



— HIREOLOGY PRESENTS —

10

WAYS TO USE CANDIDATE
ASSESSMENTS TESTS

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Here's something to think about

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Would you ever let a stranger babysit your kid? Or to be less harsh—would you ever move into a new place with someone you've never met before?

For the majority of us, the answer to these questions is "NO." Well "duh," right?

As obvious as this may be, the sad thing is that this is not so obvious for companies when it comes to hiring an employee. Hiring managers continue to hire on pure 'gut feelings' and make their final decisions before knowing whether or not their new hire will be the best-fit person for the job. So what's the point here?

You have to know someone before you make a fair decision or judgment about that person. Or as I like to say,

you've gotta get to know someone before you share your ice cream!

Today is the day you stop hiring strangers. Hireology is here to inform you on some of the major benefits of candidate assessment tests; something we provide to all of our customers. We want to make sure you understand the importance of analyzing those you're looking to hire so that you make the right decision and build a better team.

Here are the top 10 ways as to why you should be using candidate assessment tests:

1. UNDERSTAND CANDIDATE BEHAVIORS

Every job requires an employee to perform certain tasks and utilize his or her specific skillset on a daily basis. Conducting behavioral interviews allows hiring managers to dig into a candidate's past and learn how he or she responds to real-life situations.

This type of interview is simple to run and useful for predicting a candidate's behavior on the job. A person is most likely to repeat past behavior, so it's important to ask questions to discover how a candidate behaved

to former, job-related situations. Here are some **examples** of behavioral interview prompts:

- **Think of a time when they experienced an unethical situation and then describe how they handled it.**
- **Think of a situation where they had to complete an unpleasant task or project, and then talk about how they completed it.**

Imagine you need someone who can multi-task while under pressure and you learn that John Doe (your candidate) freaked out the last time he had to do so—losing several clients as a result. That is probably something you'd prefer to know before moving on with the interview, right?

2. RECOGNIZE CANDIDATE WORK STYLES

“People succeed when they are in positions that play to their potential, strengths, and motivations.”

– Herb Greenberg, PhD., Founder & CEO of Caliper

Hireology partners with several renowned candidate assessment vendors to ensure that our clients are evaluating all of their prospects the right way. This allows clients to review a candidate's behavioral priorities, job fit and skills test results to round out the top candidate's profile and further assess them as the best person for the position.

Similar to discovering a candidate's behavior, recognizing his or her work styles is equally crucial. Hireology works with **Caliper**, a candidate assessment company, which helps hiring managers discover the following work styles of a candidate for any job position:

- **Aggressiveness/Assertiveness**
- **Gregariousness/Sociability/Accommodation**
- **Self-Structure/External-Structure/Urgency**
- **Risk Taking/Cautiousness**
- **Abstract Reasoning/Idea Orientation**

In order to determine the attributes of work styles, Hireology provides clients with the Caliper profile, which features:

- **57-question based subset of Caliper Profile**
- **A time of only 25-30 minutes to complete**
- **Many job types**
- **Instant deliverability**
- **The Position-Fit Index, the best estimate of a candidate's potential for a job**

3. IDENTIFY CANDIDATE PERSONALITIES: DISC TESTS

Learning a candidate's personality is a bit different from identifying behaviors and work styles. Therefore, so is the test. Hireology recommends using a **DiSC assessment**, which stands for the four primary behavioral drivers:

- **Dominance**
- **Influence**
- **Steadiness**
- **Conscientiousness**

This type of test helps you find out a number of different things. What kind of management style a candidate has, their personality type, how they like to be managed and given feedback. So even if you're not hiring for a management position, you can still be aware of the personality type of the person you are hiring.



(D):

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S
C

THE DOMINANT DIRECTOR

Personality:

- Very competitive
- High expectations
- Speaks one's mind
- Demanding and know-it-all style

D
(i):
S
C

THE INFLUENCING WORKER

Personality:

- Welcoming
- A real people pleaser
- A tendency to be unorganized

THE STEADY MANAGER

Personality:

- Sensitive to other's feelings
- Opposite of dominant director (D)
- Well-liked by others
- Needs to be more assertive and open

D

i

S

(C):

THE CONSCIENTIOUS THINKER

Personality:

- Always inspired
- Motivated
- High standards
- Critical of other work and controlling

D i S C

DOMINANCE

INFLUENCE

STEADINESS

CONSCIENTIOUSNESS

After identifying the personality of your candidates, the DiSC results also provide hiring managers with recommendations on how these personality types can better engage with their employees and/or coworkers.

We encourage you to use the DiSC test for post-hire assessments as opposed to before a hiring decision is made. There are no right or wrong answers to this test. It's simply designed to identify and improve managerial skills, as well as discover how a new hire will be best managed.

4.

3 VARIATIONS OF CANDIDATE PERSONALITY ANALYSIS

Have you ever wanted to peek into the mind of a candidate to see what he or she is truly like? Using personality tests allows hiring managers to do just that, through honesty-encouraged answers submitted from the candidate. But what can you make of a personality test once the candidate has completed the assessment?

Through Caliper, Hireology offers three different forms of analysis for personality assessments: Predictor,

Selector and Advisor. The Caliper Profile provides hiring managers with a better understanding of a candidate's:

- **Personality tendencies**
- **Strengths**
- **Developmental opportunities**
- **The types of positions to which they gravitate**

THE 3 ANALYSES

THE PREDICTOR:

- Ideal for entry-level positions
- Every candidate receives the same test
- Candidates are responsible for completing the 30-minute test
- Yet every test is weighed differently due the relative job description

THE ADVISOR:

- Separate, additional assessment
- Analyzes culture fit and other unique characteristics
- Questions similar to the Selector
- Client receives a 60-minute consultative report from a Caliper professional

THE SELECTOR:

- Ideal for mid-level positions
- Analyzes analytical and managerial skill sets: 1-hour test
- Similar to the SAT format
- Measures a candidate's thought process and how he or she reaches a conclusion

These assessments can measure the type of candidates you're looking for in a new hire and tell you how well he or she scored. In doing so, you're receiving not only a "job-fit score" for the candidate, but also a better vision of whether or not the candidate is accurately **qualified for the job.**

5. HARD SKILLS TESTS

Hireology offers more than 800 tests for our users to assess hard skills, which are also known as technical abilities.

According to a Caliper study, “80% of candidates lie on their resume.” To **weed the liars** out of your interview process, try using a hard skills test. This kind of test measures skills related, but not limited to:

- Microsoft Suite knowledge
- Medical coding
- Typing
- Mathematical abilities
- Data-entry

Hard skills tests help you recognize if a candidate truthfully knows the skills he or she says they know. Our clients simply send a hard skills test out to their candidates; so little effort is needed on the hiring manager's end during this part of the hiring process.

6.

DISCOVER CANDIDATE STRENGTHS & AREAS OF DEVELOPMENTAL NEEDS

Hireology makes it easy for hiring managers to obtain insights into a candidate's past performance, without lifting a finger. Using **SkillSurvey's Pre-Hire 360®**, every candidate asks their former or current managers and/or professional references to complete a job-specific survey that provides feedback on his or her overall:

- **Professionalism**
- **Interpersonal Skills**
- **Problem Solving & Adaptability**
- **Personal Value Commitment**

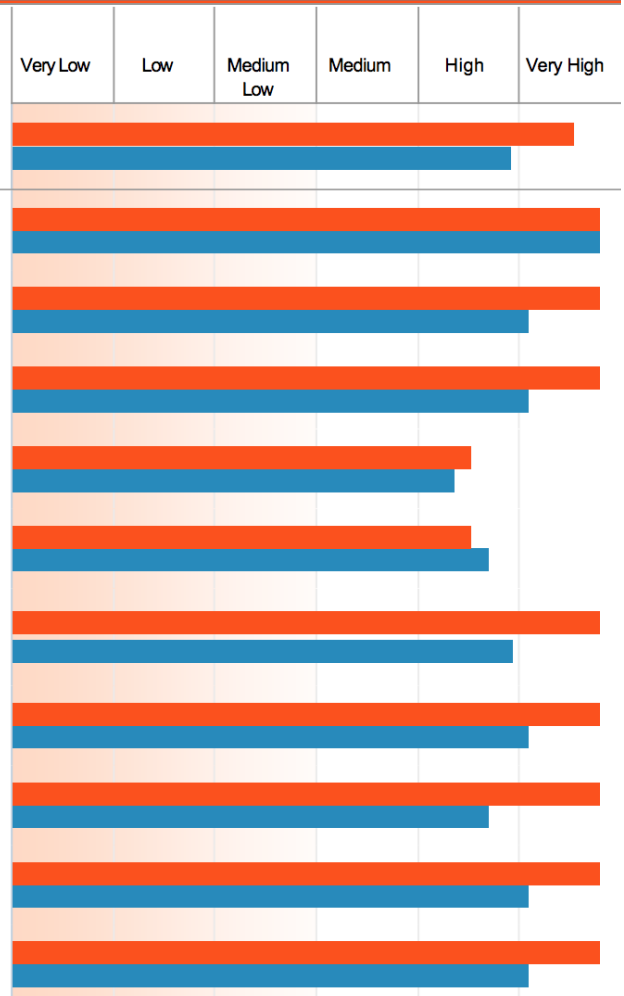
Once the survey is completed by the candidate's references, the hiring manager receives a Pre-Hire 360® Candidate Report that includes information on how references rated a candidate's past job performance, including a comments section where they can remark on a candidate's strengths and on any areas of developmental need. This information helps hiring managers make more informed hiring decisions.

EXAMPLE:

Section II-A: Detailed Competency Report on Patricia Thomas

Managers
All References

Cluster 1 - Professionalism: Overall Score



7. GET A REPORT

ABC Company, Ltd.

Taylor D. Wilson

Position Overview

ABC Company, Ltd. is assessing Taylor D. Wilson for the Franchise Owner position.

Caliper designates this position within the Franchisee Job Family.

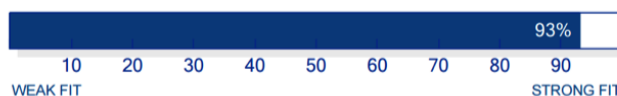
Franchisees operate one or more business units in a corporately owned chain. They use the franchisor's licenses, trademarks, advertising, brand recognition, and proven methods of operation. In exchange, the franchisee often pays the franchisor a recurring fee as well as a percentage of gross sales or profits.

Peyton Brown of ABC Company, Ltd. approved this job description and Job Family assignment on April 10, 2008. If you would like to read about this Job Family, [click here](#).

Position-Fit Index

To determine potential for success, Caliper has compared Taylor D. Wilson's Caliper Profile results with Caliper's Performance Model for the Franchisee Job Family. This model is based on comprehensive research that links objectively measured job performance with the specific attributes assessed by the Caliper Profile.

The score below shows Taylor D. Wilson's degree of fit within the Franchisee Job Family, the Caliper Job Family to which the Franchise Owner position corresponds.



These results indicate that Taylor D. Wilson is likely to engage in the behaviors related to success in this role and that this individual should be able to perform well in the position over the long term. If this candidate's résumé, interview, and references align with the results of this report, Taylor D. Wilson could be expected to demonstrate high potential for success relative to this opportunity.

The best part about candidate assessments is that hiring managers always receive the results in a clear and concise report for each candidate. This way you can see the evidence backing up a good or unfit candidate. Here's a snapshot of what a **good report** from Caliper looks like:

8. QUICK TURNAROUND TIME

Nobody enjoys playing the waiting game. The assessment tests you send are fairly short and easy for the candidates to complete. While the ball is in their court to finish the tests, the turnaround time is quick.

But here's the best part: after an analysis is complete, a Caliper psychologist produces a report for the client. The report compiles the following components:

- **Job description**
- **Conversations with the hiring managers**
- **Company-specific characteristics**
- **Advisor also includes a 60-minute verbal interpretation of the report with Caliper**

The report also wraps up by letting you know how likely a candidate will succeed within the role for which you are hiring. That way, you'll know whether or not the candidate is the best person for the job.

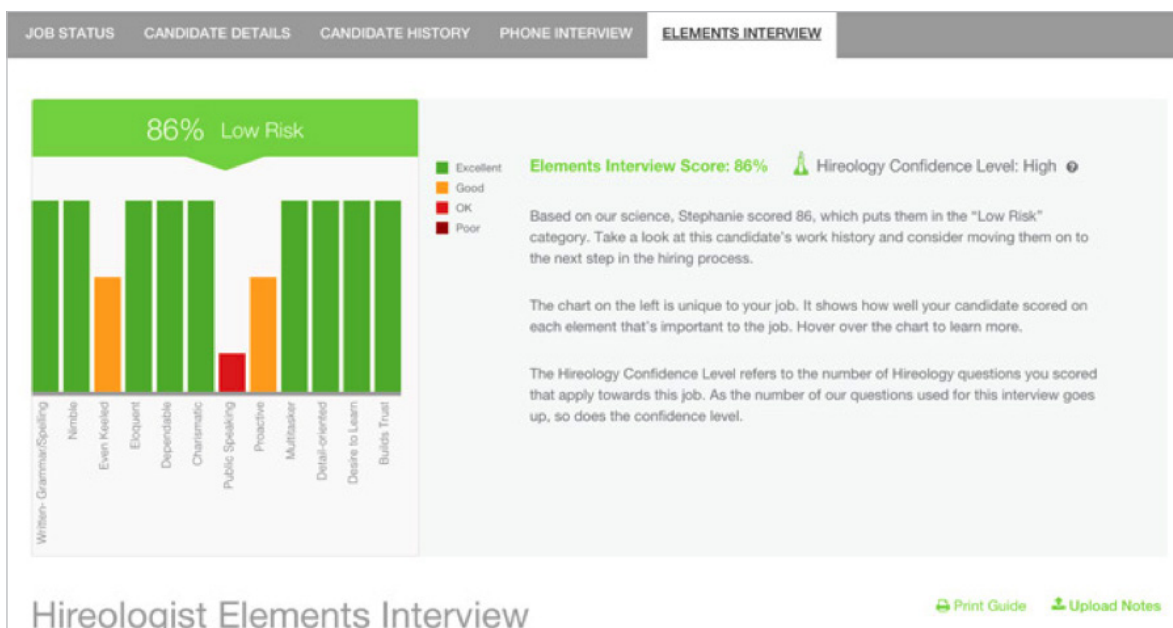
9. PREDICT SUCCESS

If you're familiar with the hiring business, then you're probably well aware of turnover. **Retaining employees** isn't easy, that's why we like to make sure our clients get the tools needed to fully evaluate every candidate they interview.

Candidate assessment tests are the best way to examine the people you're interviewing. In return with the Caliper

report from the assessment tests, Hireology helps give you a better understanding of the people you're looking to hire. After a candidate completes his or her entire interview with our interview assessment guides, we give you an easy-to-view analysis of how the candidate will perform within your open position.

Here's glimpse of how Hireology helps you predict success:



10. EEOC COMPLIANT

Believe or not, **illegal interview questions** are quite common. Most of our clients have asked at least one illegal question before using the Hireology process. Now they're safe with concerns to legal issues during interviews.

The candidate assessments we provide are 100% compliant with the Equal Employment Opportunity Commission (EEOC), so you will never have to worry about hiring practices that are unintentionally and illegally discriminatory, with regards to personality assessments.



There are many more reasons why you should use candidate assessments. If you want to make the best hiring decision, you'll try to get to know your candidates better. Forget about hiring on loose, gut-feeling decisions. There's a smarter way to hire, and we can give you the right process to find the right people!

SCHEDULE A DEMO