

In-baskets (Postkorbübung)

It is a traditionally classic instrument of each assessment centre. The candidate slips into a role of a stressed manager, who has to make decisions under pressure of time. He/she has to make a lot of different interdependent decisions in time permitted.

This instrument is used to test the following things of a candidate:

- Capacity
- Decision behaviour
- Goal orientation
- Focus on results
- To delegate something to someone

Special note

The time permitted is not enough to solve the tasks. That's why:

- Skim over the text
- Prioritise, solve urgent tasks at first
- Realise the connection between different tasks and make a decision for every task
- Creative solutions (Email, Fax, answering equipment, ...) are allowed and desired
- If the candidate delegates something to someone he/she has to add clear instructions and a small comment about the controlling of the delegated task. (for example concerning Email: blank copy to a second person.)

All decisions have to be transparent!

Aims of these instrument:

- ➔ Self-organisation
- ➔ Information processing
- ➔ Interconnected thinking
- ➔ Structured action
- ➔ Decision-making capability
- ➔ Decision between important and not important
- ➔ Delegate tasks
- ➔ Consideration of know-how

- Time management
- Stress because of time target
- Search for optimal schedule

Approach:

The participants get a lot of documents. They have to work on the task within the given time limit.

Results:

The lectures will get an overview on systematic thinking and acting.
The results can be used for presentations, discussions and short presentations.

Task:

It is 5pm. At 7pm all shops and offices will be closed. You have to be back at home at 7pm.

In these 2 hours you have to do as much as possible, because the next morning you will start a journey.

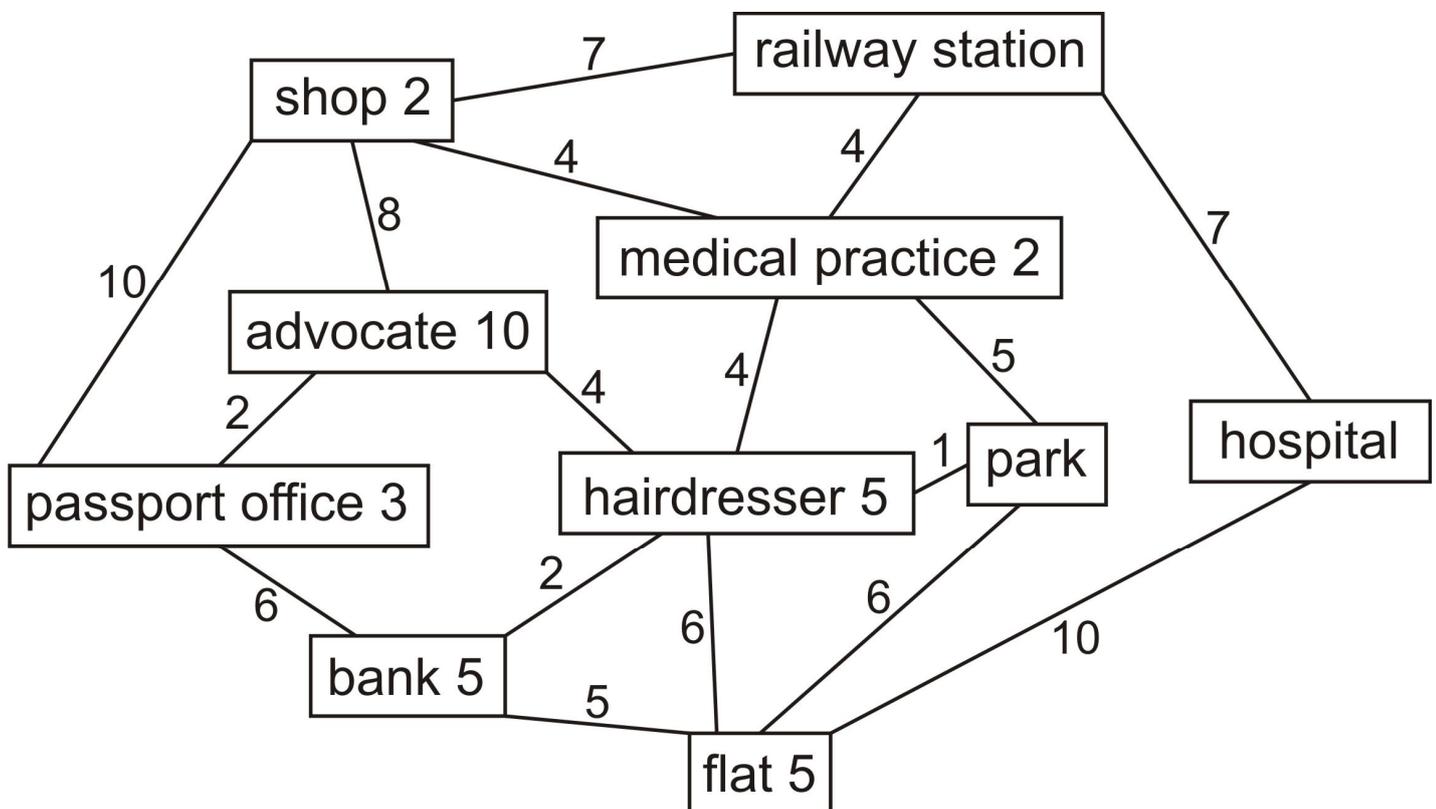
The current situation is as follows:

- The car is not roadworthy
- There is no tram, no bicycle and no phone available

On the plan / map you will find the different contact points.

The figures denote the time by foot in minutes or rather the duration of stay.

Time: 20 minutes



Please use the following advice:

- ➔ At medical practice you need a vaccination card for your journey
- ➔ The bank will close at 7pm, your shares are in danger
- ➔ The children haven't got the key for the flat. That's why you have to be at home 6.30 pm to open the door
- ➔ You have to get a present from the shop. Bring it to the railway station and give it to your boss's wife. She is sitting in the train that arrives at 5.57pm and leaves 6.03pm.
- ➔ The passport office closes at 5.30pm.
- ➔ The visiting time in hospital begins at 5pm. Then you can visit your husband.
- ➔ Your friend is waiting in the park between 5 and 7pm
- ➔ You have to clarify an important matter with your advocate.
- ➔ You want to buy a newspaper for your journey.

Try to visit all contact points. Every minute in the hospital are additional 3 points and every minute in the park are 2 points.