



ARTHUR HUNT

Human Resources Consulting

Assessment Services

Competency Evaluation for Managers and Key Staff

Assessment Center

Development Center

Management Assessment

Management Audit

360° surveys

Assessment Services

Competency Evaluation for Managers and Key Staff

Arthur Hunt offers Competency-based Assessment tools to support personnel decisions in the following topics:

- ✓ **Selection of Managers and High-impact staff**
- ✓ **Building up of new team or department**
- ✓ **Internal promotion**
- ✓ **Succession planning**
- ✓ **Talent Management & Career Planning**
- ✓ **Planning of development and training needs**
- ✓ **Management Audit (in times of Culture change or Reorganization)**

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Competency Evaluation for Managers and Key Staff

Selection of Managers and High-impact staff

- Which Candidate shows the strongest Management skills?
- Which Candidate fits best the company culture and team?
- Which Candidate will be the most successful in the given environment?

Internal promotion

- Which colleague is worth promoting on higher level?
- Which colleague can be suitable for a vacant managerial position?
- Which colleague shows managerial potential?

Succession planning, Talent Management & Career Planning

- Is there a potential successor for all Line managers within the company?
- Does the company provide an attractive career plan to the most promising colleagues?
- How can the company retain its most talented staff?

Planning of development and training needs

- What are the strengths and development areas of the company's key staff?
- What skills need to be developed and how can this be done?
- What types of trainings and development tools are worth implementing?

Management Audit

- What are the common strengths and development areas within the company / management?
- How to set up a new team or department in terms of competency profiles?

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Assessment Tools

Assessment Center (AC)

- Selection oriented evaluation of competencies
- Applying multiple measurement tools (e.g. group and individual tasks, simulated interactions, tests)
- Evaluation based on priorly defined objective criteria
- Results: Candidates' behaviour can easily be compared, selection decisions are more well-grounded, successful hire percentage grows.

Development Center (DC)

- Development oriented evaluation of competencies
- Multiple measurement tools, objective criteria
- Profound individual feedback and consulting to participants
- Results: Clear competency profiles of key staff, supporting internal promotion decisions, setting up internal development plans

Management Assessment (MA)

- Competency evaluation with emphasis on Managerial skills
- Individually issues Assessments for Manager level candidates and staff

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Assessment Tools

360° surveys

- Development oriented survey
- Setting up competency profile based on colleagues', superiors', subordinates' (perhaps clients') structured evaluations
- Defining development plan on individual or corporate level

Management audit

- Competency evaluation of a team, department or the company as a whole
- Aimed at defining the competency-based strengths, development areas and risks within the structure
- Applicable in times of culture change, corporate reorganizations, mergers & acquisitions

Psychological tests

- Personality tests, motivation tests
- Supporting personnel decisions in Selection and Development
- Testing will always be followed by a personal interview
- Tests can be applied separately or part of a wider competency evaluation

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Competencies to measure

The Competencies to be measured are in each case adapted to the aims and circumstances of the Assessment.

Competencies to be included in the Assessment can be the following:

- ❖ Strong leadership
- ❖ Ability to motivate others
- ❖ Strategic thinking
- ❖ Negotiation & communication skills
- ❖ Time management
- ❖ Business understanding
- ❖ Analysing skills
- ❖ Decision making skills
- ❖ Compliance to regulations
- ❖ Etc.

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The Assessment Process

1. **Defining needs and goals**
2. Defining competencies to be measured
3. Choosing Assessment tools (AC, DC, 360° survey, tests)
4. Conducting Assessment sessions
5. Detailed **feedback** on Assessment results towards Client and Participant(s)
6. **Consulting** upon further steps (e.g. selection, development planning)

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Further directions

➤ **Talent & Career Management Programmes**

Building up a standard corporate Talent and Career Management Programme in order to monitor, develop and efficiently use individual competencies present within the company. The Programme supports developing and retaining talented staff, and creating an objective and transparent promotion system.

➤ **Corporate Competency Model Setup**

Defining a system of key competencies and competency levels which reflect the operation and environment of the company. The Competency Model will later on be the basis for Selection, Promotion, Performance Evaluation and Development.

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Relevant references

ACCOR-PANNONIA Hotels Szállodaüzemeltető Zrt.

BOLS Hungary Italáru-importőr és Forgalmazó Kft.

BUDAPEX 2002 Kereskedelmi és Szolgáltató Kft.

CHINOIN Gyógyszer- és Vegyészeti Termékek Gyára Zrt.

LEGRAND Magyarország Villamossági Rendszerek Zrt.

NORAUTO Hungary Kereskedelmi és Szolgáltató Kft.

RIVERSIDE Befektető és Tanácsadó Kft.

SAINT-GOBAIN Építőanyag Kereskedelmi Zrt.

SANOFI-AVENTIS Magyarország Kereskedelmi és Szolgáltató Zrt.

SYNEXUS Magyarország Egészségügyi Szolgáltató Kft.

TMF Magyarország Könyvelő és Szolgáltató Kft.

VÁRDA-DRINK Szeszipari Zrt.

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