

# **INFORMATION GUIDE E-CREW FOREMAN LEADERSHIP ASSESSMENT**

**TEST #8350**

## 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 2.5 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. If a procedure or policy has changed, making any part of this Guide incorrect, your feedback would be appreciated so that corrections can be made.

## **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:** Drives for Results (delegation)

**Description:** The ability to drive crews to deliver results safely and efficiently

**Competency:** Makes Sound Decisions.

**Description:** The ability to make timely, effective and inclusive decisions.

**Competency:** Creates a Safety Culture.

**Description:** Leads work groups to create a safe work environment

**Competency:** Focuses on Service Excellence

**Description:** The ability to uphold high levels of customer service, understand customer needs and ensure customer issues are resolved in a timely manner.

**Competency:** Fosters an inclusive environment (teamwork)

**Description:** Promotes comradery and effective collaboration with entire crew

**Competency:** Communicates with impact (oral & written communication)

**Description:** Ability to communicate to peers, crew members, customers and supervisors in a clear and professional manner.

**Competency:** Quality assurance

**Description:** 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.

### **CONFIDENCE**

If you feel confident about your physical abilities, you may lose some of your anxiety. Think of the interview as a way of demonstrating how much you know, the skills you can apply, your abilities, the problems you can solve, and your good judgment capabilities.

### **PUNCTUALITY**

Arrive early enough to feel relaxed and comfortable before the test battery begins.

### **CONCENTRATION**

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.

### **READ CRITICALLY**

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.

### **RETURN TO DIFFICULT QUESTIONS**

If a particular question seems difficult make note of it, continue with the assessment and return to it later.

### **REVIEW**

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

**Test Name: 8350 E-Crew Foreman Leadership Assessment**

COMMENTS