

3M Supervisor Assessment (SA) Participant Information Guide

About This Information Guide

This information guide is designed to familiarize you with the 3M Supervisor Assessment (SA). This guide provides you with information on the following:

- I. Overview of the Test
- II. Description of the Test Parts, Instructions, & Example Questions
- III. Test Preparation Strategies
- IV. Frequently Asked Questions

Please carefully read this guide prior to your testing date.

I. Overview of the Test

The SA was designed and validated to aid in the selection of individuals to 3M manufacturing supervisor positions, including those within production, maintenance, and warehouse areas. The SA consists of two multiple-choice tests, each of which measures skills and abilities important to successful job performance. The administration of the entire test, including instructions, will take approximately 90 minutes.

The 3M Code of Conduct requires honesty and accuracy. You should take the test without help from others, and you should not share test information with others.

II. Description of the Test Parts, Instructions, & Example Questions

The test consists of two parts:

1. Planning and Problem Solving
2. Work Orientation

The next section will provide you with a description of each test part as well as example questions to familiarize you with the testing format.

PART 1: Planning and Problem Solving

An example question for this part of the test is presented below. This portion has 14 questions. You will have a total of 75 minutes for **both** portions of the test.

First Example Question

Employee Training Matrix

Note: Table shows which Machine each employee is trained on. Employees may only operate machines on which they are trained.

Name	Machine 1	Machine 2	Machine 3	Machine 4	Machine 5	Machine 6	Machine 7
Tim Adamson					x		x
Colleen Banks	x	x	x	x	x	x	x
Sam Carlos	x			x			
Sarah Palmer	x		x				x
John Smith	x		x	x	x	x	x

Weekly Production Schedule

Name	Monday, March 6	Tuesday, March 7	Wednesday, March 8	Thursday, March 9	Friday, March 10	Saturday, March 11	Sunday, March 12
Tim Adamson	AM		AM	PM	PM		AM
Colleen Banks		AM	AM	PM		PM	
Sam Carlos	AM	AM	PM		PM		PM
Sarah Palmer	PM		PM	PM	AM		PM
John Smith	PM	PM		AM	AM		AM

1. Sam Carlos has requested vacation for Tuesday, March 7th and is scheduled to work on Machine. Which employee should be scheduled to replace Sam?

- A. Tim Adamson
- B. Sarah Palmer
- C. Collen Banks
- D. John Smith

First Example Question Answer

The correct answer to the example question is "B". According to the tables, Sarah Palmer is trained to work on Machine 1 and is not scheduled to work on March 7th. Option A is not correct because Tim is not trained to work on Machine 1. Option C is not correct because Colleen is already scheduled to work on March 7th. Option D is not correct because John is already scheduled to work on March 7th.

Second Example Question

Product D – Quality Review

Note: All parts must fall within the required measurement specifications in order for a product to pass the Quality review.

Part	Required Measurement Specifications	Reported Measurements – Machine 3	Reported Measurements – Machine 4
Part A1	1' 2" – 1' 4"	1' 3"	1' 2"
Part A2	4' 3" – 4' 5"	4' 5"	4' 6"
Part A3	2' 6" – 2' 8"	2' 5"	2' 7"
Part A4	5' 1" – 5' 3"	5' 1"	5' 3"
Part A5	3' 7" – 3' 9"	3' 6"	3' 5"
Part A6	1' 9" – 1' 11"	1' 11"	1' 10"

Product D is assembled on two machines. After assembly, all parts must meet specifications to pass quality testing. Which part is causing Product D to fail the Quality review on both Machine 3 and Machine 4?

- A. Part A2
- B. Part A3
- C. Part A5
- D. Part A6

Second Example Question Answer

The correct answer is C. Part A5 is the only part that has reported measurements for both Machine 3 and 4 outside of specifications.

T 2: Work Orientation

This portion of the test has 16 questions. You will have a total of 75 minutes for **both** portions of the test.

Example Question

In your work experiences, how did you solve a difficult work assignment?

- A. I carefully thought about the problem and solved it myself.
- B. I talked it over with my co-workers to help solve the problem.
- C. I talked it over with my supervisor to help solve the problem.
- D. I did not think about the problem for a couple of days so that I was able to solve it with a new outlook.

Answer to Example Question

You should have chosen the option that is MOST true for you. It is important and expected that you respond honestly and as accurately as possible to each question.

III. Test Preparation Strategies

This section contains several suggestions that may help you prepare for and take the test. As you read these suggestions, try to determine which ones will be most helpful to you. ***Please keep in mind that these are only suggestions, and that different people may find some of the suggestions more or less helpful than others.***

Preparation for the Testing Session

Familiarize Yourself with Instructions and Type of Test Questions

Carefully read and become familiar with the instructions and the types of test questions that are described in this Information Guide. You may feel more comfortable during the test if you are familiar with the instructions and types of questions prior to the actual test administration.

Take Care of Your Well-Being Before the Test

Being well-rested can help enhance your memory, mood, and overall wellbeing, allowing you to perform your best. Take the test when you're well rested, and not hungry.

Manage Your Anxiety

If you feel anxious before or during the test, take several slow, deep breaths to relax. Also, please realize that it is normal to be somewhat nervous even if you are well prepared.

Day of the Testing Session

Arriving at the Testing Location

During the testing session, you might be in a room with several other test takers. Below are some general tips to help you be successful when you arrive at the testing location.

Arrive at the test site at least 20 minutes prior to the start of the session to allow sufficient time for check-in. The testing room will be closed 5 minutes prior to the start of the session.

Do NOT bring your cell phone into the testing room. If your watch beeps "on the hour," be sure to disable that feature.

Remain detached from others who might distract you.

Stay Relaxed and Focused on the Test

During the testing session, it is important to stay relaxed and focused on the test. Work quickly, but accurately. You may find it helpful if you wear a watch to the testing session. This will help you monitor the time. You should try to complete all questions on the test, but if you find yourself working a little slowly, do not sacrifice accuracy for speed.

Listen to and Read the Instructions/Questions Carefully

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Each part of the test has different instructions. You will read these at your own pace as you proceed through the test. The instructions will clarify any conditions that are specific to the test you are taking. Be sure that you understand what to do for each test.

Know the Time Limits

The time limit for the entire test is 75 minutes. Make a note of your start time. It is important to use the time limits to pace yourself. Occasionally check your testing progress against the time limit. If you are having difficulty answering a question, go on to the next question. If you have time left when you get to the end of a part of the test, you may go back and review any question within that part of test. You cannot return to the previous test section. Stay focused and complete as many of the questions as you can in the time provided.

Answering Planning, Organizing, and Decision-Making Questions

When taking the test, it is important to try to answer all the questions. If you are unsure of the correct response, try to eliminate the responses that you know are wrong. It is generally better to eliminate the responses and take an educated guess from the remaining responses than to leave a question blank. You will not be penalized for incorrect answers- all questions are scored as either correct or incorrect.

Answering Work Orientation Questions

The Work Orientation test asks you questions about your experiences, background, opinions, and/or feelings. When completing this test, you should consider the following helpful hints:

Read each question carefully to ensure that you understand exactly what it is asking.

Some of the questions may not apply exactly to you. Consider the general sense of the question and pick the choice that comes closest to describing your situation.

Respond accurately and honestly to each question. Truthfulness is critical in this process.

Remember to choose only one answer to every question.

Review your answers if there is time; resist the urge to stop working as soon as you complete the questions. Go back and make sure that you have answered all the questions.

Additional Resources on Test Taking Strategies

It is your responsibility to be well prepared for the testing session. We have described some basic steps that will help you feel more positive and confident about test taking.

IV. Frequently Asked Questions

How long will the test take?

The test requires a maximum of one hour, although most test takers will finish in less time. You should expect to be at the test location for up to 90 minutes for check-in, instructions, and test administration.

Will breaks be provided during the examination?

No. Since the entire test can be completed within an hour, there are no breaks during the test. Please plan ahead and visit the restroom if needed before the start of the test session.

What should I bring to the test?

Test takers must bring photo identification (e.g., 3M ID Badge, driver's license, government ID, passport). Test takers will not be granted access to the testing site without proper identification. You should avoid bringing other belongings in to the test room as other belongings are not permitted during testing.

What should I NOT bring to the test?

Do **NOT** bring any electronic devices, such as cell phones, MP3 players, or tablets, into the test location. The use of such devices during the test is strictly prohibited. If your device makes any noise, or you are seen accessing it at any time (including breaks), you will be dismissed immediately from the examination, and your scores may be cancelled. You should not bring any other belongings. 3M will provide you with all the materials you need for the test.

Who will be administering the test?

A test administrator chosen by 3M will be administering the test.

When will I find out my results?

Following the test, you will be notified whether you have been selected to move forward in the selection process once the test has been scored. This may take up to several days from the test date.

Can I reschedule the test?

Please contact the Test Administrator for options regarding rescheduling a test.

Can I do anything to prepare for the test?

Yes. Please review the information in this guide to help you become familiar with the tests, their instructions, and the type of questions that will be asked. In addition, there are numerous books on test taking strategies that you may find helpful in preparing for the test.