



## Information for Executive Assessment Participants BAM

### Prepare yourself effectively.

You have been invited to an individual assessment test at LTP. At this time, we are making every effort to perform all assessments remotely. In some cases, the decision may be made to have the assessment carried out at our location. An assessment offers insight into your qualities, potential, and agility. It contributes to making a well-considered decision about your employment, further development and/or career. In this appendix, we provide you with some information about LTP, a good preparation, the procedure on the day of the test and its completion.

#### About LTP

LTP is a leading HR services company that exists since 1927. It was founded at the VU University of Amsterdam and has been an independent consultancy since 1947. For over 90 years we have focused on innovation and high quality in assessment and development.

LTP works with a team of about 60 experienced business psychologists and other experts, providing you with the best possible insights and advice with the aim of improving the performance of your employees, teams and/or organisation.

#### The assessment

The assessment test contributes to making a sound decision about your appointment or career. In an individual assessment procedure, we try to examine the degree to which you meet the requirements of the position for which you are applying. We call this a

selection assessment. Or, if the purpose of the assessment is development, we try to determine what competencies could be developed further. We call this a development assessment.

The assessment is always designed in such a way that we are able to answer the specific question concerned. This means that it is not possible to let you know in advance what the exact contents of your assessment will be.

#### The assessment process

Prior to the assessment day you will receive an invitation by e-mail to fill out a number of questionnaires. This reduces the duration of the assessment to less than a working day, usually it takes 5 or 6 hours, depending on your program.

And don't forget to bring a valid proof of identity (ID card, passport or driver's license).

## Online questionnaires and tests

Prior to the assessment day you will receive an invitation by e-mail to fill out a number of questionnaires. The results are used as input for your assessment, so fill them out carefully. These questionnaires and tests will provide us with an insight into your personal characteristics, your interests, and (eventually) management qualities and possible derailment risks.

## Practical exercises

You can expect at least one practical exercise in an assessment procedure. Role playing and other types of simulations give us an insight into your skills which are relevant for the position. One or more assessors will be present during these exercises to assess your performance based on the specific competencies relevant to your individual assessment.

You will be given extensive written instructions prior to each of the simulation exercises. These will list the exact competencies which you will be assessed on during each of the simulations.

### These can be clustered in 3 categories:

- **THINKING:** this area deals with competencies such as analytical skills, judgement, inventiveness, vision etc. You will be assessed on how well you are able to define the problem, on whether you have understood the issue clearly, and on any consequences your suggestions may lead to, etc.
- **FEELING:** here we look at competencies such as the ability to empathise with others, sociability, cooperation, customer orientation, etc. A simulation exercise will therefore focus on your ability to empathise with your conversation partner and will assess your listening skills and ability to respond to their perceptions, reactions and feelings.
- **STRENGTH:** this area assesses competencies such as initiative, decisiveness, stress resistance, persuasion, etc. A simulation exercise will, therefore, also always include an assessment of competencies in this area. These deal with the ability to take affirmative action, persuasion skills and the ability to exert influence.

## Meeting with a consultant

Generally, at the end of the day you will have a meeting with the consultant who is responsible for conducting the assessment. A second consultant will be also participating in case your assessment has a selection purpose. This conversation/interview will cover your work experience, motivation, ambitions and development opportunities.

The results of the practical exercise(s) and the questionnaires are discussed, and you can also ask your questions about the assessment. Often the consultant also takes stock during this interview and tells you the most important conclusions. So, at the end you have a good picture of the findings of the assessment.

## Report data

You will receive your report by e-mail no later than one week after the assessment; always before we bring our advice and share the assessment results with the client. If you decide to block the report data, we will of course not forward the report data to the client.

We guarantee a completely confidential treatment of your data. After permission, LTP only shares the assessment results (in various ways) with the client and does not provide any information to third parties. Your personal information will be stored for five years and then destroyed. Open [here](#) the LTP Privacy Statement.

## Professional code

The psychologists at LTP act in accordance with the guidelines of the Netherlands Institute of Psychologists (NIP) in their work. If you believe you have been treated unfairly or incorrectly during the test, we advise you to notify the psychologist concerned or LTP's management. If you still have valid objections after this, you can submit them to the office of the NIP ([www.psynip.nl](http://www.psynip.nl)).

## Preparation

Taking part in an assessment center is an intense experience. During the assessment process, you need to deliver your maximum potential. Being well prepared is therefore important.

## In conclusion

By way of this appendix, we hope to have provided you with sufficient information regarding the assessment at LTP. Should you have any further questions prior to the assessment, please do not hesitate to contact LTP directly: +31 (0)20 - 30 50 400 or [info@ltp.nl](mailto:info@ltp.nl).

If you want to cancel or postpone the assessment, please note that if you cancel within 5 working days before commencement, we will charge the client concerned with a cancellation fee.

***We wish you good luck!***