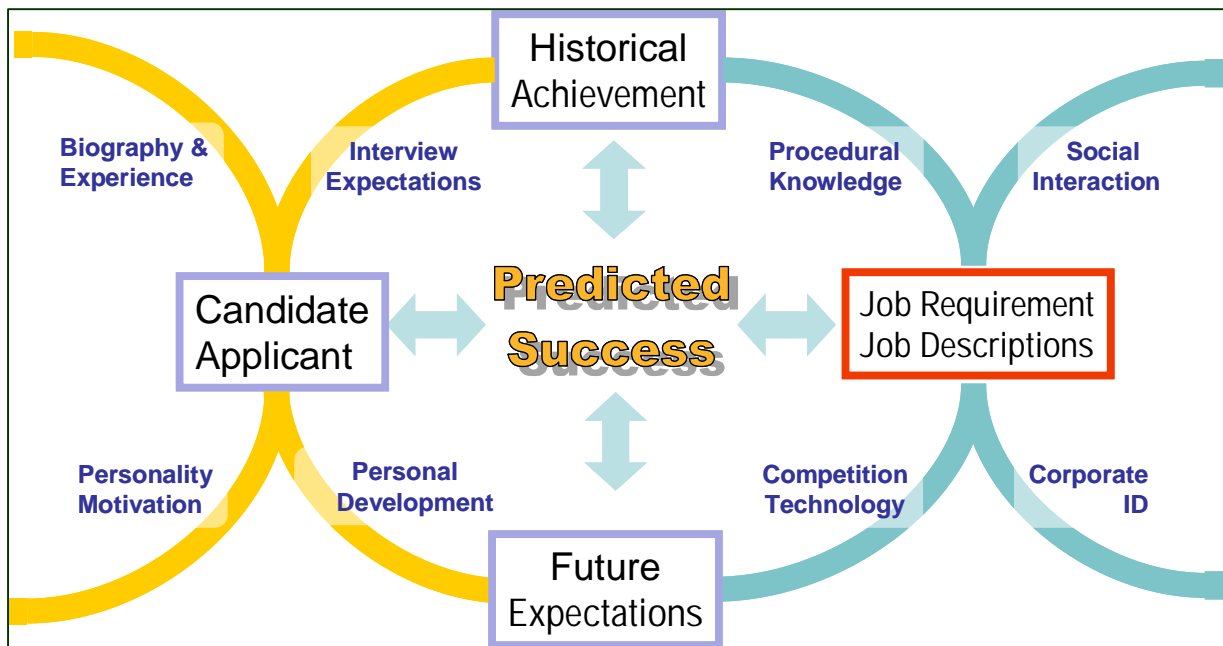


Job Descriptions and the use of Online Assessments

The most important goal of using Online Assessments with customized job templates is the valid and accurate PREDICTION of SUCCESS. Success is dependent on a number of factors that really determine the way HOW a person actually DOES a job. Structured Interviews and Workplace analysis helps us to identify the most important items, rank them and match them to an applicant in a very comprehensive and systematic way.



Picture 1: Einflussfaktoren

Candidates have some traits and preferences they bring along from previous experience and jobs. We have to determine what we are looking for exactly and rank the alternatives:

- Abilities
- Interest
- Motives
- Behavioral Tendencies / Preferences
- Attitudes towards people and work
- Qualification / Knowledge
- Experience
- Methodology / Skills

The position itself provides a distinct framework that resembles the work conditions of the future candidate.

- Tasks
- Activities
- Goals
- Organisational embedding
- Preferred behaviors as required by Peers
- Preferred behaviors as required by Co-workers and subordinates
- Values of the company
- Values of the regional culture
- General expectations of the general public of this position / function

This analysis is done by a structured INTERVIEW GUIDE (approx 90 min) and can be validated against a norming group / role models from the existing employee base.

Three answers are expected from this procedure:

1. Which criteria would produce an evidentiary, valid pre-selection?
 - a. Which criteria would describe the eligibility criteria best (Hard Skills)?
 - b. Which criteria would describe the suitability criteria best (Soft Skills)?

2. How to compare different candidates and rank them against each other consistently?
 - a. How to effectively rank and rate differences?
 - b. Which scales should be used for the different criteria?

3. What work-result can actually be expected from each of the applicants?
 - a. How to develop the candidate further and maximize the impact of his work on results?
 - b. How to manage and motivate the candidate to keep him/her happy? (Management of the candidate)

The answers to all these questions are forming the base for sound decision taking. If these answers cannot be given clearly with regard to the open position, mediocre results are very likely.

It is most important that the CRITERIA FOR PRESELECTION is not mixed with QUALIFICATION OF THE CANDIDATE. Of course the qualification will finally determine the result but it appears to be worth finding out about the true and valid indicators of such a qualification. These are different categories indeed and finding representative pre-selection criteria actually determines the speed and accuracy of your search.

Though this is the issue in a majority of customer accounts we are well aware of other areas that can be supported by online assessment systems. We help you find the most suitable (online) assessment solutions that may as well consider that normally do not appear on assessment solution maps.

- Cultural awareness trainings prior to an assignment abroad
- Preparation of international negotiations
- Team analysis of international teams and globally distributed team members

myEmployee HR CONSULTING structures recruiting & selection processes and helps defining job descriptions and criteria templates for the purpose of global use. These reengineered processes reduce the time and efforts needed to screen large numbers of heterogeneous applicants. Even for recruiting drives with more than 2000 applicants a pre-screening can be concluded within 2 hours.

Harrison Assessments allows customizing your job requirement templates directly within the system and compare all candidates that answer the HA online questionnaire.

Saville Consulting allows you to compare all your candidates in all functions to a predetermined competency- and trait model that may be used in a second step for selecting the right candidates.

Send your Requests to: info@my-employee.com

myEmployee Personalberatung GFCI GmbH, Postfach 13. 68532 Edingen-Neckarhausen T: 06203 181 207