined execution Understands the principle of escalating only when trade-offs genuinely require CEO judgment	● DEVELOPMENT AREAS Responses lack commercial and operational specificity—no mention of regulatory timing, market stakes, or concrete next-action ownership Copy-paste templated language across scenarios (identical opening in two long-text answers) suggests conceptual clarity but limited scenario adaptation Did not demonstrate the nuanced, no-editorializing CEO framing requested for the family/board trade-off Stakeholder communication is conceptually sound but lacks tonal range or evidence of tailoring for different audiences (board vs internal vs CEO)
---	--

PLANNING & SEQUENCING Plans with discipline and executes cleanly under time pressure.		97% STRONG
DELIBERATION	COMPLEXITY RESPONSE	EXECUTION QUALITY

Pauses to orient before committing — protects against premature action.

Invests more thought as difficulty increases — reads the room on harder asks.

Maintains accuracy under constraints — few slips or rework.

This exercise measures how someone holds a multi-step goal, chooses when to act, and executes without rework. The candidate reached 97% of optimal solutions (35 of 36) and solved 11 of 12 puzzles optimally on the first attempt. Harder items held up well (11 of 12), suggesting capacity for layered, time-bound coordination.

IMPLICATIONS FOR THE ROLE

- Likely to handle competing priorities and shifting briefs without losing the thread.
- Deliberate style suits roles where pausing before commitment protects the principal and the calendar.
- Awareness of difficulty is present; the open question is whether that translates into reliable delivery on the hardest items.

Only 1 planning violation, 1 failed attempt, 0 UI violations. This is top-decile executive function for the role.

Optimal solutions 97% First-attempt optimal 11/12 Complex items 11/12 Session 7 min

SECTION RESULTS

#	PROMPT	VERDICT	SCORE
01	What do you do in the next 30 minutes — and what do you explicitly not do? Be concrete about who you involve and what you protect.	Pass	3/5
02	Which do you protect — and why is that the default unless the CEO overrides?	Correct	5/5
03	How do you respond?	Strong Pass	4/5
04	What risks do you see in the memo, and what do you do in the next hour? Be specific about who sees what — and what you refuse to circulate.	Pass With Reservations	3/5
05	Begin the Tower of London exercise and complete all scored problems.	Excellent	5/5
06	Draft the message you would send the CEO (and only the CEO). Show how you frame the tradeoff without editorializing against either party.	Weak Pass	2/5