Assessment as a Tool for Recruitment
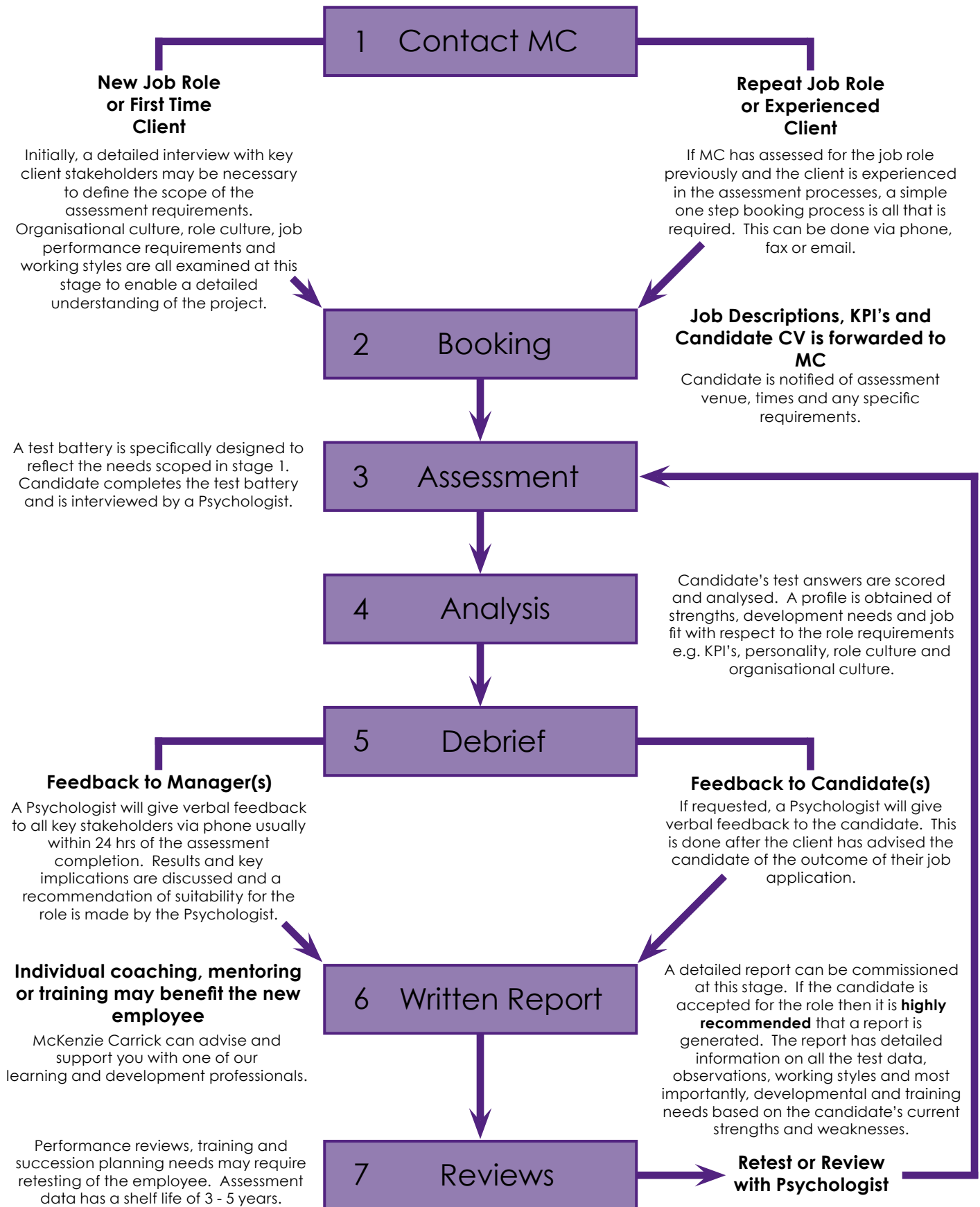
Key Uses: *Selection of external or internal candidates for a company position*

1 Contact MC

New Job Role or First Time Client

Initially, a detailed interview with key client stakeholders may be necessary to define the scope of the assessment requirements. Organisational culture, role culture, job performance requirements and working styles are all examined at this stage to enable a detailed understanding of the project.

Repeat Job Role or Experienced Client

If MC has assessed for the job role previously and the client is experienced in the assessment processes, a simple one step booking process is all that is required. This can be done via phone, fax or email.

2 Booking

Job Descriptions, KPI's and Candidate CV is forwarded to MC

Candidate is notified of assessment venue, times and any specific requirements.

3 Assessment

A test battery is specifically designed to reflect the needs scoped in stage 1. Candidate completes the test battery and is interviewed by a Psychologist.

4 Analysis

Candidate's test answers are scored and analysed. A profile is obtained of strengths, development needs and job fit with respect to the role requirements e.g. KPI's, personality, role culture and organisational culture.

5 Debrief

Feedback to Manager(s)

A Psychologist will give verbal feedback to all key stakeholders via phone usually within 24 hrs of the assessment completion. Results and key implications are discussed and a recommendation of suitability for the role is made by the Psychologist.

Feedback to Candidate(s)

If requested, a Psychologist will give verbal feedback to the candidate. This is done after the client has advised the candidate of the outcome of their job application.

6 Written Report

Individual coaching, mentoring or training may benefit the new employee

McKenzie Carrick can advise and support you with one of our learning and development professionals.

A detailed report can be commissioned at this stage. If the candidate is accepted for the role then it is **highly recommended** that a report is generated. The report has detailed information on all the test data, observations, working styles and most importantly, developmental and training needs based on the candidate's current strengths and weaknesses.

7 Reviews

Performance reviews, training and succession planning needs may require retesting of the employee. Assessment data has a shelf life of 3 - 5 years.

Retest or Review with Psychologist