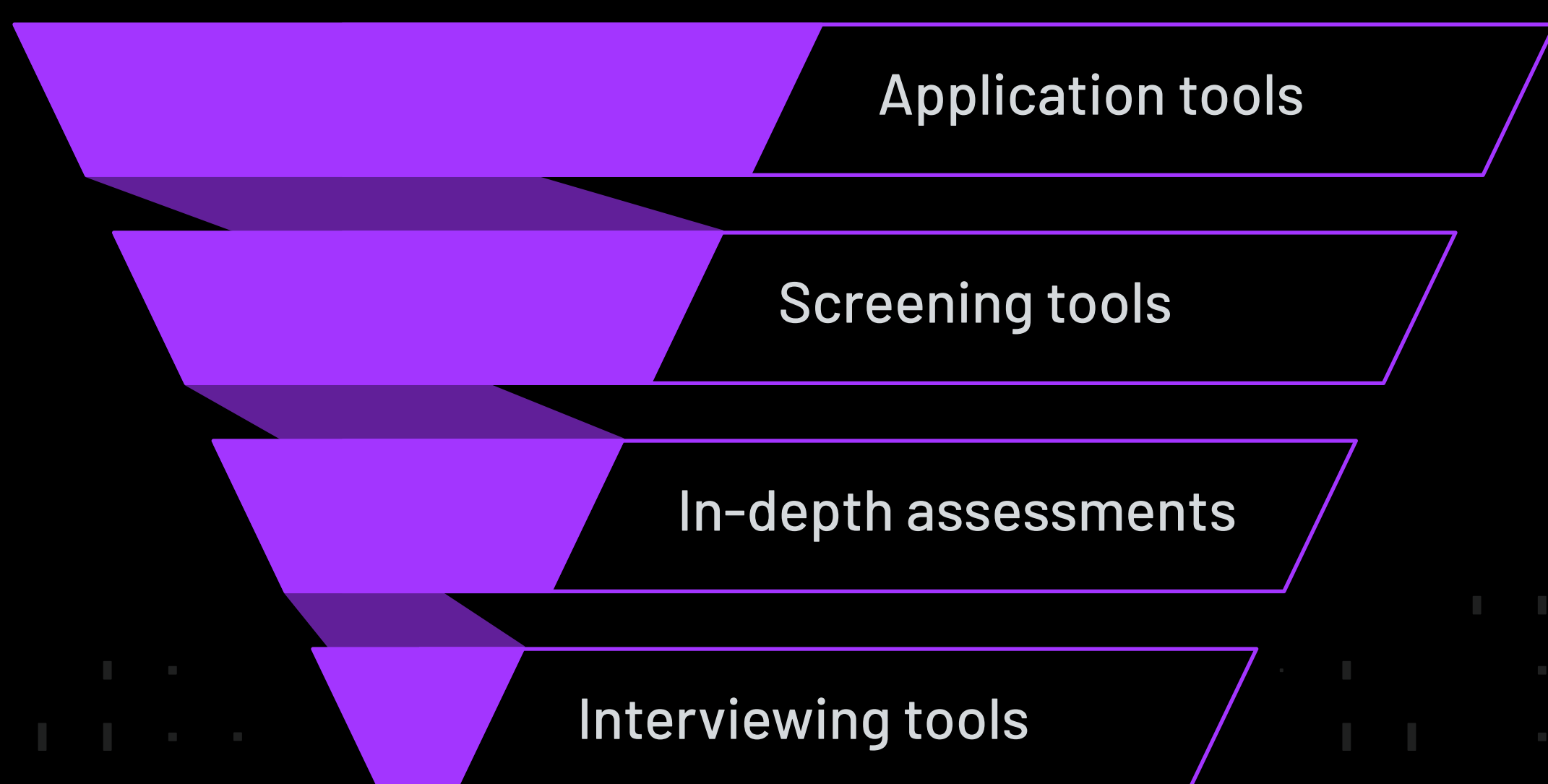


4 key elements for an effective hiring process

Candidate tracking system and consulting services



STEP 1 Application tools

1 At the top of the hiring funnel, organizations need to have an **automated application process**. This process should take no more than 10 minutes to complete.

STEP 2 Screening tools

2 These tools allow your organization to **screen out candidates** who are not likely to succeed, so you can focus your time and energy on hiring those who are.

STEP 3 In-depth assessments

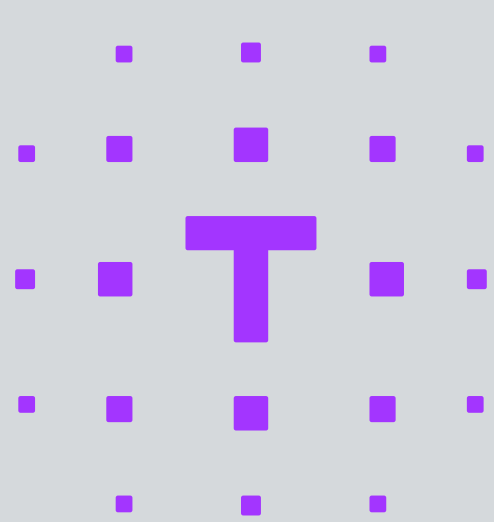
3 While screening tools are designed to recognize and screen out applicants who are a poor fit, the in-depth assessments **identify top performers** who will be an asset to your organization.

Quality in-depth assessment solutions should:

- Differentiate among top applicants
- Reduce time and cost per hire
- Decrease turnover
- Provide developmental recommendations
- Increase productivity and quality of work
- Provide documented fairness, consistency, and legal defensibility
- Assess all key skills, abilities, and motivations, including cultural fit

STEP 4 Interview tools

4 A solid interview training program provides the basic fundamentals necessary to **conduct effective, behaviorally based interviews** in a legally defensible manner.



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