

Hiring & Promotion Evaluation Program

Selecting the Best Fit Candidate

Hiring and promotion are the most critical decisions in business management. At Career Directions, our assessment specialists provide a professional evaluation that enables you to select the best fit candidates for critical positions.

The assessment process

Career Directions tailors its candidate evaluation to your organization and to the position being filled. We develop specific criteria for selection, clarify how candidates will be measured, thoroughly assess candidates, and provide an in-depth report to management. The components of our assessment process are listed below.

Development of a position template

Career Directions works closely with management to create a profile or "template" describing the ideal candidate. This template is constructed by determining the position's critical success factors and identifying the personal and professional competencies that correspond to those success factors.

Testing of candidates

Career Directions assesses candidates' degree of match to the template utilizing instruments and exercises that measure:

- Skills and competencies
- Values and motivations
- Work behavior and style
- Management and supervisory style
- Response to stress and change
- Communication style

Competency interviewing of candidates

Career Direction specializes in the most statistically valid form of candidate selection: In-depth behavioral event interviewing. This method is especially suited to the quantitative measurement of core job competencies.

Candidate evaluation report

Career Directions provides an in-person, in-depth report to management, analyzing the match between the position's critical success factors and the results of each candidate's testing and competency interviews. The report includes numerical ratings, comparative analysis of candidates, and selected quotations from candidates demonstrating the level of competency attainment.

Career Directions also describes how candidates are likely to respond in a variety of critical situations. In addition, we provide recommendations for each candidate's career development.

Feedback to the candidate

At the direction of the hiring authority, Career Directions can provide feedback to candidates on their professional strengths and challenges. This evaluation becomes a springboard for personal and career development and serves as an incentive to participate in the selection process.

Coach the hiring committee

Career Directions is available to consult on screening interviews, reference checks, interviews with finalists, the roles of selection committee members, and legal/ethical issues in interviewing.



**Career
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*Career Management
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