PointLeader
Predictive Analytics

Pointleader Employability Report Overview

Employability Report Overview

1. Jobs that use Employability Report
2. Assessing Applicant Employability
3. 10 Competencies for Employability
4. Using Employability Report
5. Interview Guide
6. Behavioral Change Guide
7. Expected Outcomes
8. Upgrade Options

Jobs that use Employability Report

Criteria

1 Individual contributor jobs without supervisory function

2 Jobs without direct customer service, sales, or care giving functions

3 Jobs without high technical, teaching, or other specific skills requirements

4 Jobs with sufficient validation research in archives to support use of synthetic validity

Target Jobs List

1 Operations, Trades, and Transportation
- Drivers
- Production workers
- Warehouse workers

2 Health and Human Services
- Food service
- Maintenance
- Environmental Services

3 Business and Finance
- File clerk
- Security
- Freight and package handlers

4 Technical and Professional
- Meat Packer
- Machine Operator
- Welder
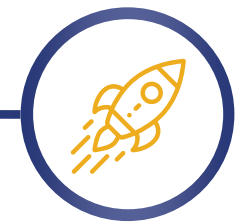
Accessing Employability Assessments

Visit pointleader.us

Read about employability solution, decide if your job opening fits within targets for employability report, calculate number of openings and expected applicants for each, and timeline for hiring

Purchase Access to Portal

Pay online for use of sufficient number of assessments and job fit reports to cover applicant pools for all openings, download user materials and receive applicant portal information

Assess Job Applicants

Review user materials, provide job applicants with assessment portal information, receive employability reports daily, use interview guide for hiring and behavior guide for new hires

Using Employability Assessments

Recruitment of Applicant Pool

Track & Score Job Applications

Assess Job Fit of Applicants

Interview Best Candidates

Make Job Offers

Background Screen

POINTLEADER 2017

Useful assessment depends on effective recruitment of a diverse and qualified applicant pool at least 10x larger than Number of job openings.

Job application process should be fair and user friendly, with valid knockouts based on minimum qualifications (e.g., age, education).

All applicants who pass job application knockouts should be assessed for job fit with Potential Assessment.

Applicants with High and Moderate High Fit to Job according to Employability Report should be invited to interview.

Employability Assessment Overview

Research based, unbiased psychometric measure of 38 stable characteristics

Mobile enabled, provides measurement of fit to employability competencies

180 items, aligned to user population; timed to reduce faking/increase validity

User Experiences: On average, 95% completion rate in under 15 minutes

10 Competencies for Employability

PointLeader
Predictive Analytics

Leadership Domain	Technical Domain
Building Teams	Continuous Learning
Decision Making	Formal Presentation
Employee Development	Industry Knowledge
Facilitation Change	Innovation
Independence	Math Skills
Initiative	Problem solving
Leadership	**Technical Knowledge**
Negotiation	Training/Teaching Others
Results Orientation	Written Communication

Interpersonal Domain	Productivity Domain
Building Partnerships	Adaptability/Flexibility
Citizenship	**Dependability**
Concern for others	**Detail Orientation**
Conflict Resolution	Persistence
Cooperation	Planning/Organizing
Customer Orientation	**Professionalism**
Influence	Risk Taking
Interpersonal Skills	**Self Control**
Oral Communication	**Stress Tolerance**
Social Orientation	**Trustworthiness**
Teamwork	**Work Attitude**

Ten competencies with evidence from job analysis and validation research to be applicable to target jobs

All four domains of the Competency Model are represented in the Employability Profile

70% of the competencies for employability come from the Productivity Domain

One competency from each of other three domains completes employability profile and synthetic validity model for prediction of success across target jobs

Using Employability Report

Your reports are emailed to you daily with potential fit of applicants to each competency based on assessment results.

Overall Fit to Job is based on number of High, Moderate, and Low potential fit scores on the 10 competencies.

Low Overall Fit to Job indicates applicant has low overall potential for success in target jobs without considerable development, but may fit in other jobs more appropriately.

Focus on applicants with High and Moderate High overall fit for next steps of hiring process. 10% of applicants will be High Fit, 20% will be Moderate High, 30% will be Moderate Fit, and remaining 40% will be Low Fit to job.

Consider matches between your company culture and applicant's competency fit scores when deciding which applicants to move forward in hiring process.

Job Fit Report

Applicant: Dr Scott
Report Date: 7/28/2020
Position: Job Applicant

OVERALL FIT TO JOB — ● MODERATE

Critical Job Competencies	Potential Fit
Dependability	Moderate
Detail Orientation	Moderate
Professionalism	High
Results Orientation	Low
Self-Control	Moderate
Stress Tolerance	High
Teamwork	Moderate
Technical Knowledge	Moderate
Trustworthiness	Moderate
Work Attitude	Moderate

● **HIGH**
High Fit to the job indicates that the person has the potential across critical job competencies to be a high performer overall

● **MODERATE HIGH**
Moderate High Fit to the job indicates that the person has the potential across critical job competencies to be a nearly high performer overall

● **MODERATE**
Moderate Fit to the job indicates that the person has the potential for average performance on the job overall across critcal job competencies, with some strenghts and some weaknesses

● **LOW**
Low fit to the job indicates that the person lacks potential to perform well overall across critical job competencies

Employability Interview Guide

Competency aligned behavioral interview questions provided for all 10 competencies with scoring rubric.

Watch Behavioral Interviewing video on PointLeader youtube channel to learn the interviewing process.

Begin with assessment results from Employability Report. Focus interviews on competencies with Low or Moderate fit.

Print interview questions, conduct interview with applicant, and score responses according to instructions.

Use Final Overall Potential Rating with other information according to HR policy for hiring decision.

Document results in applicant file.

Behavioral Change Guide for New Hires

Your job is to use this 4-step process to direct behavioral changes:

a) Set goals with each employee to stop their negative behaviors and start new positive behaviors,
b) evaluate each person's behavioral change,
c) provide positive reinforcement for positive change, and,
d) intervene quickly when positive change does not occur.

Start the process with a one-on-one goal setting conversation with the employee.

Explain differences in outcomes between using positive and negative behaviors on the chart.

Make the person aware of the need to change, describe specific behaviors to stop and target behaviors to start as their goals.

Discuss obstacles to change in the job environment and how the employee will improve the situation by changing his/her own behaviors.
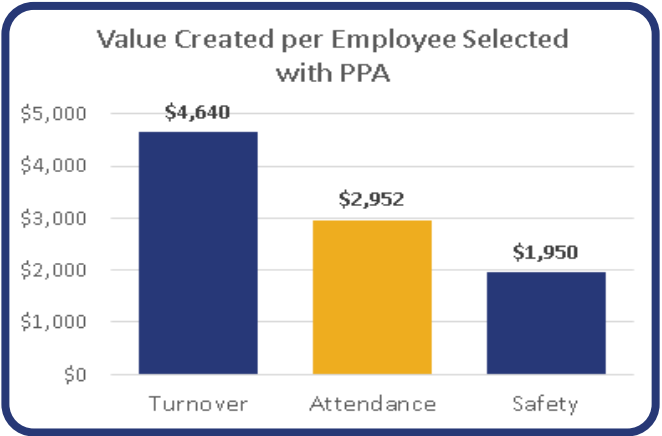
Convince the employee to participate in setting specific goals with a definite timeline for changing behaviors and accepting these goals in a written agreement between the manager and the employee.

Instruct the employee to "think about their thoughts" at work, such that she/he realizes they can change their thoughts from focusing on bad behaviors to using good behaviors. In other words, feed the good dog every day and don't feed the bad dog, and the good dog will win over time.
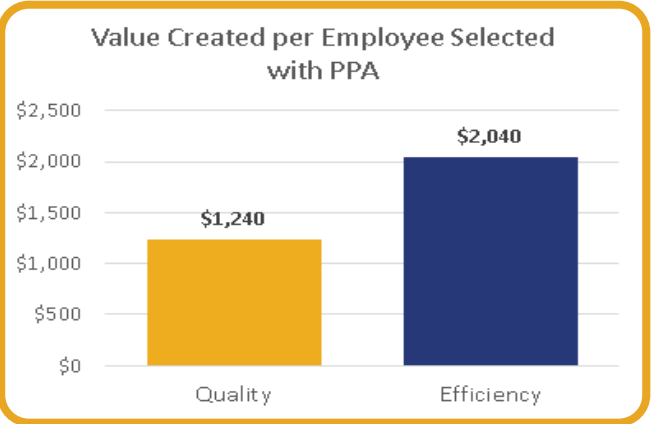
Once the goals are agreed upon and accepted, give the employee an opportunity to demonstrate new behaviors, and then evaluate each employee against the target behaviors for their low fit competencies. No change in observed behaviors indicates lack of motivation and requires more intense intervention, with more specific behavioral targets set and evaluated on a daily basis

Expected Outcomes of Employability Report Use

Reductions in Costs

Value Created per Employee Selected with PPA

Turnover	$4,640
Attendance	$2,952
Safety	$1,950

Increases in Profits

Value Created per Employee Selected with PPA

Quality	$1,240
Efficiency	$2,040

Examples from Research

Over a two-year period, the turnover rate was 25% for employees hired using Employability Report, compared to a 98% turnover rate for those hired through other means.

Annual accident rate for applicants hired with Employability Report was 1%, compared to 15% for those hired without PointLeader.

Theft rates dropped from 5% to 0% over two years when new hires selected with the Employability Report were added to the workforce.

Employees hired using the Employability Report were more motivated in training and reached their earned hours rate goals within 30 days, in comparison to 60 – 90 days for hires made without the assessment.
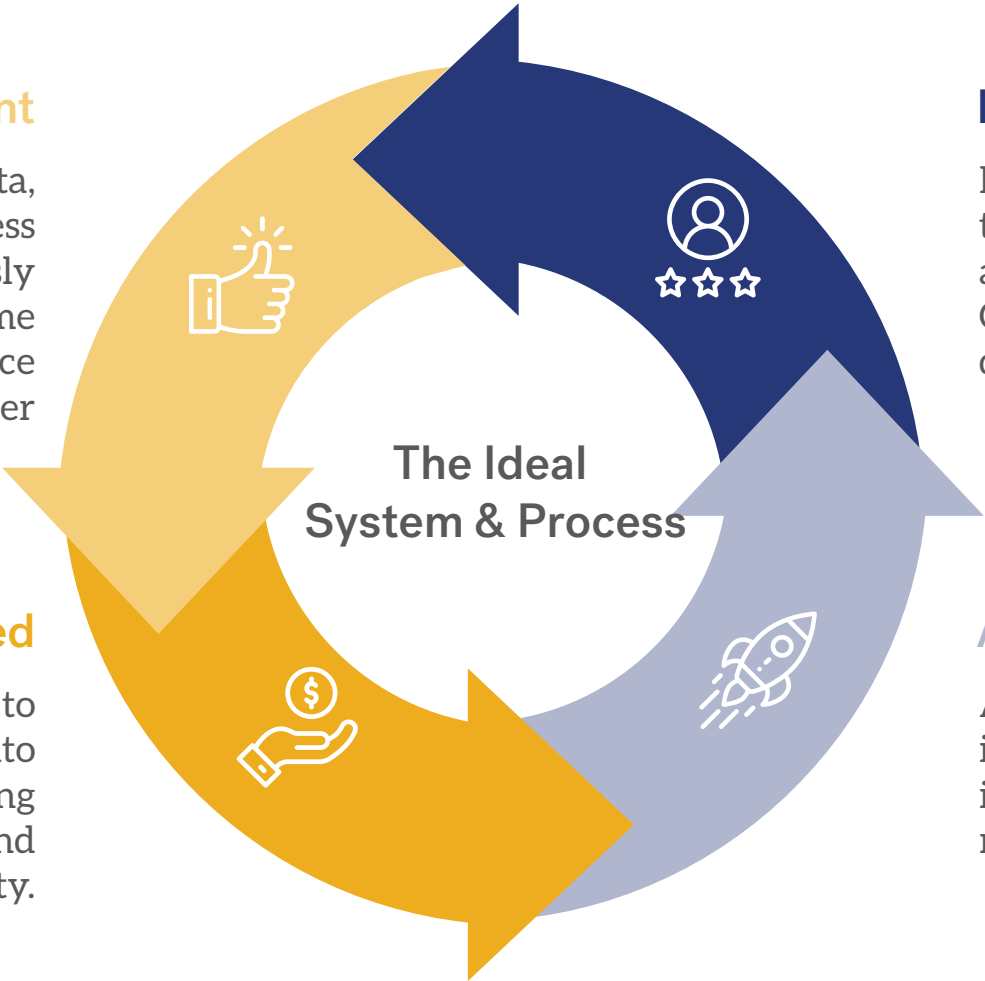
Upgrade Options: Leverage the PointLeader System

Continuous Improvement

PPM Data, Hiring Process Data, Terminations, Safety Data, Business Metrics, etc. are used to continuously improve predictive algorithms. Outcome data is provided at the minimum of once a quarter

Performance Data

New hires are required to complete the PPM the first week of the job and once a quarter moving forward. Organization's own performance data is provided to PointLeader

Value Created

Continuous improvement leads to better validity, which translates into larger ROI from decreasing hiring times, increased retention, and improved productivity.

Applicant Assessment

Applicants take assessments, profile is provided to HR before the interview and Managers before the new hires first day.

The Ideal System & Process

Ways to Further Optimize the System

Manager Job Analysis

Development & Team Dynamics

Investigating Location Specific Profiles

Succession Planning

PointLeader
Predictive Analytics

PointLeader is a test publishing company devoted to the mission of providing measures and metrics of high utility to decision makers for the good of persons, groups, and organizations. The PointLeader assessments have been developed, validated, and are implemented by PointLeader experts according to the Standards for educational and psychological testing (APA, AERA, NCME, 1999), Uniform guidelines on employee selection procedures (EEOC, 1978), and Principles for the validation and use of personnel selection procedures (2003).