

RECRUITMENT & SELECTION

At **LYNC HR Ltd** we offer a variety of recruitment and selection tools designed to successfully identify the most suitable candidate for each and every employment vacancy that your company has. Before you recruit anyone into a new job it is vital that you appraise the job fully. This includes revisiting the person specification and the job description and it should include understanding the job profile. This involves identifying the behavioural requirements of the job. Our tools are detailed below:

Person Specification

A person specification gives a clear picture of the ideal candidate for the job. The purpose is to identify the qualities of the ideal candidate by considering qualifications, personal attributes and the application of these attributes. The person specification covers:

- ⌚ The skills of the person needed to do the job.
- ⌚ The behaviours and aspirations required of the person doing the job.

A person specification is created after an initial discussion related to the job content.

Job Profiling

Job profiling allows you to quickly and effectively profile the job that you are recruiting for. You create a template for the job and this you compare against the candidate or existing employee who is seeking a job move. The purpose is to find the best fit.

The job profile is a questionnaire that can be completed either online or in paper version. There are 24 sentences in the questionnaire that must each be ranked according to the importance of the job within the organisation. The results are plotted on a graph to create a template. The template can then be compared against the candidate or employee profile to assess how well they would "fit" into the employment position available.

The benefits of the job profile are that it:

- Is user friendly;
- Provides a template for the job;
- Gives an objective view of the behavioural characteristics required;
- Is easily compared with the personality profiles.

Personality Reports

Personality Reports are designed to assist in the decision making processes related to recruiting, selection, training, counseling, career planning and development of individuals. The reports are also a useful outplacement option when you are making employees redundant.

The candidate or employee completes a questionnaire either online or in paper version. There are 24 sets of four words in the questionnaire for which the candidate/employee must select one word that most describes them and another that least describes them. It is quick and easy to complete, taking approximately 10 minutes.

Once the questionnaire is completed a number of reports can be generated that cover general behavioural areas of the candidate/employee including self-image, self-motivation and behaviour at work under pressure. The candidate/employee behaviour is described in four main categories which are dominance, influence, steadiness and compliance. The reports include:

- Personality Profile
- Strengths and Limitations
- How to Manage
- Interview Questionnaire
- Management Audit
- Sales Audit
- Admin/Tech audit
- Training Needs
- Career Guide
- Job Compatibility
- Executive Summary
- Candidate Feedback
- Job Compatibility
- Person Compatibility

Each report is individually priced and includes up to 45 minutes of feedback and discussion via the telephone. Face to face feedback can also be arranged.

Aptitude and Ability Testing

Aptitude and Ability testing is designed to identify whether an individual is suitable for a job or task or is capable of being trained and developed for the job or task. The tests provide valuable information when recruiting and developing individuals. The tests measure the pure mental factors that are common to everyone. They are not intelligence tests.

They include:

- Perceptual speed;
- Reasoning;
- Number speed and accuracy;
- Working memory and

- Spatial visualization.

The tests are an accurate and reliable predictor of a person's development potential, namely how quickly they can learn and retain new skills and procedures.

The tests take up to one hour to administer. The tests and the related administration including the feedback via telephone are priced at £125 per individual plus VAT. A discount is applied where more than one individual is tested at the same time. If this is of interest to you then let us know and we can provide a separate quotation.

Online Skills Testing

Online skills testing is a series of over 100 tests which allow you to measure with certainty the proficiency of potential employees as well as establishing the range of existing skills with your company.

They are designed to measure hard competencies such as:

- Secretarial and keyboard skills
- Literacy and numeracy
- MS Office
- Call centre listening and keying.

The tests will tell you how each person performed in the tests, namely how many they got right in the time allowed. The tests are delivered via the Internet and are easy to use and interpret. The tests available include:

- Microsoft Office 2000 & 2003
- Numeracy
- Spelling
- Secretarial
- Shorthand
- Call centre listening and keying
- Data entry
- Call centre foreign language
- Audio typing
- Email/Internet

The tests and the related administration are priced per individual per test plus VAT. Feedback on the test results is given to the manager and is charged per 15 minutes.

Bespoke Recruitment and Selection Services

At **LYNC HR Ltd** we can design recruitment and selection services bespoke to your needs. For example, we can design and operate an assessment centre, interviews, etc

Assessment Centres

Assessment centres are a valuable tool when recruiting for any position including customer facing roles, team leaders, supervisors, managers, directors and specialist professions. They are designed to test the skills, abilities and behaviours of the individuals against the skills, abilities and behaviours of the organisation and the employment position. If this is of interest to you we can discuss exactly what skills, abilities and behaviours you wish to test and create the respective exercises. We will then supply to you a separate quotation.

A typical assessment centre could include the following:

- ⌚ Personality Profiling;
- ⌚ Group Exercise – the content would be designed to reflect the role and the assessment would be to identify the person’s ability to work within a team and to lead a team;
- ⌚ Ability and Aptitude Testing;
- ⌚ Presentation;
- ⌚ Interview.

Interviews

Interviews are a traditional and valuable method to select an individual for an employment position. Our interviews are designed to specifically test the competencies for the vacant position.

We can assist with initial screening interviews or final interviews as necessary and create competency based questions to ask at the interviews.

The price charged would relate to the time taken to conduct the interviews and any related preparation and/or assessments after the event.

If this is of interest to you we can supply a separate quotation once we have discussed your requirements further.