



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. 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 two exercises: a Structured Interview and a Professional Presentation. 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 PRESENTATION

The Professional Presentation should take approximately 75 minutes and will explore your functional competencies.

You will need to prepare in advance a 20-minute presentation for this exercise. The following instructions are provided to help you prepare for the presentation. These are guidelines only and are not intended to restrict your style, approach or content.

SELECTING A TOPIC

To help select the best example, identify and prepare to talk about a significant piece of work which:

- You have led or been involved in from within the **last 18 months** (or which you worked on in your last role if you have not been working in the last 18 months)
- Demonstrates your **professional/technical skills & knowledge** relevant to the job you are applying for (you may want to refer to the job description to better understand the key functional skills required and what is expected of the successful candidate)
- Was **managed by you** or in which you had a **significant involvement**
- Required you to draw on a wide range of skills, experiences and professional expertise and provides a platform for you to **demonstrate your professional/technical skills**
- **Challenged you** intellectually or professionally
- Required you to **set challenging personal and/or team targets**
- Involved **obstacles, difficulties or resistance** which you overcame
- Involved **different stakeholders/parties** with different views or opinions

STRUCTURING THE PRESENTATION

In order to help you structure your presentation we would like you think about the following areas:

- Objective or purpose
- Background and context
- Your role (team/organisation structure) and your personal contribution
- The approach you took and how you managed the timelines and tasks involved
- The resources, methods and technology used, and supporting reasons for their use (for example, people, technology and equipment)
- The difficulties and challenges you faced and how you dealt with them
- Outcome, result and impact
- Lessons learnt and any reflections

THE PROCESS

Before you start your presentation on the assessment day, you will be given a few minutes to prepare yourself (for example, organising any materials or visual aids you may want to use). The assessors will start with some short introductions. Please be prepared to introduce yourself and give a brief explanation of your current role and main responsibilities.

You will then have up to 20 minutes to present. The session will be followed by a discussion to clarify the information you have presented. You may also be asked additional questions that are not directly related to the content of your presentation in order to help us understand more broadly your skills, knowledge and expertise outside the project you presented.

ADDITIONAL GUIDELINES

You may use visual aids to support your presentation. If you will need any flipcharts, laptop and/or LCD projector for your presentation, please let us know when you submit your presentation title and supporting materials.

If you are planning to use any specialist software or programmes (e.g. outside of the Microsoft Office suite of programmes) during your presentation, please contact your Recruiter to check compatibility with the Shell IT systems.

Please do not spend too much time designing and preparing your visual aids as the focus will be on the content.

Consider how much content you can present in 20 minutes when designing your presentation – do not try to include too many slides.

Please note that you may be presenting to some assessors who have a different professional / technical background. Please be mindful of the terminology or jargon you use during the presentation.

Finally, try to use the 20 minutes effectively, aiming to present for most of this time.

SUBMITTING YOUR PRESENTATION IN ADVANCE

Please send us an electronic copy of your presentation at least **two days in advance** of the assessment. Your information will be held in the strictest confidence.

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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.