

SCENARIO-BASED DIGITAL ONBOARDING ASSESSMENT

Evaluating early decision-making and readiness in new hires

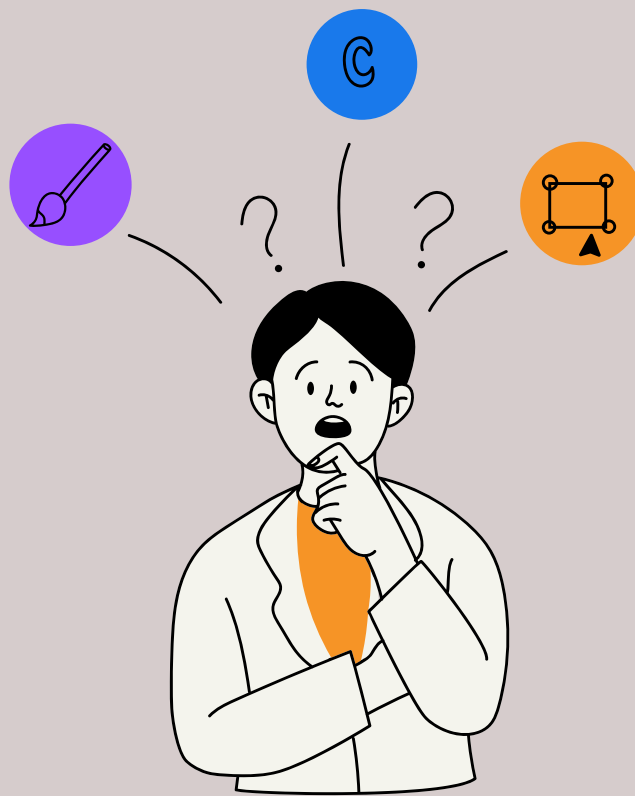


WHY A SCENARIO-BASED ASSESSMENT WAS USED

Early onboarding failures rarely come from lack of information.

They happen when new hires make poor decisions in real workplace situations, despite having received training.

This digital assessment was designed to evaluate whether new employees can apply expectations, judgment, and company standards in realistic scenarios during their first 30–45 days.



ASSESSMENT DESIGN OVERVIEW

The assessment presents new hires with realistic workplace scenarios they are likely to encounter early in their role.

Learners must choose how they would respond, receive immediate feedback, and see the impact of their decision.

The focus is on judgment and application, not recall.



SCENARIO 1: UNCLEAR TASK EXPECTATIONS

You are two weeks into your role.

Your manager assigns you a task but gives limited instructions due to a tight schedule.

You are unsure about the expected format and deadline, but you don't want to appear incompetent.



WHAT WOULD YOU DO?

Option A:

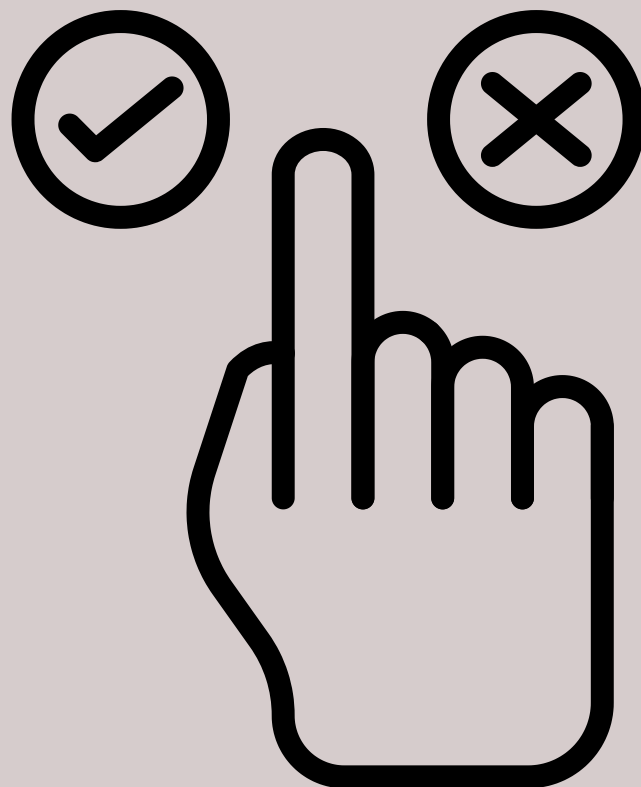
Proceed with the task based on assumptions and submit it when ready.

Option B:

Clarify expectations via a short message or follow-up question before starting.

Option C:

Delay the task until more detailed guidance is provided.



DECISION FEEDBACK

Best Choice: Option B

Clarifying expectations early prevents rework, saves time, and demonstrates professionalism.

Why the other options fail:

- Assumptions often lead to incorrect outputs
- Delaying work creates bottlenecks and frustrates stakeholders



SCENARIO 2: CONFLICTING PRIORITIES

You receive two urgent requests from different team members.

Both expect quick turnaround, but completing both at the same time is unrealistic.

You are unsure how to prioritize without upsetting someone.



WHAT WOULD YOU DO?

Option A:

Attempt to complete both tasks simultaneously without informing anyone.

Option B:

Ask your manager or stakeholders to help clarify priority and deadlines.

Option C:

Choose the task you prefer and delay the other.



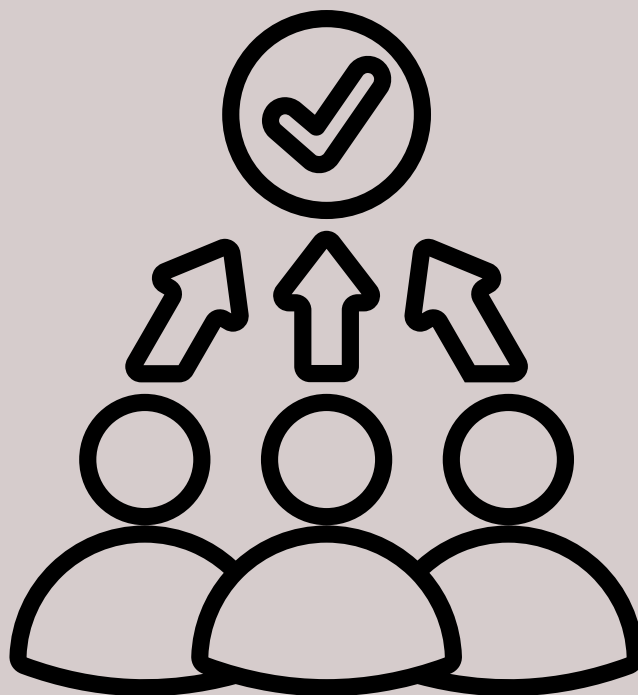
DECISION FEEDBACK

Best Choice: Option B

Seeking clarification on priorities ensures alignment and prevents missed expectations.

Why the other options fail:

- Multitasking without communication increases errors
- Personal preference should not drive priority decisions



SCENARIO 3: MAKING A PREVENTABLE MISTAKE

You realize you made a small mistake on a task that has already been submitted.

The mistake is unlikely to be noticed immediately, but it could cause issues later.



WHAT WOULD YOU DO?

Option A:

Wait and see if the issue is noticed before taking action.

Option B:

Inform your manager or relevant stakeholder immediately and propose a fix.

Option C:

Quietly fix the issue without informing anyone.



DECISION FEEDBACK

Best Choice: Option B

Owning mistakes early builds trust and allows issues to be resolved before they escalate.

Why the other options fail:

- Delayed disclosure increases risk
- Silent fixes can cause misalignment and data integrity issues



HOW PERFORMANCE IS EVALUATED

Learners are evaluated based on:

- Quality of judgment
- Alignment with company standards
- Risk awareness

A passing score indicates readiness to operate independently with reduced supervision.

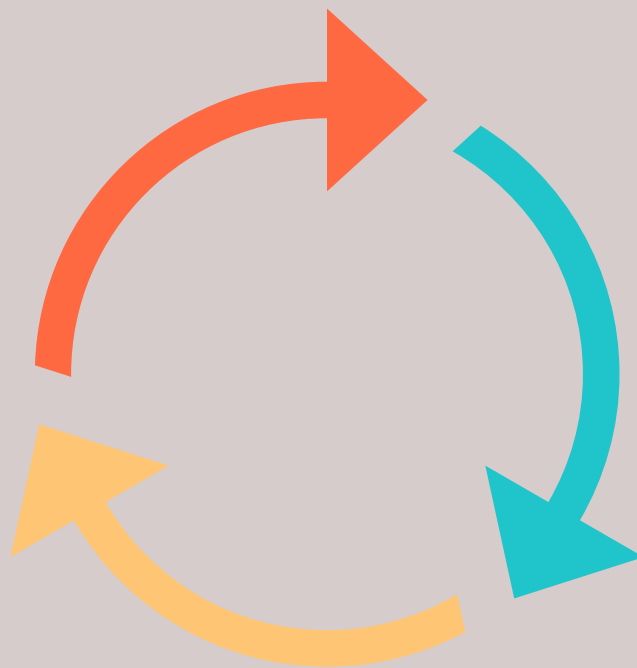
_____			✓
_____		✓	
_____		✓	
_____	✓		

WHAT HAPPENS IF A LEARNER STRUGGLES

Learners who demonstrate poor decision-making are guided to:

- Review relevant onboarding content
- Use job aids and SOPs
- Reattempt scenarios with improved context

The goal is improvement, not punishment.



WHAT THIS DIGITAL SAMPLE DEMONSTRATES



This digital sample demonstrates my ability to:

- Design assessments that evaluate real workplace behavior
- Translate onboarding risks into measurable decision points
- Create digital learning solutions aligned with business outcomes
- Use eLearning intentionally, not as content delivery alone