

# Description of Test (DOT)

## INSIDE SALES PROFESSIONAL ASSESSMENT

#### **Description of Test (DOT)**

This **DOT** is designed to help you prepare for the Inside Sales Professional Assessment used by CenturyLink for various roles. The Inside Sales Professional Assessment is a highly validated test that predicts your performance and speed with which competency development occurs for you. It is comprised of 11 personal attributes that contribute to the success of sales professionals. The information is being made available to you now so that you can review the material at a more leisurely pace.

#### What the Inside Sales Professional Assessment Measures

The Inside Sales Professional measures an individual's Thinking and Reasoning Styles, Behavioral Traits, and Occupational Interests.

This section contains definitions and descriptions of all 11 factors measured by the Inside Sales Professional Assessment.

- 1. **Demonstrating a Quality Orientation**—The degree to which an individual enjoys being thorough, organized, deliberate, and timely.
- 2. Having a Learning Orientation—The degree to which an individual is curious, enjoys task variety, and likes to learn about new and different approaches and types of people.
- 3. Having a Systematic Decision-Making Style—The degree to which an individual enjoys gathering relevant information and views regarding an issue, considering possible alternative solutions, and arriving at timely decisions.
- **4. Demonstrating Sales Judgment**—The degree to which an individual identifies the appropriate/effective actions to take to address challenges/problems/issues.
- Reading People—The degree to which an individual effectively perceives, assesses, and manages his/her own emotions and those of others.
- Retaining Focus—The degree to which an individual demonstrates resilience when encountering obstacles at work, and handles objections without losing effectiveness.
- 7. Taking Responsibility—The degree to which an individual believes his/her efforts and abilities have a strong impact on successes or failures.
- 8. **Demonstrating Effective Approaches**—The degree to which an individual exhibits effective behaviors in various sales situations.
- Displaying Adaptability—The degree to which an individual adjusts his/her approach when experiencing major changes at work.
- **10. Displaying Confidence**—The degree to which an individual is confident in addressing sales challenges and learning about new products and people.
- **11. Having an Achievement Orientation**—The degree to which an individual enjoys setting and striving to achieve new stretch goals in his/her profession.

### Inside Sales Professional Assessment

Frequently Asked Questions (FAQs)

Question	Response
How is the assessment	On a personal computer, which utilizes a standard computer
administered?	keyboard, mouse and internet web browser. Please do NOT take this
administred:	assessment on your mobile phone or another electronic device.
How are the questions	, .
How are the questions formatted?	The questions are multiple choice responses to behavioral business and sales scenarios.
How much time is required to	Please set aside <u>at most 90 minutes</u> to complete the assessment.
take the entire assessment?	Please ensure that you are in a distraction-free environment and that
	the assessment is your sole focus. Please take this assessment
	seriously as it will be used as part of the selection decision-making
	process. Lastly, you will have five (5) days (i.e., 120 hours) from the
	time that the assessment link is provided to you to complete the
	assessment, or you will be considered to have withdrawn from the
	selection process.
What do I need to take the	You may use a calculator when completing the math items.
assessment?	
How is my score determined?	Scores are computed for each of the assessment dimension and then
	combined to determine an overall Job Match Percentage based on
	various performance models.
Am I penalized for guessing an	No.
answer?	
Will I receive feedback on my	No. Upon receipt of your assessment scores, you will receive an
score?	automated communication from our Applicant Tracking System
	(ATS) indicating that we have your assessment results on file.
Will I be able to retake this	You may attempt the assessment again after 6 months.
assessment?	
Who may I contact if I	If you need assistance, please contact DDI Technical Support at
experience any technical	s2hsupport@ddiworld.com
difficulties when taking the	
assessment?	
Who may I contact if I no	Please send an email to <a href="mailto:hr.testing@centurylink.com">hr.testing@centurylink.com</a> with the
longer have access to the	Requisition number (e.g., 10401BR) and the needed assessment link.
assessment link?	
What if I need an	CenturyLink provides accommodations in testing conditions to
accommodation to take the	qualified applicants with disabilities during the administration of pre-
assessment?	employment screens, to the extent such accommodations are
	reasonable, consistent with the nature and purpose of the
	examination, and necessitated by the applicant's disability.
	CenturyLink's objective is to provide effective and necessary
	accommodations to qualified applicants as defined under the
	Americans with Disabilities Act, without substantially altering the
	nature of the screening process. Each applicant's request for test
	accommodations is evaluated on a case-by-case basis. If you think
	you need a test accommodation, please send an email to
	hr.testing@centurylink.com.

<u>PLEASE NOTE</u>: The purpose of this guide is to provide information which will assist all candidates in their performance during the Inside Sales Professional Assessment. Your performance is determined by many things such as your education, experiences and skills.