



# Introduction

# Prescreen and Selection

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Proper Controller selection is key to the training process.

# Prescreen and Selection

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Assessment of an applicant's competencies and abilities prior to being considered a candidate for hire is a critical success factor.

# Characteristics

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- ◆ **Selective Attention - ability to focus on a task in the face of distractions or in the face of too little stimuli**
- ◆ **Problem Sensitivity - ability to determine when something goes wrong or likely to go wrong**

# Characteristics

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- ◆ **Time Sharing - ability to shift one's attention back and forth among two or more events or sources of information**
- ◆ **Deductive Reasoning - ability to logically “figure out” the cause of a problem and determine if an answer makes sense**

# Characteristics

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- ◆ **Oral Expression - ability to speak so that others will understand**
- ◆ **Oral Comprehension - ability to understand spoken communications**

# Characteristics

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- ◆ **Resistance to Premature Judgment - ability to withhold making a decision until the facts are obtained and evaluated**
- ◆ **Speech Recognition - ability to hear and understand the communications of others**

# Characteristics

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- ◆ **Response Orientation - ability to choose between two or more movements quickly and accurately when two or more different signals are given**
- ◆ **Visualization - ability to imagine how something will look if it is moved or rearranged**

# Characteristics

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- ◆ **Speed of Closure - ability to quickly make sense out of information that may at first seem to be without meaning**

# Candidate Selection

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## Targeted Selection Process:

- Review individuals Past Experience
- Interview using group process
- Team analyzes results

# Interview Guide

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## Interview Guide

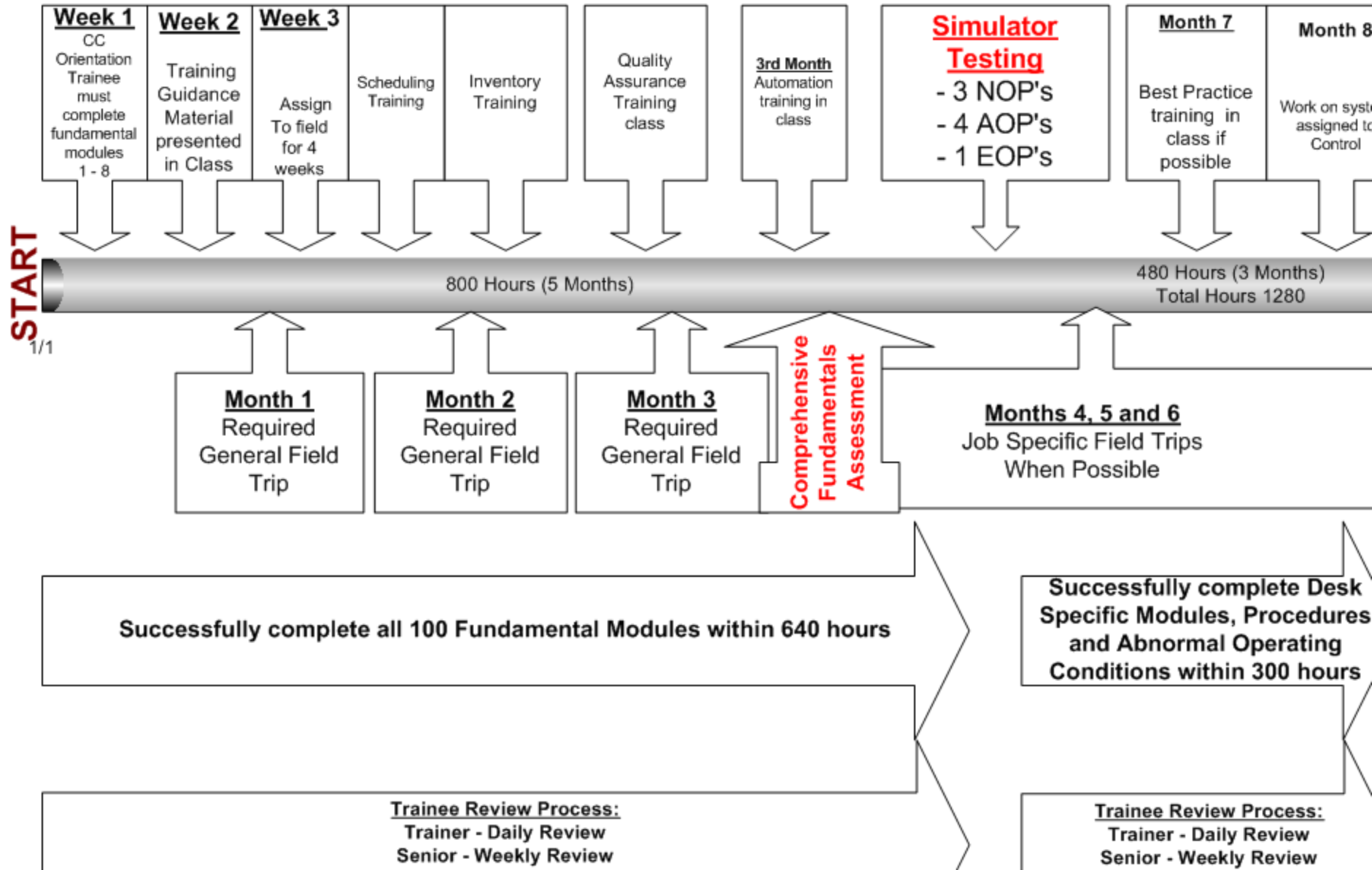
Target Position Associate Controller Date \_\_\_\_\_

Candidate: Interviewer:

### Preparation Checklist

- Review application materials, including resume (curriculum vitae) and any application forms.  
Decide which jobs/experiences are most relevant to the target job.
- Prepare to conduct the Key Background Review.
  1. Note any jobs/experiences about which you are unclear or would like more information.
  2. Note any gaps in employment.
- Review the Planned Behavioral Questions section
  1. Review the dimension definitions and Key Actions.
  2. Consider how to modify questions to better fit the candidate's experience.
  3. Decide if the order of the questions should be changed; develop additional questions if necessary.
- Estimate the time needed to cover each section of the Interview Guide.

# Control Center Associate Controller Training Process



# Controller Feedback

Questions below should be answered on a daily basis, using the same rating system as for all of the tasks – NA, NW, S.

<b>NA – Not Acceptable</b>	<b>NW- Needs Work</b>	<b>S - Satisfactory</b>
The Associate Controller meets less than half of the Training Guide requirements.	The Associate Controller meets some of the Training Guide requirements.	The Associate Controller meets all of the Training Guide requirements.

	<b>TRAINEE MOTIVATION &amp; ATTITUDE</b>	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
1	Did the trainee display a positive attitude?						
2	Did the trainee actively seek answers to questions?						
3	Did the trainee actively participate in Controller discussions?						
4	Is trainee managing stress and						

# Controller Qualification

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## Covered Tasks

- Start-Up of A Pipeline
- Shutdown of A Pipeline
- Monitor Pressures, Flows, Communications and Line Integrity and maintain them Within Allowable Limits
- Manually Or Remotely Open Or Close Valves Or Other Equipment
- React and Respond to Abnormal Operating Conditions

# Simulator Evaluation

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## OQ – Control Center Qualification (Simulator)

Controller: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

System: \_\_\_\_\_ Line: \_\_\_\_\_ Simulator Code: \_\_\_\_\_

1. **Starting up the pipeline:** The pipeline is operating at \_\_\_\_\_ BPH and contains \_\_\_\_\_ oil \_\_\_\_\_ gas \_\_\_\_\_ mixed product.
2. Have the Controller perform an orderly start up and observe the following:
  - Did the Controller maintain proper pressures throughout the system while starting up?
  - Did Controller follow all procedures during start up?

Rate the Controller's performance: 1 2 3 4 5 6 7 8 9 10

# Re-qualification

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- ◆ Individual must be evaluated on their Knowledge, Skills and Abilities on some set frequency
- ◆ Individual must be evaluated on their ability to react and respond to abnormal operating conditions on some set frequency