



meta | ac  
assessment center

meta | five |  
human performance consulting

Supporting personnel  
diagnostics according  
to your needs

# Assessment Center – an overview

## Benefits

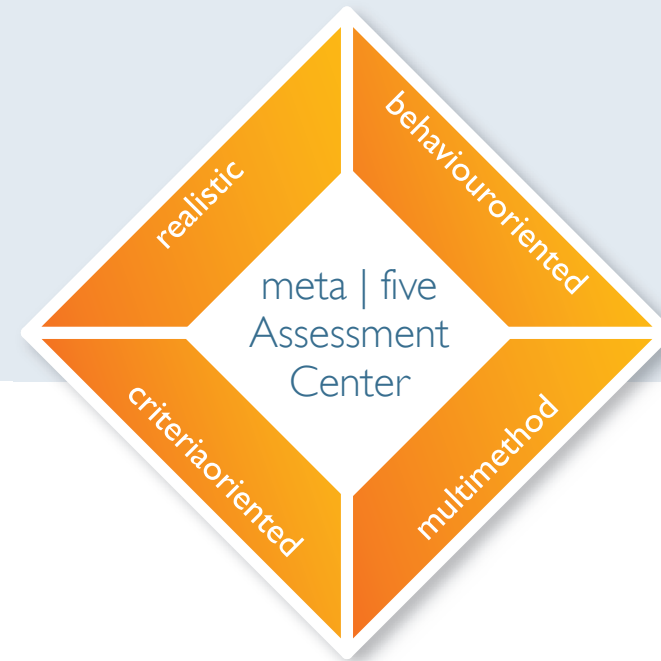
Assessment Centers can be used to determine potential or suitability and thus to develop or select existing and future employees.

Starting with the identification of suitable trainees to junior staff career planning and developing managers individually – Assessment Centers offer valuable insights into success-critical working behaviour and enable well-balanced statements regarding the potential of each individual participant.

Assessment Centers thereby offer a reliable basis for your HR-related measures: Wrong decisions are minimised and targeted development measures are enabled.

## Basic principles

The Assessment Center method is based on the principle of behavioural observation. Several assessors record how a person behaves in a realistic environment reflecting work situations crucial for success. In various exercises, the participant's behaviour is observed with respect to defined criteria. Integrating several perspectives and views thus permits an objective assessment.



Our case studies provide you with information about various Assessment Centers and the ways in which they can be used. These practical examples give you a direct insight into the way meta | five operates and can be obtained from our download centre ([www.meta-five.com](http://www.meta-five.com)).

Our core values are partnership and reflection as well as our focus.  
For our Assessment Centers this means:

1

## Partnership

When developing and implementing Assessment Centers, we gear our efforts towards your organisation's reality. We consider specific factors influencing the success of the procedure and ensure alignment with existing HR tools. Including relevant representatives from your organisation such as managers and works councils in a constructive way enables the integration of internal know-how and creates acceptance for the procedure. Our goal is to make a valuable contribution to your human resource strategy by means of fair and transparent Assessment Centers.

2

## Reflection

Our consultants stand out due to their competence and experience in the field of personnel diagnostics. We consistently aim to provide "state-of-the-art" service to ensure that our Assessment Centers offer maximum validity. At the same time, we question our approach constructively in order to generate new methods and innovative procedures for your specific set of requirements. We change perspectives and anticipate effects of the project on various organisational levels. Our focus is on creating a sustained benefit for all involved, through a professional and flexible approach.

3

## Focus

We support you in using Assessment Centers for your organisation and therefore cooperate closely with you across all phases of the project. It goes without saying that you determine the scope of our services. If required, we take care of the entire project implementation or provide individual services, always on the basis of our expertise gained in many previous Assessment Centers. This way, you receive exactly the support you need – including excellent service and highest quality.

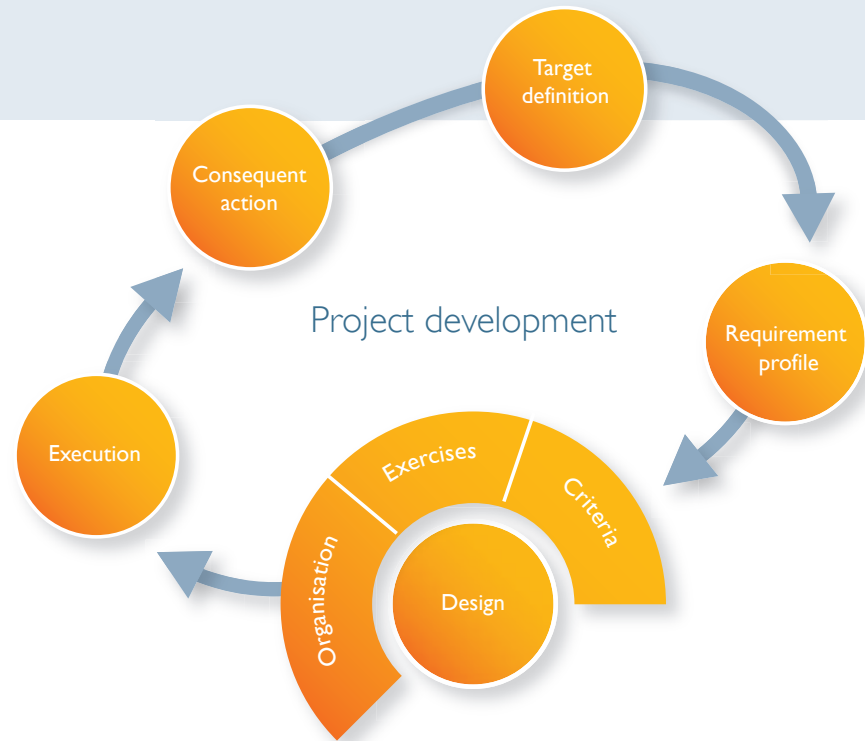
# Quality criteria

Offering state-of-the-art services in our Assessment Centers is a matter of course for us – to maximise your benefit, we go the extra mile.

## Our Assessment Centers

- | refer to realistic market situations that are relevant for your organisation today as well as in the future.
- | focus on providing detailed feedback:
  - to form a clear and comprehensible basis for decisions within your organisation
  - to serve as constructive development impetus for participants
- | are fair and transparent.
- | offer a variety of exercises representing situations, which are both realistic and critical to success for the target group.
- | display realistic organisational scenarios, which enable participants to assume their assigned role authentically.
- | are based on standardised and binding principles of observation and evaluation.
- | encompass integrated profiles of participants' strengths and weaknesses in order to match individuals and positions reciprocally.
- | ensure the procedure is accepted within the organisation and according to human resources marketing.

We gear our actions towards these quality criteria in all 5 phases of our Assessment Center projects:





## Configuration options

### Criteria

- | **custom**: based on your existing instruments (like guiding principles or competency models), we convey observable criteria or define them together with you – ensuring an optimal fit and alignment.
- | **meta | competencies**: make use of our comprehensive competency dictionary and select competencies which are relevant for your company's success – ensuring a science-based approach.

### Exercises

- | **custom**: we develop simulation exercises individually for your Assessment Center, thus reflecting the framework and requirements of your organisation – ensuring a maximal realistic scenario.
- | **best-practice**: select assessment exercises from our pool of various exercise types for different branches and positions – ensuring a tried-and-tested approach.

### Individual or group assessment

- | Flexible **individual assessments** developed to concentrate on one candidate in a discrete and non-competitive manner.
- | Efficient **group assessments** to observe participants' behaviour when interacting in groups, while saving your resources.

## Application options

In order to increase the benefits of behavioural observations, closeness to reality and criteria-oriented appraisal, we expand and modify the “classic design” of an Assessment Center.

### A selection of possible applications:

#### Assessment Center

To select external and internal employees, the candidate's strength-weakness analysis is compared with the requirement profile of the target position.

#### Development Center

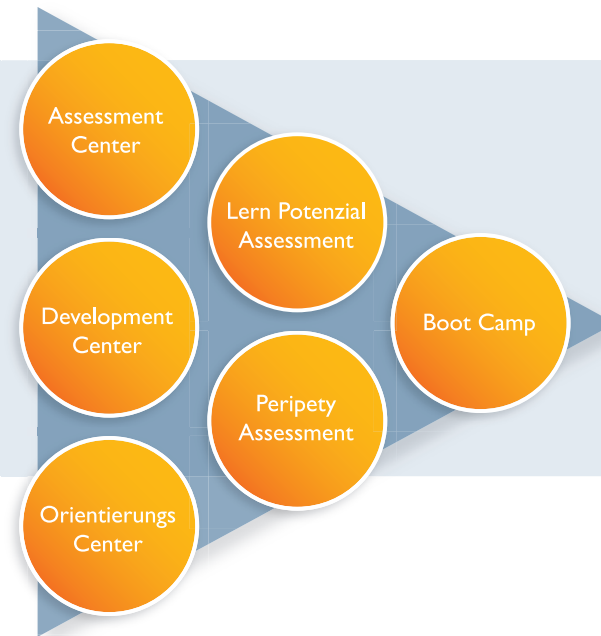
To support the purposeful advancement of internal employees, learning fields are identified and serve as an initial basis for developing individuals and/or teams.

#### Orientation Center

In order to identify talents within the organisation, behavioural preferences are determined and compared with requirement profiles of different career opportunities (e.g. career paths).

#### Learning Potential Assessment

High potentials are identified by determining their capacity and readiness to learn.



#### Peripety Assessment

Depending on the participants' approach, the assessment evolves dynamically. As a result, participants' holistic problem-solving behaviour is revealed as well as the way they deal with complex situations.

#### Boot Camp

The Assessment Center method is used as a training measure to work on previously identified development areas or consolidate insights already gained. This takes place in the form of role-plays and intensive feedback sessions.



## Supplementary options

The Assessment Center method can be adapted flexibly by combining it with other HR tools. A multi-method approach supplements the soft skill oriented behavioural observation of a classic Assessment Center with additional information (e.g. underlying motives and attitudes).

We support you in selecting tools suited best to meet your specific questions and design a tailored procedure with you.

### **Structured, situational interviews**

For matching mutual expectations and registering functional skills.

### **Personality questionnaires**

For the structured registration of self-perception and personal values.

### **Ability tests**

To register cognitive skills.

### **Video feedback**

For training in self-perception as a stimulus for self-motivated development.

### **Validation interviews**

To add depth to the personality profile with a view to the target position.

### **360° Feedback**

To supplement the behavioural observation off-the-job by evaluations on-the-job and for comparing self-perception to perception by others.

### **Management simulations**

To register and promote entrepreneurial attitudes.

### **Self presentation**

To register self-reflection, individual priority setting and personal goal concepts.

The examples provided give an initial idea of the numerous options available.



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Questions or need for advice?  
We are happy to help.

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Additional information concerning our services  
can be obtained from our website.

[www.meta-five.com](http://www.meta-five.com)

Our name symbolises the cornerstones  
of our consulting services:

- | initial analysis of a company from the meta-level,
- | consideration of the „five disciplines“ of a learning organisation: systems thinking, mental models, shared visions, team learning and personal mastery.

Our company

- | is a systemic consultancy focusing on HR strategies and methods pertaining to human resources and organisational development.
- | collaborates with a wide range of clients: from medium-sized businesses to international corporations, across all industries.
- | depicts all phases of your project: by combining psychological and economic expertise as well as IT knowledge we accompany you from the analysis of your initial situation to the customised implementation of (online) solutions.