

# Management Assessment Battery (MAB)

Leadership roles within our company are vitally important. While technical proficiency is important to being a successful manager, other characteristics are also important.

The company is committed to selecting the best candidates for management and higher positions through a formal selection process. This two-phase process is used for any manager, director or executive position that will be involved in complex decision-making (policy formulation, strategy planning, etc.) and can be a rigorous assessment process. The most qualified candidates for the position will have the opportunity to participate in both phases of the process.

## Phase 1

Though this phase may take place prior to Phase 2, the most qualified candidates will participate in the Management Assessment Battery (MAB) designed to measure the candidate's potential for high performance management.

The battery consists of three tests:

1. **Behavioral Personality Inventory.** Candidates are asked to read a number of statements and decide whether or not each statement is representative of them. Candidates will be taking this inventory online prior to their arrival for the proctored tests below. This instrument measures the candidate's degree of fitness for management and for the unique demands of such a position. This test is not timed, but candidates typically spend between 30 and 60 minutes on this portion.
2. **General Management In-Basket (GMIB).** This computer or paper-pencil based simulation is designed specifically to identify those who have the skills needed to be successful in senior supervisory, management, director or executive level positions.

The test consists of 15 realistic managerial problems in the form of memos and letters. Candidates must provide a written analysis of the management issues involved in each and explain the actions they would take. They must also write memos and letters if that is what they would do on the job. Some issues may include:

- leadership—employee motivation, morale and team building
  - decision-making—when to make a decision and when to postpone it
  - performance—dealing with various performance problems
  - delegation—knowing when and how to delegate
  - conflict—knowing how to deal with conflict among subordinates
    - organization—methods of work organization/efficiency Candidates have two hours and 45 minutes to complete the GMIB.
3. **Critical Thinking Test Battery.** Designed to find out how well people can reason analytically and logically. It tests inference, recognition of assumptions, deduction, interpretation and evaluation of arguments. Test time is 30 minutes.

## Scoring Requirements

There is no "passing" score on the MAB. All candidates that participate in testing will move on to Phase 2 of the selection process. Individual test results will remain on file for two years from the assessment date. If the candidate applies for another management position within that time, these results will be used for that particular position. Likewise, if the candidate applies for another position after two years, they may be asked to retest.

## Testing conditions

The GMIB and Critical Thinking Test Battery were designed to be proctored in a private setting and typically take four hours to complete. There will be one 10-minute break during testing.

## Other considerations

The testing administrator will provide all materials necessary for testing (i.e., pencils, scratch paper, etc.). Candidates need to bring a photo identification for testing, such as a driver's license. Finally, please be aware that candidates will not be permitted to eat, drink, use tobacco or wear hats of any kind during testing.

***Notification and advancement process***

All candidates that participate in testing will move on to Phase 2 of the selection process. Recruiters do not have individual test scores, only the candidates' status. Please do not ask for feedback regarding your testing.

**Phase 2**

Though this phase may take place prior to Phase 1, the most qualified candidates will participate in a series of three behavioral interviews, however, there may be other required phases depending upon position.

The candidate who performs best in the process will be offered the position.