

Group based Assessment Center Activities for Payroll Clerk

Instructions for using Template during the Interview

The purpose of this template is to provide a guide for using these Group Based Exercises during an Assessment Center for hiring new candidates.

It provides a structured approach to evaluating candidates based on their technical and behavioral competencies required for the role.

Please follow the instructions below to ensure a fair and consistent evaluation of each candidate.

1. **Review the Technical and Behavioral Competency Requirements for the Role:** Please refer to Section 1 to review the technical and behavioral competency requirements for the role. This will help you understand the key skills, knowledge, and behaviors that are essential for the candidate to possess to be successful in the role.
2. **Use the Group-Based Exercises as Assessment Center Activities:** Please refer to Section 2 & 3 of this template to understand the different group-based exercises that you can use to assess the candidates. Each exercise has been designed to evaluate specific competencies required for the role.
3. **Complete the Assessor Evaluation Form:** Please use the Assessor Evaluation Form provided towards the end of Section 2 & 3 to record your ratings and observations about the candidate during the specific assessment center activity. This form will help you capture your feedback on the candidate's performance during the exercises and their overall fit for the role.
4. **Maintain Objectivity and Fairness:** Please ensure that you remain objective and fair throughout the assessment process. Avoid making assumptions or drawing conclusions based on factors that are not related to the candidate's

performance. Also, ensure that you provide feedback based on the candidate's demonstrated behaviors rather than their personality or personal characteristics.

Competencies Required For Payroll Clerk

Technical Competency Requirements:

- Bachelor's degree in Finance, Accounting, or related field
- Uses Microsoft Excel and other financial software
- Understands of financial statements and accounting principles
- Understands accounts payable and accounts receivable processes
- Demonstrates knowledge of tax laws and regulations

Behavioral Competency Requirements:

- Demonstrates organizational skills and attention to detail
- Delivers communication and interpersonal skills
- Collaborates to work independently and in a team environment
- Demonstrates strong problem-solving skills

Section 2: First Group Based Exercise-1

Activity Description: Group Discussion

Name of Group Based Exercise: Financial Analysis Case Study

Objective: To assess technical competencies related to financial analysis and accounting principles.

Competencies that will be assessed:

- Bachelor's degree in Finance, Accounting, or related field
- Uses Microsoft Excel and other financial software
- Understands financial statements and accounting principles

Instructions for the assessor:

- Provide participants with a case study that includes financial statements and data.
- Assign participants to groups of 3-4 people.
- Provide clear instructions on how to complete the case study and what deliverables are expected.
- Observe participants as they work on the case study and assess their technical competencies.

Instructions for the participants:

- Read the case study and review the financial statements and data provided.
- Work with your group to analyze the financial information and identify key insights.
- Use Microsoft Excel and other financial software to create tables and graphs that illustrate your findings.
- Prepare a short presentation that summarizes your analysis and recommendations.

List of Job Aids that will be required to perform the activity:

- Financial reporting templates
- Financial analysis case study

- Presentation Software
- Microsoft Excel

Assessment Center Activity Assessor Evaluation Form

Participant Name:	
Assessor Name:	
Date:	

Instructions: Please provide ratings and observations based on the participant's performance during the assessment center activity. Use the rating scale below and provide specific examples to support your ratings.

Rating Scale:

- 1 = Below Expectations
- 2 = Meets Expectations
- 3 = Exceeds Expectations

<i>Competencies Assessed</i>	<i>Rating</i>	<i>Observations</i>
Bachelor's degree in Finance, Accounting, or related field		
Uses Microsoft Excel and other financial software		
Understands financial statements and accounting principles		



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Overall Assessment:

Based on the above criteria, please provide an overall assessment of the participant's performance during the assessment center activity.

Rating	
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Observations:

Please provide any additional comments or feedback about the participant's performance during the assessment center activity.

Additional Comments:

Signature	
Assessor	
Date	



Template Collection

Section 3: Group Based Exercise-2

Activity Description : Group Role Play

Name of Group Based Exercise: Problem-Solving Simulation

Objective: To assess behavioral competencies related to problem-solving and collaboration.

Competencies that will be assessed:

- Demonstrates organizational skills and attention to detail
- Collaborates to work independently and in a team environment
- Demonstrates strong problem-solving skills

Instructions for the assessor:

- Provide participants with a problem-solving simulation that requires them to work together in teams.
- Assign participants to groups of 4-5 people.
- Provide clear instructions on how to complete the simulation and what deliverables are expected.
- Observe participants as they work on the simulation and assess their behavioral competencies.

Instructions for the participants:

- Read the problem-solving simulation and review the information provided.
- Work with your group to identify potential solutions and develop an action plan.
- Assign tasks to group members based on their strengths and skills.
- Use effective communication and collaboration skills to work together and implement your action plan.

List of Job Aids that will be required to perform the activity:

- Problem-solving simulation
- Task assignment sheet
- Communication guidelines

Assessment Center Activity Assessor Evaluation Form

Participant Name:	
Assessor Name:	
Date:	

Instructions: Please provide ratings and observations based on the participant's performance during the assessment center activity. Use the rating scale below and provide specific examples to support your ratings.

Rating Scale:

- 1 = Below Expectations
- 2 = Meets Expectations
- 3 = Exceeds Expectations

<i>Competencies Assessed</i>	<i>Rating</i>	<i>Observations</i>
Demonstrates organizational skills and attention to detail		
Demonstrates strong problem-solving skills		
Collaborates to work independently and in a team environment		



Overall Assessment:

Based on the above criteria, please provide an overall assessment of the participant's performance during the assessment center activity.

Rating	
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Observations:

Please provide any additional comments or feedback about the participant's performance during the assessment center activity.

Additional Comments:

Signature	
Assessor	
Date	