

## Irena Irmu Anugerah

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**From:** Dinda [dinda@lresources.co.id]  
**Sent:** Friday, April 27, 2018 10:36 AM  
**To:** Irena Irmu Anugerah  
**Cc:** Thomas Heri Darmanto; Iqbal Asrul; Gatot Prihandoko; Andromeda Lyrandrita; Yusuf Kurniawan; Learning Talent Development Support; Sagung Dian Rosinta; assessment@lresources.co.id  
**Subject:** Invitation for Assessment - Mr/Ms. Irena Irmu Anugerah  
**Attachments:** Assess Overview.pdf; Map to LR Office.jpg

Dear Mr/Ms. Irena Irmu Anugerah,

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** : Friday, May 11<sup>st</sup>, 2018  
**Time** : 08.00 am – 05:00 pm  
**Place** : PT Learning Resources  
Jl. Wijaya 1 No. 71, Jakarta 12170, Indonesia  
Ph.: +62 21 723 2388 , Fax: +62 21 723 2389

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

### 1. Cognitive Assessment

Is a comprehensive and in-depth measure of mental agility, it has been designed to assess general reasoning ability. It consists of three sections, measuring Verbal, Numerical and Abstract reasoning ability.

### 2. 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 Friday, May 11<sup>st</sup>, 2018.**

URL : [www.bigby.com/testing/assess](http://www.bigby.com/testing/assess)  
Short Account Name (Nama Akun 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.

### 3. **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

### 4. **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.
- **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.
- **Group Exercise**  
Discussion consists of up to 6 participants; you are required to act as a team member to discuss specific issues with provided information.

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,



Adinda Syahidah | **Assessment Centre Support**

**Jl. Wijaya 1 No. 71, Jakarta 12170, Indonesia**

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