

# COMPMETRICA Pro-Fest Ability Exercise



The **Pro-Fest Ability Exercise** assesses a candidate's ability to react appropriately, in writing, to situations that may be encountered in a position with a supervisory role. These situations could include requests from an immediate supervisor, letters from external stakeholders, memoranda, or requests from employees.

## Description

- This exercise contains seven (7) situations that could be encountered on the job.
- The In-Basket assesses five (5) competencies.
- The candidate will have to analyze each scenario and make a decision based on the information provided.

## Targeted Clientele

Organizations that wish to assess candidates applying for first-level supervisor positions

## Conditions

### Duration

- 2 hours

### Correction Time

- Paper-Pencil Administration: 4 business days
- Web Administration: 3 business days

(Can vary according to special arrangements and fees, negotiated in accordance to the amount of copies to correct, the client's needs, and the availability of Compmetrica's correction services).

## Competencies Assessed

### Thinking Skills

#### 2. Analytical Ability

Able to achieve a systematic understanding of a situation or problem by identifying its key elements, the interrelationships among the elements, and the structural principles that explain the interrelationships.

### Communications

#### 13. Ability to Manage Communications

Able to coordinate communications in such a way that the targeted audience receives the required information at the right time in a format that meets their needs.

### Leadership Skills

#### 22. Ability to Mobilize

Able to motivate individuals to work harder, more effectively, and with greater enthusiasm.

### Management Skills

#### 50. Planning Skills

Able to specify a sequence of activities and events designed to achieve a goal in the context of relevant time and resource constraints.

#### 51. Ability to Organize/Orchestrate

Able to efficiently assign responsibilities, set work schedules, distribute resources, and coordinate activities in the process of reaching a goal.



# Type of Report

The report provides a graphic representation of the test results based on the rating scale, according to the definition of the competencies measured. Graphs also illustrate the candidate's productivity and the scope of activities and type of plans. Finally, the report includes narrative descriptions of the sub-dimensions measured by each of the competencies in the test.

Provides an accurate evaluation of the skills required for a first-level supervisor position.

Page 2

## Pro-Fest Ability Exercise

Candidate: Smith, JohnEvaluation date: 2008/05/20

**Definition of the competencies evaluated**

- **PLANNING SKILLS:** Develops plans that take into account the time and resources available, in order to achieve objectives established through appropriate mechanisms, activities or programs.
- **ANALYTICAL ABILITIES:** Identifies the basic elements of a situation or a problem; establishes links between these elements and identifies the structural principles that provide a systematic perception of the situation.

A group of experts in psychometrics matched each of the answers with the competencies measured by the exercise.

Page 3

## Pro-Fest Ability Exercise

Candidate: Smith, JohnEvaluation date: 2008/05/20

Ability to manage communications in such a way that appropriate time and in a format adapted to their

Distributes resources, effectively organizes work and

commit themselves by holding them accountable for

**Productivity**

	Absent	Low	Average	High
Percentage of situations completed	█	█	█	█
Number of actions per situation	█	█	█	█
Average quality of actions	█	█	█	█

**Scope of Action and Types of Plans**

SCOPE OF ACTION

Very frequent  
Frequent  
Not frequent

TYPES OF PLANS

Very frequent  
Frequent  
Not frequent

**Results per competency**

**Planning skills** 3 / 5

INDICATORS

**1 Identification of priorities and key elements**  
Evaluates the extent to which the candidate is able to plan actions he or she plans to take in relation to one of the situations that he or she is dealing with. Also evaluates the extent the candidate is able to identify the key elements that enable him or her to plan activities well.

**2 Plans activities**  
Evaluates the extent to which the candidate is able to complete action plans divided into a sequence of steps that allow a definitive resolution of problems encountered.

**3 Implementation**  
Evaluates the extent to which the candidate ensures that he has taken care of organizing work or the planning of work in order to implement activities efficiently.

Page 4

## Pro-Fest Ability Exercise

Candidate: Smith, JohnEvaluation date: 2008/05/20

**Analytical abilities** 3 / 5

INDICATORS

**1 Analyzes the context**  
Evaluates the extent to which the candidate analyzes the complexity of problems that arise by questioning the people involved and verifying the accuracy of the information provided or the hypotheses offered.

**2 Looks at the overall picture**  
Evaluates the extent to which the candidate establishes an overall view of the situation by questioning the relevance of the actions to be taken or by evaluating the impact of committing to the projects proposed.

**3 Establishes relevant links**  
Evaluates the extent to which the candidate establishes relevant links between the different scenarios that are presented.

**Ability to manage communications** 3 / 5

INDICATORS

**1 Communication with peers and superiors**  
Evaluates the extent to which the candidate is concerned about communicating with colleagues and superiors through discussion or sharing information about current concerns or problems that arise.

**2 Communication with employees**  
Evaluates the extent to which the candidate is concerned about communicating with his or her employees through discussion or sharing information about current concerns or problems that arise.

**3 Communication with the exterior**  
Evaluates the extent to which the candidate encourages active communication with the external persons of the organization in resolving the problems that arise.

The situation scenarios in the exercise are structured according to a contingency table established by content experts.

