



Summit Business Solutions HR Catalog 2011

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, benchmark driven, and highly customized Prevue system.

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

Sample reports are available for your inspection at www.analyst-link.net
Click on the "administrator" link and scroll down to "Sample Reports."

Pre-Employment & Performance Appraisal Assessments

■ 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. Administration time 10 minutes; 14 page report.

Price each \$ 95.00 ALC pre-hire assessment.

Price each \$ 95.00 ALC Post-hire Performance Appraisal

■ PREVUE ASSESSMENT PROGRAM tm

This highly validated assessment is **custom configured** using benchmarks you set for any position from Clerical, Administrative, Management, IT, 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. Custom format including Analyst Review. Administration time 60 minutes; 12 to 40 pages

Prevue Analyst Review format:

Includes free on-boarding program customized for each new hire.

Price each \$ 175.00 Prevue pre-hire Assessment

Price each \$ 195.00 Prevue post-Hire appraisal and Development Report

Prevue SSQ Pre-hire assessment for Semi-Skilled or Service Positions:

Administration time 30 minutes; 10 pages.

Price each \$ 125.00 Prevue SSQ pre-hire format

Prevue Self-Directed Site License and Automated Applicant Processing System:

Save 75% . For more information go to www.prevue.us

■ 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." Administration time 10 minutes; 23 page report.

Price each \$ 130.00 SFA Pre-hire Assessment

Price each \$ 130.00 SFA Post-hire Performance Appraisal & Development Report

■ **RAINMAKER -**

The Rainmaker Sales Assessment program consists of two assessments that measure sales skill and sales focus. As a pre-hire sales assessment or as a post-hire 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.

Administration time 45 minutes; 35 page report

- Analyst-Link Format with Sales Strategy Index - Price each \$ 175.00
- Prevue Format with Sales Strategy Index - Price each \$ 250.00
- SFA Format with Sales Strategy Index - Price each \$ 175.00

All pre and post-hire assessments include the Success Discovery Process workbook.

CUSTOM SCREENING TOOLS

Screening tools may be used independently or "merged" with ALC, SFA, or Prevue reports.

■ **EMOTIONAL INTELLIGENCE QUOTIENT™ (EIQ)**

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. Administration time 15 minutes; 9 page report.

Price each \$ 85.00

■ **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. This report can be merged with ALC, Prevue, and SFA. Administration time 18 minutes; 6 page report.

Price each \$ 95.00

■ **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 ALC, Prevue, & SFA. Administration time 10 minutes; 1 page report.

Price each \$ 28.00

■ **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

Price each \$ 95.00

EMPLOYEE COACHING TOOLS

■ 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. 18 page report.

Price each \$ 95.00

■ 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. Administration time 20 minutes; 30 page report.

Price each \$ 125.00

■ LEADERSHIP MODEL ^{**}

This program was designed to rate and 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, Supervisors, Executive Chefs, 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. Administration time 20 minutes; 24 - 35 page report.

-Analyst-Link Format Price each \$ 175.00

-Prevue Format - Price each \$ 250.00

■ PROFESSIONAL COACH

This report developed from the "Workplace Motivators" program 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 workbook.

Administration time 10 minutes; 24 page report. (WM)

Price each \$ 95.00

■ RAINMAKER PROCESS MODEL - Executive Coach

This program is designed for executive coaching. It is valuable for Company Presidents, Sr. Executives. Partners in Law or Accounting Firms, etc. It consists of three separate assessment interviews coordinated with an extensive development workbook. It measures Emotional Intelligence and the ability to make complex decisions, the ability to persuade and influence others, and an examination of how personal insights, attitudes, and values, impact upon the approach to the job. Includes a tool to develop negotiation abilities.

Administration time 50 minutes; 45 page report. (WM + SSI + EIQ)

Price each \$ 225.00

BENCH MARKING

■ **BENCHMARK ANALYSIS for ALC or SFA**

Price each \$ 45.00

■ **BENCHMARK ANALYSIS for Prevue**

Prevue Benchmarks may be created using one of two options.

1. Job Description Survey & Benchmark completed by Management.
Price each \$ 95.00
2. Concurrent benchmark Prevue assessments completed by 2 to 5 top performers.
Price each \$ 225.00

■ **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.
Price each \$ 125.00

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. Consists of 80 True/False questions.

Our surveys are anonymous and features an unique "secret code" system to ensure employee participation. Survey can be separated 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*)

Base Price Price each \$ 195.00

For a company report separated by Employee and Management responses: Price code [\$195.00 x 3]

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

1 to 5 \$25.00 each 6 to 10 \$22.50 each 11 to 25 \$20.00 each
26 to 50 \$17.50 each 51 to 99 \$15.00 each 100 to 499 \$12.50 each
500 + \$7.50 each.

Site License and Automated Applicant Processing Systems available go to www.prevue.us

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