

# ASSESS System - Reports

The following Reports\* are available within the ASSESS System.

## **1. Reports Used to Improve the Selection Process**

### **A. ASSESS Screening**

ASSESS Screening provides a summary of the candidate's strengths and development area by trait (this is a non-competency based report).

### **B. ASSESS Selection Report (Competency Based)**

To improve the hiring decision and improve the probability of the success of new hires, the ASSESS Selection Report:

- Identifies the personality traits of the candidate that are likely to help/hinder the individual's ability to be successful
- Provides a focused behavioural interview with questions specifically linked to competencies.
- Includes management suggestions, which can be used if the candidate is hired to improve the likelihood of success

### **C. ASSESS Hiring Manager Report - Condensed version of ASSESS Selection Report written for a Hiring Manager**

### **D. SalesMax Selection Report**

**To assist in the Hiring Decision**, the SalesMax Selection Report provides:

- A Success Index - The probability of the candidate's success in a sales role.
- Interview and Reference Probes - Helpful guides for the interviewer to pursue areas of potential weakness.
- Management Suggestions - Recommendations for how to manage candidate you

### **E. SELECT – Associate Screening System – 27 Surveys Available**

SELECT is a group of surveys that measure work-related personality traits. All surveys have been validated and measure **traits that can be linked to success in a specified role**

The report provides the following information:

- A performance index – this is a candidate's score based on the traits linked to success in the role – the score is either an avoid, okay or good
- Integrity index – this measures the individual's attitude about personal integrity and work ethic – their score is either get an avoid or okay
- Job Task Responses – willingness of candidate to perform certain tasks in a job
- Counterproductive Behaviours – assesses the candidate's attitude towards theft, work commitment, resistance to direction.
- Behavioural interview guide – includes competency based questions plus specific questions related to the candidate's results allowing you to probe deeper on potential problem areas

\* All reports have a built-in positive response measurement – i.e. can detect if a candidate is trying to put their best foot forward

## **2. Coaching and Development Reports**

### **A. ASSESS Competency Based Development Reports**

ASSESS Development Reports provide detailed information on an individual's strength and development areas, and a clear framework for improvement. Reports include:

- In-depth evaluation of a candidate's strengths and development areas:
  - By trait
  - By competency – specifically how their traits will likely help or hinder their ability to demonstrate competencies within the success model.
- Information on how the individual:
  - Thinks
  - Gets things done
  - Relates to others
- Development suggestions, books to read and courses to take in order to improve performance.

Although the development report is designed to stand alone, a coaching session will help candidates to identify and prioritize their developmental needs.

### **B. ASSESS 360**

- Provides additional perspective and enhances the development process. This report includes:
  - A detailed quantitative and qualitative analysis of how the individual and other team members (boss, direct reports, peers, etc...) view the individual's behaviour and performance.
  - Developmental suggestions for some of the candidate's lowest rated competencies. Additional development suggestions for each of the competencies will be available on-line.
  - Highest and lowest rated behaviours – strengths and development areas by behaviour

### **C. ASSESS Focus 360 Coaching and Development Report**

- An abbreviated 360 module, used to further enhance coaching and development. It measures:
  - Observed changes for a group of targeted behaviours selected by an employee and their leader.
  - Allows raters to include comments on the candidate's strengths and development areas

### **D. SalesMax Development Report**

**To assist in Development**, the SalesMax Development Report provides:

- A Graphic Profile & Interpretation - How specific personality factors help or hinder effectiveness.
- Developmental Suggestions - Recommendations on how to close developmental gaps with specific resources.
- Developmental Action Plan Guide - Tips on building strengths and recognizing weaknesses

### **E. Team Development Reports**

- The **ASSESS Group Summary Report** aggregates data for team members. The reports includes:
  - Most frequent developmental suggestions; overall "fit" of the group with their competency model, and average score of the group on ASSESS personality traits. This information may be used to target training and improve team performance.
- The **Team Effectiveness Comparison Plot** displays the results of selected individuals (pairs or groups) on combinations of ASSESS traits.
  - The impact of each individual's work "style" on team effectiveness can be explored through 17 standard comparisons or customized plots can be created.
  - Comparison Plots help team members; recognize similarities and differences; understand potential work-related strengths and development areas and develop a plan to increase group effectiveness.
- The **ASSESS 360 Group Report** shows aggregate results for all individuals for whom a 360 was generated and that were rated against the same model. It is also designed to help improve team performance and complements both the ASSESS Group Summary Report and Team Effectiveness Plot.

## **3. Performance Evaluation and Succession Planning**

### **Performance Evaluation**

**ASSESS Progress** is a web-based performance appraisal and development module. It helps to streamline the review process, allowing an organization to: benchmark current capabilities, clearly articulate expectations for current performance and future roles, and foster accountability for self development and performance improvement.

### **Succession Planning**

In the succession planning process organizations seek to measure performance and potential.

ASSESS Progress and/or ASSESS 360 can be used to measure Performance and ASSESS Development can be used to measure potential.