

ASSESSMENT

*An Introduction for Employees or Candidates
Who Are About to Participate in the Sales or
Management Assessment*

Witmer & Associates helps organizations develop competent managers, executives and salespeople.

We specialize in identifying and developing high-potential executives.

We, along with your company, are offering an assessment program aimed at identifying and developing your management and professional skills. One goal is to give you a realistic, objective look at your talents and development needs, compared to successful 'benchmark' talent in a variety of organizations. Another

goal is to help you take responsibility for your own development, by coaching you to discuss your skills and needs with your manager.

The assessment also provides data that, along with performance and work experience information, is of value in making job placements that will be mutually beneficial to you and your company.

We believe that your performance and job satisfaction will be greatly enhanced by the program.

The program consists of the following steps:

1 *Assessment Interview*

An in-depth interview with one of our consultants lasts about 2 1/2 hours. The specific content of the interview remains completely confidential. A short problem-solving exercise is used to explore your thinking style.

2 *Exercise/Tests*

You may be asked to complete a 2-hour "In-Basket" exercise that simulates a challenging management situation (*Comprehensive Assessment only*). Alternately, you may be asked to complete a brief personality profile.

3 *Assessment Report*

The consultant will prepare a report describing your talents, needs for development, and a draft development plan. This report serves as one source of information for you and your manager to make decisions regarding training, development assignments, job placements, rotations, and career paths. This report is filed in a secure location, and available to you and anyone 'upline.' Reports are valid for a period of 3 to 4 years.

4 *Individual Feedback*

You will meet with the consultant for 1 to 1 1/2 hours to discuss the assessment and conclusions. You will receive personal feedback and coaching, as well as suggestions for development. You will receive a copy of the report and a tape recording of the session. (Candidates are given feedback after they join the company.)

5 *Supervisor Feedback*

The consultant then reviews the assessment with your supervisor. The emphasis of this session is what the supervisor can do to foster your professional growth.

6 *Follow-Up and Development*

You are encouraged to take responsibility for your own development. Your human resources department and/or the consultant will serve as a resource to help you write a development plan. The consultant will assist with referrals to appropriate programs. Follow-up meetings may be held with you and your supervisor, to provide further coaching and to monitor progress on your plan.