

SELECT ASSOCIATE SCREENING SYSTEM

IDENTIFY THE BEST HIRES FOR THESE JOBS / INDUSTRIES:

Administrative Support

Call Centers

- Inbound Sales
- Inbound Service
- Inbound Combo
- Outbound Sales
- Outbound Service
- Outbound Combo
- Call Center Suite

Convenience Stores

- Store Manager
- Store Associate

Customer Service

Health Care

Help Desk Agents

Hospitality

Leasing Agents

Office / Light Industrial

Personal Services

Production & Distribution

Receptionist

Retail

- Store Manager
- Sales Associate
- Clerk / Cashier

How Do You Know If You Are Hiring The Best?

The SELECT Associate Screening System is a family of related pre-employment tests designed to measure important, work-related, personality characteristics in applicants for entry-level jobs.

These are validated and personality-based tests tailored to the work personality requirements of over 20 jobs. Each test is predictive of job success and takes approximately 15 to 20 minutes to complete.

Each of the SELECT tests have been designed to be used early in the employment selection process, after initial screening, but before the employment interview. Test results include interview probe suggestions and indications of unusual responses that should be probed during the interview.

These tests are simple to administer and score and is short in duration.

MEASURES:

Key Dimensions of Personality and Job Abilities Competencies

Each individual test measures important underlying personality attributes in somewhat different ways, but each produces overall predictor indices of Performance and Integrity appropriate to the job or industry type.

Performance Index

A measure of traits associated with successful performance in the job

- **Energy**
Activity level and stamina
- **Productive Attitude**
A positive expectation about people, the company and work-related outcomes
- **Frustration Tolerance**
Emotional resilience
- **Acceptance of Diversity**
Tolerance of others different from self

Integrity Index

A measure of attitudes about personal integrity and work ethic

SELECT is...

- Immediate testing, evaluation and reporting
- Easy to customize and validate for your organization
- Validated by organization psychologists
- Internet Based
- Inexpensive, automated assessment system

SELECT subscribes to American Psychological Association (APA) and EEOC guidelines.

SELECT Associate Screening System for Associate, Entry Level, and Hourly Positions

REPORTS INCLUDE:

Hiring recommendations

Interview probe suggestions

Indicates a candidate's responses that should be probed during the interview

EEOC / ADA compliant

These tests are specifically developed and validated for a specific job type (e.g., *Customer Service, Administrative Support*) or a group of jobs in a specific industry (e.g., *Health-care, Convenience Stores*).

LANGUAGES:

English
French Canadian
Spanish
Portuguese

FORMATS:

Online
Paper & Pencil -> Online Input

Available Report Options:

Job Task

Measures willingness to do a variety of related job duties.

Counter Productive Behaviors

Modules include an Assessment of Counter Productive Behaviors.

Counter Productive Behaviors includes questions related to drug use and theft which are prohibited in some states. Modules are available with or without items relating to use of illegal drugs.

Structured Interview

Report format contains structured interview questions.

Abilities (additional)

These survey / test modules measure basic skills. Choose from:

Reading - Level 1

A basic measure of the ability to read simple passages and use the information provided to correctly answer simple questions.

Reading - Level 2

A measure of the ability to read moderately complex passages and use the information provided to answer questions that require some inference and integration.

Arithmetic - Level 1

A basic measure of the arithmetic skills of addition and subtraction using whole numbers and decimals.

Arithmetic - Level 2

A basic measure of the arithmetic skills of multiplication and division using whole numbers and decimals.

Graph and Charts

A basic measure of the ability to read graphs and charts to answer questions and solve problems.

Coding

A basic measure of the ability to read coding instructions and use them to accurately code items.

Checking

A basic measure of the ability to read strings of numbers and letters to check for accuracy.

A Bad Hire is Very Costly

If you include lost production, supervisor time, hiring and training costs, poor service to customers, and potential equipment failures, the cost of a bad hire is estimated to be:

Person's Hourly Rate x 400 * = Your Estimated Turnover Cost

* 10 weeks at 40 hours per week