

QUOTATION FOR ASSESSMENT CENTER

Dear Respected Client,

We would like to introduce our company PT. Zethra Asia Pratama known as ZETHRA CONSULTING, which has been in business HR and Legal Consulting start from 2015.

We have been an established on professional and expert consultant in HR and Legal. We have never compromised on the quality and the services provided to the customer. And we believe in keeping the customers happy and providing them with services at a very competitive price.

One of our services is Assessment Center. We help company to explore their candidates in Psychological Area and Competency Performance and then give report and recommendation based on company needs. We ensure that the recommendations we provide are the best for company because we have the best Assessment Center Management. Each existing position in company will be treated differently according to the specialties and needs of that position. Every position has a **Special Matrix Measurement**.

Why Assessment Center is required?

With globalization, the market is getting increasingly demanding and competitive. Organizations need to line up their strategic aim with the market requirements to survive in this competitive environment. It is a more accurate and standardized process which is used, chiefly by medium and large organizations nowadays. It provides an opportunity for candidates to show their suitability for a role in different ways and enables them to obtain a practical preview of what the employer expects from their employees. It is one of the best methods to predict the future work performance of the candidate.

What are the Benefits of Assessment Center

Assessment centre facilitates individuals to get a comprehensive point of view of how others observe them and thus it stimulates them to improve on their skills and work harder towards achieving organizational goals. It improves accuracy as they allow a broader range of selection methods to be used during the process. It also facilitates an assessment of existing performance as well as helping to predict future job performance. Some of the benefits are as follows:

A. Objective:

This method provides **objective**, uniform information to organizations about employees' managerial abilities. Teams of trained executive assessors observe candidates in multiple

simulations. Behavioral observations are then systematically incorporated to arrive at ratings for appropriate managerial competencies.

B. Employee Development:

According to Dr. Charles Woodruffe, assessment centers are of value to employees: "Participants receive high-quality feedback and the chance to discuss and build a development plan." He cautions that an assessment center for promotion and a developmental center for employee development should not be combined into one event, although, he says, "data from an assessment center can be used to construct development plans for specific employees regardless of whether they were promoted or not." The follow-up for those promoted can assist in getting them started on the right foot in their new position; similarly, those who do not promote can improve in their current position and prepare for promotion later.

C. Fair Opportunity:

Research has found that applicants tend to find that Assessment centers are more face valid than other assessment methods (Macan, et al, 1994). Thus, applicants believe that they have been given a fair opportunity to display their skills and find that the exercises in an Assessment center are more representative of the target job than a pencil and paper test or assessment.

D. Improving performance of an organization:

With the help of Assessment center the firm can use the data to scrutinize expected patterns and areas of deficiencies of an employees within the organization. Thus, the top management can conduct and arrange the more useful and appropriate training programs to overcome the weak areas. This will enhance the performance of different departments in the organization and subsequently, the overall performance of the firm goes up. It's an efficient way for big companies to quickly sort the wheat from the chaff and that's why assessment centers have become so widely used.

E. Predictive validity:

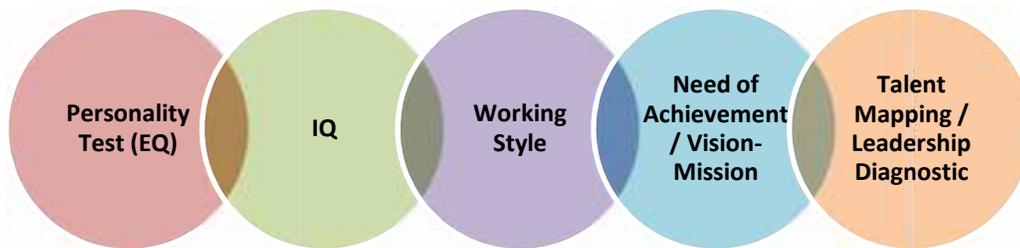
Predictive validity is one of the major attributes of the Assessment center technique. While there are concerns regarding construct validity, many research scholars have found that ACs utilizing The Guidelines (A document titled Guidelines and Ethical Considerations for Assessment Center Operations was published (Task Force on Assessment Center Standard, 1989) expressly for this purpose. In the Guidelines the structural components of an assessment center are outlined, and variables are identified that the task force considered likely to affect the validity of the method. Steps for developing an assessment center are specified. First, a job analysis is necessary to determine the dimensions of job performance that are critical to success in the job. Assessment center activities must be designed to measure these dimensions.

F. Effective HR decisions:

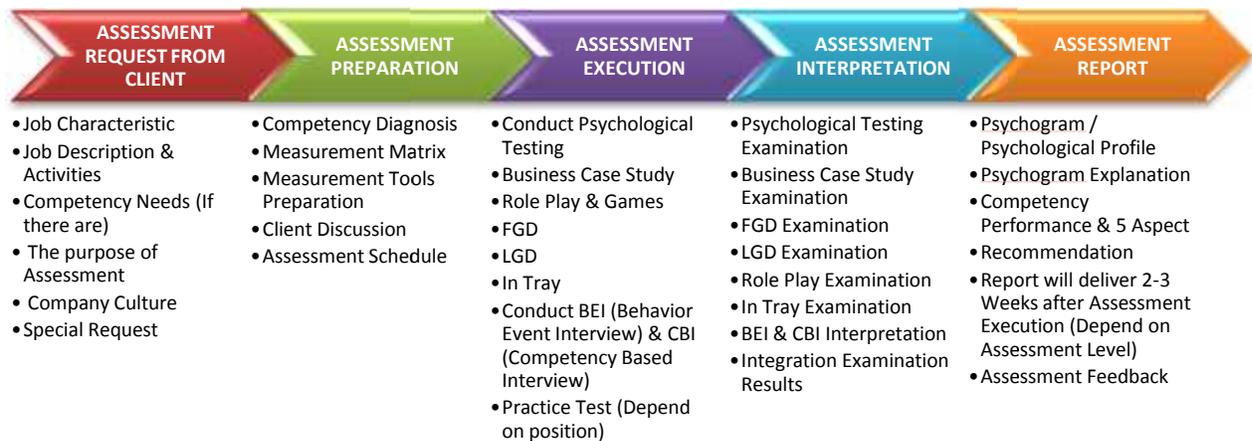
One aspect that instigates to positive reactions is administering inputs to applicants about how they have performed on an appraisal. Feedback consists of a verbal review of the findings and the recommendation regarding appraisal. Soon thereafter the participants receive a brief written report of the assessment results. The feedback given is not detailed. It simply lays down the decision making process, the decision criteria, and how the candidates scored on relevant

criteria. This is referred to as Decision Feedback. Candidates not only want feedback on their performance, but they are also desirous to know how they could have performed better. While many candidates wish for as much information as possible about their capabilities on job assessments, organizations need to take a systematic approach to the feedback they provide. Undoubtedly, it is reasonable to let applicants know how they scored on an assessment, and it can also be useful to provide normative data about how they scored compared with others who were assessed or hired and thus, it make HR decisions qualitative.

Our Psychological Test & Assessment Center describes **Competency Performance and 5 aspects of each participants**. Below are the 5 aspects which will be disclosed:



Below are the process of Assessment Center in ZETHRA CONSULTING:



We attached a Client Request Form for your perusal and kind consideration. And we offer special price for the beginning of our collaboration.

Please let us know if you have other consideration about the investment fee above. We are very open to discuss with you. The investment fee above are **NEGOTIABLE** but if you do not bargain the investment fee above, we give you bonus **25% discount** on **RESPECT MODEL IMPLEMENTATION WORKSHOP**. The workshop is about how to boost and improve employee engagement with **RESPECT MODEL** in your company. For details please see the attachment.

Please feel free to keep in touch with us about any of your business related requirements/queries. Please note that we also specialize for handling Legal case that facing the company.

We would like to offer the excellence services to your company. Our PIC will contact you for further discussion at a time convenient to you. We look forward to a wonderful relationship together and success for all concerned.

Faithfully yours,
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