

Job Benchmarking

Description of Services

- 1. Executive Strategy**
Consulting session for optimizing hiring process and staff development plan.
- 2. Program Setup**
Create account on internet testing and administrative site (hosts assessments and reports).
- 3. Position Planning Form**
Assembles all information relevant to the position to support the hiring process and EEOC Compliance.
- 4. Job Description**
Review/optimize a job description and job advertisement designed to attract best-fit candidates.
- 5. Key Accountabilities**
Guided discovery session to identify job-related accountabilities and analyze the type/profile most likely to succeed in the position.
- 6. Job Report**
An objective benchmark used to compare candidates for person-job fit.
- 7. Assess Candidates**
Using the appropriate instrument for the job level (staff, management, leadership).
- 8. Gap Reports**
Deliver person-job fit analysis of applicant results based on the Benchmark.
- 9. Interview Scoring Document**
Keyed to the Benchmark & includes interview questions based on candidate profiles.
- 10. Coaching Report**
A full coaching report will be delivered for the selected candidate to inform training and development efforts around the employee's most relevant job-related needs.
- 11. Support**
Consulting calls as needed to explain candidate reports + 90 days of unlimited email and text support.