

COMP METRICA Business Options In-Basket



The **Business Options In-Basket** (BUSINESS-IB) assesses the candidate's ability to adequately react in writing to work situations. These scenarios contain letters, briefing notes, and short reports on subjects such as the fiscal year and human resources management. Six competencies are evaluated in the In-Basket.

Description

- This exercise contains twelve (12) situations that may be encountered on the job.
- The candidate will have to analyze each scenario and make a decision that best suits the information provided.
- The In-Basket assesses seven (7) competencies.

Targeted Clientele

Organizations that want to assess middle management positions.

Conditions

Duration

- 3 hours

Correction Time

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

Available languages

- English
- French

Competencies Assessed

Thinking Skills

- 2. Analytical Ability

Communications

- 13. Ability to Manage Communications

Management Skills

- 47. Ability to Manage Human Resources
- 50. Planning Skills
- 51. Ability to Organize/Orchestrate
- 53. Ability to Control

Entrepreneurship

- 58. Client-oriented

Qualification Level

Level B

- Be responsible for the assessment process of candidates in your organization (e.g., employed by the Human Resource Department or hold a senior management position)
- Work for a consulting firm specializing, among other things, in personnel assessment.



Type of Report

Page 1

In-Basket Exercise

Business Options Inc.

Candidate: Participant, John
Evaluation date: 2010/7/22

Explanation Note for this Type of Exam

The **Business Options Inc. In-Basket Exercise** evaluates a candidate's ability to react appropriately, in writing, to situations that could occur on the job in a middle management position. These situations could include letters sent to the organization, memos from an employing officer, an employee or a colleague, or short reports on topics such as the budget or client services.

For this exercise, the candidate will have to provide answers to a series of situations in text format or in point form. This exercise contains twelve (12) situation scenarios that must be completed by using the skills that match the seven (7) evaluation criteria below. The candidate will have to analyze each situation on provided.

the following rating scale:

in aspects and criteria of the evaluation and his/her candidate has surpassed expectations.

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In-Basket Exercise

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Definition of the Competencies Evaluated

- **ANALYTICAL ABILITY:** Able to achieve a systematic understanding of a situation or problem identifying its key elements, the interrelationships among the elements, and the structural principles that explain the interrelationships.
- **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 needs.
- **ABILITY TO MANAGE HUMAN RESOURCES:** Able to implement procedures used to create a positive and productive work environment and to obtain, develop, and maintain a work force that efficiently and effectively strives toward the achievement of the organization's goals.
- **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.
- **ABILITY TO ORGANIZE / ORCHESTRATE:** Able to efficiently assign responsibilities, set work schedules, distribute resources, and coordinate activities in the process of reaching a goal.
- **ABILITY TO CONTROL:** Able to exercise control over the work activities of individuals thereby ensuring they fulfill their assigned responsibilities.
- **CLIENT-ORIENTED:** Strives to establish positive long-term relationships with clients/customer to achieve high client/customer satisfaction by providing quality services or products that meet their wants, needs, and expectations.

Global Results

Here is a summary of the candidate's results for the assessment criteria assessed by this test. You can also find clarifications regarding the results in the following pages.

Competency	Score
Analytical Ability	3
Ability to Manage Communications	2
Ability to Manage HR	2
Planning Skills	3
Ability to Organize / Orchestrate	3
Ability to Control	3
Client-oriented	1
AVERAGE	3,3

Rating scale:

Absent 0	Poor 1	Weak 2	Good 3	Very good 4
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In-Basket Exercise

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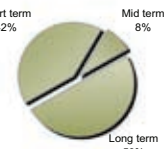
Productivity

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

Scope of Action and Types of Plans

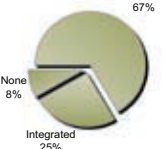
Scope of Action

Distribution of the range of actions proposed for the situations completed by the candidate.

Short term	42%	Mid term	8%
			
		Long term	
		50%	

Types of Plans

Distribution of the types of plans proposed for the situations completed by the candidate.

None	8%	Summary	67%
			
		Integrated	
		25%	

* An integrated plan involves analysis, several actions to resolve the situation, and a follow-up.

