3M Manufacturing Employee Selection Process (MESP)
Participant Information Guide

About This Information Guide

This information guide is designed to familiarize you with the 3M Manufacturing Employee Selection Process (MESP). This guide provides you with information on the following:

I. Overview of the Test
II. Description of the Test Parts and Example Questions
III. Test Preparation Strategies
IV. Frequently Asked Questions

Please carefully read this guide before your take the test.

I. Overview of the Test

The MESP was designed and validated to identify individuals likely to succeed at basic and intermediate manufacturing jobs at 3M sites. The MESP consists of four multiple-choice sections, each of which measures skills and abilities important to successful job performance. You will have 60 minutes to complete the test.

If you are invited to test, you will complete the MESP remotely. An invitation to complete the test will be delivered to the email address you provided on your application. The test should be competed on a computer or tablet. If no action is taken within 7 calendar days after the invitation to test is sent, we will decline your job application. If you do not have access to a computer or tablet, please **contact productiontesting@mmm.com before taking the test**.

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. You will be asked to agree to a non-disclosure agreement at the start of the test. If you cannot accept the agreement, you will not be allowed to test.

Some applicants who pass the MESP in a remote, unproctored setting may be asked to retake the test in a proctored environment. **If you are selected to retake the test, only your proctored results will be used for hiring.** A representative will contact you to schedule your test if you are selected for proctored testing.

II. Description of Test Parts & Example Questions

The test consists of four sections:

1. Work Styles
2. Problem Solving: Applied Reading
3. Problem Solving: Attention to Detail
4. Problem Solving: Applied Math

The next sections of this guide will provide a description of each test section and example questions to help familiarize you with the testing format.

Work Styles

This section of the test asks you to identify the BEST and WORST actions to take when responding to typical work situations. The instructions for this section are provided below.

INSTRUCTIONS

In this section you will be given descriptions of several different situations. For each situation, you will be asked to identify the BEST response and the WORST response to that situation. As you complete the questions in this section, keep the following in mind:

The potential responses listed under the BEST and WORST prompts are the same.

Read each situation and the potential responses carefully.

Respond as honestly and accurately as possible.

Only use the information presented to you in the question to select your response.

Example Question
While working on the production line, you witness a coworker eating food while operating a press. This is a clear violation of company policy. What would you do?

Which is the BEST response?

A. Keep working but do not say anything about the incident.
B. Get your lunch and start eating it while you are working.
C. Talk to your supervisor about the situation.
D. Tell your coworker that you will report it to the supervisor if it happens again.

Which is the WORST response?

A. Keep working but do not say anything about the incident.
B. Get your lunch and start eating it while you are working.
C. Talk to your supervisor about the situation.
D. Tell your coworker that you will report it to the supervisor if it happens again.

Answer to Example Question
For the first question, you should have chosen the response you think would be the BEST action to take in this situation from the four options listed. For the second question, you should have chosen the response you think would be the WORST action to take in this situation from the four options listed.

Problem Solving: Applied Reading

This section of the test measures your ability to identify problems, find relevant information, generate solutions, consider alternatives, and take steps to solve problems. The instructions for this section are provided below.

INSTRUCTIONS

This section tests your ability to analyze information and solve problems. You will first review information presented in a diagram, table, or text paragraph. You will then be asked to identify the best option based on the information provided.

Example Question

Transportation Company	Delivery Time Frame (hours)	Cost ($)	Temperature Controlled
Speedy Transit	24	1000	Yes
Quick Move	72	800	Yes
Safe Cargo	36	1200	No
Fresh Way	48	1100	Yes

You need to select a transportation company to deliver a shipment of perishable goods as cheaply as possible. The shipment must be temperature controlled and arrive within 48 hours to remain fresh. Based on the information provided in the table above, which transportation company should you choose?

A. Speedy Transit
B. Quick Move
C. Safe Cargo
D. Fresh Way

Example Answer
The correct answer is A. Speedy Transit. The shipment must arrive within 48-hours, and the transportation must be temperature controlled. Speedy Transit can deliver within 24 hours and offers temperature control. Quick Move and Safe Cargo do not meet the requirements. Fresh Way meets the time requirement and offers temperature control, but it is more expensive than Speedy Transit and the delivery time leaves no room for delays.

Problem Solving: Attention to Detail

This section of the test measures your ability to be accurate in all aspects of the job; to accurately check processes and tasks; and to maintain watchfulness. The instructions for this section are provided below.

INSTRUCTIONS

This section will assess your ability to compare and verify information in text, tables, and diagrams for accuracy and completeness.

Example Question

Drill Model Number	Torque (Nm)	Battery Voltage (V)	Speed (RPM)	Chuck Size (mm)
DR201	50	6	1500	10
DR207	50	8	3000	13
DR210	65	12	3000	10
DR215	65	18	1500	13

Which drill model should you use for a task that requires a 13 mm chuck size and a 65 Nm of torque?

A. Model DR201
B. Model DR207
C. Model DR210
D. Model DR215

Example Question Answer

The correct answer is D. The DR215 model is the only model that meets the two specifications outlined by the question (i.e., 13 mm chuck size and a 65 Nm torque setting).

Problem Solving: Applied Math

This section of the test measures your ability to perform simple math functions. This includes making calculations involving addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and percentages. The instructions for this section are provided below.

INSTRUCTIONS

This section will assess your ability to solve math problems using information presented in paragraphs or tables. An online calculator is available at the bottom of each webpage for your calculations. Click on the calculator icon to use the online calculator as needed.

Example Question
A manufacturing employee produced 100 respirators during week one, 200 respirators during week two, 300 respirators during week three, and 400 respirators during week four. How many respirators did the manufacturing employee produce in total?

A. 400
B. 600
C. 800
D. 1,000

Example Question Answer
The correct answer is "D". The question asks for a sum. The numbers of respirators produced during weeks 1-4 are added together (100+200+300+400) and equal to 1,000 respirators.

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.***

Advanced Preparation for the Testing Session

Familiarize Yourself with Instructions and Type of Test Questions
Carefully read the instructions and become familiar with 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 before taking the test.

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 are 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.

Taking the test

You will take the test remotely, unless there are circumstances that result in a need for you to take the test in person (e.g., you don't have stable access to the internet), or you have been selected to retake the test in person.

Setting up your testing space (for unproctored remote testing)
Below are some general tips to help you be successful when you take the test remotely.

Plan to take the test in a quiet place away from people or things that might distract you. The test will have a time limit, and distractions may negatively impact your score.

Clear the space around your testing area. Your testing area should be free of notes and/or study materials as well as anything that might distract you during the test.

The test should be taken on a computer or tablet. If you cannot access a computer or a tablet, please contact prodcutiontesting@mmm.com before taking the test.

Make sure your computer or tablet has sufficient power to complete the test.

The test will take around 60 minutes to complete. Make sure you have enough time to complete the test in one sitting before you begin.

If you are taking the test on a computer, leave other devices (e.g., tablet, phone) in another room so they will not distract you during your test.

Arriving at the Testing Location (for in person testing)
Some test takers may be asked to take the test in person. During an in-person 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.

If you are taking the test at a physical site, arrive 20 minutes prior to the start of the session to allow time for check-in. The testing room will be closed 5 minutes prior to the start of the session.

Make sure to have your ID with you. You will be asked to present your ID to the proctor prior to testing.

Do NOT bring your cell phone into the testing room.

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.

Listen to and Read the Instructions/Questions Carefully
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 part you are taking. Be sure that you understand what to do for each part.

Know the Time Limits
You will have 60 minutes to read and respond to all test questions. It is important to use the time limits to pace yourself. Occasionally check your 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 section, you may go back and review any question within that section. Once you finish one section of the test (e.g., Work Styles) and start the next section (e.g., Applied Reading) you cannot go back to the previous section of the test (e.g., Work Styles). Stay focused and complete as many of the questions as you can in the time provided.

Answering Work Style Questions
The Work Styles section asks you to identify the BEST and WORST actions to take when responding to typical work situations. When completing this part, you should consider the following helpful hints:

The response options are the same for the BEST and WORST question prompts.

You may not have experience with some of the situations presented in this section of the test, and that's ok. You should answer these questions by selecting what you believe would be the BEST action to take and which would be the WORST action to take given the information presented to you and the actions available to choose from.

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

Answering Problem Solving Questions

During the Problem Solving sections, 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. A calculator and scrap paper are built into the test for your use.

Additional Resources on Test Taking Strategies

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

IV. Frequently Asked Questions

How long will the test take?
You will have a maximum of 60 minutes to complete the test, although many test takers will finish in less time. For proctored in-person testing, plan for up to 2 hours for check-in, instructions/set-up and test administration.

Will breaks be provided during the test?
No. Since the entire test can be completed within 60 minutes, there are no scheduled breaks during the test. Please plan ahead and visit the restroom if needed before the start of the test session.

Who will be administering the test?
For most candidates, the test is administered online in an unproctored environment. Some candidates may be asked to take the test in-person in a proctored environment. For proctored tests, a test administrator chosen by 3M will administer the test.

If I am testing in person, 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 test without proper identification. Avoid having other belongings with you, as other belongings are not permitted during testing.

If I am testing in person, what should I NOT bring to the test?
Please do **NOT** bring any electronic devices, such as cell phones 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, you will be dismissed immediately from the examination and selection process, and your scores may be cancelled. You should not bring any other belongings. The test will provide you a calculator (when applicable) and scratch paper.

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?
If you need an extension or to reschedule an in person test, please contact your recruiter or productiontesting@mmm.com for rescheduling options.

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.