



## INFORMATION DOCUMENT ASSESSMENTS

You are invited to an assessment center at Elevate Consulting Group. Maybe you have done assessments in the past and know what to expect. It could also well be that you have never done an assessment before. This document helps you to prepare by explaining more about assessments and furthermore give you some practical advice.

This document provides information about the following:

- 📄 What is an assessment?
- 📄 The process
- 📄 Frequently Asked Questions
- 📄 About Elevate

If you have additional questions after reading this document. Please don't hesitate to contact us.

See you soon!

Renske Valk

### **Elevate Consulting Group**

Drs. Renske Valk MBA – [rvalk@elevate-consulting.com](mailto:rvalk@elevate-consulting.com)

Phone: 020 795 1820

[www.elevate-consulting.com](http://www.elevate-consulting.com)



# WHAT IS AN ASSESSMENT?

## What is an Assessment?

An assessment is an evaluation process in which a candidate is assessed by multiple assessors (people). The objective (research question) of an assessment can vary: selection, development, career, promotion, potential.

Based on the objective of the assessment, a program is compiled consisting of different tools and exercises. Common tools and exercises used are for example: personality questionnaires, motivational questionnaires, capacity testing and simulation exercises (e.g. role-plays).

Selection or developmental assessments are characterized by simulation exercises. During these exercises the candidate is put in situation reflecting the current or future working environment. During these exercises the candidate is observed by assessors. Examples of simulation exercises are: a sales meeting, a meeting with an employee, preparing and delivering a presentation, leading a team meeting.

## What to expect? What does such a day look like?

The assessment program consists of a diversity of "assignments". In general you can expect the following types of assignments:

**Introduction:** The assessment starts with an introduction. The objective of the assessment is confirmed, there is a short personal introduction and the program is explained. After that you will start with the different exercises amongst which:

**Self-Reflection exercises:** Exercises that help you to reflect on who you are, what is important for me and what choices have I made in my professional career?

**Online questionnaires:** For example personality questionnaires and ability testing.

**Simulation Exercises.** Depending on the research question (objective of the assessment) you will have some exercises related to your (future) position. For example: you have a meeting with an employee, a customer or colleague / peer about a problem/issue. Or you lead a team meeting. As preparation of these type of exercises you receive instructions and context. The simulation exercises are specifically designed for your assessment and therefore most context and situations will be recognizable for you and definitely relevant.

**Feedback Meeting/Interview:** At the end of the day we look at the 'research question' and based on all sources of information (your resume, the output of all exercises) there is an interview, also called feedback meeting. You will receive the results of the various exercises and we will discuss the outcome, strength and developmental opportunities.

## How am I being assessed?

During the assessment we collect as much information about you as possible. Using different tools (questionnaires, simulation exercises, your resume etc.), enables us to develop a broad perspective on who you are.

At the end of the day we discuss this information, get your input and talk about the objective of the assessment. Together we talk about the match with a position, talk about next steps in your career and discuss coaching and developmental tips.

## PROCESS

### Assessment location

The assessment takes place at the offices of Elevate Consulting Group, Haarlemmerweg 321B, 1051 LG in Amsterdam. Access to the office is easy by car as well as public transportation. Public parking space is available in the surroundings of the office. BE AWARE: paid parking, using credit card or debit card. Your assessment invite will provide you with a route description to our office.

### Duration of the assessment

The assessment takes a full day. Usually we start around 9:30 and finalize the day around 17:30. Your specific starting time will be provided in the invite that you receive via email.

### Am I entitled to get my own results?

Of course you are! At the end of the day you receive the highlights. You therefore know in general the results and our advice before you leave our office. After the assessment we will create a report. This report will be sent by email to you. You have time to read it and ask questions about the content. Only after your approval the report is sent to the "employer" (often your manager). As the reports are tailor made please allow us 5 to 7 working days before receiving the report by email.

### How does the "conclusion" look?

In case of a development or talent assessment the conclusion of the report consists of a number of developmental suggestions. We look at your talent, your natural style and compare this to your current or future position. We try to make this final paragraph in the report as pragmatic as possible.

In case of a selection assessment we define the match between your talents and skills and the competencies crucial for success in the position. It could well be that there is a good match and in that case, we provide you with tips on how to further develop. In those situations that the match appears less, we give you tips on how to develop the required competencies. Obviously we support our conclusion with arguments and if required further explanations.

### What happens after the assessment?

You will receive the assessment report and after your approval we send it to the employer (often a manager or HR manager). We advise you to discuss your report with the relevant people in the organization. If appreciated, we can facilitate this discussion.

## FREQUENTLY ASKED QUESTIONS

### Are there specific things I need to bring to the assessment?

Elevate Consulting Group takes care of all things that are needed during the assessment. You don't need to bring anything. We furthermore arrange lunch for you. On the day itself we will discuss your preferences.

Since the assessment takes a full day, you might want to bring some additional snacks (fruit, bar). Obviously these kind of things differ per person and you know best how to keep your energy going.

Don't forget your READING GLASSES (if relevant).

### Am I observed during for example lunch?

No. You will always know when you are being observed. We only observe during the simulation exercises and the assessors are always visible to you.

### What happens if a candidate has an off-day?

If you don't feel well on the day of your assessment (mentally or physically), you should tell us in advance. If you are ill or if the situation is exceptional, you should move the assessment date. We would like to share though, that in general our body and mind are very flexible and strong.

Missing out on a good night sleep usually does not impact the results of the assessment in a negative way. People are well equipped to keep focus on a day full of new and exciting things. Be prepared to feel tired at the end of the day though.

### What should I wear?

During the assessment we would like to "get to know you" as the person you are during your work. It is therefore best to dress according to this (in line with what you would usually wear to work). You don't need to dress more formal than usually. You should feel comfortable.

### How can I prepare myself?

It is not possible to specifically prepare for this day. It is a day on which you get the chance to show your talents, skills and experience. We use questionnaires and observe your competencies. During the exercises it is important that you behave as usual. To feel more comfortable some people like to read more about assessments as a preparation. Some also like to practice with the ability testing. This however is very personal.

### Preparing: capacity/ability testing

Preparing for capacity /ability testing is not necessary. Capacity tests measure inherent talent and practicing should not heavily impact the results. However, in practice, some people can benefit from practicing. It can reduce tension since you know what to expect. It can increase your self-confidence and sometimes it can give you a head start since you are more familiar with the task (and therefore a bit faster at the start).

Below some websites that offer you the possibility to practice ability testing:



[https://www.assessmentday.co.uk/inductive\\_reasoning.htm](https://www.assessmentday.co.uk/inductive_reasoning.htm)

<https://www.fibonacci.com/>

<https://www.numericalreasoningtest.org/>

<https://www.123test.com/classical-intelligence-test/>

## ABOUT ELEVATE

Elevate Consulting Group delivers services in Human Resources Consultancy. We support our clients in the area of organizational development, team development and individual development. Always based on solid methodology. We apply science in order to help you predict performance. Assessments are an important part of our services. We appreciate that we are able to contribute to the growth of individuals in their work and career. We also understand that an assessment center can be exciting as well as a bit stressful for candidates. Not only because candidates not always know what to expect. But especially since you are pushed out of your comfort zone for an entire day knowing the result is important for your growth and career. This is why we make sure to spent enough time with each candidate and offer a personal approach. Our style is informal and we try to make you feel as comfortable as possible. This will benefit the output of the assessment. For you as a candidate as well as for your employer.

For more information about Elevate Consulting Group, please check our website: [www.elevate-consulting.com](http://www.elevate-consulting.com).