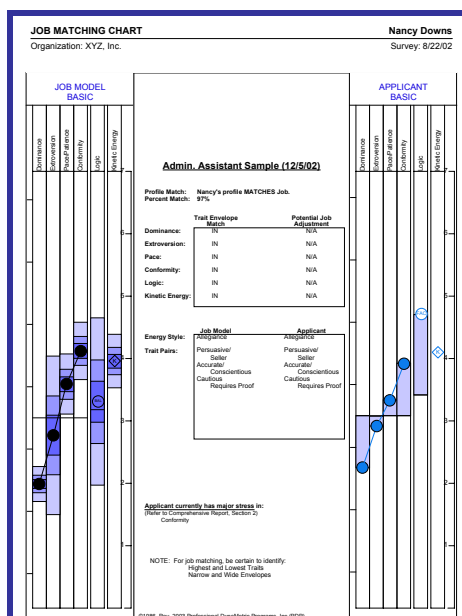


People Fitting Positions



JobScan®: Recruiting, Hiring, and Placing People With Precision

JobScan® provides a method for defining any job in terms of the behavioral dynamics most likely to succeed in the position within any given organization. It does this by correlating ProScan® survey data from the most successful position incumbents and blending the expectations of the position's immediate supervisor and/or department head. The result is a customized "Job Model" for a specific position within a specific organization.




A well-defined job model tells you how (or if) a person:

- Relates easily to other people
 - Makes decisions based on facts or intuition
 - Responds to different types of leadership
 - Resolves conflicts
 - Responds to stress and overload
 - Focuses on work tasks
 - Handles details
 - Paces their activity
 - Processes concepts
 - Organizes their work
 - Relates to rules, regulations, and systems
 - Develops creative ideas and solutions
 - Is motivated by what factors
 - Takes time to analyze and understand
 - Seeks collaboration and team participation
 - Likes to be decisive
 - Comfortably delegates tasks to others
- And much more

JobScan® improves hiring effectiveness, leading to reduced turnover and increased productivity. Job Models allow a hiring supervisor to advertise more precisely to attract the type of candidates who possess the strongest array of characteristics most likely to succeed in a position that needs to be filled. When applicants apply, they are surveyed; their basic, natural characteristics, (which are not often visible during a formal interview process), are compared to the model's preferred descriptors. The hiring decision is made more confidently, based upon recognizing appropriate skills, performance-based references, and matching behavioral components expected to achieve the best possible fit for the position and the organization. JobScan® is fully EEOC compliant.

JobScan® strengthens the ability of a manager/supervisor to coach existing employees to achieve optimum results. Job Models allow leaders to understand how to guide *existing* employees to adapt their natural tendencies toward work styles that more often define successful, productive employees in the same positions. Or, they allow supervisors to aide miss-fit employees to explore moving into positions that more naturally align with their basic characteristics and therefore would allow them to achieve higher performance results.

JobScan® provides a concrete, measurable tool to assist our clients in re-engineering organizational culture, or simply re-engineering specific job positions. If an organization's needs change over time, or there is a conscious desire to re-engineer position expectations, then job models can be re-cast to re-define a different set of behavioral dynamics intended to achieve successful performance. For example, when a young company needs to shift its focus from product development to marketing and sales, appropriately designed models can objectively guide the organization in hiring new types of employees and/or shifting existing staff to new roles based upon the revised characteristics required for success.



Applicant Ranking


Admin. Assistant Sample

Job Model Name: Admin. Assistant Sample
Organization: XYZ, Inc.
Department:
Date Created: 12/5/02 9:40:00 AM
Date Printed: 7/29/03

Below is a ranking of applicant basic profiles against the Job Model of:
Admin. Assistant Sample

Percent Match	Name	- Distance from Model's Traits -						Date of Survey	Survey Type
		D	E	P	C	L	K		
97%	Nancy Downs	27	16	-25	-19	116	14	08/22/2002	A
87%	Debbie Roth	-6	74	26	14	78	46	08/22/2002	A
86%	Barbara Black	-65	-18	96	72	-6	132	08/22/2002	A
86%	Jane Carson	-52	-59	92	60	-18	93	08/22/2002	A
75%	Chris Smith	75	42	-60	-67	-100	229	08/22/2002	A
69%	Martha Turner	-6	12	67	-61	-102	51	08/22/2002	A
69%	Gayle Anderson	-17	43	78	-21	-101	213	08/22/2002	A
68%	Janet Scott	25	69	35	-18	-192	170	08/22/2002	A
68%	Becky Gordon	25	118	36	-46	-75	181	08/22/2002	A
63%	Susan Buckley	29	-112	94	-9	8	60	08/22/2002	A
62%	Jenny Williams	16	-70	52	-76	29	67	08/22/2002	A

Note:
Distance from Model's Traits = how far the applicant's trait is from the model's trait in 1/100ths of an inch (e.g., 125 = 1.25 inches).
 - = applicant's trait is below the model's trait location.



Interviewing Guide

Nancy Downs

Printed On: 7/14/03 Date Created: 12/5/02

INTERVIEWING GUIDE:

PDP
 STRUCTURED INTERVIEWING GUIDELINE
 Job Model Matching
 -- Questions for Behavioral and Performance Skills

Job Position: _____
 Interviewer: _____
 Date/Time: _____

In order to conduct an informative PDP Structured Interview, be sure to complete a full prior to the interview. This study should outline the job skills required for the job equipment operation, computer programming, etc.) as well as the performance skills of customers, solving problems, organization, etc...)

Define the Model Profile for this job using the PDP JobScan procedure. Make a brief, but vivid Narrative description of job.

Use the questions below by wording each as it relates specifically to this job position. Interviewee to think about their answers and insist on specific past examples. Interviewer to be taking notes in order to evaluate all applicants/candidates for this position based on their experiences. Interviewer's notes should include: 1) Situation, 2) Task, (3) Action and Results.

The following questions are based on the match of the applicant's traits to the Job Model

- 1) Confirm applicant's experience in making decisions when the applicant's trait is higher/lower than that same trait in the Job Model
- 2) Confirm the applicant's experience and understanding of the best use of Basic Skills shown to be a good match to the Job Model.

Applicant's DOMINANCE above match to what is required by the Job Model:

Questions: _____ **Applicant's Responses: (Situation, Task, Action, Results):** _____

Would you give an example of a time when you were required to take directions and were supervised by others?

What were your reactions?