

Assessment & Selection Made Easy



The Four Assessments >>>>

Job-fit critical factors:

- Cognitive (general reasoning)
- Personality type
- Work-related Attitudes
- Engagement
- + Good Candidate & Employer Experience

Cognitive Reasoning

Multiple-choice timed test

- Measures “speed of solving problems”
- Measures “speed of learning new things”
- Determines “willingness to work with repetitive tasks”
- Determines “ability to think strategically”

Cognitive Ability/Reasoning Assessment

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Assessment Centre

After reading instructions, please read these questions carefully. You will not be able to return to this page once you have started the assessment. Note: You will not be able to return to this page once you have started the assessment. There are several choices listed by each question. Example: Which one of the following words means most nearly the opposite of RANDOM? (remember, opposite) ☐ soft ☐ easy The answer is "easy".

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Assessment Centre

6:57

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1. A METICULOUS person is one who is
☐ praiseworthy ☐ greedy ☐ tidy ☐ ill ☐ unnecessary

2. If two lemons cost 15 pence how many can be bought for 60 pence?
☐ ten ☐ six ☐ eight ☐ nine ☐ seven

3. Which one of the following words means most nearly the opposite of RANDOM? (remember, opposite)
☐ financial ☐ suitable ☐ extravagant ☐ systematic ☐ relevant

4. In the following line of letters, what letter follows the seventh E?
BEFBEBIEFSEEDPFESJEEJDEDEPJET
☐ B ☐ S ☐ D ☐ J ☐ E

Personality Traits

- **C**onscientious (Conscientious) : Describes the degree to which the individual is persistent, organised and motivated
- **L**ikeable (Agreeable): Describes the degree to which the person is pleasant and agreeable
- **U**nconventional (Openness): Involves the degree to which the person is open to new ideas and adventurous
- **E**xtroverted (Extroverted): Describes the source and focus of an individual's energy
- **S**table (Neuroticism): Involves the degree to which an individual is emotionally stable and resistant to stress
- **Team Scale – describes the way the individual will contribute to a team**
- **Exaggeration Scale – measures the level of faking and therefore accuracy**

Personality Assessment

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1. Too much planning on the job can get in the way of enjoying things.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

2. I am always kind to everybody at work, regardless of how they treat me.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

3. I am not a very adventurous person on the job.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

4. At work, I am a shy person.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

5. It's difficult to keep your poise on the job when you're under stress.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

6. I perform best on the job when working on a team.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

After reading this assessment...

Before starting...

The question...

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and attitude...

about work...

Start Assessment

Attitude Assessment

- Looks at counter-productive work behaviours
 - Honesty/Integrity
 - Hostility/Aggression
 - Conscientiousness
 - Good Impression
- Has three optional scales
 - Sexual Harassment
 - Substance Abuse
 - Computer Misuse

Attitude – Honesty/Integrity Assessment

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1. People worry too much about how we express ourselves.

True ☒ False ☐

True

2. I am usually satisfied with work that is "good enough."

True ☐ False ☒

False

3. Most people lie a little on employment applications.

True ☐ False ☐

4. All people tell "white lies."

True ☐ False ☐

5. It is all right for a person to use illegal drugs at home, provided he/she doesn't use them at work.

True ☐ False ☐

6. Everybody makes sexual remarks now and then.

True ☐ False ☐

After reading the job description, please indicate whether you agree or disagree with the following statements.

- This statement is true.
- In order to get the job, I will do whatever it takes.
- It is important to be honest and ethical in the workplace.
- Using illegal drugs at work is acceptable.

[Start Assessment](#)

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Engagement Survey

- Identifies attitude towards previous work & employer
- Assesses motivations and intentions of candidate
- Looks behind data presented on cv/resumé
- Provides focus areas for short-listing and/or interview

Engagement Survey

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1. I have several good friends at work.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

2. My job contributes to my sense of well-being.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

3. It doesn't matter much to me whether I have a regular job.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

4. Life is a series of new learnings.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

5. Most employers dont care about their employees.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

6. It makes me feel good when people offer to help me.

Not at all true ☐ ☐ ☐ ☐ ☐ Very True

PeopleClues Reports

- Once candidates have completed the cognitive and personality assessments their profile is compared with any of the 130 job-fit benchmarks in our library (or client's own custom benchmark)
- Here is a sample of the report produced >>

- Population bell curve comparison

- JobFit benchmark bar

- green = Good
- yellow = Ok
- red = Poor


- Behaviour descriptions in context of the job category

- Behavioural Interview Question to validate

- Overall JobFit percentage

- 'Good Impression' scale

Date: Mar 25, 2008




PeopleClues®
Clues® to your most valuable resource... People


Name: Gina Sample
ID: 265538

Good
Ok
Poor


Customer Service Summary

General Reasoning (Cognitive)



- Gina acquires new information at an average rate of speed
 - Customer Service roles that require moderate problem solving skills are best
 - Environments where the product or service are very simplistic may not provide enough challenge to avoid boredom
Question: Give me an example of a difficult problem you solved for a customer. What was the situation?

Conscientious (Organization)


- Easy going nature may cause Gina to overlook important details
 - Gina generally handles interruptions better than most people
 - Better suited to Customer Service situations that do not require a detailed or thorough approach
 - Important to have systems or procedures in place that force Gina to fill out forms or computer screens when details are critical and must be captured
Question: Describe a time when you lost track of some details for a customer and it caused a problem. What did you do?

Tough Minded


- Customers will usually view Gina as pleasant and likeable
 - Usually takes direction well and at the same time provides direction to others when necessary
 - Will be comfortable with moderate up-selling efforts
Question: Tell me about a time when you handled a customer situation that seemed impossible to deal with. What happened?

Good Impression (Social Desirability)


- Gina's responses have been frank and open

Overall
93%

be helpful in determining job performance. It is not designed to
 yment and the ultimate employment decision rests with the Employer.

Overall
93%
 Metrics International

PeopleClues Reports

- Once candidates have completed the attitude assessment their responses are displayed in graphic format with additional explanatory notes.
- Here is a sample of the report produced >>

Attitudes Report for Marie Millard

Overall Score: Low Concern

This report measures self-admissions and attitudes toward counter-productive behaviors at work.



This black arrow indicates where the participant scored on each scale.

Hostility: Handling feelings in regards to aggression, anger and hostility



Conscientiousness: Being dependable, organized and reliable.



Integrity: Behaving with integrity and honesty and expecting that co-workers will do so as well.



Good Impression: Acknowledging normal faults and imperfections and answering the questions in a frank and candid manner.



Identifies counter-productive work behaviours

PeopleClues Reports

- Once candidates have completed the engagement assessment their responses are displayed in graphic format with explanatory notes.
- Here is a sample of the report produced >>

- Identifies attitude towards past or previous workplace

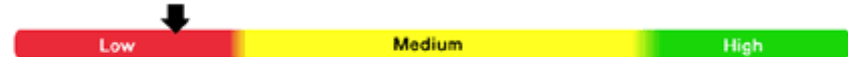
- Colour Key:
Level of Engagement

- High
- Medium
- Low

- Uses self-report survey to establish each level of engagement

- Job & Employer scales

Job Engagement: Low



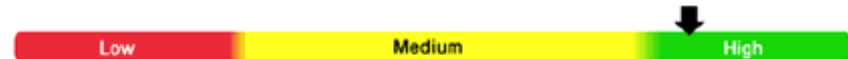
Joe's responses to the questions indicate a LOW level of engagement with the work involved in doing his previous job. He reports low levels of job satisfaction and that he found it difficult to maximize his efforts in doing this job. This lack of job motivation may be due to a poor fit with his previous job or to a general lack of commitment to working.

To determine which of these two possible explanations best fits Joe's situation, the following questions should be asked:

Joe, tell me about your last job. What did you like about doing this job? What did you find frustrating?

Joe, tell me about the kind of job or jobs that you would find more satisfying. Did you ever hold such a job? What caused you to leave your last job?

Employer Engagement: High



Joe's responses to the questions indicate a HIGH level of engagement with his prior employer. He reports having pride in working for this company, caring about its future success, and having confidence in the company's management. If this high level of employer engagement can be developed on his next job, you may expect Joe to become a valued and productive employee. This requires a clear understanding of the match between Joe's expectations of an employer and what your organization can provide, that is, the characteristics of your work situation and environment.

Understanding the underlying reasons for Joe's positive attitudes toward his former employer is crucial. To investigate this matter, the following questions should be asked:

Joe, tell me about your previous boss and the company for which you worked. What did you like about how they went about doing business and how they treated their employees?

Joe, what specifically did they do for you that made you feel positive about this company? Were there also things that you disliked about the way the company operated?

Summary

Joe's responses to the questions indicate that on his previous job Joe was poorly engaged with the work itself but rather highly engaged with his employer. This pattern of responses suggests a poor job fit between Joe and the work involved, and that his prior employer was not able to effectively utilize Joe as a resource. If a better job fit is possible and Joe's positive attitudes toward employers transfer to his new employer, you may expect Joe to become a productive, loyal, and satisfied worker.

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