



Information Guide for Distribution Field Supervisor Leadership Assessment

Test Number: 8600

Southern California Edison



Introduction

The 8600 Distribution Field Supervisor Leadership Assessment is designed to evaluate the leadership competencies necessary for the Distribution Field Supervisor job. This guide provides information about the assessment session as well as suggested assessment taking strategies.

Assessment Scheduling

An assessment coordinator will contact you to schedule your assessment. Your assessment will take 90 minutes to complete.

Please contact tdemployeeknowledgeandskillsprogram@sce.com for any scheduling questions. **Please note that assessment rescheduling requests will be accommodated on a case by case basis.**

Assessment Overview

This assessment will require you to play the role of a Field Supervisor on loan to a service center in your district. You will start your assessment by reviewing information about your district as well as the work that your crews are scheduled for completing that day. Afterwards, you will be required to complete a morning shuffle using a crew board and respond to a series of questions about situations that you face throughout your day as you lead your crews. The assessment will be administered by a panel of raters.

After the assessment session is completed. You will be given an opportunity to complete an assessment comment form where you may provide feedback on the assessment content and your assessment experience.

Assessment Competencies

The 8600 Distribution Field Supervisor Leadership Assessment evaluates the following leadership competencies:

Competency	Description
Makes Sounds Decisions	Ability to: prioritize assignments and resources; analyze information to resolve conflicting priorities, make decisions during changing work conditions
Leads with Vision	Ability to: inspire others to accomplish organizational goals; motivate crews; adapt leadership style to garner support
Communicates with Impact	Ability to: communicate respectfully and tactfully; demonstrate empathy and an understanding of others needs
Safety	Ability to: apply safety procedures, address safety concerns and coach crew members on the importance of safety
Fosters an Inclusive Environment	Ability to: foster a team environment; lead crews with diverse work experience
Builds Organizational Capabilities	Ability to: identify training needs of crews; provide constructive feedback and coaching to crews
Focuses on Service Excellence	Ability to: professionally and tactfully speak to customers; demonstrate empathy with customers

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

- ✓ Look for opportunities to shadow Field Supervisors during a morning shuffle. Understand how the Field Supervisor assigns crews to jobs.
- ✓ Look for opportunities to coach crew members on safe work practices. Ask for feedback from your Supervisor on how to improve your skills in coaching and promoting safety.
- ✓ Take some time to speak to a Field Supervisor about their role. Ask for examples of how the Field Supervisor applies the competencies above to their everyday work.

Assessment Taking Strategies

Introduction

The purpose of this section is to provide you with a list assessment taking strategies. Your emotional and physical state during the assessment may impact your ability to perform at your best level.

Technique	Remarks
<i>Be confident</i>	<ul style="list-style-type: none"> - If you feel confident about your ability to complete the assessment, you may lose some of your anxiety. - Think of the assessment as a way of demonstrating your leadership capabilities and overall qualifications for the job.
<i>Be punctual</i>	<ul style="list-style-type: none"> - Arrive early enough to feel relaxed and comfortable before the assessment begins.
<i>Concentrate</i>	<ul style="list-style-type: none"> - Try to block out all distractions and concentrate only on the assessment. If your assessment room becomes noisy or there are other distractions or irregularities, mention them to your assessment raters immediately.
<i>Read critically</i>	<ul style="list-style-type: none"> - Read all instructions and information thoroughly.
<i>Return to difficult questions</i>	<ul style="list-style-type: none"> - If you are having difficulty answering a question, ask your rater panel to move to the next question. Then, ask to revisit the question after you have had an opportunity to gather your thoughts.



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:

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

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