

Time Management (U.S.)

Assessment Fact Sheet

Overview

The Time Management (U.S.) test measures a candidate's knowledge of how to use your time wisely in the workplace. This test is designed for average business worker.

Job Family/Title	Business Professional
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Details

Average Testing Time (minutes)	24 minutes
Allowed Time (minutes)	90 minutes
Maximum Number of Questions	30 questions
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple Choice - Adaptive
Product Category	Business Skills

Knowledge, Skills, Abilities and Competencies Measured

Measures knowledge of time management. The following areas are covered:

- Action Plans
- Controlling
- Decision Making
- Organizing
- Planning
- Scheduling
- Time Usage
- Time Wasters

Example Questions

Exit

Question Time Remaining: 0h : 2m : 53s

As a manager, Deborah has 25 employees in her department. She has been told that she needs to cut ten jobs from her department's payroll before the end of next quarter because the company is losing money.

Referring to the above scenario, which one of the following approaches helps Deborah gather the relevant information she needs in order to decide what positions to cut?

a Tell her assistant about the situation and ask her find out who would be willing to quit.

b Ask another manager how he plans to make the decision for his department.

c Inform her staff of the situation and ask everyone to help her decide which jobs to cut.

d Review the department's organization chart and work processes for redundancy.

e Review her employees' personnel records for information about performance, pay, and seniority.

Next

Example Reports

Test: Time Management (U-B)

This report is confidential and its contents are intended to assist in the prediction of an applicant's work behavior. If you would like more information about this interpretive report or other products that SHL offers, please contact your account representative.

Score: 2.93
Proficiency Level: Proficient (2.51 - 3.50)

The candidate has mastered the basic concepts of Time Management, including:

- Action Plans
- Controlling

The candidate demonstrates a clear understanding of intermediate Time Management concepts, such as:

- Organizing
- Scheduling
- Time Usage
- Time Wasters

The candidate may have some knowledge of more advanced Time Management concepts such as:

- Planning
- Decision Making

At the Proficient level, the candidate will be capable of working on most projects involving Time Management with minimal assistance. However, the candidate will probably require more assistance with advanced concepts.

Percentile Comparisons
 The percentile score indicates how well the candidate scored relative to other candidates in the comparison population indicated by the score.

	Low	Medium	High
Percentile	25	75	100
Global Population	32		

Order	Question	Topic	Description	Skill Level	Time Taken (Seconds)	Is Correct	A	B	C	Theta	Info	Stand Error
1	TIME_MANAGE_US_SS_5132	Time Wasters	Environmental	Intermediate	49.3	No						
2	TIME_MANAGE_US_SS_5041	Controlling	Work Time	Basic	72.0	No						
3	TIME_MANAGE_US_SS_5082	Organizing	Information	Intermediate	42.8	No						