

Group based Assessment Center Activities for CHief Human Resource Officer/ Chief People Officer

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



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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 Chief Human Resource Officer/ Chief People Officer

Technical Competency Requirements:

- Utilizes HR information systems and technology to manage employee data effectively.
- Designs and administers compensation and benefits programs that align with company strategy.
- Applies knowledge of HR compliance, regulations, and legal issues to mitigate legal risk.
- Develops talent acquisition, retention, and workforce planning strategies that align with company objectives.
- Analyzes HR metrics and data for decision-making, using data-driven insights to improve HR practices.
- Implements organizational development, change management, and employee engagement initiatives to enhance employee experience.
- Implements HR risk management and contingency planning to mitigate potential risks.
- Uses HR project management and process improvement methodologies to streamline HR processes.
- Develops and manages HR budgets and financial resources effectively.

Behavioral Competency Requirements:

- Demonstrates leadership and management skills, providing guidance and support to the HR team.
- Thinks strategically and plans effectively, aligning HR goals with company objectives.
- Adapts to changing business requirements and is flexible in approach to work.
- Collaborates effectively with colleagues and stakeholders, promoting teamwork and collaboration.
- Communicates effectively and builds strong interpersonal relationships.
- Resolves conflicts and solves problems effectively, ensuring positive outcomes.
- Coaches and mentors employees to support their growth and development.



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- Demonstrates empathy and emotional intelligence, building positive relationships with employees.
- Acts with ethics and integrity, ensuring compliance with company values and standards.

Section 2: Group Based Exercise -1

Activity Description: HR Policy Implementation Role-Play

Name of Group Based Exercise: "Role-Play"

Objective: Assess the participant's ability to communicate HR policies and procedures effectively.

Competencies that will be assessed:

- Communicates effectively with all stakeholders to convey HR policies and procedures.
- Pays close attention to detail, ensuring accuracy and timeliness in all HR processes.

Instructions for the assessor:

- Explain the scenario to the participants.
- Observe the participant's ability to communicate the HR policy effectively and accurately.
- Take note of the participant's attention to detail in implementing the HR policy.

Instructions for the participants:

- Read the HR policy.
- Assume the role of an HR representative.
- Communicate the HR policy to the team.
- Answer any questions from the team.
- Implement the HR policy accurately.

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

- HR Policy Document.

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>
Communicates effectively with all stakeholders to convey HR policies and procedures.		
Pays close attention to detail, ensuring accuracy and timeliness in all HR processes.		

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: Group Discussion

Name of Group Based Exercise: "Talent Development Strategy Discussion"

Objective: Assess the participant's ability to collaborate effectively with teams and implement effective talent development and performance management strategies.

Competencies that will be assessed:

- Collaborates effectively with teams, fostering a positive work environment.
- Implements effective talent development and performance management strategies.

Instructions for the assessor:

- Assign the participants into groups.
- Observe the participant's ability to collaborate with their team members.
- Evaluate the group's talent development and performance management strategies.

Instructions for the participants:

- Assume the role of an HR team member.
- Discuss and develop a talent development and performance management strategy for the organization.
- Collaborate with your team members to come up with an effective strategy.
- Present your strategy to the other groups.

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

- HR policy on talent development and performance management.
- Microsoft Office Suite for creating a presentation.

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
Collaborates effectively with teams, fostering a positive work environment.		
Implements effective talent development and performance management strategies.		



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	