

**Personnel Evaluation, Inc.**  
**WRITTEN ASSESSMENTS**

**Personnel Evaluation Profile (PEP)**

**A pre-screening must for all positions!** This profile is designed to evaluate a person's basic value system: their background, attitudes, and beliefs concerning key areas such as:

- ◆ Honesty
- ◆ Reporting of Dishonesty
- ◆ Illegal Drug Usage
- ◆ Distortion – General & Blatant
- ◆ Work Ethic
- ◆ Socialization
- ◆ Employment Background
- ◆ Overall Recommendation
- ◆ Absenteeism
- ◆ Tardiness
- ◆ Customer Service

This self-administered tool can be taken in booklet format, internet, handheld kiosk unit, or over the telephone. Results are customized for each individual, giving a detailed breakdown of questions answered that may be "of concern". The PEP can be scored instantly, with results being faxed or e-mailed back 24/7. Available in English, Spanish, and Canadian versions, and "state specific" versions that comply with local statutes. Average time to complete: 20-25 minutes.

**Achiever Profile**

Management and supervisory positions are of key importance in any company. Make sure you identify the best-qualified candidates by using the Achiever Profile. The Achiever is used not only as a selection tool, but also in an organizational development capacity to cultivate effectiveness, productivity, and job satisfaction.

This two-part assessment can be taken in paper/pencil format or over the internet. The first battery of questions is timed and centers around six **Mental Aptitudes**: Mental Acuity, Business Terms, Memory Recall, Vocabulary, Numerical Perception, and Mechanical Interest. The second portion looks at ten **Personality (i.e. Behavioral) Dimensions**: Energy, Flexibility, Organization, Communication, Emotional Development, Assertiveness, Competitiveness, Mental Toughness, Questioning/Probing, and Motivation.

The Achiever is an excellent tool in evaluating five elements of leadership: Planning, Organizing, Directing, Staffing, and Controlling. In addition, the Sales Analysis portion identifies the person's strengths and weaknesses based on the following six elements of selling: developing rapport, identifying a need or desire, presenting the product/service to fill, prospect's needs, dealing with objections, and closing the sale.

The Achiever takes about 50-60 minutes to complete.

**DiSC®: Behavioral Profile**

**Discover the best approach for interacting with your new employee! Create a positive relationship through better communication!** Applicable for management, supervisory, sales, and key positions who have large amounts of interaction with other employees or customers.

The DiSC profile examines four traits: Dominance (ability to overcome opposition to accomplish results); Influence (seek to shape environment by influencing or persuading others); Steadiness (cooperation with others to carry out tasks); and Conscientiousness (tendency to work within existing circumstances to ensure quality and accuracy). Learn more about:

- ◆ Motivating Factors
- ◆ Tends to Avoid...
- ◆ Handling Stress
- ◆ Preferred Environment
- ◆ Behavior in Conflict Situations
- ◆ How to Discipline
- ◆ Managing Time
- ◆ Ability to Delegate

Average time to complete: 15 minutes.

## Wonderlic – Personnel Test

The WPT accurately measures a candidate's ability to learn a specific job, solve problems, understand instructions and apply knowledge to new situations. It provides objective information that enables you to match people with positions that suit their learning speed and aptitude. The WPT is quick to score and results are easy to interpret. Know your candidate's abilities up-front... instead of learning their mistakes down the road. Timed test: 12 minutes.

## Wonderlic – Basic Skills Test

Used primarily to assess candidates for "entry level" positions, this profile includes both Quantitative (Math) and Verbal (Grammar, Vocabulary, Spelling). The WBST predicts job performance by looking specifically at the cognitive ability of an applicant. Determines training priorities, reduces quality control errors, etc. Results are tied to the U.S. Department of Labor's Occupational Information Network (O\*NET) and *Dictionary of Occupational Titles* (DOT), allowing you to quickly identify whether the candidate is likely to succeed on-the-job. Administration time: 20 minutes, each section. (40 minutes total)

## Career Styles Inventory (CSI)

What is the ideal work setting for you? Now, think about the response of your staff members. Often times, these are two different responses. That's because people are different. The CSI allows you to measure personality-like influences on work-related behavior. The CSI helps pinpoint areas of strength to be fully utilized, as well as certain weaknesses that can be improved through targeted training and development applications. It consists of 31 scales, concentrating on five major assessment areas:

<b>Interpersonal Style:</b>	The ease and comfort with which an individual works with others.
<b>Learning/Mental Style:</b>	The speed and style with which an individual acquires new information.
<b>Work Orientation:</b>	Clarity of goals, willingness to persevere and style of working (detail-oriented vs. creative, spontaneous).
<b>Decision-Making Style:</b>	The thought, care and consideration with which an individual makes decisions.
<b>Stress Management:</b>	Ability to manage frustration and respond to criticism calmly and appropriately.

There are no universal "right and wrong" behavioral patterns for all organizations. Instead, top management can determine the most important work behaviors for their organization and then assess their staff. By comparing results, you will be able to select more compatible candidates and supplement their training, if necessary. Average time to complete: 60-90 minutes.

## **SALES TESTING: SSP & SPQ**

The costs involved with hiring a salesperson are staggering. Estimates range from over \$1,000 to recruit and train a new salesperson, to over 6 months of compensation before the person actually begins “paying” for him/herself. The use of sales testing can dramatically reduce the wasted dollars involved in making a poor hiring decision and increase the effectiveness of that person once on board.

### **SSP - \$ales \$uccess Profile**

**Measure skills—Not Personality!** Designed to evaluate skills and knowledge specific to a selling position, the SSP is America’s #1 Selling Skills Test. The SSP measures 12 selling skills that are critical to success in sales, including Handling Objections, Prospecting, Qualifying Buyers, Ability to Close, and more. A national database compares your candidate to over 250,000 randomly selected salespeople, allowing you to gauge your company’s standards to other companies. Results are typically available within 1-2 hours of our receiving the applicant’s answer sheet, showing a graphic analysis, 7 pages of narrative report, and individualized training tips. Average time to complete: 30-45 minutes.

### **SPQ – “The Sales Call Reluctance Test”**

Sales people are a unique breed of employee. Along with the skills involved to actually perform the job go the fears and inhibitions of doing so. In other words, the person may know the “technical” steps involved with the selling process, but have a conscious/unconscious fear of performing them. **This 110 question sales test can be used in hiring, promoting, or investigating performance problems of current staff members.** 11 forms of Call Reluctance are identified, including:

“Yielder” – Fear of closing and hesitation to prospect for new business due to being viewed as pushy or intrusive.

“Role” – An unexpressed, unresolved sense of guilt or shame associated with being in sales.

“Referral Aversion” – Experiences emotion-based resistance when asking their clients for referrals.

“Telemarketing” – Fear response occurs when trying to use the phone for self-promotional or prospecting purposes. Highly targeted fear. Face-to-face forms of prospecting may be unimpaired.

“Doomsayer” – Continually expecting the worst possible outcome, rarely re-approaches a contact that has once turned him/her down.

Results are typically available within 1-2 hours of our receiving applicant’s answers. Average time to complete: 30-45 minutes.

**For more information, please contact:**

**Personnel Evaluation, Inc.  
(414) 256-3600 or (888) 734-3988  
414-256-3606 fax**