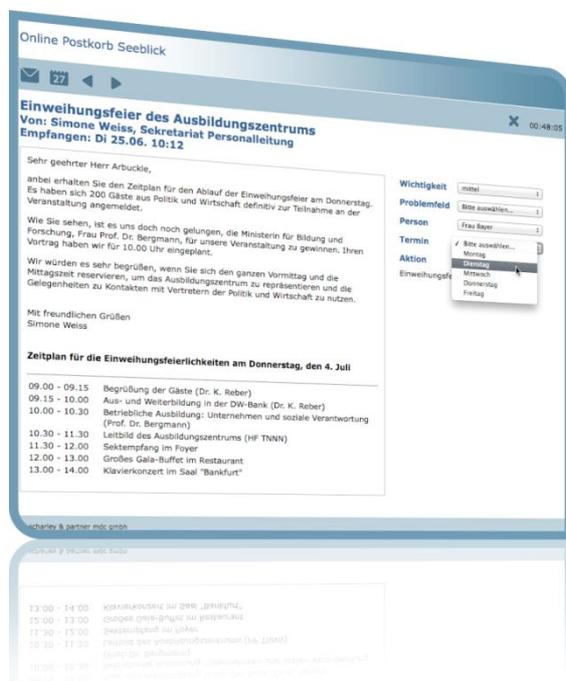


ONLINE INBOX LAKEVIEW

Information Sheet

The **Inbox Lakeview** is a classic among Assessment Centre tests. This type of task is used to measure organizational, planning and analytical skills. The participant is presented with extensive information which must be processed according to specific criteria within a limited amount of time.

As an **Internet application**, it is a **state-of-the-art, efficient and intuitive assessment tool** which enjoys a high level of acceptance among observers and participants.



Task

The participant's task is to process 40 e-mails. Some of these arrive at staggered intervals during the exercise. Initially it is necessary to estimate the relevance of the situation described in each case (importance). The e-mails must also be sorted according to problem areas. Every e-mail also gives rise to an appointment which must be scheduled in the diary and delegated to an employee where necessary.

Target Group

University graduates, administrators, project managers, team leaders, junior managers

Duration

The performance time is approximately 60 minutes, of which approximately 10 minutes is instruction (Tutorial and Scenario) and 50 minutes processing time.

Instruction of the participants

Prior to starting the test, the participants are given all the necessary information for the task and for operating the test during a tutorial. This means that there is no need for detailed instruction by a trainer.

Assessment Dimensions

The following assessment criteria are evaluated automatically at the end of the test:

- ▶ Output / working speed
- ▶ Estimation of the relevance of circumstances
- ▶ Sorting of information according to problem areas
- ▶ Delegation decisions
- ▶ Scheduling
- ▶ Logic in the sequence of appointments

Languages

The inbox task is currently available in German, French and Italian. Further languages are in development.

Further Information

Participants receive their access link to the online inbox by e-mail and can carry out the task on any computer with Internet access.

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