



# Administrator's Guide

Atlas Copco Compressors LLC  
Technicians

Electrical Aptitude Test  
Mechanical Concepts  
&  
16PF Personality Questionnaire

## **Partnering With You to Drive Organizational Effectiveness**

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## **Overview of the Assessment Process for Technicians**

The battery of assessments designed specifically for evaluation of your technicians includes the following: Electrical Aptitude Test, Mechanical Concepts and the 16PF Questionnaire with Answer Sheet. Allow about 2-3 hours to proctor all three assessments. Our manual suggests the order in which you should administer the assessments. Give a short break between assessments as needed.

### **Release and Hold Harmless Agreement**

Have the examinee read and complete the release form and seal it in the envelope provided. Mail or send by overnight carrier to The Executive Group with the other answer sheets.

### **One Assessment is Timed**

The Electrical Aptitude Test is a timed assessment of electrical aptitude in mathematics and electrical concepts. The directions for the assessment must be followed exactly. Rather than run the risk of altering the directions in an attempt to give them from memory, you should read them verbatim. The time limits are specific and must be observed precisely. We suggest you use a stopwatch and familiarize yourself how to use it before proctoring the assessment.

### **Two Assessments Untimed**

Mechanical Concepts is an untimed assessment of basic mechanical ability. The 16PF is a psychological assessment that looks at personality characteristics as they relate to job performance.

### **Environment for Testing**

Pick an environment for the assessments that is free from noise and distractions, with no computers, dictionary, calculator or assistance from other areas allowed. When proctoring to a group you should stay in the room with the examinees at all times. Copying and distractions will occur if the examiner leaves the room, reducing the likelihood of accurate measurement. Under no circumstances should the examinee be allowed to take the assessments away from the assessment site.

### **Mail the Results for Evaluation**

Please return the 16PF answer sheet only, and the Electrical Aptitude and Mechanical Concepts test booklets by regular or overnight mail. Our address is 80 E US Hwy 6, Valparaiso, IN 46383.

Directions for proctoring the assessments follow this introduction. Please read these carefully and familiarize yourself with the process. We suggest you call our office for training before proctoring the assessments for the first time. We can help you get the most accurate information possible from this process.

Remember our Customer Service staff at The Executive Group is here to help you as much or as little as you need. Call our office at 219-477-6378 with questions or concerns. Our office hours are M-F 9 AM to 5 PM CST.

We look forward to working with you. Good luck with the assessments!

Sue Russell,  
Director of Operations

## INTRODUCTION FOR THE PROCTOR

At the beginning of the testing session, try to put the examinees at ease so they may do their best work. Introductory remarks should be given in an easy conversational tone to gain cooperation and not create tension. As a proctor you should look through all the assessments, become familiar with the procedures for administering each one and become familiar with the test items ahead of time.

### INTRODUCTION FOR THE TECHNICIAN

You are here today to complete three different assessments. Each one evaluates a different aspect of things we think are important for the job. The Executive Group has been selected to help us with this process and they will tabulate the results. Please complete the form to authorize release of information and consent to the terms and conditions before you take the assessments.

## TEST KIT SUPPLIES

### ***YOUR TEST PACKET INCLUDES:***

- |                          |                                  |                          |                     |
|--------------------------|----------------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | Administrator's Manual           | <input type="checkbox"/> | Mechanical Concepts |
| <input type="checkbox"/> | Release and Hold Harmless Letter | <input type="checkbox"/> | 16PF Test Booklet   |
| <input type="checkbox"/> | Electrical Aptitude Test         | <input type="checkbox"/> | 16PF Answer Sheet   |

## CONTACT INFORMATION

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## Release and Hold Harmless Agreement

Each examinee must complete a release form and agree to its terms and conditions. In the event an examinee refuses to comply with the terms and conditions of the release form he or she will not be permitted to take the assessment.

The functions of the Release form are as follows:

- The agreement releases your company, The Executive Group and other related parties from legal liability as a result of the evaluation.
- Collects demographic information on age, sex, race, etc. to ensure that there is no disproportionate impact on any protected group.
- Keeps a database for The Executive Group's exclusive use and will not affect in any way the information sent to your company or be used in the hiring process.
- Authorizes the examinee's consent to take the assessment and verifies agreement to the terms and conditions. The examinee will NOT receive the results.
- Gives authorization to The Executive Group to provide a summary based upon personnel data and conclusions to your company.

## Confidentiality

The assessments contain **HIGHLY CONFIDENTIAL** information and should **NEVER** be shared with the applicant or examinee. Results should be used exclusively as a management tool by the appropriate manager. Therefore we request that managers treat these results in the following manner:

- Share results from the assessments only with others who have a need to know.
- Never quote from them or show them to the individual concerned. We have special reports that are designed specifically for examinee feedback, self development and coaching.
- After review, the assessments should be filed in a separate folder established exclusively for that purpose, not in the examinee's personnel file.

Note: please keep in mind the date on which the assessments were taken. Personality test data is of questionable validity one to two years after it was obtained, people do change.

## **DIRECTIONS TO PROCTOR ASSESSMENTS STEP 1 ELECTRICAL APPTITUDE TEST (TIMED)**

### **Introduction to the Examinee**

You have been asked to complete an Electrical Aptitude Test. Some parts will be easier than others. Try to do your best on each part.

Pass out test booklets, a sheet of notebook paper and 2-#2 sharpened pencils.

### **Instructions to the Examinee**

Print your name, location and job title in the spaces provided. Fill in today's date.

1. Do not begin the test until you are told to do so. Please read the instructions to yourself while I read them aloud.
2. On the following pages are a series of problems. Choose the best answer for each question and put an "X" in the box beside the right answer. Put an "X" in only one box for each questions. Be sure your "X" s are heavy and black.
3. Put only "X"s on your test booklet. Do not make other stray marks. **THIS IS A CARBON BASED ANSWER SHEET SO YOU CANNOT ERASE.** To change your answer, draw a circle around the box with the incorrect answer. Then put an "X" in the box of your new answer.
5. Look at Practice Exercises, I, II, III and IV. The correct answers are as follows:  
Exercise I is B  
Exercise II is C  
Exercise III is C  
Exercise IV is C
6. Note how the answers have been marked.

Allow time for everyone to review the Practice Exercises. Then say:

Now complete the 36 exercises on the following pages. Work as fast as you can without making mistakes. You will have 18 minutes to finish the assessment. Do not begin until you are told to do so.

Are there any questions? Ready? Begin

Allow exactly 18 minutes. Use your stopwatch to time this exactly. Then say:

Stop put your pencils down. Pass your test booklets to me. Thank you very much for your cooperation.

**The Electrical Aptitude Test should be administered in a proctored setting only. The examinee should not be allowed to complete this at home.**

## **DIRECTIONS TO PROCTOR ASSESSMENTS**

### **STEP 2 MECHANICAL CONCEPTS (UNTIMED TEST)**

#### **Introduction**

Mechanical Concepts is an untimed test of basic mechanical ability. It measures ability to visualize and understand basic mechanical and spatial interrelationships and it also measures knowledge of common mechanical tools and devices.

Pass out test booklets and answer sheets, a sheet of notebook paper and 2-#2 sharpened pencils.

#### **Instructions for the Examinee**

Write your name, company and date on the front cover.

1. **General Instructions** - Turn to page 1 of your test booklet. You will receive instructions on all three sections before you begin. Please read along silently as I read the instructions and goes through the examples.
2. Use the scrap paper provided to figure out answers and do not make stray marks in the test booklet.

Read the General Instructions verbatim. Ask are there any questions?

#### **Instructions for Mechanical Interrelationships**

**Now go to the section entitled Mechanical Interrelationships and read the directions silently as I read them aloud.**

- S1.** The correct answer is **C**. a turn of one pulley in the opposite direction  
**S2.** The correct answer is **C**. a three-legged stool  
**S3.** The correct answer is **E**. Ramp 5

Allow as much time as necessary for the examinees to read silently and answer both sample problems.

**DIRECTIONS TO PROCTOR ASSESSMENTS**  
**STEP 2 MECHANICAL CONCEPTS (UNTIMED TEST)**

**Instructions for Mechanical Tools and Devices** Turn to Page 8

**Now go to the section entitled Mechanical Tools and Devices and read the directions silently as I read them aloud.**

Read the directions to the examinee and work through the examples.

- S1.** The correct answer is **C.** a riveting hammer
- S2.** The correct answer is **E.** leveling a surface
- S3.** The correct answer is **A.** a compass saw

**Instructions for Spatial Relationships** Turn to Page 16

**Now go to the section entitled Spatial Relationships and read the directions silently as I read them aloud.**

Read the directions to the examinee and work through the examples.

- S1.** The correct answer is **A**
- S2.** The correct answer is **B**

When administering the Mechanical Concepts assessment we ask that you mail the Mechanical Concepts test booklet along with the other answer sheets to our office for evaluation.

**Offer a 15 minute break at this point. Allow the examinee a chance to move around, use the restroom or get a beverage.**

## DIRECTIONS TO PROCTOR ASSESSMENTS

# STEP 3 16PF PERSONALITY QUESTIONNAIRE

### Introduction

This booklet contains some questions to see what interests you have and how you feel about things. It is a multiple choice response format and should take you approximately 45-60 minutes to complete.

The best way to approach the 16PF is to respond with your first impression. The overall benefits of this inventory are realized when you complete the assessment without overanalyzing each item. Consequently, the best results will be achieved if you work quickly, relax and be yourself!

Pass out test booklets and answer sheets, a sheet of notebook paper and 2-#2 sharpened pencils.

### Instructions for the Examinee

Print your name in the boxes provided on the answer sheet. Next, code in your gender in the space provided by indicating male or female. Do not mark in the test booklet.

**Look at the examples on the inside cover and page 14.**

1. **Read each statement and choose the answer that best describes you.** Except for the last 15 questions, there are no right or wrong answers. Everyone is unique and different. Just answer what is true for you.
2. **Go with your first instinct and be spontaneous.** Don't think about the questions too long. Generally this assessment takes from 45 to an hour. In about 15-20 minutes you should be into the 4<sup>th</sup> column on the answer sheet. If you are not, then you may be thinking too much about your answer.
3. **Use the "b" response sparingly.** Try to mark the "a" or "c" answer. Note that the middle answer is a question mark, "?". Only mark this answer when neither "a" or "c" is better for you. Pick the response category that describes what is "most" typical of you. It is important that you understand this; that you choose categories that describe what is most typical of you rather than trying to categorize yourself as always and invariably behaving in one way rather than the other.
4. **Answer candidly.** It is important that you be as careful and honest as you can. Give answers that describe you best. Most importantly **relax and be yourself.**
5. The last 15 questions are reasoning type questions. Each question has only one correct answer. You may use paper and pencil to figure your answer. **NO CALCULATORS.**
6. You are not penalized for wrong answers; so if you are not sure of an answer, make the best choice you can. Do not leave any items blank.

**Check the examinee's progress at the 20 minute mark.** Examinee should be about half way through the questions. If not, they are thinking about the questions too much.

**Check the answer sheet BEFORE the examinee leaves** to make sure all the questions have been answered. Keep the test booklet to reuse. Examine the pages and erase any stray marks.