

HRDT - 2010 Catalog of Assessment & HR Services

As Consultants, we focus on solving hiring, turnover, attitude, & performance problems through the use of assessments and evaluation instruments. We can prove that it is possible to take the guesswork out of hiring and employee management.

Unlike "testing" companies ***we are not pressured to sell one product.*** Since we are HR Consultants, not salespeople, we are open to recommend the right product for you. We provide a wide range of assessment tools in ***three distinct "platforms."*** Each platform contains a variety of options for pre-hire selection and post-hire staff development.

Today's competitive business environment negates the ability to carry employees who are unmotivated and unproductive. Together, we can improve performance and productivity while we increase sales and energize your organization. To accomplish organizational change we find that:

The first step in any solution process is to measure the problem.

We use a variety of assessment tools to evaluate candidates, the job, and/or existing employees; this allows targeted training. or remedial action programs to be implemented with outstanding effectiveness! We look forward to working with you.

UNDERSTANDING ASSESSMENT PLATFORMS

Assessment Platforms are the method used acquire information that is used to evaluate an individual's approach to the job, their attitudes, behavioral and motivational traits, and job related competencies. We avoid assessments that are totally computer generated other than those that test for skills. When evaluating "people" we prefer to use various computer assisted models supplemented with an analysis and review by one of our trained specialists.

Easily, quickly, and inexpensively, you can:

- Identify candidates with outstanding initiative and work-ethic.
- Screen out troublemakers and those who are unreliable.
- Find salespeople who know how to sell.
- Hire and train people who are worth the effort.
- Initiate "Human Capital Management" techniques to develop your employees.
- Talk to a "real, live, person" if you have a question.

Our assessments are presented in three separate series or "platforms"

- I. The budget friendly "Analyst-Link Commentary" series (ALC)
- II. The extremely versatile "Success Factor Analysis" (SFA)
- III. The premium and highly customized Prevue system.

Each report platform is configured for both, pre-hire selection, and post-hire performance appraisal, review, and coaching formats.

Contact us for pricing and Sample Reports

A complete description of the benefits, performance, and process models of each of the three assessment platforms is listed in the appendix.

PRE-EMPLOYMENT SELECTION

■ ANALYST-LINK COMMENTARY (ALC)

The ALC lists behavioral traits and provides insightful text while it rates the candidate's overall job suitability. There is no setup required and results are available in just one business day or less. The ALC is considered by many to be the best valued assessment. The ALC includes a work environment graph and job benchmarks. Comparative databases are imbedded in the program. The ALC automatically administers a reliability and work-ethic assessment for all except Executive positions. (1)

■ ALC Second Opinion Report:

An inexpensive way to evaluate your candidates suitability to other jobs within any category (Sales or Non-sales) Example: the first ALC report can test a candidate as a supervisor, and the Second Opinion report can be used to assess the same candidate as a Salesperson or Project Manager. Prerequisite: an ALC assessment (any format) 3 page report

■ PREVUE PRE-EMPLOYMENT ASSESSMENT tm

This highly validated assessment is **custom configured** using benchmarks you set for any position from Clerical, Administrative, Management, Supervisory, Executive, Sr. Management, or Sales. Includes a full developmental job profile, percentile ranking, analyst analysis, and job suitability rating. It includes customized interview questions and analysis of work attitudes. Measures behavioral and motivational traits, math and spatial ability, cognitive reasoning, abstract thinking, leadership, and ability to work with others. Prerequisite: Completion of Benchmark for each position.

■ SUCCESS FACTOR ANALYSIS (SFA)

This report is widely used by HR consultants due to it's versatility. It is available in a wide variety of "pre-configured" classifications. Provides valuable insight into hiring, training, developing, and motivating candidates and new employees. Job specific Sales or Non-Sales Formats available. The SFA rates and ranks job suitability, Includes work-style, Natural and Adapted behavioral patterns, Approach to the job, Areas for Improvement, Stress indicators and Action Plan. Report is **custom configured** to the job through the use of our exclusive "SFA Activator." (1)

■ SFA Second Opinion Report:

An inexpensive way to evaluate your candidates suitability to other jobs within the same category (Sales or Non-sales) Example: the first SFA report can test a candidate as a supervisor, and the Second Opinion report can be used to assess the same candidate as a Project Manager. Prerequisite: an SFA assessment (any format) 5 page report

■ SUCCESS INSIGHTS tm - Automated Report - Lowest Price!

The Success Insights program is a widely acclaimed computer generated assessment system for employee, management, executive, and sales positions. This is an outstandingly valued report. General employee, Management, Sales, & Executive formats available. Can be set for automated, instant delivery. Best when Work Environment benchmark is completed for each job. (1)

■ **THE MILLENNIAL'S REPORT** tm -

The MILLENNIAL'S program is an intensive and detailed assessment built on the ALC platform that measures BOTH behavioral and motivational issues and an individual's attitude and approach to the job. It includes the PIAV, Personal Interests, Attitudes, and Values analysis. MILLENNIAL'S is suitable for General employees, Management, Sales, & Executive assessments. Most effective when a Job-Fit benchmark is completed for each position. (1)

■ **RAINMAKER - SALES APPRAISAL**

The Rainmaker Sales Appraisal program consists of two assessments that measure sales skill and sales focus. It may be used as a pre-hire screening tool for sales or post-hire as a performance development program. It rates and ranks sales suitability and how to strategize for sales success. The Rainmaker Sales Appraisal program includes instruction on how to "read" clients and prospects, and how to be an effective negotiator. It includes a detailed "Discovery Process" workbook. ** (1)

Experts recommend you add Intelligence Testing to all pre-hire Reports.

- Cognitive Reasoning Register
- Learning and Reasoning Report
(Included in the Prevue pre and post-hire reports).

Facilitation Services:

We can provide the services of a professional facilitator. They will review the SFA, ALC, or Prevue report with your managers or employees and work toward achieving performance or behavioral goals. A recap report to management is included in the service. Average facilitation time one hour per person. Contact us for additional details. We can also administer assessments for you.

CUSTOM SCREENING TOOLS

■ **COGNITIVE REASONING REGISTER (CRR)**

Use the CRR as part of the pre-qualification process for Technical and Management positions. The CRR measures overall intelligence and the ability to think, solve problems, and learn new things. It evaluates the cognitive process as it applies to the work environment. The CRR can be "merged" with Prevue, and SFA, or added to the ALC reports.

■ **INTERVIEW INSIGHTS** tm

Pre-hire Automated interview & preliminary screening tool. Can easily be converted to any version of the ALC for final candidates. Pre-requisite - completion of the Work Environment Benchmark. Administration time 8 minutes; 5 page report. (*Administer and submit online or via paper form*)

■ **LEARNING AND REASONING REPORT**

This assessment measures intellectual ability, working with numbers, shapes, and tasks. Highly useful for Management and Technical Specialists like Accountants and Engineers.

■ **RELIABILITY REGISTER (RR)**

Designed to help choose workers who are trustworthy, conscientious, and dependable; It measures reliability, integrity, work ethic, & response to supervision. Administer to all applicants in "turnover intensive" positions such as Customer Service, Retail, Call Center, Tele-sales, Clerks, Alarm installers, Home health care attendants, Warehouse & factory workers, Outside service people, Route & Bus Drivers, Bartenders; and all semi-skilled non-management personnel. The RR can be "merged" with Prevue, & SFA, and is included with most ALC reports.

■ **SELLING SKILLS INDEX (SSI)**

New and Revised! Includes Analyst Review and Custom Action Plan with options to assess inside or outside sales ability. This highly advanced evaluation compares sales candidates to top performers. It provides valuable insight as to "range of expertise" and the proper, steady, and consistent application of advanced selling skills. The SSI evaluates the correct "strategy" needed to solve difficult and highly competitive selling situations. Includes a customized Sales training guide. Can be configured for Inside sales, Outside sales, and Strategic sales management. Includes custom action plan. The SSI is designed to "merge" with ALC, Prevue, or any SFA report. Administration time 45 minutes; 12 page report (*Administer & submit online or via paper form*) (1)

NOTE: Selling skill tests should never be used as the sole pre-hire test for sales positions. Motivational tests like the ALC, Prevue, or the SFA should be combined with the selling skill test. It is vital to measure MOTIVATION in sales people to determine if they can, or will, apply their skills on a consistent basis in sales, motivation is everything!

■ **TASK QUOTIENT ANALYSIS**

This assessment measures the ability to perform a variety of tasks. High useful in gauging potential performance in task oriented positions. Often used when hiring Clerical personnel and Technical Specialists like Accountants and Engineers.

(1) Includes free access to online workbook designed to provide orientation and development to the new hire.

COACHING & EMPLOYEE - MANAGEMENT DEVELOPMENT TOOLS

■ **ANALYST-LINK COMMENTARY DEVELOPMENT REPORT**

The ALC lists behavioral traits and provides insightful text while it rates the employee's overall job suitability and measures behavioral and motivational traits. **

■ **COMMUNICATION INSIGHTS** tm

This report focuses on interaction and communication with others. Often used as the basis for a "Communication Workshop" and to enhance Customer service training. ** *

■ **CORPORATE COACH** tm

This report measures an individual's approach to the job and examines their job related traits and propensities. It shows when these traits are above or below the norm. The report also outlines the individual's General Characteristics and overall value to the organization. This **dual report** includes one version for distribution to the examinee and another containing Training and Coaching guidelines for Management. A commitment based Action Plan worksheet is also included.

■ **CUSTOMER SERVICE INSIGHTS** tm

This report focuses on communicating and developing a rapport with others. It shows how to deal with a variety of customer types including angry callers. Often used as the basis for a "Customer Service Workshop" and to enhance Customer service training. ** *

■ **EMOTIONAL INTELLIGENCE QUOTIENT** tm

This report focuses on the very foundation of Management, that is, achieving goals using the ability to influence others. It shows how to deal with a variety situations and measures your skill and aptitude levels in Self Awareness, Self Regulation, Self Motivation, Empathy, and Social constructs. This report is often used as the basis of a Management Workshop. It includes an extensive "Discovery Process" guide and workbook the completion of which is an essential part of this program. This report is included in the "Leadership Model" and the "Rainmaker Process Model" development programs. **

■ LEADERSHIP MODEL

This program was designed to develop Leadership ability, especially the ability to make "complex decisions" and achieve goals through others. Leaders are not born that way, they are made through the sum of their experiences. True leaders have mastered the art of persuading and influencing others to bring them within their sphere of influence. The Leadership model examines your Emotional Intelligence and how your attitude, approach to the job, and personal insights and values affect your leadership dynamic. Originally developed for Executive Coaching, the Leadership Model was found to be a valuable tool for all managers and even staff members who must make decisions and deal with people on a daily basis. This report helps the individual understand their "Hidden Motivators" and makes them aware of the motivators that drive their peers and subordinates. assessment. Note: Report includes an extensive "Discovery Guide" which must be completed to make the changes necessary to achieve true leadership potential.

■ PREVUE PERFORMANCE ASSESSMENT tm

This highly validated assessment is custom configured using custom benchmarks you set for any position. Measures behavioral and motivational traits, math and spatial ability, cognitive reasoning, abstract thinking, leadership, and ability to work with others.

Prerequisite: Completion of Benchmark for each position. Custom format that includes Analyst Review.

■ PROFESSIONAL COACH

This report measures why a person responds to the job, the company, or their manager, the way they do. It explores the "Hidden Motivators" behind the individual's drive for Knowledge, Money, Structure, Altruism, Power, and Order. The report also outlines the individual's General Characteristics and overall value to the organization by examining their PIAV, (personal interests, attitudes, and values). Includes Coaching hints and the path toward continuous quality improvements in each of six different categories is outlined. Includes a series of highly motivational action plans and a development worksheet. This report is included in the Leadership Model, Millennial's, and Rainmaker assessment programs. **

Administration time 10 minutes; 24 page report. (*Administer & submit online or via paper form*)

■ RAINMAKER PROCESS MODEL

This report was designed for those who are charged with creating and developing business. If you are now (*or are in training to be*) a Company President, CEO, Vice-President, Executive, or a Partner in a Law or Accounting Firm, a Sales Manager, or engaged in selling high end products or services, this assessment program will help you achieve your goals.

The Rainmaker Process Model (RPM) evaluates how your personal interests, attitudes, and values impact upon job performance and your approach to the job. It also measures your ability to Persuade and influence others, and how to deal with complex decisions and stressful situations. Finally the RPM examines your ability to negotiate and sell your thoughts, concepts, and services in a strategic way that allows you to exercise and maintain control in almost any competitive situation. The RPM ramps up your self-confidence and motivation as it increases your ability to instinctively understand the material and psychological needs of others. This is the foundation of an outstanding leader and negotiator.

The RPM includes a detailed "Discovery Process" guide and workbook that is designed to be completed over several days. The workbook is a key component to achieving success and driving superior performance through the use of the Rainmaker Process Model. **

■ **RAINMAKER - SALES CENTRIC**

The Rainmaker Sales Centric program is designed as an organizational tool to **increase sales focus in non-sales personnel**. This format is generally administered to Customer Service, Call Center, Clerical, Accounting, Warehouse Counter people, Delivery Personnel, and all non-sales staff to introduce them to the concept of "Sales Centric" focus, that is, everyone in the company who speaks or interacts with customers or prospects must be on the alert for sales opportunities. It includes a detailed "Discovery Process" workbook. **

■ **RAINMAKER - SALES APPRAISAL**

The Rainmaker Sales Appraisal program consists of two assessments that measure sales skill and sales focus. It may be used as a pre-hire screening tool for sales or post-hire as a performance development program. It rates and ranks sales suitability and how to strategize for sales success. The Rainmaker Sales Appraisal program includes instruction on how to "read" clients and prospects, and how to be an effective negotiator. It includes a detailed "Discovery Process" workbook. **

■ **SELLING SKILLS INDEX (SSI)**

Includes Analyst Review and Custom Action Plan with options to assess inside or outside sales ability. This highly advanced evaluation compares sales candidates to top performers. It provides valuable insight as to "range of expertise" and the proper, steady, and consistent application of advanced selling skills. The SSI evaluates the correct "strategy" needed to solve difficult and highly competitive selling situations. Includes a customized Sales training guide. Can be custom configured for Inside sales, Outside sales, and Strategic sales management. Includes custom action plan. **

■ **SFA PERFORMANCE DEVELOPMENT REPORT (Success Factor Analysis)**

This report is often used by HR consultants due to its versatility. It is available in a wide variety of "custom" classifications. Rates and ranks suitability to the job and measures behavioral and motivational traits. **

■ **TASK QUOTIENT DEVELOPMENT PROGRAM**

This assessment measures the ability to perform a wide variety of tasks. High useful in developing Clerical and Customer Service personnel, Technical Specialists like Accountants and Engineers and IT. Administration time 18 minutes; 6 page report.

■ **TEAM INSIGHTStm**

Measures and analyzes individual Team member strengths and weaknesses, communication, and motivational needs, along with team effectiveness factors. Especially valuable for improving interaction in peer to peer situations and resolving workplace conflicts. Team effectiveness traits, once understood and facilitated, can measurably improve job performance and overall job satisfaction. Group or Departmental compilation available. Full Team workshop and facilitation guide available upon request. ** *

■ **TIME-Plustm**

This Time Management Program Evaluates use or misuse of time according to an individual's behavioral work-style and offers a detailed plan for managing and saving time. The plan is custom configured for each examinee. Excellent for use as a time management seminar. Group or Departmental compilation available. ** *

** These instruments are not "Read Only" they include a Success Discovery workbook which must be completed for maximum effectiveness.

PERSONAL DEVELOPMENT TOOLS

■ **ENTHUSIASM FOR LEARNING** tm EFL Academic Assessments

Three versions are available. Each designed to improve communication and interaction in an academic environment. The Student version also includes potential jobs to which the student may be suited (ranked by level of education). It identifies studying paucities and assists in stimulating a thirst for learning. Administration time 10 minutes; 7 page report. (*Administer & submit online or via paper form*) Quantity Pricing, Site License and Instant Delivery available for this report, STUDENT - TEACHER - ADMINISTRATOR -

■ **FAMILY TALK** tm Parent/Child

Administer to each parent and each child or just those having problems communicating and interacting with each other. Ensuing reports designed to foster understanding and provide insight into the behavioral make-up of each family member. Includes facilitation guidelines.

■ **GOLF STROKE SAVER** tm

No, we are not kidding. The game of golf is not just about expertise; it's about how you approach the game and your commitment to improvement. This report whilst valuable in improving your golf game is designed to be a learning tool to show how understanding behavioral and motivational traits can be used to improve almost any situation.

■ **RELATIONSHIP INSIGHTS** tm

This report focuses on interaction and relationship building with others. Usually administered to both parties in the relationship to foster communication and understanding..

■ **CAREER DEVELOPMENT GUIDE**

The ultimate tool to assist in selecting the right career. Evaluates job related likes and dislikes, behavioral and motivational traits, and your idea of the "Ideal" job. It lists your strengths, weaknesses, and basic job needs and wants. Includes training & development guide, and a list of positions you will enjoy and to which you are suited. Our analysts provide additional guidance and narrow the list to ***six of the best job options***.

Specific form set required. Facilitation guide and self-help workbook included. ** *

■ **SUCCESSFUL CAREER PLANNER**

A detailed career planner that list jobs to which you are behaviorally and motivationally suited.

Contains work-style report, communication and ideal job preferences. ** *

Administration time 20 minutes; 18 page report. (*Administer & submit online or via paper form*)

** These instruments are not "Read Only" they include a Success Discovery workbook which must be completed for maximum effectiveness.

BENCH MARKING

■ **WORK ENVIRONMENT BENCHMARK ANALYSIS** (for ALC and SFA)

Use to analyze the job and define the behavioral & motivational traits necessary for success on the job. Invaluable for establishing job parameters and benchmarks. Distribute to new and existing employees engaged in the job to help them understand management expectations. Append to your current job description.

■ **MILLENNIAL'S (Job Fit) Benchmark:**

To increase the accuracy of the MILLENNIAL'S report we ask that the department or hiring manager complete this benchmark. Report includes an analysis of the work-environment, optimum work-attitudes and culture, and ideal approach to the job. The configuration module need be completed only once for each position.

■ **JOB MATCHING REPORT:**

Compares candidate ALC or SFA report to the Work Environment Benchmark for that job.

■ **PREVUE JOB DESCRIPTION SURVEY & CUSTOM BENCHMARK**

An extraordinarily powerful tool that is used to define the job suitability range for each position. Report examines key behavioral, motivational, and competencies of the job along with overall approach, attitude, and suitability to the job and the work environment. Examines use of words, numbers, and cognitive reasoning and abstract thinking as they apply to the job. Completion of this form creates an acceptable "range" for each trait on the Prevue Report and assists in creating the job suitability rating. One benchmark must be created for each job.

Prevue Benchmarks may be created using one of two options.

1. Job Description Survey completed by Management or Management and 1 to 3 top performers.
2. Job Description Survey completed by management and top performer(s) and Prevue assessment completed by 2 to 5 top performers. Information is combined to create a custom benchmark.

■ **PREVUE SUCCESSION PLANNING** tm

This program uses previously processed Prevue assessments to assist in organizational development. It can compare multiple candidates to a particular job benchmark or can be configured to find an ideal job for a particular candidate.

Prerequisite: Completion of Benchmark for each position and a Candidate or Employee Prevue Assessment.

ORGANIZATIONAL DEVELOPMENT

■ EMPLOYEE OPINION & JOB SATISFACTION SURVEY

An effective tool to understand work-place attitudes and opinions. Especially valuable prior to, or during, work environment change situations. Report available in dual formats:

1. A True/False 80 question survey about the work environment.
2. A 10 question, customized, essay section where you can ask questions vital to your business.

Our surveys are anonymous and features an unique "secret code" system to ensure employee participation.

Each format can be broken down into employee and management responses.

For large organizations additional breakdowns available by office or location.

Administration time 20 minutes for T/F section. (*Administer & submit online or via optional paper form*)

Essay format is only available online. If this is your first survey or if your employees are not "engaged" and involved in the organization we recommend starting with the True/False survey as response options are pre-set. The Essay survey can be administered later after the True/False Survey recommendations have been implemented.

Essay portion of the survey includes 10 customized questions.

Add to the Base price the following cost for each person surveyed.

Call us for a custom quote.

■ MANAGING PERFORMANCE PRIORITIES (MPP)

This is a web based employee and project management system that is available 24/7. It will improve communication and performance. The MPP program uses the manager as a "Coach" and team members as "Players" and even allows one or more "Observers." Use as a "Virtual" Manager, or "Virtual" CEO, or "Virtual" Sales Manager. The MPP program reduces the need for time consuming meetings yet allows the manager the ability to manage a local or work-wide team anytime, anywhere. MPP sets up quickly, documents assignments, and is inexpensive.

■ GROUP COMPILATION REPORT

When testing a management team, department, or sales force, we can combine all individuals assessed into one "Group Compilation Report." Includes an analysis of the group and detailed training analysis for the group. This report becomes an invaluable tool in highlighting group training needs prior to implementation of training seminars. 5 page report.

Prerequisite: SFA, ALC, Prevue, or SSI assessment administered to each person in the group.

RECRUITMENT SERVICES

The "Hiring Solutions Process"

Our Commitment

The "Hiring Solutions Process" is dedicated to providing the services you need in your search for top talent. Our unique process strives to offer a wide variety of services that provide a complete recruitment and selection strategy for obtaining, and retaining, today's top talent. With three different solutions to choose from, it is easy to determine how The "Hiring Solutions Process" can meet your needs, and your budget.

Today, when even the simplest ad can produce scores of candidates, it becomes ever more difficult and time consuming to weed through the applicants. There is a more efficient and effective solution. The "Hiring Solutions Process" .

- We do the advertising for you.
- We pre-screen applicants.
- We preliminarily interview applicants who meet your job criteria.
- We assess all applicants who meet your job criteria.
- **We have a 92% Success rate.**
- We present you only qualified applicants who have been interviewed and assessed.
- Often the additional candidates can be selected and used when multiple positions are available for the same job such as Customer Service, Sales, etc. This adds even more value to the program.
- Turnaround time is generally less than 10 days.

Three Unique Options

1. **Simple Solutions** - In this solution option, the recruiting process is based on your job descriptions and requirements that are submitted to us. Solutions 4 Hiring will actively recruit qualified candidates and review their assessment results to present **up to ten applicants** in 10 business days. The "Hiring Solutions Process" guarantees the employment of your new hire for 30 days. ***
2. **Selective Solutions** - To set the stage for the recruiting process, this solution option begins with our patented job bench marking process (*Valued at \$3,000.00*), where we define the key accountabilities for the position and provide a job assessment to reveal the qualities required for superior performance. Along with your job requirements, our **certified** staffing professionals will use this information to evaluate the applicants and select those that have the behaviors, motivators and personal skills suited for the position. Recruitment takes place for 14 business days, at the end of which we present **up to five job-matched candidates**. The "Hiring Solutions Process" guarantees the candidate chosen for 90 days with the Selective Solutions option.

3. **Superior Solutions** - With this option, we start with our patented job bench marking process to create a custom profile for the position. Based on the results of the job assessment, our staff will not only recruit, assess and pre-screen qualified candidates, but also provide reference summaries and verification of previous employment and complete phone or in-person interviews and background checks. Details on each candidate will be presented in 14 business days to be sure you have all the information necessary to make a great hire. To help facilitate effective management and coaching, a New Hire Orientation System is included, which provides valuable development tools, including coaching reports, job/talent comparison report and CD's and corresponding workbooks that focus on the development of key soft skills. With the Superior Solutions option, The "Hiring Solutions Process" guarantees your new employee for four months.
- Cost is negotiated - based upon Salary Percentage. The low cost will surprise you.

*** **Custom patented Benchmark** is available for the "Simple Solutions" program using a panel of experts over the phone via a web conference. This benchmark is not required but helpful for larger organizations who engage in repeat hiring for specific jobs.

The Bottom Line

Our patented assessment process, exclusive applicant management system and unique coaching tools provide many solution options for your recruitment, selection and retention challenges. Let The "Hiring Solutions Process" help you select, retain, manage and develop your top talent today!

Terms and Services:

- 50% of the fee is payable prior to initiation of the recruitment services. The balance is due upon presentation of the candidates to you.
- Multiple Candidates that fill your criteria are provided, pre-screened, assessed, and interviewed. This fulfills our contract with you.

Assessment Administration & Submission

There are two ways to administer and submit assessments to us.

1. On-line. Priority Processing. This is the most accurate method as the online system verifies most entries and submission to us is automatic. Online administration is free.
2. Fax. Administer tests via paper form and submit by fax. Toll free fax line: 877-570-5794 To avoid processing delays, verify the forms are properly completed. Upon receipt, we will enter the test form into the online system for you. Manual entry fees is \$5.00

Copies of paper test forms are available online. Contact us for details.

SERVICES

I. SEMINARS

Ask about our "Measurable Performance" Management & Sales Seminars delivered "on-site" or via Internet Tele-video conferencing.

II. HUMAN RESOURCE CONSULTING

Full range of H.R. consulting services available as advisors to your H.R. department or we can provide H.R. services as an outside agency.

Condition of sale:

Purchaser acknowledges through the use of any of our assessments and processes, that tests from HRDT and Analyst-Link, are part of, and not the sole criteria for hiring and/or promotions. Purchase includes license to use the product, text, and process models; use of which must be discontinued if product is not re-ordered. To maintain the integrity of our evaluation systems, the purchaser specifically agrees not to release copies of test forms, facilitation programs, or text, or distribute same in any website, form, or catalog outside of the purchaser's organization. Tests, facilitation guides, forms, texts, and process models are the property of Profession Profiles Inc. and may not be reproduced or published in any form without the express written consent of HRDT and/or Profession Profiles.

Understanding Assessment Platforms

Unlike many assessment companies that have only one product to sell, we provide many different assessments in a variety of assessment platforms and formats. This allows us the opportunity to find and provide the exact product you need. You are assured that we will work with to develop a program that meets your specifications and fits within your budget.

There are three separate assessment platforms:

1. The Analyst Link Commentary (ALC)
2. The Success Factor Analysis (SFA)
3. The Prevue System

1. Analyst-Link Commentary (ALC)

The ALC series consists of three formats designed to assess:

- General Staff including Management, Administrative, or Service Personnel*
- Executive, Owner, President or CEO
- Sales Personnel.*
- The ALC series can be configured for pre and post-hire use.
- No set-up is required. A variety of job types and benchmarks is embedded in the program. You can start today!
- ALC includes a job suitability percentile rank.
- The ALC is also designed to be used as a training and orientation tool for new hires.
- The ALC is available in the following pre and post-hire formats:
 - 1 = Owner, CEO, Executive
 - 2 = Management
 - 3 = Technical Specialist (IT, Engineer, Accountant)
 - 4 = Administrative and Office Personnel
 - 5 = Customer Service, Call Center, Service positions
 - 6 = Factory, Labor, Semi-skilled
 - 7 = Inside Sales, Counter Sales, Retail Sales, Relationship Sales
 - 8 = Outside, Territory Development Sales and Telemarketing

** These formats include a Free Reliability and work-ethic assessment to assist in reducing turnover and identifying the most reliable candidates.*

2. The Success Factor Analysis (SFA)

The SFA system is the choice of some of the most prominent consulting firms in the country. The SFA **modular** system is job specific, highly customizable, and **infinitely flexible**.

- SFA is **custom configured** for the job through the use of our custom "Activator", you select five traits most important to success on the job and the one key trait. This information allows the SFA program to use a system of weighted averages to provide a clear percentile rating showing the Examinee's suitability to the job as it exists in your organization.
 - The SFA rates and ranks job suitability as it **compares** the examinee to successful people in the same type of job. *It is computer assisted, not totally computer generated.*
 - Every report is annotated and reviewed by a trained analyst who is available to discuss the report with you. *It includes access to free employee development worksheets.*
 - The SFA uses 67 comparative databases and 367 work-styles to provide a report with uncanny accuracy and versatility.
 - To examine the SFA "Activators go to www.analyst-link.net and click on the navigation link labeled "Administrator."
 - The SFA modular system allows it to "**merge**" with other assessments that measure Cognitive Reasoning, (useful when assessing Technical and IT positions) Selling Skills, Reliability, and more.
 - SFA includes a detailed development guide as a basis for interview questions and performance management. *Best of all the SFA takes just 10 minutes to administer.*
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3. Prevue Assessment Reports - Premium Analysis - Benchmark Driven.

The PAR is the most powerful, complete, and thorough, assessment available today. Prevue measures behavioral and motivation traits, the ability to use words and language, the ability to work with people, reliability, cognitive reasoning, and the ability to solve problems.. When used for technical and IT positions Prevue also measures abstract thinking and spatial concepts. Using custom benchmarks, and an individual review of each report by our analysts, PAR reports provide overall job suitability percentile rankings with uncanny accuracy.

Prevue uses an extremely powerful Bench marking system where a custom benchmark and testing criteria is established for each job. The data comes from a Job Description form completed by management and/or assessment of top performers (or both).

There are two basic Prevue formats:

1. **Pre-employment Selection ***
(Includes custom interview questions for each candidate).
2. **Post-hire performance development Performance Appraisal and Review ***
(This report is delivered in two parts, one for management and one for the examinee. The management portion includes development and facilitation and guidelines).

*** Prevue pre-employment and development report ratings are customized and job specific.**

The Prevue program compares the examinee to a job specific custom benchmark. It uses the benchmark data to create a "job suitability" range and percentile rating for each position. Most Prevue reports take one hour (or less) to administer and include behavioral, cognitive reasoning, math, spatial, abstract thinking, and personality segments. Corporate Coach takes 20 minutes to administer.

Prevue reports are available in two report styles:

1. Automated report with instant delivery
2. Prevue with Analyst review (PAR) [delivery in one business day]

Prevue Analyst Review Reports (PAR) include both the Prevue rating AND the opinion and job suitability rating of our analyst who uses a combination of the examinee's education, work-history, and our proprietary statistical job rankings. PAR is an outstanding instrument for Executive, Sr. Management, Professional, IT, and Engineering positions. When configured for sales, the PAR can be merged with the Sales Skill Index.

Other Prevue Reports:

- **CORPORATE COACH**
Corporate Coach examines the behavioral and motivational profile of the individual. We produce a two-part report; one for management and one for the examinee. Management report includes coaching questions and facilitation guidelines.
- **LEARNING AND REASONING REPORT**
This report measures the ability to learn and reason. It can be combined with the ALC or SFA for Technical Specialists, IT, Engineering or Programming positions. This report is included in the Prevue pre and post-hire assessments.
- **PREVUE SUCCESSION PLANNING**
This report measures the suitability of a number of applicants to a particular job or it measures a particular job against a pool of applicants.

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