

Group based Assessment Center Activities for CAO–Chief Analytics 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 CAO-Chief Analytics Officer

Technical Competency Requirements:

- Utilizes statistical analysis to identify trends and patterns in data, improving decision-making.
- Develops and manages data governance policies, ensuring data quality and accuracy.
- Implements data security and privacy regulations, protecting sensitive data.
- Designs and maintains data warehouses, optimizing data storage and retrieval.
- Applies machine learning algorithms to large datasets, increasing predictive accuracy.
- Manages multiple projects simultaneously, ensuring timely completion.
- Conducts data visualization to communicate insights to non-technical stakeholders.
- Creates data models, enabling data-driven decision making.

Behavioral Competency Requirements:

- Leads and inspires team members, fostering a collaborative and innovative culture.
- Communicates technical concepts clearly and effectively to non-technical audiences.
- Analyzes situations critically, striving for continuous improvement and innovation.
- Solves complex problems creatively and strategically, achieving optimal outcomes.
- Collaborates with cross-functional teams, fostering a sense of unity and purpose.
- Builds relationships with stakeholders, establishing trust and credibility.
- Exhibits emotional intelligence, managing self and others effectively.
- Exhibits a high degree of integrity, maintaining ethical and professional standards.

Section 2: Group Based Exercise - 1

Activity Description: Role-Play Exercise

Name of Group Based Exercise: "Data Governance Implementation Simulation"

Objective: To assess the participant's ability to implement data governance policies and regulations while managing multiple projects simultaneously.

Competencies that will be assessed:

- Develops and manages data governance policies, ensuring data quality and accuracy.
- Implements data security and privacy regulations, protecting sensitive data.
- Manages multiple projects simultaneously, ensuring timely completion.
- Analyzes situations critically, striving for continuous improvement and innovation.
- Collaborates with cross-functional teams, fostering a sense of unity and purpose.
- Builds relationships with stakeholders, establishing trust and credibility.

Instructions for the assessor:

- Assign roles to participants, such as a data governance manager, project manager, data analyst, and stakeholders.
- Provide a realistic scenario where the organization needs to implement data governance policies and regulations.
- Evaluate the participant's ability to manage multiple projects and collaborate with cross-functional teams to ensure timely completion of the project.
- Assess the participant's ability to communicate technical concepts clearly and establish trust with stakeholders while managing data governance policies and regulations.

Instructions for the participants:

- Review the scenario and understand the project's objectives and requirements.
- Assign roles and responsibilities to team members and collaborate with them to ensure timely completion of the project.
- Develop and manage data governance policies and regulations while implementing data security and privacy regulations to protect sensitive data.

- Communicate technical concepts clearly to non-technical stakeholders and build relationships with them to establish trust and credibility.
- Analyze the situation critically and strive for continuous improvement and innovation.

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

- Project plan templates
- Data governance policies and regulations checklist
- Data security and privacy regulations checklist

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
Develops and manages data governance policies, ensuring data quality and accuracy.		
Implements data security and privacy regulations, protecting sensitive data.		

Manages multiple projects simultaneously, ensuring timely completion.		
Analyzes situations critically, striving for continuous improvement and innovation.		
Collaborates with cross-functional teams, fostering a sense of unity and purpose.		
Builds relationships with stakeholders, establishing trust and credibility.		

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 : In-basket Exercise

Name of Group Based Exercise: "Machine Learning Project Management Simulation"

Objective: To assess the participant's ability to manage machine learning projects and utilize statistical analysis to identify trends and patterns in data.

Competencies that will be assessed:

- Utilizes statistical analysis to identify trends and patterns in data, improving decision-making.
- Applies machine learning algorithms to large datasets, increasing predictive accuracy.
- Manages multiple projects simultaneously, ensuring timely completion.
- Behavioral:
- Leads and inspires team members, fostering a collaborative and innovative culture.
- Solves complex problems creatively and strategically, achieving optimal outcomes.
- Exhibits emotional intelligence, managing self and others effectively.

Instructions for the assessor:

- Provide a realistic scenario where the organization needs to implement machine learning algorithms to improve decision-making.
- Assign roles to participants, such as a project manager, data analyst, machine learning engineer, and stakeholders.
- Evaluate the participant's ability to manage multiple projects and utilize statistical analysis to identify trends and patterns in data.
- Assess the participant's ability to lead and inspire team members, solve complex problems creatively and strategically, and exhibit emotional intelligence while managing machine learning projects.

Instructions for the participants:

- Review the scenario and understand the project's objectives and requirements.

- Assign roles and responsibilities to team members and collaborate with them to ensure timely completion of the project.
- Utilize statistical analysis to identify trends and patterns in data, and apply machine learning algorithms to large datasets to increase predictive accuracy.
- Lead and inspire team members, solve complex problems creatively and strategically, and exhibit emotional intelligence while managing machine learning projects.

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

- Statistical analysis tools and software
- Machine learning algorithms and software
- Project management templates

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
Utilizes statistical analysis to identify trends and patterns in data, improving decision-making.		

Applies machine learning algorithms to large datasets, increasing predictive accuracy.		
Manages multiple projects simultaneously, ensuring timely completion.		
Leads and inspires team members, fostering a collaborative and innovative culture.		
Solves complex problems creatively and strategically, achieving optimal outcomes.		
Exhibits emotional intelligence, managing self and others effectively.		

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:



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Signature	
Assessor	
Date	