



**Shell**

# Experienced Hire Assessment

CANDIDATE INFORMATION PACK

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## OVERVIEW

This document describes the Experienced Hire recruitment process and the specific assessments you will be asked to take part in. It also provides information on how you can best prepare yourself.

We appreciate you taking the time to attend the final assessment day and we hope that you will find this document useful. If you have any questions after reading through this document, please contact your Recruiter or Scheduling Coordinator.

### EXPERIENCED HIRE ASSESSMENT

The Shell Experienced Hire Assessment consists of a number of assessments which are designed to help us better understand how you would perform in the role you are applying for and your leadership potential. During the day, you will also have the opportunity to learn more about the role and Shell.

Throughout the assessment process, you will meet with a number of assessors and interviewers. All of these individuals have been through an internal training process to ensure they uphold best practices in assessment.

### PREPARING FOR THE ASSESSMENT

Below are a few general tips from some of our successful candidates and experienced assessors:

- Be **informed** – go through the news and other information about Shell and learn more about our organisation, what we do and what we value. Read the job description of the role you have applied for to ensure you have a good understanding of what the role entails. The assessors want you to be sure that you are making the right choice and they are also keen to know why you have chosen to apply to Shell.
- Be **prepared** – read through your CV before the assessments and recall the details of specific tasks and/or projects of which you might be asked to discuss in detail with the interviewers/assessors.
- Be **punctual** or call if you are going to be late.

#### Also, don't forget...

Read Shell's expense policy and make travel arrangements in advance.

Ensure you have all the documentation and identification you need to bring with you to the assessment. These include: valid passport, identification card.

Get plenty of rest the night before the assessment!

### DURING THE ASSESSMENT

Be **yourself** – the assessors want to get to know the real you.

Be **specific** – the assessors want to learn about specific projects and achievements from your recent past, NOT what you would do in general terms.

Be **clear** – avoid jargon or any terms that the interviewers/assessors may not be familiar with. If you must use it, please explain it.

### AN OVERVIEW OF THE EXERCISES

The final assessment day consists of three exercises. These are a Structured Interview , a Professional Interview, and a Leadership Potential exercise. Please see below for a brief outline of each exercise.

#### STRUCTURED INTERVIEW

The Structured Interview should take approximately 60 minutes and will explore your working styles and preferences in relation to the attributes. The interviewers will ask you a series of questions to learn more about some of your relevant past experiences and, in particular, how you dealt with specific situations. It is recommended that you come prepared to discuss specific tasks/projects you have worked on in the past 18 months, or which you worked on in your last role if you have not been working in the last 18 months.

#### PROFESSIONAL INTERVIEW

The Professional Interview should take approximately 70 minutes and will explore your functional competencies.

The interviewers will ask you a series of questions based on the key functional competencies required for the role in order to learn more about some of your relevant past experiences. It is recommended that you come prepared to discuss specific tasks/projects you have worked on in the past 18 months, or which you worked on in your last role if you have not been working in the last 18 months.

#### LEADERSHIP POTENTIAL EXERCISE

This exercise should take approximately 60 minutes (65 minutes for non-native English speakers) and will help us to understand your analytical thinking, decision making and problem solving skills as well as your capability to think strategically.

**There is no preparation work required for this exercise.**

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### AFTER THE ASSESSMENT

The exercises described in this document form the final stage of the assessment process. Our final decision will be determined based on your performance across all of the exercises you undertake on the Final Assessment Day.

### ASSESSMENT OUTCOMES

You will be contacted by your Recruiter to inform you as to whether you have been successful or not.

If successful, you will be contacted by the Hiring Manager or the Recruiter to discuss offers, terms and conditions and the joining process.

If you are unsuccessful at the experienced hire assessment, you may reapply in the future subject to Shell's reapplication policy.