



*A Comprehensive Resource Guide
for Business Owners and Hiring Managers
who want to*

HIRE COMPETENCE WITH CONFIDENCE

What's Inside

Applicant Processing System
Interview Guides
Pre-employment Screening Assessments
Employee Selection (Job Matching) Assessments

Free Downloadable Sample Reports are available at www.super-solutions.com.

For more information about pre-employment, selection or coaching assessments, contact:

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Pre-Employment Screening <i>Hourly* - Entry-level*</i> <i>Salaried - Executive</i>	Employee Selection <i>Hourly - Entry-level</i> <i>Salaried - Executive</i>	Training and Development <i>Team Building -</i> <i>Management</i> <i>Leadership</i>	Performance Management <i>Competency</i> <i>Identification</i> <i>Employee Evaluation</i>
<p>Total_APS Applicant Processing System</p>	<p>Total_APS Applicant Processing System</p>	<p>CriteriaOne DISC Style Indicator Manager Staff Sales</p>	<p>CriteriaOne Competency Identification and Job Analysis</p>
<p>Interview Generator</p>	<p>CriteriaOne DISC Style Indicator Manager Staff Sales</p>	<p>Business Values and Motivators</p>	<p>Pathfinder - Integrated Performance Management System Performance Based Bonus System</p>
<p>Counter-Productive Behavior Index*</p>	<p>CriteriaOne Interview Assistant</p>	<p>Learning and Development Profiles (Self, 180, 360)</p>	<p>Janus Performance Management System Competency ID and 360 Evaluations</p>
<p>SELECT Associate System</p>	<p>Business Values and Motivators</p>	<p>TotalView Assessment System Personal Development Individual</p>	<p>Learning and Development Profiles (Self, 180, 360)</p>
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<p>FirstView Job Fit Indicator</p>			

Applicant Processing and Interview Systems

The Total Applicant Processing System removes the hassle of resume screening and sifting through applications for small business owners and hiring managers. Total-APS enables employers to create and use customizable, scorable filtering questions, screening and selection assessments and scorable interview questions.

Total-APS:

1. collects resumes in a scorable format,
2. screens candidates with customized filter questions,
3. assesses candidates with up to three personality tests,
4. provides recommended interview questions and
5. provides reports and information to assist in making the final selection decision.

Total-APS is available on a 30 or 60-day subscription or annual license.

Online Interview Generator™ is an easy to use database of competencies and behaviors. Hiring managers select from between 3 and 10 job required competencies and within a few minutes, a structured interview guide is available with up to 4 proven behavioral event interview questions for each competency. Hiring managers can choose from a list of over 60 job specific competencies. Interview Generator provides every HR professional with a means to standardize the interviewing approach for each job title in the organization. The guides are reproducible and can be used over and over again (within the organization).

Interview Generator Guides can be purchased individually or in groups of 5 for volume discounting.

Pre-employment Screening Assessments

Best used for:

- Entry-Level
- Hourly
- Low to Semi-Skilled Positions

Note: All these assessments include a “fakability” index.

Counter-Productive Behavior Index™ is an **Honesty and Integrity Assessment** screening test to identify these high risk work-related attitudes and behaviors:

- Honesty
- Dependability (Absenteeism and Tardiness)
- Substance Abuse
- Computer Abuse
- Aggressive Tendencies
- Sexual Harassment Tendencies

Counter-Productive Behavior Index™ is available online and self-scoring paper instruments (NCR scoring).

SELECT Associate System screens for similar **Honesty and Integrity** factors **plus** work-related performance **attitudes** such as:

- Positive Service Attitude,
- Accountability,
- Frustration Tolerance,
- Acceptance of Diversity,
- Multi-tasking
- and more.

SELECT Associate Systems is scored online but can be administered on paper.

Pre-employment Screening Assessments

Available for All Position Levels

FirstView Job Fit Indicator is the newest generation of screening technology to measure individual cognitive and interpersonal competencies:

Rules - consistency, ability to deal with change, need for structure, ability to follow rules and policies

Extroversion - need to work with others, communication of enthusiasm, ability to talk or listen

Assertiveness - decision making, selling and closing abilities, ability to handle confrontation, willingness to take direction from other

Teaming - teamwork, collaboration with others, competitiveness

Sensitivity - emotional stability, handling of criticism and feedback, dealing with stress

Organization - planning, spontaneity, time management attitudes, ability to handle details

Social Desirability - an internal validity scale to determine if the candidate is being frank with their answers

Cognitive Ability - an overall aggregate measure of cognitive skills

Fifteen report versions are currently available including:

- Administrative
- Customer Service
- Driver
- Engineering
- Financial
- Food Services
- Healthcare
- Hospitality
- Information Technology
- Management
- Production
- Retail Sales
- Persuasive Sales
- Telemarketing
- Warehouse

Employee Selection (Job Matching) Assessments

Available for All Level Positions

The **CriteriaOne Competency Identification and Job Matching Model** recommends using all three of the following assessments to ensure that every employee is evaluated using the Whole Person Approach. The Whole Person Approach assesses work-related behaviors, values, cognitive abilities, interests and personality and links them to specific competencies required to do a job, function on a team and fit in an organizational culture.

CriteriaOne® DISC Behavioral Style Indicator, CriteriaOne® DISC Sales Style Indicator, CriteriaOne® DISC Interview Assistant reports assess how an employee will deal with problems, interact with people, comply with rules and procedures, and the pace at which he or she will labor.

Business Values and Motivators answers the question: “What do or will my employees value”? Business Values and Motivators measures how people value six personal motivators:

- Learning
- Economic Return
- Power and Position
- Creativity and Uniqueness
- Other People
- A Belief System

TotalView™ is the best job matching psychometric assessment available today. It incorporates the proven and highly reliable Five-Factor Personality Model plus optional validated cognitive abilities and motivation/interests sections.

TotalView Assessment System is a proven selection assessment for hiring, promoting, coaching and team building supported by a simple automated system for creating and managing job specific benchmarks.

The TotalView Assessment identifies key traits (such as competitiveness, assertiveness, conscientiousness, group-orientation, outgoingness, and ability to cope with stress) where a job candidate may not align with the job—then provides behavioral interviewing questions to probe deeper into the candidates experience—to determine job fit suitability. TotalView provides an objective comparison of the candidate with a psychometrically sound standard of high performance.

The TotalView Assessment System includes up to five reports per candidate for one fee including:

- Selection
- Personal Development
- Working Characteristics (available for management, sales, customer service and general positions)
- Succession Planning
- Individual