



PRO-FEST ABILITY EXERCISE (PROFEST-AT 06)

EVALUATION REPORT

- Candidate: Candidate X
- Evaluation date: January 200X

ÉVALUATION PERSONNEL
SÉLECTION INTERNATIONALE INC.

WWW.EPSI-INC.COM



Pro-Fest Ability Exercise

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Explanation of the Ability Exercise Pro-Fest

The Ability Exercise Pro-Fest assesses a candidate's ability to react appropriately, in writing, to situations that could be encountered on the job, in a position with a supervisory role tasks. These situations could include requests from an immediate supervisor, letters from outside the organization, memoranda or requests from employees.

For the purpose of this exercise, the candidate will have to answer a series of scenarios using complete sentences or in point form. This exercise contains seven (7) scenarios that must be completed by using the skills that match the five (5) evaluation criteria below. The candidate will have to analyze each scenario and make a decision that best suits the information provided.

This exercise was not developed to assess specific knowledge in a field of employment.

Rating scale

For this report, the results are presented using the following rating scale:

Excellent 5	All major issues/criteria were addressed, answers were appropriate. Candidate surpassed your expectations.
Very good 4	Most of the major issues were addressed, no major deficiencies exist in the areas assessed. Candidate demonstrated a consistently better than average level of performance.
Good 3	Some of the major and minor issues were addressed, some deficiencies exist in the areas assessed, but none of major concern.
Weak 2	Few issues were addressed, some major deficiencies, some problems.
Poor 1	Few or no issues addressed, many deficiencies, a major problem exists. No answer or inappropriate.
Absent 0	The candidate does not demonstrate in any manner the evaluation criteria.

Pro-Fest Ability Exercise

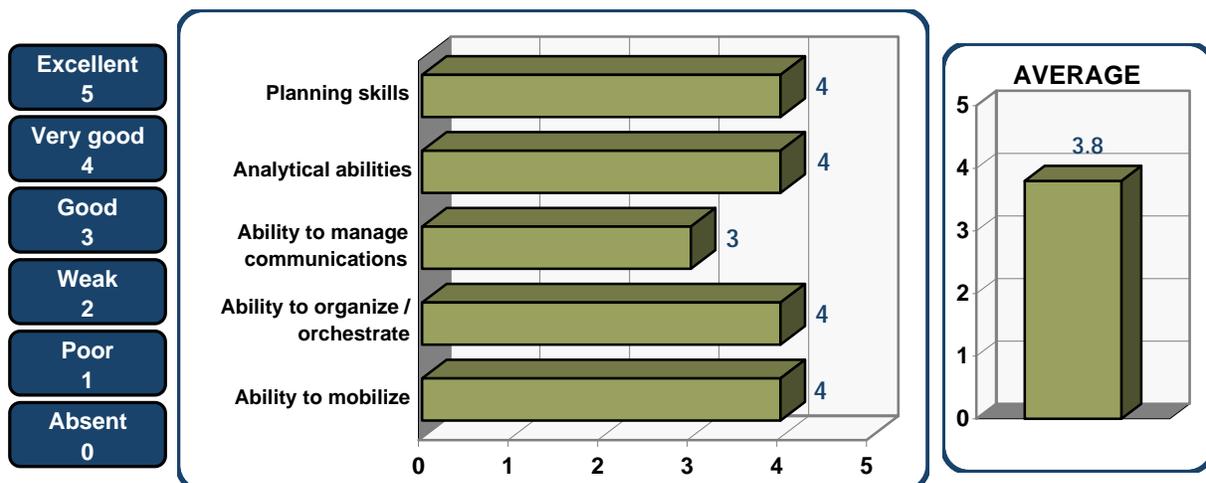
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Definition of the competencies evaluated

- **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.
- **ABILITY TO MANAGE COMMUNICATIONS:** Ability to manage communications in such a way that the people involved receive information at the appropriate time and in a format adapted to their needs.
- **ABILITY TO ORGANIZE / ORCHESTRATE:** Distributes resources, effectively organizes work and takes the necessary measures to meet fixed goals.
- **ABILITY TO MOBILIZE:** Motivates others to commit themselves by holding them accountable for their work and by giving meaning to their work.

Results obtained



Pro-Fest Ability Exercise

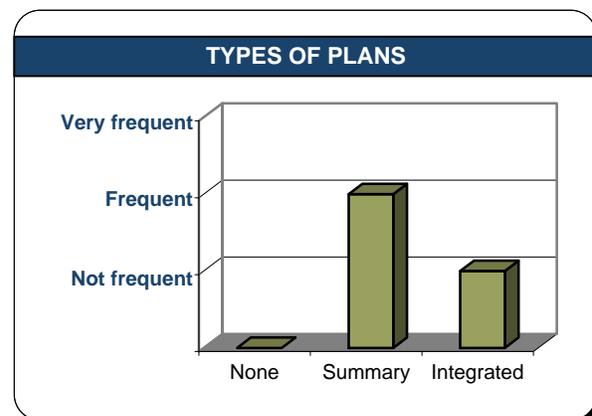
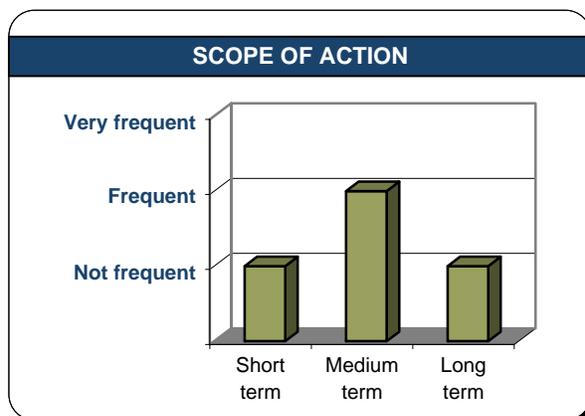
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Productivity



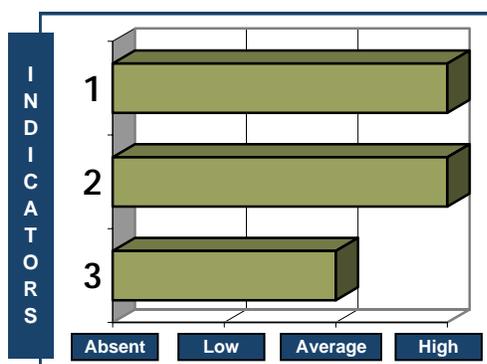
Scope of Action and Types of Plans



Results per competency

Planning skills

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- 1 Identification of priorities and key elements**
Evaluates the extent to which the candidate is able to prioritize the actions he or she plans to take in relation to one or all of the situations that he or she is dealing with. Also evaluates to what extent the candidate is able to identify the key elements that will enable him or her to plan activities well.
- 2 Plans activities**
Evaluates the extent to which the candidate is able to establish complete action plans divided into a sequence of steps that enable a definitive resolution of problems encountered.
- 3 Implementation**
Evaluates the extent to which the candidate ensures that he or she has taken care of organizing work or the planning of resources in order to implement activities efficiently.

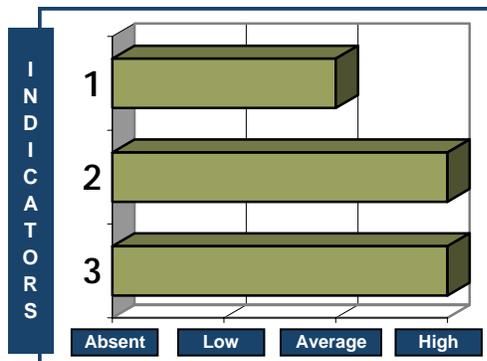
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Analytical abilities

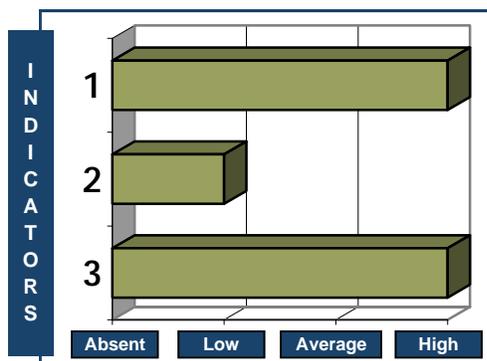
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- 1 Analyzes the context**
Evaluates the extent to which the candidate analyzes the complexity of problems that arise by questioning the people involved and verifying the accuracy of the information provided or the hypotheses offered.
- 2 Looks at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

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- 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.

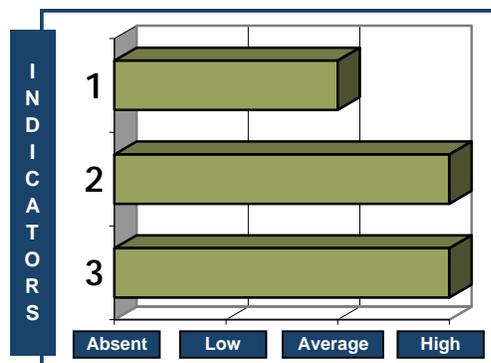
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Ability to organize / orchestrate

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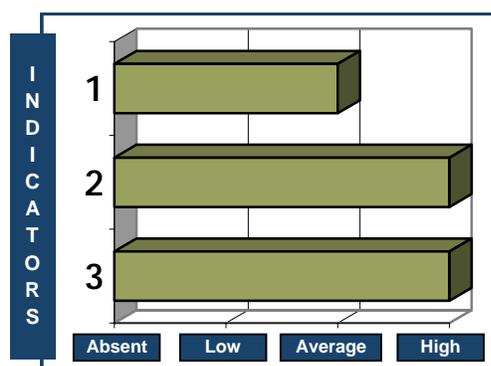
- 1 Organizes activities**
 Evaluates the extent to which the candidate is concerned about establishing mechanisms and procedures to achieve prescribed objectives. Also evaluates the extent to which the candidate is concerned about evaluating the progress of ongoing projects by establishing deadlines or conducting follow-ups.

- 2 Involves the right people**
 Evaluates the extent to which the candidate knows how to get different stakeholders involved in order to find solutions to problems that arise and to delegate to them specific tasks to accomplish.

- 3 Orchestrates clients services**
 Evaluates the extent to which the candidate is concerned about promoting high-quality service and client satisfaction. Also evaluates the extent to which the candidate is concerned about the organization's image.

Ability to mobilize

4 / 5



- 1 Establishes a good work environment**
 Evaluates the extent to which the candidate is able to create a stimulating work atmosphere among staff by fostering healthy human resource management practices and encouraging teamwork.

- 2 Efficiently manages his employees**
 Evaluates the extent to which the candidate encourages the use of available human resource tools for employees, such as training and skill development. Also evaluates the extent to which the candidate is concerned about giving employees feedback on whether or not they have achieved objectives for the purpose of improving performance.

- 3 Makes his employees accountable**
 Evaluates the extent to which the candidate knows how to encourage accountability for employees when they take on a task or regarding their performance.