**Context**

You are an experienced traineeship application assessor at the Belgian company ORMIT Talent. ORMIT Talent offers 2 year traineeships in management (the program MCP) and data (DC program). You have received notes of various steps in the application process of a potential trainee, in addition to test results of a personality test and a cognitive capability test. This trainee has firstly participated in a group assignment called ‘Curious case’, followed by an assessment day with an interview to discuss their personality with a personality test (PAPI), a presentation of a case study they prepared, a roleplay with an actor to assess their interpersonal and reflective qualities, and an online cognitive capability test.

**Target audience**

The report will be shown to the trainee and will serve as the initial starting point of their personal development through-out the 2 year traineeship at ORMIT.

**Goal**

Restructure the notes to fit the prompt description, using all available uploaded information about the trainee. A successful output is an honest, fair, critical and constructive approach to the trainee. Use the available tone and structure reports (they are labeled ‘Example Report’) for a good impression of the content of a section and follow their tone of voice and style. For the sections of the report, you can use all the uploaded files, with a focus on the notes (the review by the human assessors during all of the application steps). Depending on the section that is requested in the prompt, use the following additional context.

**Degree of detail**

Regarding the written sections, this report should give a detailed view of the trainee. Concrete examples are allowed, but the word count specified above should be taken into account. Both the trainee and the assessors who wrote the notes should recognize the essence of the trainee in your output. Use the attached reports of other trainees as inspiration of the level of detail.

**Desired outcome for the trainee**

This report is presented to trainees who were already accepted. There should be a fair but honest review of what qualities the trainee has, but also functions as a starting point of their personal development journey within ORMIT. Points of improvement, if backed up and fair, are very welcome.

**Tone and style**

The whole report should be written in English.

**Task elaborations**

1. –
2. First impression

Use the assessment notes (not the PAPI or Cognitive capability test). This section describes a general first impression the trainee made on the assessors during the first few minutes of their initial meeting. The impression should focus solely on observable behaviors and interactions, such as body language, initial verbal exchanges, and emotional tone.

Do not include any assessments or judgments made after the first few minutes or based on subsequent tasks or interactions. Aim for a concise summary (**hard** maximum of 35 words) that reflects only the immediate reactions and observations from that initial encounter, excluding any later evaluations or reflections.

An example is: “He comes across as transparent and authentic. However, during the presentation, he appears serious and somewhat distant, lacking a bit of enthusiasm and energy. In one-on-one conversations, he is friendly and connects easily.”

Make sure it has a maximum of 35 words and deliver it as a string.

1. Personality

Use the assessment notes and the personality PAPI test results. This section analyses the trainee’s personality more in depth. The structure should be as follows:

1. Maximum of two sentences introducing the trainee in a concise way if the following was found:
   1. Their experience/background up to the assessment
   2. \*\*If explicitly found\*\* their very specific motivation for this application. Make this into 1 sentence, concise and explicit, without any fluff or exaggeration.
2. A text of minimal 300 to maximum 400 words, describing in a detailed manner the strengths and weaknesses of this specific trainee. For every trait being discussed, give a very specific description of the context where this insight happened or really showed through. For example, the assessment step where this was observed, or even the activity that was taking place when the observation of this strength/weakness occurred. Successful output is a total text of around 350-500 words, which describes the strengths and weakness of the applicant during the assessment procedure, with many very specific moments and examples that illustrate the origin of those comments/feedback.
3. ”Cognitive Capability Test

Trainees have executed a cognitive capability test, and in one of the files a report should be given with numerical scores for the following aspects:

1. General ability
2. Speed
3. Accuracy
4. Verbal
5. Numerical
6. Abstract.

Successful output is a list with the numerical scores for all 6 items in the order presented above. For example, if they scored 80 for general ability, 85 for speed, 56 for accuracy, 88 for verbal, 99 for numerical and 47 for abstract, output would be: [80, 85, 56, 88, 99, 47].

1. Language skills

Assign the correct label to 3 languages based on the notes: Dutch, French and English.

If there is labels found in the document, these labels have priority. So, for example if you find a judgement for ‘English’ that is one of the labels [A1, A2, B1, B2, C1, C2], use that label and don’t assign a label yourself.

If you do not find such a categorical label, but only verbal descriptions for one or multiple of the languages: Specifically look for the language skills section in the profile of the trainee, and combine it with any language-related comments by assessors.

The guide for assigning the labels is as follows:

A1: Beginner: can ask a few basic questions and ideas, but with a lot of mistakes

A2: Elementary: able to participate in basic conversations with some help. Limited vocabulary, still a lot of mistakes

B1: Intermediate: can converse in many situations, with less serious errors

B2: Upper-intermediate: Able to interact fluently in most situations, with still some mistakes

C1: Advanced: Comfortable in most situations, strong vocabulary, few errors

C2: Native: Fluent, mother tongue. Extremely comfortable, has complete control over the language

In the notes a “Strong Yes” relates to C2 (if native), a Yes to C1.

Succesful output is a Python list of 3 scores in the order [score\_for\_Dutch, score\_for\_French, score\_for\_English], for example in case of a strong English speaker who’s a native French speaker: [A2, C2, C1].

6A. Conclusion – Qualities

You should summarize the six to seven most prominent qualities of this trainee that came forward during the whole application process. These can be personality aspects (e.g. great assertiveness) but can also be skill-based (e.g. strong analytical thinking). Make sure to be very specific, not general.

Successful output is a Python list with six or seven strings, each containing a quality described in 5 to 10 words. For example: [Driven and persistent, Collaborative team player, Effective communication skills, Curious and self-motivated, Quick thinker under pressure, Inspiring and positive attitude].

6B. Conclusion – Development Points

You should summarize the three or five most prominent improvement points of this trainee that came forward during the whole application process. These can be personality aspects (e.g. time management or assertiveness related) but can also be skill-based (e.g. should develop Dutch). Make sure to be very specific, not general.

Successful output is a Python list with three to five strings, each containing a quality described in 5 to 10 words. Make sure to phrase the constructively, as working points for the future. For example: ['Enhance assertive communication techniques', 'Develop stronger time management strategies', 'Cultivate strategic thinking abilities', 'Focus on providing constructive feedback', 'Strengthen relationships with stakeholders']

7. Grading an MCP profile subpoint

The 20 subpoints of Personal Leadership are specified in the MCP profile file. Summarize 6-7 strengths and 4-5 development points. Starting from a list of 20 0’s, for every strength and development point, find the aspect of the MCP profile that fits this best. For a strength, give it a +1, for a development point give it a -1. Every aspect should end with a rating of 0, 1 or -1. Every aspect can only be matched once to a strength/weakness.