.SHL.

Candidate Information

Candidate : Sample Candidate

Assessment Profile:

Email : Candidate_email@mail.com

Project Name: Laborer- Industrial Entry Level

Completion Date: 11-16-2018

Disclaimer :

Information enclosed on these pages is confidential in nature and is intended only for the person(s) to whom it pertains or other authorized individuals. You must not rely on the information in the report as an alternative to certain advice from an appropriately qualified professional. If you have any specific questions about any specific matter you should consult an appropriately qualified professional.

Industrial - Entry Level 7.0

Instructions

Prepare for the Interview:

In order to conduct an effective interview, appropriate preparation needs to take place. It is important to complete the following before interviewing an applicant:

- Become familiar with the competencies associated with the job and choose one or two questions from each competency to ask the interviewee.
- Review the candidate's application or resume and make note of any issues that you need to follow-up on. Some examples of potential issues are gaps in employment or working at a job for less than a year.

Greeting and Introduction:

Now you are ready to meet the applicant. When greeting the applicant introduce yourself and provide him/her some background information about yourself. Explain the purpose of the interview, for example, 'The purpose of the interview is to determine if there is a match between your interests and qualifications and the position.' Provide the interviewee with a brief overview of the interview structure so that he/she knows what to expect. Here are some tips for structuring the interview:

- Take notes. It will make it easier to evaluate the applicants afterward without forgetting the specific details.
- Tell the applicant that there will be time at the end of the interview for any questions that he/she may have.
- At the end of the interview tell the applicant about the company and the specific job that he/she is applying for.

Ask Competency-based Interview Questions:

Now you are ready to begin asking questions. Begin with questions that you have about the interviewee's application or resume. Ask questions about his/her previous work history or any potential issues that you noticed from the resume. When these are complete, transition into the structured part of the interview by asking questions associated with competencies for the job. Probe the applicant to give you a complete answer by asking Situation, Behavior, Outcome probes.

Bring the Interview to a Close:

When all of the questions are asked, you need to close the interview. Give the applicant specific details including the job duties, hours worked, compensation, and information about the company. Sell the position and company to the applicant by emphasizing job fit, sources for job satisfaction, and opportunities for growth. Finally, close the interview by thanking the candidate for his/her time and by giving him/her a timeline for the application process.

Rate the Applicant:

The last step is to evaluate the candidate. Some tips to help you complete a good evaluation are:

- Review your notes.
- Determine ratings for the applicant on each competency as well as an overall rating by using the anchor scales.
- Determine your final recommendation.

Overall Score

30   70   100

Percentile
76

✓ Recommended

Details

Safety Orientation	This measures the work history, personal experiences, and achievements related to occupational success in industries and jobs that focus on safety. This is characterized by scores derived from responses regarding safety training, adherence to rules and procedures, and other personal and professional experiences.

Tell me about a time when you noticed a safety hazard at work.

<u>Situation:</u> What was the safety hazard? Why hadn't it been dealt with?

<u>Behavior:</u>What did you do?
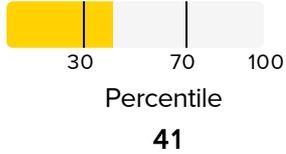
<u>Outcome:</u> Were you able to alleviate the safety hazard?

Wearing the proper protective equipment can be a nuisance. Give me an example of a time when you wore safety equipment at work even though you weren't sure it was necessary.

<u>Situation:</u> What type of work were you performing?

<u>Behavior:</u> Why did you feel the need to wear the equipment?

<u>Outcome:</u> Were you able to complete the task safely? Were you pleased that you had decided to wear the equipment?

Percentile

41

(scale: 30 70 100)

Below Average		Average	Above Average	
1	2	3	4	5
Fails to take the safety precautions required by the situation; generally takes unnecessary risks of injury and/or property damage.		Takes almost all of the appropriate safety precautions required by the work environment or situation; may overlook a relatively minor detail.	Takes all of the appropriate safety precautions required by the work environment or situation.	
Takes inadequate action to correct unsafe working conditions (for example, addresses an obvious problem only after someone was hurt or applies only a short-term fix to a long-term problem).		Identifies most unsafe working conditions and takes a corrective action in a timely manner; although it may not be the most efficient action to address the issue.	Quickly and accurately identifies unsafe working conditions and takes efficient corrective action.	
Demonstrates disregard for the safety of persons or the protection of property.		Demonstrates concern for own safety or others' safety; may not be as careful to protect property.	Demonstrates sincere concern for own safety, others' safety, and protection of property.	

Achievement	This component measures the tendency to set and accomplish challenging goals, while persisting in the face of significant obstacles. This trait is characterized by: working hard; taking satisfaction and pride in producing high-quality work; and being competitive.

Tell me about a time when you set a challenging goal and had to go through numerous obstacles to achieve this goal.

Situation: What was the goal? What were the obstacles?

Behavior: What actions did you take to mitigate the problems created by the obstacles?

Outcome: Did you accomplish the goal with quality work and in a timely fashion?

Tell me about a time when you had to take initiative to complete a project in a team setting.

Situation: Why did you have to take initiative?

Behavior: What strategies did you use to take lead of the project to ensure completion?

Outcome: Did you complete the project? What was your team's reaction to your ambitious behavior?

Describe an ambitious goal that you have met and the plan that you used to complete the goal.

Situation: What was the goal? Why did you set such a challenging goal?

Behavior: How did you develop the plan? What did you do if you were off course with the plan?

Outcome: What was the outcome?

30   70   100
Percentile
99

Below Average		Average	Above Average	
1	2	3	4	5
Only sets aggressive goals when absolutely necessary and when the motivating factor is an outside influence (e.g., supervisor).		Generally sets moderately challenging goals, but needs outside motivation to set extremely challenging goals.	Sets ambitious goals and is motivated to achieve goals by intrinsic factors.	
Gives up easily or transfers work to a peer when faced with challenging obstacles.		Usually works through challenging obstacles, but will sometimes give up if the challenge appears to be too daunting.	Perseveres through all obstacles when attempting to complete a goal.	
Avoids peer competition when completing work.		Displays a moderate degree of competitiveness if an environment is suited for peer competition.	Very competitive in applicable work situations.	
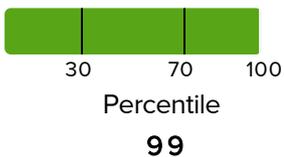
Does not work with a sense of urgency when needed and disregards time pressures for completing work.	Will work with a sense of urgency if an outside source suggests to do so.	Works with a sense of urgency when faced with time pressures.
Lacks initiative, intensity, and/or drive to complete quality work.	Has initiative or intensity to provide quality work occasionally.	Approaches work with a high amount of intensity.
Is not concerned with recognition for hard work or goal achievement.	Usually completes difficult work out of necessity and not for recognition of quality work.	Enjoys being recognized for hard work and achievements.

Responsibility

This component measures the tendency of a person's responsibility for his/her own actions and a commitment to performing assigned tasks. This trait is characterized by: reliability; proactive involvement in work; and a dedication to complete even the most mundane tasks.

Tell me about a time when you had to complete many routine and dull tasks for a significant time period.

Situation: What were the mundane tasks?

Behavior: How did you stay committed to these tasks?

Outcome: Did you complete all the dull tasks?

Describe a situation where you had to prioritize levels of a project and develop and follow a project plan.

Situation: What project were you working to complete?
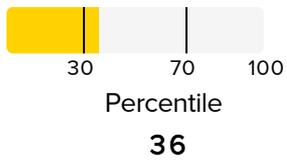
Behavior: How did you prioritize and plan?

Outcome: What was the outcome of the project?

Tell me about a time when you worked with numerous deadlines, meetings, and appointments. Describe how you handled these tasks.

Situation: What was the situation?

Behavior: How did you manage all your responsibilities?

Outcome: What was the outcome?

Percentile

30 70 100

36

Below Average		Average	Above Average	
1	2	3	4	5
Avoids working on routine or mundane tasks.		Works on mundane or boring tasks on a limited basis.	Motivated to fulfill work obligations regardless of the difficulty or dullness of the tasks.	
Appears unreliable to complete certain tasks.		Has trouble completing difficult or mundane tasks in a timely fashion.	Approaches work in an orderly and efficient manner.	
Will likely procrastinate with work that is viewed as dull or not interesting and will fall behind in completing it in a timely manner.		Occasionally procrastinates on work that is viewed as difficult.	Accomplishes work on time without procrastinating.	
Has problems properly planning for difficult or mundane projects.		Sometimes has difficulty planning for projects that contain boring work.	Carefully plans for all work tasks or projects that require planning.	
Is easily distracted out of boredom.		Assigns work that is not stimulating to coworkers if possible.	Is not easily distracted from work.	

Thoroughness	This component measures the tendency to be thorough and precise in approaching work and personal activities. This trait is characterized by: being accurate; finding and correcting errors; and maintaining order in work and personal affairs.

Describe a situation where you had to check for errors in your work and describe your reaction to always double checking your work.

Situation: What types of errors were you looking to find?

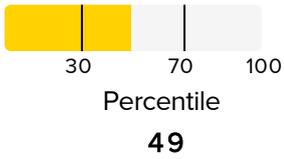Behavior: What was your reaction to checking all your work for errors? How did you detect the errors?

Outcome: Was your work completed error free?

Inform me of a time when you had to use organization skills to complete your work.

Situation: What was the situation?

Behavior: What did you do to make sure everything was organized?

Outcome: What was the final outcome?

Tell me about a time when you had to pay attention to details to get your work completed correctly.

Situation: What details did you have to pay attention to the whole time?

Behavior: How did you pay attention to the minutiae?

Outcome: What were the results?

Below Average		Average	Above Average	
1	2	3	4	5
Performs work in a very disorganized or haphazard manner.		Works in an organized manner when the situation requires order, but will work in an erroneous manner without proper, organized methods.	Performs work in a very efficient and organized manner.	
Usually does not check work for errors.		Checks errors in work occasionally and looks for inaccuracies in work when required.	Devotes extra time to checking for errors in work to ensure accurate products.	
Has a work setting that appears disorganized or sloppy.		Has a work setting that can become disorganized at times.	Has a work setting that appears neat and organized.	
Focuses on "big picture" instead of minutiae.		Focuses work on both the "big picture" and the details.	Pays attention to details in work.	