

# Group based Assessment Center Activities for Business Process Analyst

## Instructions for using this Template during Assessment Center

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



## Template Collection

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.

## Section 1: Competencies Required For Business Process Analyst

### ***Technical Competency Requirements:***

- Applies process improvement methodologies such as Lean Six Sigma to identify inefficiencies.
- Creates business process models using Visio to document workflows.
- Analyzes data using Excel and Tableau to identify trends and patterns.
- Implements project management methodologies and tools such as Agile and Scrum to manage projects.
- Applies process automation and workflow management tools to streamline operations.

### ***Behavioral Competency Requirements:***

- Communicates effectively with stakeholders to understand and address their needs.
- Works collaboratively in a team environment to achieve project objectives.
- Takes initiative and demonstrates a strong work ethic to complete tasks.
- Pays attention to details and ensures accuracy of work.
- Prioritizes tasks effectively and manages time to meet deadlines.

## Section 2: Group Based Exercise -1

### ***Activity Description: Simulation and group discussion***

**Name of Group Based Exercise:** " Streamlining Operations with Lean Six Sigma"

**Objective :** Assess the candidate's ability to apply process improvement methodologies, such as Lean Six Sigma, to identify inefficiencies and implement improvements.

### **Competencies that will be assessed:**

- Applies process improvement methodologies such as Lean Six Sigma.
- Analyzes data using Excel and Tableau to identify trends and patterns.

### **Instructions for the assessor:**

- Present a simulated business process with identified inefficiencies to the candidate.
- Assign the candidate to a group and instruct them to analyze the process, identify improvement opportunities, and develop an action plan using Lean Six Sigma principles.
- Observe the candidate's application of process improvement methodologies, data analysis skills, and ability to identify and implement solutions.
- Assess the candidate's problem-solving skills, ability to work in a team, and proficiency in using Excel and Tableau for data analysis.

### **Instructions for the participants:**

- Review the simulated business process and identify areas of inefficiency.
- Collaboratively analyze the process, applying Lean Six Sigma principles to identify improvement opportunities.
- Utilize Excel and Tableau to analyze data and identify trends or patterns that contribute to inefficiencies.
- Develop an action plan to implement process improvements, considering the impact on stakeholders and business objectives.
- Communicate and present your findings and proposed solutions to the group.

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

- Simulated business process with identified inefficiencies
- Data related to the process for analysis
- Excel and Tableau for data analysis
- Process improvement references (if needed)

## 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

| Competencies Assessed                                                  | Rating | Observations |
|------------------------------------------------------------------------|--------|--------------|
| Applies process improvement methodologies such as Lean Six Sigma.      |        |              |
| Analyzes data using Excel and Tableau to identify trends and patterns. |        |              |
|                                                                        |        |              |



## Overall Assessment:

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

|        |  |
|--------|--|
| Rating |  |
|--------|--|

## 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: Group activity and presentation***

**Name of Group Based Exercise:** " Efficient Project Execution "

**Objective:** Assess the candidate's ability to implement project management methodologies, utilize workflow management tools, and communicate effectively with stakeholders.

### **Competencies that will be assessed:**

- Implements project management methodologies and tools such as Agile and Scrum.
- Applies process automation and workflow management tools to streamline operations.
- Communicates effectively with stakeholders to understand and address their needs.

### **Instructions for the assessor:**

- Assign the candidate to a group and provide them with a project scenario or case study that requires efficient execution and stakeholder collaboration.
- Observe the candidate's ability to apply project management methodologies (e.g., Agile, Scrum), utilize workflow management tools, and effectively communicate with stakeholders.
- Assess the candidate's project planning and execution skills, ability to streamline operations using automation and workflow tools, and their communication and collaboration with stakeholders.

### **Instructions for the participants:**

- Review the provided project scenario or case study as a group.
- Apply project management methodologies, such as Agile or Scrum, to plan and execute the project effectively.
- Utilize workflow management tools to optimize and automate processes, ensuring efficient project execution.

- Communicate and collaborate effectively with stakeholders, actively seeking their input and addressing their needs throughout the project.
- Prepare a presentation summarizing your project plan, execution approach, and the benefits of utilizing workflow management tools and effective stakeholder communication.

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

- Project scenario or case study
- Workflow management tools (e.g., project management software, workflow automation platforms)
- Presentation materials (e.g., PowerPoint)
- Communication and collaboration tools (e.g., email, project management software)

## 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> |
|--------------------------------------------------------------------------------|---------------|---------------------|
| Implements project management methodologies and tools such as Agile and Scrum. |               |                     |

|                                                                                    |  |  |
|------------------------------------------------------------------------------------|--|--|
| Applies process automation and workflow management tools to streamline operations. |  |  |
| Communicates effectively with stakeholders to understand and address their needs.  |  |  |
|                                                                                    |  |  |

## Overall Assessment:

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

|        |  |
|--------|--|
| Rating |  |
|--------|--|

## Observations:

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

## Additional Comments:

|           |  |
|-----------|--|
| Signature |  |
| Assessor  |  |
| Date      |  |