

Multi-Method Assessment Package for Recruitment and Staff Development

A range of 'off the shelf' or customised tools designed to measure individual and group competencies

For use in recruitment, team building, personal development, restructuring, change management and succession planning

Delivered by

ANAGRAM
people

Presentation

Formal presentations designed to meet your requirements and observed by a panel of assessors.

They are delivered in the following ways:

- (i) The candidate is given a topic in advance/ on the day and asked to prepare and design a presentation using technical media and supporting material of your/their choice. The candidate presents to the interview panel and/or assessors, who will score the presentation as part of the assessment centre activity.
- (ii) Candidates are given information which needs to be interpreted and analysed and then use their findings to design a presentation. This can be a fictitious activity, or one based on a real situation occurring in your company. The presentation can be scored as a stand alone activity or divided in to points awarded for accuracy of interpretation, validity of findings and performance in presentation.

Competency based interviews

Competency based interviews can be integrated in to the assessment centre process by selecting managerial or directorial competencies critical to performance in the job. Competencies can be derived from within, or from a pre-determined nationally recognised inventory.

Group Exercises

Typically, these are timed discussions where a group of participants are asked to work together to solve a work related problem. Roles can be assigned or unassigned and the group is observed by a pro-rata number of assessors recording interaction between the group members. Observations / assessments made in this setting can be used to confirm or perhaps question information derived from other sources in the assessment centre.

In-tray exercises

These involve working from the contents of a manager's in-tray, which typically consists of letters, memos and background information. The candidate is asked to make decisions based on this information, usually against the pressure of a timed assessment. Ideally examples of real information used in your organisation are included in the exercise. It can be used as a stand alone assessment tool or linked to another activity (usually role play) utilising the same scenario. The in-tray exercise readily assesses a range of skills because assessment decisions are made on physical evidence and the answers to pre-determined solutions.

Fact finding exercises

Each candidate, working alone is asked to reach a decision but is only provided with part of the necessary information. S/he needs to understand what additional information is required in order to make a sound / rational decision. It may involve the candidate having to find information from a variety of sources, including questioning the assessor.

Role Play

We can provide both assigned and unassigned role play. Scenarios vary to meet your recruitment or team building requirements, but would usually be based on a problem or occasion which has, or may well occur, in your organisation. Typically candidates are briefed on a situation, given a status and asked to either, achieve corporate objectives, negotiate their own case, or reach a common decision. The way in which they deal with the situation is assessed by a team of trained observers.

Ability tests

If the post you are offering requires validation of a candidate's numerical, verbal or critical reasoning skills, ability tests will give extremely clear indicators of likely ability to do the job. Ability tests can be administered on-line but this method of delivery is recommended for pre-screening only. Tests for short listed candidates should be administered under test conditions, as a part of the process.

Personality Questionnaires

Personality questionnaires provide a valuable insight in to a candidate's, preferred style of behaviour at work, motivation for doing the job or likely performance in a customer contact situation. Information can be gathered about an individual which you will not glean from any other part of the process. Responses can help you devise additional questions or discussion points to use in the interview and will quite dramatically support the scoring of other activities in the assessment centre.

Assessment centres for team building or personal development can be based on OPQ and Motivation profiles. Used with other exercises in a development centre, feedback can help formulate individual and/or team action plans or provide feedback on performance against a range of key job competencies. OPQ information can be transferred in to a Belbin's Team Type profile, showing individuals how their preferred way of working in a team compares to the style of colleagues. They can also be successfully combined with a variety of 360' feedback interventions to give an all round view of how individuals and teams see themselves in contrast to how others see them.

Assessment Centre Activity												
Competency	Presentations	Group Exercises	Role Play	Fact Finding Exercises	In-tray	Competency Based Ints	Ability Tests	OPQ	MQ	CCSQ		
Managerial Qualities												
Leadership		✓	✓			✓		✓		✓		
Planning & Organising	✓	✓	✓	✓	✓	✓		✓	✓			
Quality Orientation					✓	✓		✓	✓			
Persuasiveness	✓	✓	✓			✓		✓	✓			
Professional Qualities												
Specialist Knowledge	✓	✓			✓	✓						
Problem Solving & Analysis		✓	✓	✓	✓	✓	✓	✓	✓			
Oral Communication	✓	✓	✓			✓		✓				
Written Communication	✓				✓		✓					
Entrepreneurial Qualities												
Commercial Awareness		✓	✓		✓	✓			✓			
Creativity & Innovation	✓	✓	✓			✓		✓				
Action Orientation		✓	✓	✓	✓	✓		✓	✓			
Strategic		✓			✓	✓		✓				
Personal Qualities												
Interpersonal Sensitivity		✓	✓			✓		✓				
Flexibility		✓	✓			✓		✓				
Resilience		✓	✓	✓		✓		✓				
Personal Motivation						✓			✓			