



Please note: For those of you who have not purchased a training module, but have purchased **Written Examination Textbook Multiple Choice Practice Test Questions**, your instructions are listed on the final page of this document.

INSTRUCTIONS FOR USE OF TRAINING MODULE/MATERIALS

After logging into your account, you will see this screen. **Prior to viewing your purchased materials**, please read the “Instructions for Use of Training Module/Materials.”

A screenshot of the Rockhill & Halton, Inc. website's account summary page. The page has a dark green header with the company logo and name on the left, and a 'WELCOME DEBBIE' message with a 'TRAINING MATERIALS' button on the right. Below the header is a navigation menu with links for HOME, ABOUT US, WHY TEST PREPARATION?, ONLINE TRAINING, and CONTACT US. The main content area is titled 'ACCOUNT SUMMARY' and contains a list of links: View Purchased Training Materials, Instructions for Use of Training Module/Materials (highlighted with a red arrow), Edit Account Information, Edit Account Credentials, View Order History, and Logout. The footer includes the company name and location, links for Privacy Policy and Contact Us, and social media icons for LinkedIn and Facebook.

Rockhill & Halton, Inc.
Orlando, Florida

WELCOME DEBBIE
TRAINING MATERIALS

View Cart Account Logout

HOME ABOUT US WHY TEST PREPARATION? ONLINE TRAINING CONTACT US

ACCOUNT SUMMARY

- View Purchased Training Materials
- **Instructions for Use of Training Module/Materials**
- [Edit Account Information](#)
- [Edit Account Credentials](#)
- [View Order History](#)
- [Logout](#)

Privacy Policy Contact Us

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1. After having read the “Instructions for Use of Training Module/Materials,” go to the “View Purchased Training Materials” section of your account. You will see the training module(s) you have purchased.

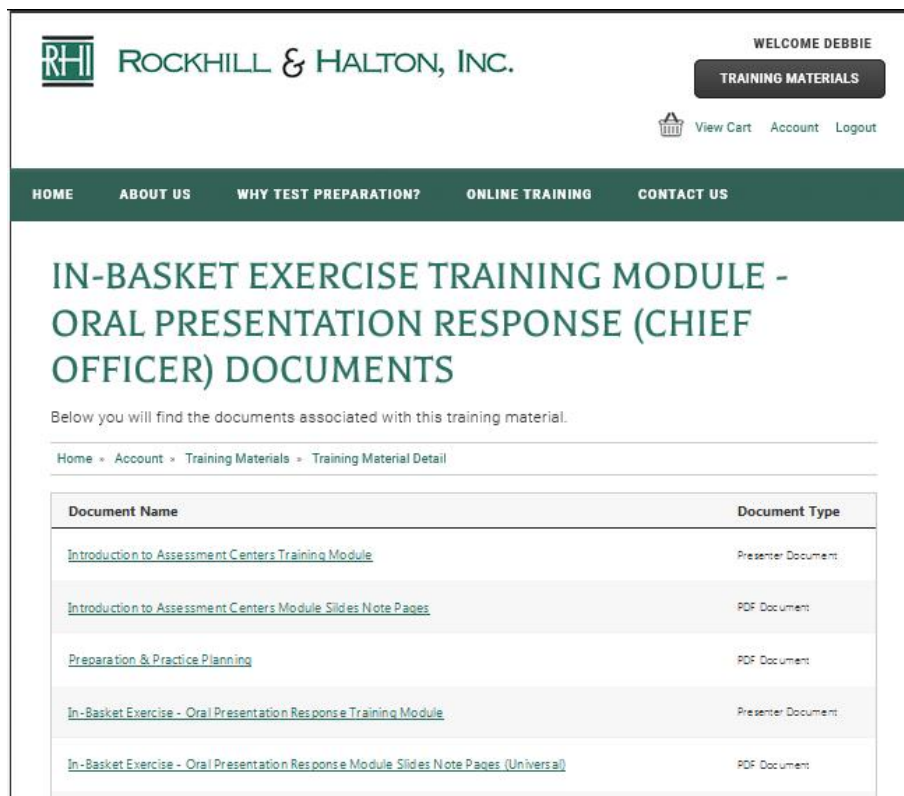
The screenshot shows the Rockhill & Halton, Inc. website. At the top, there is a logo and the text 'ROCKHILL & HALTON, INC.' and 'WELCOME DEBBIE'. Below this is a navigation bar with links for 'HOME', 'ABOUT US', 'WHY TEST PREPARATION?', 'ONLINE TRAINING', and 'CONTACT US'. The main content area is titled 'TRAINING MATERIALS' and contains the text 'Below you will find all training materials that you have purchased.' Below this is a breadcrumb trail: 'Home > Account > Training Materials'. A table lists the purchased training materials:

Training Material Name	Expiration	View training material
TEST	8/26/2017 2:48:02 PM	View training material
IN-BASKET EXERCISE TRAINING MODULE - ORAL PRESENTATION RESPONSE (Chief Officer)	9/3/2017 3:07:46 PM	View training material
WRITTEN EXAMINATION TRAINING MODULE	8/31/2017 3:11:06 PM	View training material

A red arrow points to the 'View training material' link for the 'WRITTEN EXAMINATION TRAINING MODULE'. At the bottom of the page, there is a footer with the text 'Rockhill & Halton, Inc. Orlando, Florida' and links for 'Privacy Policy' and 'Contact Us'.

2. Start your access to a training module by clicking on either the training material name or on “View training material.”
 - **As soon as you click on either the module name or on “View training material” – your fourteen day access period begins for that module.** During this time period, you may view the training module as many times as you like. You may go directly to any portion of the module without having to repeat portions of the module that you don’t want to view/review a second time. At the end of the fourteen day time period, you will no longer be able to access or review the training module.
 - You may pause the module at any time. If you are not able to view the entire module, you may log back into your account when you’re ready to continue, open the module, and advance the slides to return to the slide you last viewed.
 - **If you have purchased multiple modules**, your fourteen day time period for each module does not begin until you first access the individual module. As soon as you click on either the module name or on “View training material” – your fourteen days begin for that module.

3. When you click on “View training materials” you will see everything included with your purchase of that module, including the supporting documents and practice exercises. The training modules are listed under “Document Type” as Presenter Documents. Practice materials and supporting documents are listed under “Document Type” as PDF Documents.



The screenshot shows the Rockhill & Halton, Inc. website. The header includes the company logo, the name "ROCKHILL & HALTON, INC.", a "WELCOME DEBBIE" message, and a "TRAINING MATERIALS" button. Below the header is a navigation menu with links for HOME, ABOUT US, WHY TEST PREPARATION?, ONLINE TRAINING, and CONTACT US. The main content area features the title "IN-BASKET EXERCISE TRAINING MODULE - ORAL PRESENTATION RESPONSE (CHIEF OFFICER) DOCUMENTS" and a sub-header "Below you will find the documents associated with this training material." A breadcrumb trail reads "Home > Account > Training Materials > Training Material Detail". A table lists the following documents:

Document Name	Document Type
Introduction to Assessment Centers Training Module	Presenter Document
Introduction to Assessment Centers Module Slides Note Pages	PDF Document
Preparation & Practice Planning	PDF Document
In-Basket Exercise - Oral Presentation Response Training Module	Presenter Document
In-Basket Exercise - Oral Presentation Response Module Slides Note Pages (Universal)	PDF Document

- If you have purchased one of our Structured Oral Interview or any Assessment Center Exercise module, we have included access to our “Introduction to Assessment Centers, Oral Boards, and Structured Interviews” training module. It covers an overview of the assessment center methodology, what happens behind the scenes of the process, what type of candidate performance is valued by assessors, what the candidate must do to create an overall favorable impression and score well in general terms, and how the candidate may fill the role of the target position for which he/she is competing. This module is a **learning “must,”** and sets the stage for the specific exercise modules to follow. This introductory module should be viewed (and re-viewed as necessary) prior to viewing other modules.
4. Open and print the “Training Module Slides Notes Pages” PDF document for the training module you will be viewing. Each of the slides in the training module appear on this handout, along with blank lines for any note taking you may wish to do as you proceed through the module. Note: All you need to open PDF documents is Adobe Acrobat Reader which is available for free download at Adobe.com. If you cannot view the PDF document, please make sure that you have Adobe Acrobat Reader installed on your device.

5. Multiple practice exercises, interview questions, and/or scenarios will be attached to each structured interview and assessment center exercise module so that you can hone your skills once your module has been completed. After completing the module, begin your practice with these attached practice materials.
 - **Make sure to download and print all of the attached materials (PDF documents) prior to the end of your fourteen day usage period.** At the end of the fourteen day time period, you will no longer be able to access (or download) any of the documents through our website. However, once downloaded, you may continue to print the documents **for your personal use** and practice for as long as you retain them on your device.
6. Click on the “Presenter document” for the module you wish to begin. Rockhill & Halton, Inc. Training Modules will appear in a large or a small video player. The default view is dependent upon the window size of the device you’re using to view the presentation. The illustrations below depict a graphic of the player and the controls. Take a moment to look over the various controls and become familiar with them. (See the next two pages of this document.)

Player view with sidebar visible (large view)

The screenshot displays a presentation player in a large view. The main slide area is dark blue with the Rockhill & Halton, Inc. logo and the title "Introduction to Assessment Centers, Oral Boards, and Structured Interviews". A copyright notice is visible at the bottom of the slide. The sidebar on the right is titled "Introduction to Assessment Centers" and contains a table of contents. The table has two columns: "Slide Title" and "Duration". The first slide is selected. At the bottom of the player, there are navigation controls: a play/pause button, back/forward buttons, a progress bar showing "Slide 1 / 51 | Stopped", a volume icon, and a timer showing "00:02 / 00:05". A large number "6" is overlaid on the bottom right of the player interface.

Slide Title	Duration
Introduction to Asse...	00:05
Introduction to Asse...	01:04
Overview of Assesme...	05:04
Elements of an Asses...	02:17
Sample Core Behavior...	01:35
Slide 6	03:41
Slide 7	01:50
Slide 8	03:12
Slide 9	01:54
Slide 10	01:46
Slide 11	01:54
Slide 12	01:17

1. **Play/Pause button** – Plays or pauses the current slide.
2. **Back/Forward buttons** – This moves you to the next slide or back to the previous slide.
3. **Slide progress bar** – This displays the current slide number. The white marker arrow underneath the progress bar shows you the slide progress, and can be dragged forward or back to change your location within the current slide.
4. **Volume** – Click on this to adjust the volume level. **TECHNICAL SUPPORT TIP:** If you have no audio, the recommended solution is to reboot your device and bring the audio on line.
5. **Show/Hide sidebar** – This switches between the large or small player views. The sidebar is only visible in the large player view.
6. **Sidebar** – You may manually select the slide you wish to view. If you are returning to a training module after a break, you may return to the slide you last viewed by clicking on that slide in the Slide Outline.

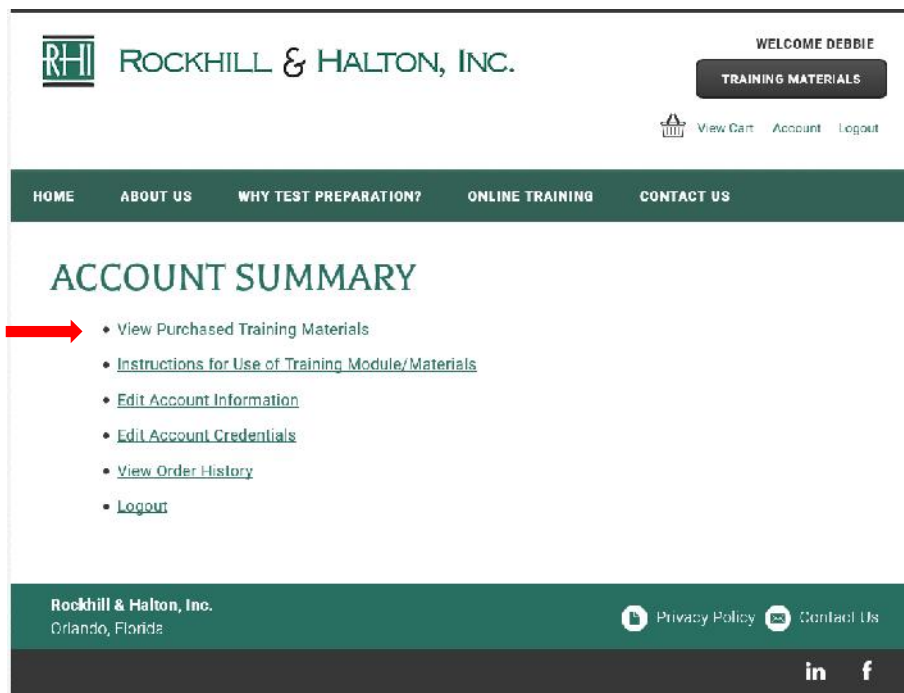
Player view with sidebar not visible (small view)

The image shows a video player interface with a dark blue background. At the top left is the Rockhill & Halton logo, consisting of the letters 'RH' in a stylized font with horizontal lines above and below. To the right of the logo is the text 'ROCKHILL & HALTON, INC.' in a white, serif font. A thin red horizontal line is positioned below the company name. In the center of the slide, the title 'Introduction to Assessment Centers, Oral Boards, and Structured Interviews' is written in a white, bold, sans-serif font. At the bottom center, the copyright notice 'Copyright © 2016 - Rockhill & Halton, Inc. - All rights reserved' is displayed in a small white font. On the right side of the video player, there is a vertical stack of four control buttons: a play button at the top, followed by a previous button, a next button, and a full-screen button at the bottom.

INSTRUCTIONS FOR USE OF WRITTEN EXAMINATION TEXTBOOK MULTIPLE CHOICE PRACTICE TEST QUESTIONS

For those of you who have purchased **Written Examination Textbook Multiple Choice Practice Test Questions**, you have **3 days** to download the practice examination, which is in a PDF format. Your three day time period begins the first time that you access the individual practice examination(s).

1. After logging into your account, you will see this screen. Click on “View Purchased Training Materials” section of your account. You will see the examinations you have purchased.



2. Open and print the practice examination PDF document(s). Note: All you need to open PDF documents is Adobe Acrobat Reader which is available for free download at Adobe.com. If you cannot view the PDF document, please make sure that you have Adobe Acrobat Reader installed on your device.
3. **Make sure to download and print the practice examination prior to the end of your three day usage period.** At the end of the three day time period, you will no longer be able to access (or download) the examination through our website. However, once downloaded, you may continue to print the document for your personal use and practice for as long as you retain the document on your device.