

# Situationsbedömningstest (situational judgment test)

## – övningar

### Övning 1

You are scheduled to join a new unit next week, having requested a transfer from your current role as you had begun to feel as if your work was becoming rather predictable and dull. You are looking forward to your new role, but are aware that there are some areas of knowledge that you need to work on in order to perform effectively. There is no formal induction process into the new role.

Please consider the situation, and then select what you feel is the most effective AND the least effective response or action from the four statements.

- A. Wait until you begin in the new role as you have always learnt best “on the job” in the past.
- B. Speak to other people who actually do the new job to find out what they think is important to know. Then plan your learning accordingly.
- C. Meet with your new superior to discuss where your strengths and weaknesses may lie and then plan your learning accordingly.
- D. As you already have some idea of where you need to improve, begin research on these areas straight away to avoid taking up other people’s time.

### Övning 2

You have just finished a report that has taken you an enormous amount of time and energy. You are now asked to manage a new project with very short deadlines. However, your schedule is already very busy.

<b>A</b>	You take this as a sign of confidence and you accept. You will deal with this project at home in the weekend if necessary.
<b>B</b>	You accept but ask for the support of other colleagues.
<b>C</b>	You refuse to take this new project on but offer to help out where your skills may be needed.
<b>D</b>	You accept, However, the quality of the work will not be of the required level.

### Övning 3

Your Team Leader asks you to update a monthly report about recent market trends in the energy industry in Europe. It is a new task for you. Your Team Leader has explained what need to be done. You took detailed notes and thought that you understood what you have to do. You start to work on the report and realize that some of your notes are unclear and don't know exactly how to proceed on some steps. Your Team Leader is extremely busy today. How do you react?

<b>A</b>	Request a brief meeting to your Team Leader to discuss on the questions you have to ensure your work is accurate.
<b>B</b>	Ask to a colleague who can help you as you don't want to disturb your Team Leader.
<b>C</b>	Avoid disturbing your Team Leader and update the report by making assumptions on the notes that are unclear.
<b>D</b>	Discuss with a more experienced colleague to get his advice and get answers to your questions.

### Övning 4

Each month, a meeting is organized in your Unit. Your Head of Unit has asked you to manage the discussions. After several sessions, you came to the conclusion that the meetings are not efficient. You have suggested ideas to improve them to your colleague in charge of the meeting. Even after several reminders, you did not have a reaction on your ideas. What do you do?

<b>A</b>	You inform your Head of Unit that you are facing some difficulties to improve how the meeting are managed. And you share your ideas.
<b>B</b>	You ask your colleague to assess the interest of your ideas before sharing them with the person in charge of the meeting.
<b>C</b>	You fix a meeting with the person in charge of the monthly meeting to discuss on your ideas and get his feedback.
<b>D</b>	You manage to get the support of some colleagues to push your ideas and improve how meeting are being managed.

## Övning 5

Your Head of Unit asks you to implement a new way of working defined by external advisers. This involves important changes on the treatment of files. In your team, you feel strong resistance from your colleagues, who wish to keep the current way of working.

<b>A</b>	Communicate the new way of working, monitor the use of it and ask reluctant people to respect the guidelines.
<b>B</b>	Inform your colleagues that you don't know the reasons behind the change, but that they have to adapt to the new way of working.
<b>C</b>	Conduct individual meetings to identify any resistances to the changes and implement an appropriate plan of action.
<b>D</b>	You are convinced about the new way of working, and the advantages. You organize a meeting with your colleagues to list their comments/doubts.

## Övning 6

You are Team Leader. Your team is under pressure with a heavy workload. A training session is planned for the entire team to improve the speed of treatment. One of your Team Members tells you that he does not wish to follow the training, citing his heavy workload.

<b>A</b>	Indicate to your Team Member that the training is mandatory and that he must attend it.
<b>B</b>	Go through his workload and indicate which files are less priority so he can attend the training.
<b>C</b>	Transfer some of the files to another Team Member so he can attend the training.
<b>D</b>	You empower him on the importance of the training in his job and let him take the final decision on his participation to the training.