

Yudi Hidayat

From: Sherly <sherly@lresources.co.id>
Sent: Thursday, October 12, 2017 4:21 PM
To: Yudi Hidayat
Cc: Risang Wijanarko; Tema S Mendrofa; Gatot Prihandoko; Yusuf Kurniawan; Muhammad Dipoalam; Gemilang Adi Perdana; Learning Talent Development Support; 'assessment'
Subject: Assesment Invitation - Mr/Ms. Yudi Hidayat
Attachments: Assess Overview.pdf

Dear Mr/Ms. Yudi Hidayat

On behalf of our client PT. TRAKINDO UTAMA, we would like to invite you for the individual assessment. The assessment will be held on :

Date : Tuesday, October 24th, 2017
Time : 08.00 am – 05:00 pm
Place : PT Learning Resources
Jl. Wijaya 1 No. 71, Kebayoran Baru
Jakarta Selatan 12170; Phone: 021 – 7232388

Herewith some details of exercises you will be taking during the assessment center:

1. **Assess Personality Survey**

Is a work-oriented instruments designed to measure characteristics related to good decision making and effective job performance in professional and managerial jobs. Its focused is on work-related personality that will support the evaluation of candidates job fits.

You will take this personality survey online as your pre-work prior to your assessment center. To complete the ASSESS Personality Survey, point your browser to the URL at the end of this message.

On the front screen of the Survey, you can **choose the language of the assessment** in the upper right corner of the screen. You then must enter the short account name and User ID. On the second page, select "Begin Survey Without Candidate Code" ("Mulai Survey tanpa Kode Kandidat"). Read and complete the Survey Agreement, enter information and begin the survey. You are encouraged to finish the survey in one go, and make sure to click Submit after completing all questions in each page of survey to ensure your answers are saved.

Please **complete the survey before Tuesday, October 24^h, 2017.**

URL : www.bigby.com/testing/assess
Short Account Name (Nama Account Singkat) : **trakindo**
User ID (ID Pengguna) : **trakindo**

How to Restart an Unfinished Assess Survey

If a survey has already been started but not finished, please use these instructions. When you originally started the Assess Survey, you were provided with a Candidate Code. You will need this to restart your survey. Connect to the web address provided in the original instructions. Login with the Short Account Name and User ID that were provided. On the second screen select "Enter Candidate Code." You will then be asked to enter your last name and the candidate code. Once this is entered, your survey will resume on the last screen with unanswered statements. Continue the survey.

If you do not remember the Candidate Code, please contact us, we will provide you with your candidate code.

2. **Behavioural Interview**

Is a structured interview focused on discovering specific employment-related situations. The behaviorally based questions is designed to better evaluate one's ability to display each competency and it aims to understand the past performance in the workplace as it will predict future performance

3. **Job Simulation :**

These exercises present real-life on-the-job scenario where participants are given an opportunity to perform a particular job.

- **Intray Exercise**
You will assume a particular role as an employee of a certain company and work through the correspondence in the in-tray. This exercise is designed to measure the ability to organize and prioritize work.
- **Presentation Exercise**
You will assume a particular role as a consultant which should make recommendation strategy for a certain company. You will then be asked to make a presentation of around fifteen minutes with additional fifteen minutes at the end for questions. This is designed to measure the presentation skills including the ability to organize and structure the information and to communicate points clearly and concisely.
- **Role Play Exercise**
Allows the assessors to actually test how you respond when put on the spot or dealing with conflict. The key purpose of the exercise is to see what competencies display and how the behavior matches those of the required role.

We hope the above description of exercises will give you clear understanding about the individual assessment. Should you have any questions or any further details, kindly contact us.

Thank you for your kind attention and co-operation.

Warm regards,



Sherly Ngangi | Administration Staff

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