

Group based Assessment Center Activities for Benefits Manager

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 Benefits Manager

Technical Competency Requirements:

- Develops and implements benefits programs and policies.
- Analyzes benefits usage and cost data to inform program decisions.
- Negotiates contracts with benefit providers and vendors.
- Ensures compliance with applicable laws and regulations.
- Uses HRIS and benefits administration software to manage employee information.

Behavioral Competency Requirements:

- Leads and manages benefits team and projects.
- Demonstrates strong analytical and problem-solving skills.
- Negotiates effectively with vendors and internal stakeholders.
- Communicates effectively and professionally with employees at all levels.
- Builds and maintains positive relationships with internal and external stakeholders.

Section 2: First Group Based Exercise-1

Activity Description: Group discussion

Name of Group Based Exercise: : Benefits Program Design Project

Objective: Assess the participant's ability to develop and implement benefits programs and policies, analyze benefits usage and cost data, negotiate contracts with benefit providers and vendors, and ensure compliance with applicable laws and regulations.

Competencies that will be assessed:

- Develops and implements benefits programs and policies
- Analyzes benefits usage and cost data to inform program decisions
- Negotiates contracts with benefit providers and vendors
- Ensures compliance with applicable laws and regulations

Instructions for the assessor:

- Divide participants into groups of 4-5 members.
- Provide each group with a case study scenario that outlines the organization's benefits needs, budget, and legal requirements.
- Instruct the groups to work together to design a comprehensive benefits program that addresses the needs of the organization while adhering to legal requirements and budget constraints.
- Assign a group leader to each group and provide them with the job aids required to perform the activity.
- Assess each group's ability to develop and implement benefits programs and policies, analyze benefits usage and cost data, negotiate contracts with benefit providers and vendors, and ensure compliance with applicable laws and regulations.
- Observe the group dynamics, communication, and problem-solving skills of each group member.

Instructions for the participants:

- Read the instructions carefully and clarify any doubts before starting the exercise.

- Work collaboratively with the team members to achieve the exercise objectives.
- Use the job aids provided to complete the tasks.
- Maintain a professional demeanor throughout the exercise.
- Communicate effectively with team members and customers as required.

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

- Benefits program design checklist
- Benefits cost and usage data report
- Legal compliance checklist
- Contract negotiation guide

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>
Develops and implements benefits programs and policies		
Ensures compliance with applicable laws and regulations		
Negotiates contracts with benefit providers and vendors		
Analyzes benefits usage and cost data to inform program decisions		

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	

Section 3: Group Based Exercise-2

Activity Description : Role play

Name of Group Based Exercise: Benefits Issue Resolution Role-Play

Objective: To assess the participant's ability to identify and resolve benefits-related issues, lead and manage benefits team and projects, communicate effectively and professionally with employees at all levels, and build and maintain positive relationships with internal and external stakeholders.

Competencies that will be assessed:

- Identifies and resolves benefits-related issues and escalates as necessary
- Leads and manages benefits team and projects
- Communicates effectively and professionally with employees at all levels
- Builds and maintains positive relationships with internal and external stakeholders

Instructions for the assessor:

- Divide participants into groups of 3-4 members.
- Assign each group a scenario that outlines a benefits-related issue that requires resolution.
- Instruct the groups to work together to role-play the scenario, with one participant playing the role of the benefits manager and the others playing the roles of employees or external stakeholders.
- Assess each participant's ability to identify and resolve benefits-related issues, lead and manage benefits team and projects, communicate effectively and professionally with employees at all levels, and build and maintain positive relationships with internal and external stakeholders.
- Observe the group dynamics, communication, and problem-solving skills of each group member.

Instructions for the participants:

- Read the scenario provided by the assessor.

- Assign roles and responsibilities to each group member based on their strengths and competencies.
- Role-play the scenario, with one participant playing the role of the benefits manager and the others playing the roles of employees or external stakeholders.
- Communicate effectively and professionally with each other and build and maintain positive relationships with internal and external stakeholders.
- Use the job aids provided by the assessor to support your decision-making process.

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

- Benefits issue resolution checklist
- Benefits communication guide
- Stakeholder management guide
- Project management tool

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>
Identifies and resolves benefits-related issues and escalates as necessary		
Builds and maintains positive relationships with internal and external stakeholders		
Communicates effectively and professionally with employees at all levels		
Leads and manages benefits team and projects		

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	