



# Description of Test (DOT)

## MANAGER ASSESSMENT

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This DOT is designed to help you prepare for the Manager Assessment used by CenturyLink for various roles. The Manager Assessment is a highly validated test that predicts your performance and speed with which competency development occurs for you. It is comprised of 14 personal attributes that contribute to the success of managers. The information is being made available to you now so that you can review the material at a more leisurely pace.

### What the Manager Assessment Measures

The Manager measures whether an individual possesses the competencies and personal attributes to succeed as a leader.

This section contains definitions and descriptions of all 14 factors measured by the Manager Assessment.

1. **Displaying Adaptability**—The degree to which an individual adjusts his/her approach when experiencing major changes at work.
2. **Displaying Confidence**—The degree to which an individual is confident in addressing new work challenges and learning new tasks.
3. **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.
4. **Having an Achievement Orientation**—The degree to which an individual enjoys setting and striving to achieve stretch goals in his/her profession.
5. **Having a Willingness to Lead**—The degree to which an individual is inclined to take charge of work problems/projects and guide and direct others.
6. **Demonstrating a Quality Orientation**—The degree to which an individual enjoys being thorough, organized, deliberate, and timely.
7. **Demonstrating Leadership Judgment**—The degree to which an individual identifies the appropriate/effective actions to take to address key leadership challenges/problems/issues.
8. **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.
9. **Demonstrating Effective Leadership Approaches**—The degree to which an individual exhibits effective behaviors in various leadership and coaching situations.
10. **Reading People**—The degree to which an individual effectively perceives, assesses, and manages his/her own emotions and those of others.
11. **Taking Responsibility**—The degree to which an individual believes his/her own efforts and abilities have a strong impact on successful or unsuccessful outcomes.
12. **Having an Outgoing Disposition**—The degree to which an individual enjoys actively seeking interactions with others at work.
13. **Having a Relationship Orientation**—The degree to which an individual enjoys building and maintaining effective work relationships.
14. **Sharing Thoughts and Feelings**—The degree to which an individual shares openly his/her own feelings, thoughts, and desires.

## Manager Frequently Asked Questions (FAQs) Assessment

Question	Response
How is the assessment administered?	On a personal computer, tablet or smartphone which utilizes an internet connection and internet web browser.
How are the questions formatted?	There are 4 question types: Situational judgement questions (multiple choice), Bio-Data questions (multiple choice), Work Style questions (preference scale), and Interactive judgement questions.
How much time is required to take the entire assessment?	Please set aside <b>at most 90 minutes</b> to complete the 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 assessment?	You may use a calculator and scratch paper as appropriate.
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 answer?	No.
Will I receive feedback on my score?	No. Upon receipt of your assessment scores, you will receive an automated communication from our Applicant Tracking System (ATS) indicating that we have your assessment results on file.
Will I be able to retake this assessment?	You may attempt the assessment again after 6 months.
Who may I contact if I experience any technical difficulties when taking the assessment?	If you need assistance, please contact DDI Technical Support at <a href="mailto:s2hsupport@ddiworld.com">s2hsupport@ddiworld.com</a>
Who may I contact if I no longer have access to the assessment link?	Please send an email to <a href="mailto:hr.testing@centurylink.com">hr.testing@centurylink.com</a> with the Requisition number (e.g., 10401BR) and the needed assessment link.
What if I need an accommodation to take the assessment?	CenturyLink provides accommodations in testing conditions to qualified applicants with disabilities during the administration of pre-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 <a href="mailto:hr.testing@centurylink.com">hr.testing@centurylink.com</a> .

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