



# Information Guide for Operator Trainee

Test Number: 8900

Human Resources  
Performance Assessment Services  
Southern California Edison  
An Edison International Company

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When you apply for the Operator Trainee job you will be asked to take the Operator Trainee test at the time of application. This test determines how well your individual characteristics fit the competencies important to the job. A list of the competencies measured on the test and their corresponding definitions are provided on the next page.

You will have 90 minutes to complete the Operator Trainee test. Before starting, **make sure you are in a quiet room and remove unnecessary distractions** so you will have the opportunity to focus on your answers. Answer the questions honestly and independently.

If you feel that you are not prepared to complete the test at the time you access it, follow the instructions on the screen for saving your information.

**OPERATOR TRAINEE TEST: COMPETENCIES MEASURED**

<b>Decision Making</b>	Makes sound judgments that are supported by logic and accurate analysis of information to solve work related problems resulting in decisions that are appropriate and timely.
<b>Business Planning</b>	Develops and executes on project plans and/or assignments that support organizational goals and objectives. Prioritizes work, makes adjustments as appropriate, and communicates key information to ensure successful achievement of results.
<b>Team Building</b>	Contributes to a positive work environment by supporting cooperation over competition, showing appreciation for diversity, and celebrating the achievements of others.
<b>Influence &amp; Negotiation</b>	Formulates, defends, and effectively gains support from stakeholders to enhance cooperation and commitment to common goals.
<b>Information Management</b>	Facilitates the timely, accurate, and appropriate exchange and analysis of information across the organization, so that the right people get the right information at the right time.
<b>Safety</b>	Effectively promotes and influences own work group to create a safe work environment and achieve improved safety results.
<b>Self-Development</b>	Seeks, integrates and uses feedback from multiple sources including boss and direct reports to improve own capabilities. Partners with own leader to set stretch development goals, carry out action plans, and to enhance readiness for new career opportunities.
<b>Interpersonal Communication</b>	Builds and maintains working relationships through effective communication methods so that dialogue and feedback in the workplace remains relevant, tactful, candid, and constructive.
<b>Results Delivery</b>	Focuses on operational excellence by delivering quality results using efficient work processes that provide financial value, and/or superior customer satisfaction despite unforeseen changes in resources and/or expectations.