



PARTICIPATING IN AN

**ASSESSMENT CENTRE
FOCUSED ASSESSMENT
DEVELOPMENT CENTRE**

You are soon expected at Quintessence for an evaluation under the Assessment Centre method. This brochure contains important information about the course of this assessment day and its purposes. It is important that you read this information carefully so that you know what to expect and the day can go smoothly.

1. What is the Assessment Centre method?

You are participating in a procedure that uses *the Assessment Centre method*.

This method provides us, and you too, with an accurate picture of the extent to which you currently possess particular skills (competences) defined by your company as important for a particular position.

Competences are practical and relevant 'behavioural features', which are specific and can be observed. We all know examples of such skills: oral communication, giving leadership, listening, etc. All involve 'behaviour' that we can see or observe. We make statements on what we 'see' you doing (or not doing). As a participant, you are given practical assignments to carry out in the form of a role play exercise. During these assignments you are observed by several 'assessors' - not by just one person - who get together at the end of the day and discuss all their observations.

In practice, what the day comprises is an investigation into whether your competences satisfactorily match those that you need to be successful in a defined position or role in the organisation. If you wish to receive information about the competency profile, you can ask the consultant about this at the beginning of your programme on the day of your evaluation.

For more information on the specific procedure you will be participating in, we refer to one of the following subjects:

- 1.1. Assessment centre
- 1.2. Focused assessment
- 1.3. Development centre

1.1. Assessment centre

In an assessment centre, our client asks us to investigate whether a candidate at this moment in time (with the present experiences and skills) is capable of successfully fulfilling a particular position. The candidate's profile is compared with the competence profile that is required for a pre-defined position. The investigation will result in a concrete recommendation.

The programme of an assessment centre consists mostly of 3 simulations, a personality questionnaire and an interview, and takes a whole day. A sandwich lunch will be provided.

1.2. Focused assessment

In a focused assessment, our client asks us to investigate whether a candidate at this moment in time (with the present experiences and skills) is capable of successfully fulfilling a particular role within the organisation. The candidate's profile is compared with the competence profile that is required for a pre-defined role, e.g. first line manager. The investigation will result in a concrete recommendation.

The programme of a focused assessment consists mostly of 2 simulations, a personality questionnaire and a brief interview, and takes half a day.

1.3. Development centre

In a development centre, our client asks us to investigate the extent to which a participant currently has specific skills and to indicate to what extent and how these can be further developed. A development scheme can be linked to this.

The programme of a development centre consists mostly of 3 simulations, a personality questionnaire and an interview, and takes a whole day. A sandwich lunch will be provided.

2. How does the day proceed in practice?

You are placed in a totally new context for the day. You are given a position to fulfil in a simulated (fictional) work situation, in a fictional company. You can find more information on your specific fictional work situation on our website. **We ask you to carefully read this context brochure before hand.** We do not expect you to memorize this information.

The position assigned to you is connected with the position you currently hold or with the position you have applied for (depending on the situation). The position assigned to you will involve a number of responsibilities and tasks. You are given a number of practical work assignments, for which the company relies on you. It is very important that you take on an active role in this process and take the opportunity to deploy all your knowledge, experience and skills, even if you find yourself in a totally new situation.

The programme starts with an introduction. During this introduction your consultant will go through the programme with you and the different assignments (simulations) will be explained.

During the exercises, our consultants observe what you do, how you respond etc; in short: your behaviour. The consultants will take notes on literally everything you say and do, so that your behaviour can later be compared with the competences of the pre-defined profile. At the end of the day, when you have gone through all the exercises, the consultants discuss what they have seen you doing, their observations and put all the details together. The client is provided with a written report of the results, unless agreed upon otherwise.

Obviously you will have access to the results. According to the agreements made with our client, they will inform you first about the results. After the procedure is closed, you can contact your consultant for additional feedback. If desired, you can make an appointment in our offices to have insight in your results. In certain cases an individual feedback session can be provided at the request of our client, to be arranged at a later date.

3. The simulations

A programme is usually composed from a selection of the following assignments:

In Basket

You are given a number of memos and notes with requests, complaints, problems, etc. You deal with them and then report on them during an interview with your superior and you give your view and a summary of the actions to be taken.

Discussion simulation

You discuss a problem or incident with a member of staff, a customer or a colleague.

Analysis exercise

You analyse a problem and prepare an action plan or propose a solution (orally or in writing).

Scheduling assignment

You are responsible for scheduling tasks or the holiday rota for a number of people.

Group discussion

You sit down with a number of other participants to discuss a problem, with the aim of producing a joint action plan/solution.

A combination of some of these simulations are completed with a personality questionnaire, possibly one or more additional tests and an interview.

4. How can I prepare ?

You cannot actually prepare specifically for the evaluation day.

Reading this brochure carefully and thoroughly will give you a sound basis to start the day. It is equally important to read the context brochure.

It will be a day in which you are given the opportunity to show what you can actually do and what insights you have developed. These things cannot be 'prepared' or 'rehearsed'. In short: be yourself. We do recommend that you start the day rested and relaxed; from experience we know that this helps to smoothly fulfil the assignments.

5. Confidentiality and professional regulations

Quintessence Consulting respects all the ethical and professional regulations of Federgon (Partners for Work), VOCAP (Association of Organisation, Consumer and Employment Psychologists) and FBP (Federation of Belgian Psychologists).

The report is tailored to the way the client presented the question and therefore may not be used for other purposes without due consideration. It is intended solely for the client and for those who on his half are jointly responsible for the decision-making process.

As the person evaluated, you are entitled to be informed of the results of the investigation. You may receive all relevant information from us in a personal interview.

If the report is kept, we ask the client to ensure that it is kept confidential. Since people and positions change, the currency of the report will decrease over the course of time. Therefore, we advise you that if you are consulting the report after a few years have elapsed, you do so with the greatest circumspection.

6. More questions?

If you have any questions or want further clarification, please do not hesitate to ask for more information. You can always do so on the day itself during the introduction moment. If you want to know more before the day of the evaluation, please call us: we will be happy to help.

We can be reached by telephone:

- In our office in Antwerp: 03/281.44.88
- In our office in Brussel: 02/705.28.48
- In our office in Gent: 09/296.21.30

You can e-mail us at : consulting@quintessence.be.

For a road description to our offices in Antwerp, Brussel or Gent please consult our website: www.quintessence.be. Our offices have private parkings.

All that is left for us to do now is to wish you good luck.

We are convinced that this day will be a very educational experience for you too.

On behalf of the staff of Quintessence Consulting.