

Information Guide for E-Crew Foreman Leadership Assessment

Test Number: 8350

Human Resources
Southern California Edison Company
Introduction

The 8350 E-Crew Foreman Leadership Assessment is designed evaluate leadership capabilities required to become an E-Crew Foreman. This Guide contains a description of the assessment and provides strategies to use while taking this assessment.

Test Session

It is important that you follow the directions of the Administrator exactly. If you have any questions about the testing session, be sure to ask the Administrator before the testing begins.

You will be provided with all of the materials necessary to complete this assessment. All cellular/mobile phones, pagers or other electronic equipment will NOT be allowed in the testing area. Please leave your devices in your vehicle.

The testing process will take 2 ½ hours to complete.

You will receive a Test Comment form so that you can make comments about the assessment. Write any comments you have and turn it in with your assessment when you are done.

Information Guide Feedback

At the end of this Guide you have been provided with an Information Guide Feedback page. Please complete this feedback page and return it to the address listed if a procedure or policy has changed, making any part of this guide incorrect.

E-Crew Foreman Leadership Assessment Overview

During the 8350 E-Crew Foreman Leadership Assessment, you will play the role of an upgraded E-Crew Foreman. You will start the assessment by reviewing a work jacket for a specific job. Afterwards, you will deliver a tailboard to a panel of raters (i.e. Operations and Field Supervisors). The raters will then ask you a series of questions based off of common situations that an E-Crew Foreman may face while performing this specific job.

This assessment evaluates the following competencies:

Competency	Description
Drives for Results (Delegation)	The ability to drive crews to deliver results safely and efficiently.
Makes Sound Decisions	The ability to make timely, effective and inclusive decisions.
Creates a Safety Culture	Leads work groups to create a safe work environment.
Focuses on Service Excellence	The ability to uphold high levels of customer service, understand customer needs and ensure customer issues are resolved in a timely manner.
Fosters an Inclusive Environment (Teamwork)	Promotes comradery and effective collaboration with the entire crew
Communicates with Impact (Oral & Written Communication)	Ability to communicate to peers, crew members, customers and supervisors in a clear and professional manner.
Quality Assurance	The ability to complete a job that is in compliance with quality assurance standards.

Below are a suggested activities that you can perform to help prepare for the assessment:

- ✓ Look for opportunities to shadow foremen completing a tailboard form. Listen to the foremen deliver the tailboard to a crew to understand the tailboard process.
- ✓ Volunteer to complete some of the documents commonly found in a work order.
- ✓ Review the Job Hazards Analysis and familiarize yourself with the hazards and mitigations of various work.
- ✓ Take some time to speak to your foremen and Supervisor about the E-Crew Foreman role. Learn how they apply the competencies above to their everyday work.

Assessment Strategies

Introduction

Your emotional and physical state during the assessment may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

Technique	Remarks
<i>Be confident</i>	<ul style="list-style-type: none">- If you feel confident about passing the assessment, you may lose some of your anxiety.- Think of the assessment as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.
<i>Be punctual</i>	<ul style="list-style-type: none">- Arrive early enough to feel relaxed and comfortable before the test begins.
<i>Concentrate</i>	<ul style="list-style-type: none">- Try to block out all distractions and concentrate only on the assessment.- If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.
<i>Read critically</i>	<ul style="list-style-type: none">- Read all directions and questions carefully.- Even though the first or second answer choice looks good, be sure to read all the choices before selecting your answer.
<i>Return to difficult questions</i>	<ul style="list-style-type: none">- If particular a question seems difficult make note of it, continue with the assessment and return to it later.
<i>Review</i>	<ul style="list-style-type: none">- If time permits, review your answers.

Remember the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.



Information Guide Feedback

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

Southern California Edison
Human Resources – Testing
G.O. 5, 1st Floor
1515 Walnut Ave.
Rosemead, CA 91770

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