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mpw
mensch psychologie wirtschaft

Information for participants in mpw individual assessments

Individual assessments are widely used as tools for screening and promotion processes as well as for determining potential. During the assessment, the participant is evaluated on the basis of clearly defined criteria to determine his* suitability for a specific position – usually in the area of management or project management functions. Thanks to this process, the client can rely on an independent expert opinion. A further advantage lies in the recommendation of development measures: the scope of the evaluation of potential during an assessment is also to diagnose, through utilisation of expert procedures, those areas in which the candidate should be able to further develop in view of the targeted position. Based on this diagnosis, concrete development goals and supportive measures are suggested.

Quality Criteria for a Professional Assessment

- An experienced team of assessors with suitable training and professional practice
- Compliance with the "two observers rule": a minimum of two assessors participate in the evaluation, and coordinate their observations and results
- Kick-off meeting with the lead assessor at the client's office
- During the assessment, various procedures are implemented to ensure the aspects to be evaluated can be observed repeatedly
- The exercises are standardised and validated with an appropriate random sample
- Systematic, competence-oriented evaluation of results
- Swiss Assessment/SQS Quality Certificate: mpw guarantees it fully adheres to Swiss Assessment Quality Standards for the development, performance and evaluation of Assessments and Development Centers (please refer to www.swiss-assessment.ch).
- mpw exercises absolute discretion with regard to the information provided by clients and participants.

For further information on mpw and our individual assessments, please consult our homepage www.mpw.ch and do not hesitate to contact us should you have any questions.

Schedule and procedure for conducting an mpw individual assessment

Before the assessment

- Assignment is awarded to mpw with objectives, job specifications, required job profile and organisation chart.
- An appointment is set up with the participant who is sent an invitation letter with instructions for undertaking preparatory tasks.
- The participant completes and submits his preparatory documents.
- Kick-off meeting with the head assessor at the client's office.

For easier reading, the masculine and feminine forms are not used in this document when references to persons are made. Any such reference applies equally to either gender.

Individual assessment schedule

Introduction and interview	• Welcome • Rundown of the schedule for the day • Assessment objectives • Q&A • Partially-structured Interview	~60'-90'
Main part	• 2-3 **mock discussions/presentations** (management discussion, persuasive discussions, client discussion, conflict discussion, etc.) • 3-5 cognitive-type **problem-solving procedures** (analytical, conceptual, planning-organisational) • 1-3 **personality and aptitude tests** ***Lunch break**: elsewhere, without the assessor, duration (generally about 45 minutes) to be agreed upon on the day of the assessment. During the assessment: breaks on request.*	~4-7h
Self-evaluation	Self-evaluation by the candidate with regard to the position or matter at issue.	~20'
Conclusion	• Discussion on the self-evaluation • Initial feedback on the evaluated procedures, strengths and development areas • Clarifying further procedures (report, feedback discussion)	~20'

The content and duration of the assessment depend on the target position and the type of assessment.

After the assessment

After the assessment, the results are evaluated by the team of assessors and delivered in a written report. As a rule, copies of this report that are identical in content are sent, at the same time, to the participant and the client. The participant has the opportunity to discuss the report during a personal feedback session with the assessor. This discussion usually lasts about one hour.

In addition to the report, a follow-up meeting between the assessor in charge of the evaluation and the client takes place either in person or by phone.

For assessments of in-company participants, the feedback discussion may take place together with the line manager and/or the Head of HR.