



# **Description of Test (DOT)**

## **SUPERVISOR ASSESSMENT**

## Description of Test (DOT)

This **DOT** is designed to help you prepare for the Supervisor Assessment. The information is being made available to you now so that you can review the material at a more leisurely pace. There is also specific information about the factors that are evaluated on the assessment and what you can do to prepare for it.

## What the Supervisor Assessment Measures

Dimension	Definition
Problem Solving	Measures the tendency to efficiently and effectively use numerical and analytical reasoning to solve complex problems, identify alternatives, and make reasoned decisions. <b>*This section is timed; you will 3 minutes to answer each question.*</b>
Detail Orientation	Measures the tendency to be thorough and precise in approaching work and personal activities.
Reliability	Measures the tendency of one's responsibility for his/her own actions and a commitment to performing assigned tasks.
Achievement	Measures the tendency to set and accomplish challenging goals, while persisting in the face of significant obstacles.
Innovation	Measures the tendency of one's creativity in working through problems and making decisions.
Influence	Measures the tendency of one's effectiveness in directing and influencing others.
Independence	Measures the tendency of a person's willingness to take action and to make decisions independently.
Management Potential	Measures the potential for managerial success across industry type and functional area through questions regarding academic and social background, and aspirations concerning work.
Professional Potential	Measures the tendency to have potential for professional success across industry type and functional area through questions regarding academic and social background, and aspirations concerning work.

## Frequently Asked Questions (FAQs)

Question	Response
How is the assessment administered?	On a personal computer, which utilizes a standard computer keyboard, mouse and internet web browser. <b>Please do <u>NOT</u> take this assessment on your mobile phone or another electronic device.</b>
How are the questions formatted?	You will see a variety of question types such as true/false and multiple choice.
How much time is needed to take the entire assessment?	Please set aside <b>at least 45 minutes</b> to complete the assessment. Please ensure that you are in a <b>distraction-free environment</b> and that the assessment is your sole focus. Please take this assessment <b>seriously</b> as it will be used as part of the selection decision-making process. Lastly, you will have five (5) days (i.e., 120 hours) from the time that the assessment link is provided to you to complete the assessment, or you will be considered to have withdrawn from the selection process.

## Supervisor Assessment

Question	Response
What do I need to take the assessment?	You will need your personal computer. In addition, you may use a calculator, as well as scratch paper and a pen or pencil for the timed Problem Solving section.
How is my score determined?	Scores are computed for each of the assessment sections and then combined to create an overall score.
Am I penalized for guessing an answer?	No.
Will I receive feedback on my score?	No. Upon receipt of your assessment scores, you will receive an automated communication from our Applicant Tracking System (ATS) indicating that we have your assessment results on file. Your assessment results will remain on file for six months.
Will I be able to retake this assessment?	You may attempt the assessment again after six months.
Who may I contact if I experience any technical difficulties when taking the assessment?	Prior to taking the assessment, please consult the following website to ensure that the PC you are using is configured properly: <a href="http://service.shl.com/s2p-candidates/">http://service.shl.com/s2p-candidates/</a> . You can also reach SHL Technical Support for assistance with your online assessment at 1-800-899-7451 (option 1).
Who may I contact if I no longer have access to the assessment link?	Please send an email to <a href="mailto:hr.testing@centurylink.com">hr.testing@centurylink.com</a> with the Requisition number (e.g., 10401BR) and the needed assessment link.
What if I need an accommodation to take the assessment?	CenturyLink provides accommodations in testing conditions to qualified applicants with disabilities during the administration of pre-employment screens, to the extent such accommodations are reasonable, consistent with the nature and purpose of the examination, and necessitated by the applicant's disability. CenturyLink's objective is to provide effective and necessary accommodations to qualified applicants as defined under the Americans with Disabilities Act, without substantially altering the nature of the screening process. Each applicant's request for test accommodations is evaluated on a case-by-case basis. If you think you need a test accommodation, please send an email to <a href="mailto:hr.testing@centurylink.com">hr.testing@centurylink.com</a> .

**Resources for preparing for the Supervisor Assessment:** No practice or preparation is necessary. You will respond to statements about your work-related preferences, tendencies, and experience.

**PLEASE NOTE:** The purpose of this guide is to provide information which will assist all candidates in their performance during the Supervisor Assessment. Your performance is determined by many things such as your education, experiences and skills.