



Lead Skills Assessment (LSA)

Preparation Guide

The Lead Skills Assessment (LSA) for Lead Jobs

OVERVIEW

Pacific Gas and Electric Company believes it is critical that employees have the lead skills and abilities necessary to succeed in lead jobs across the company. The Lead Skills Assessment (LSA) allows PG&E to make an initial assessment of your skills and abilities as related to lead occupations. Because the LSA is standardized, it ensures that everyone who wants to be considered for a lead position receives a fair and objective opportunity. This test has been professionally validated to ensure job-relatedness. The LSA is a multiple choice test that asks you how you would respond to a wide range of situations similar to those encountered on the job.

The LSA has 34 situational judgment (scenarios) items measuring the following skills and abilities:

- **Leadership** - Motivating, directing, and developing others, and coordinating the work of others toward the successful completion of projects and initiatives
- **Interpersonal Skills** - Communicating in a professional and appropriate manner with coworkers and customers in order to inform, persuade, and lead
- **Technical and Procedural Skills** - Resource management, planning, and working effectively within organizational policies and procedures
- **Key Personal Qualities** - Personal attributes important to effective leadership, such as conscientiousness, integrity, rule-abidance, and trustworthiness.

The LSA is administered online and you will have 60 minutes to complete the test.

Information about the Question Scenarios:

Questions on the LSA measure judgment in the areas above. Since this is a published test that is used in a wide range of leadership positions across a wide range of organizations and industries, not all questions may seem

relevant to the lead job at PG&E for which you are trying to qualify. However, the underlying skills and abilities they measure are still important to lead jobs at PG&E.

Information about the Scoring:

Each question on this test has several possible response options. All response options have underlying score values associated with them. When you select a response as being the best in that situation, that response's score value is added to your total score. Response options can have score values of -1, 0, or 1 (determined by how effective the response would be in that situation). Selecting the best response option will add to your score (+1), and not selecting the best response option could result in lowering your score (-1) or leaving it unchanged (0). Unanswered questions will be scored as 0.

LEAD SKILLS ASSESSMENT SAMPLE:

Read the situation and mark the response that you would most likely perform.

Sample Item:

You have noticed that one of your new team members has been continually having difficulty following a safety procedure. What is the best approach to handling this situation?

- A. Let the employee keep trying on his own so he can learn by his mistakes
- B. Immediately report the problem to your manager
- C. Offer to help the team member learn the procedure, and monitor his progress until he performs it correctly
- D. Suggest that he no longer perform the procedure until he gets more training
- E. Recommend that the employee be disciplined immediately
- F. Perform the procedure for the employee so he doesn't get in trouble

DO YOUR BEST

A general reference book is always invaluable as a supplement to other textbooks from classes or specific subjects, and as an instrument for general review in preparing for qualifying tests. Additional resources for improving your understanding of the concepts above may be found at your local libraries and bookstores.

We hope you find this information helpful. Make sure that when you are scheduled to take the test you are physically and mentally alert and ready to do your best, or you should reschedule your test session.