

Orpsy: Extra information for the candidates

Going through an assessment center may sound stressful. But actually this means that your current or potential new employer will see you as a possible suitable candidate for the position. We would like to explain what you can expect from Orpsy.

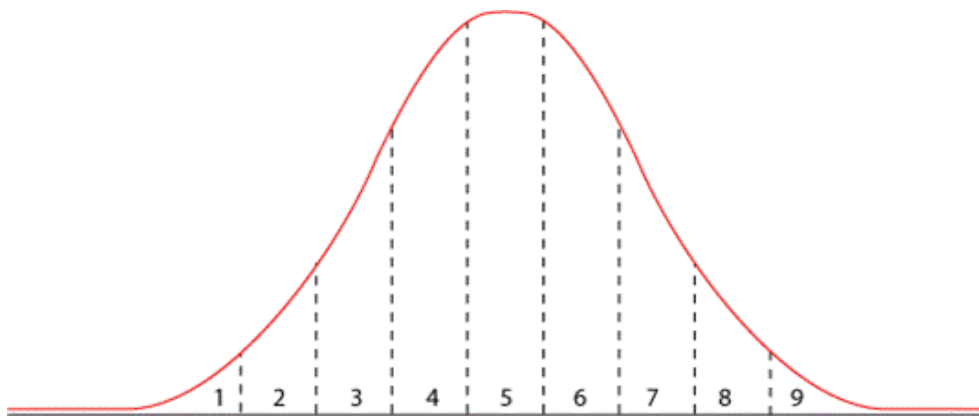
What is an assessment at Orpsy?

In the context of your new position, you have already had one or more interviews. Your employer now wants to explore this further in depth on the basis of a number of competencies. In consultation with Orpsy, the set of competencies and skills is determined. In this way, Orpsy acts as a third, neutral party. Whoever fills in the position has no interest in us. We provide an objective report and advice.

An assessment offers you the opportunity to map out your strengths, but also possible development points. For each competence a comparison is made with a reference group. This is a relevant group of people who already perform a similar function, at the same level of education as the function for which you are applying. We look at how you relate to that group. To be able to assess this, Orpsy applies different methodologies. These are explained in more detail below.

There is always a lead assessor present and for some exercises also a co-assessor. After the assessment day, all observations and appraisals are brought together and discussed by the involved assessors. Then an objective report is made. For each competence a 'stanine score' is assigned and we describe a strength and a point to be developed.

A stanine score is a score on the scale from 1 to 9 and is by no means comparable to a score on a school report. A stanine curve follows the Gauss-curve, where 5 represents the average of the reference group. A score between 4 and 6 is therefore already an acceptable result.



Orpsy formulates a clear conclusion and advice. Feedback is possible via the employer and/or by telephone or on site at Orpsy.

We would like to keep your results up to 5 years after the date. To do this, you must sign a GDPR document on arrival. More information can be found on our website or on the website of the EU GDPR:

<https://www.eugdpr.org/> or <https://gdpr.eu/>

There are various exercises and methods that are used to have an objective assessment together. Assessment exercises simulate real working conditions. Although they are often fictitious, they have

an important predictive value for your effective behaviour in a professional context. Here are the types of tests that can be part of the assessment.

- Automated tests
- Depth interview
- Role-playing
- In-basket exercise
- Self-description
- Presentation exercise
- Group discussion

1. Automated tests

During these tests there is always a clear instruction provided and you first make a number of examples to learn the methodology. PC tests are carried out in a common room. Some of these tests are time-bound, others need to be done at your own pace.

Some examples:

- *Personality questionnaires*
- *Analytical reasoning tests*: numerical, verbal or abstract information processing, interpretation of tables and graphs, administrative skills,...
- *Planning exercise*
- *Specific questionnaires*: about leadership, commercial skills, dealing with stress, management insights, negotiation style,...
- *Specific knowledge*: French, English, Excel, etc.

2. In-depth interview

Questioning relevant information about a number of specific competencies and certain topics. An in-depth interview is also very suitable for finding out ideas and opinions on a particular subject.

3. Role play

You will have time to prepare and empathize with a certain situation. This is then converted into a role-play. We would like to see how you deal with the different issues. So a good empathy is essential and take the given as you would do it in practice. A role-play is always discussed. This gives you the opportunity to explain the choices you have made. The role-plays provide an insight into various areas such as leadership, commercial skills, managing project teams,...

4. In-basket exercise

You will receive a fully worked out case in which empathy in a fictitious company or organisation is again important. You will receive the necessary information and data. Within this context you will be confronted with different situations and problems. It is up to you to describe your personal actions, reactions and reasoning from the described role. The time is clearly defined and the exercise is discussed every time, so that you will once again have the opportunity to substantiate your decisions.

5. Self-evaluation questionnaire

We ask you to describe yourself (in terms of style, approach, vision, ...) in writing around a number of professional topics.

6. Presentation exercise

You can prepare a presentation using a flipchart and white board or via Powerpoint. You present this to the assessors. This is also possible within a fictitious context (e.g. to your

management). The time is defined during both the preparation and the actual presentation. There are several possibilities:

- *Presentation about yourself*: describe yourself and your experience and present your vision, insights and approach to the intended job.
- *Case presentation*: you work out a certain case, article, ... and you make a presentation around a number of questions.

7. Group discussion

You need to prepare a certain case. You empathize and make a number of choices for yourself. After that a number of people are brought together with the intention to come to a common decision. In this exercise, the group interaction and your concrete input will be observed, as well as the results achieved.

Practical information about the assessment day

1. How long?

Whole day or half day: depending on the type of job and the job level for which you are applying, the number of competencies to be measured and the wishes of the employer.

2. Welcome

You will be welcomed in a professional setting. The course of the assessment will be explained to you. Water, coffee or tea is available all day.

3. Location

Orpsy is located on the small ring around Ghent. If you come by car, you can park your car on the street side. You pay 6 euros for a day ticket. Reaching us by public transport is very easy. From Gent Sint-Pieters station, tram 4, bus 65 or 67, tram 21 or 22 and buses 14, 15, 16 bring you to Orpsy. Get off at the Bijlokehof stop and you will be at a stone's throw from our office.

4. Lunch

Orpsy provides you a sandwich lunch. As far as possible we take into account allergies and preferences. The lunch break usually lasts for half an hour, and you also get the chance to get some fresh air.

5. Preparation

You can't really prepare for an assessment. There are a number of online sample tests on personality and analytical skills. These are not necessarily in line with the questionnaires offered by Orpsy. Via the following link you can practice a number of tests:

<https://www.cebir.be/nl/kandidaat> (You will enter the Dutch page. You can change the language to English when you click on one of the practice tests at the bottom of the page)
<https://www.shl.com/shldirect/en/practice-tests/>

We advise you not to act differently and to focus mainly on your professional frame of reference.

We wish you the best of luck and would like to welcome you to our office on the agreed date.