

## What is Job?

Thomas Job is a behavioral assessment tool which enables you to set a template of the ideal behaviors required for your roles.

Once you have created your job profile, Thomas Job, used in conjunction with Thomas PPA, enables you to match the ideal behaviors for the job with the profiles of your candidates and employees, using a 'goodness of fit' scale.

## How can Job help you?

### ➔ Recruit

Good recruitment and selection of a candidate starts with knowing what good looks like. Thomas Job enables you to identify the behavioral requirements of the job you are recruiting for and match the right candidates to the right job, this means you will save time during the recruitment process and reduce the risk of hiring the wrong person.

### ➔ Retain

Employees in the right job typically have a high level of job satisfaction and are more likely to stay with your organization. Thomas Job enables you to boost employee satisfaction and reduce employee turnover by helping you identify the behavioral requirements of the job, understand which employees are in the right job – and which aren't – giving you an insight on where action is needed.

### ➔ Develop

Thomas Job enables you to quickly get a view of the employees whose behaviors match the requirements of their role – and those who don't. And, by exposing the competence gaps, you can pinpoint your employee's exact development needs, tailor their development plan and ensure your training investment is focused.

### ➔ Manage

Thomas Job enables you to bring more focus to managing your people by giving you a firm indication of the requirements of their role, putting you in a strong position to understand how to get the best out of your workforce.

### Features

**Assessment type:** Behavioral job analysis

**Time to complete:** 20 minutes

**Format:** 24 questions or interactive version with 4 initial selections

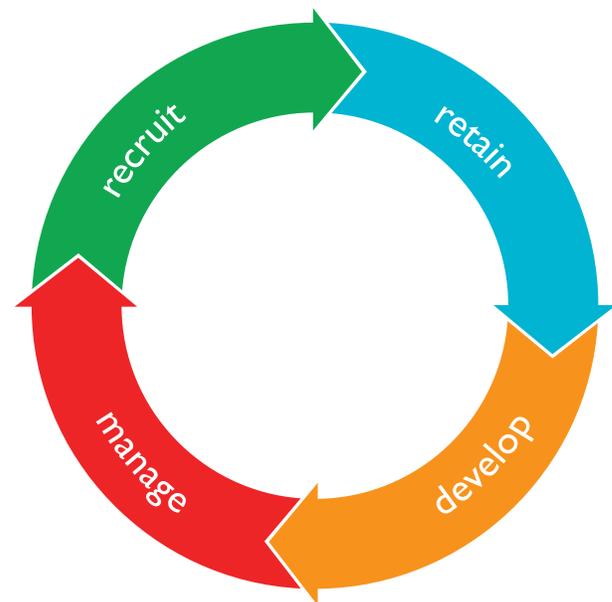
**Availability:** 56 languages

**What training is required:** PPA certification - 2 Day



"Our customized Sales Benchmark Profile is aligned with our sales strategy and culture and positively impacts our recruiting and selection process. Our Sales Managers make better hiring decisions and have the ability to utilize the information for on boarding, performance management and retention which positively impacts our sales results."

HR Director, Citrix



Our assessments will provide an insight into your people's potential, what motivates them, their core strengths and limitations. They will add a high level of certainty to all of your people-related decisions across all areas of the employee lifecycle.

## What you get

Thomas Job provides you with a number of reports to help you understand the requirements of a role and identify how well suited an employee or candidate is to it:

- Job Profile provides a template for the job and outlines the key behavioral characteristics of the role
- Job/Candidate Comparison report identifies a goodness of fit rating for an employee, or candidates outlining their suitability for the role
- Search & Select report identifies a number of employees whose behavioral profiles indicate a high goodness of fit to the role

Used in conjunction with Thomas PPA, which takes 8 - 12 minutes to complete, you are provided with an initial profile detailing:

- How a person prefers to behave at work and the characteristics they will demonstrate
- How or whether a person is modifying their behavior in their current role beyond a level that is comfortable or sustainable in the longer term
- Any frustrations the person has in their current job
- How a person behaves under pressure
- Their strengths, limitations, basic fears and value to the organization

## How you're supported

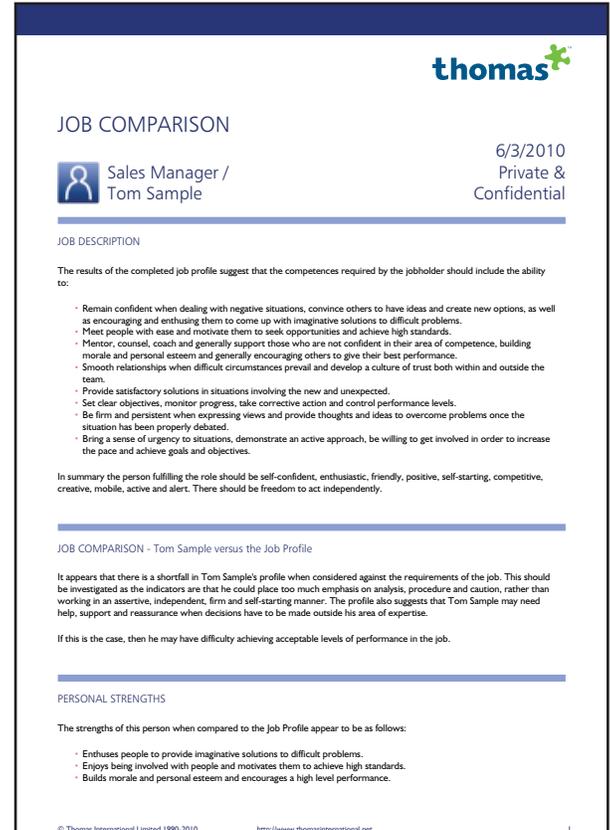
Our client service team is here to train you, advise you and help you to use people assessments to achieve an immediate impact on your business.

Providing unrivalled support, Thomas' client service team blend the skills and expertise of consultants, occupational psychologists, facilitators, client service advisors and technical support.

"When we introduced Thomas profiling in 2005 our staff turnover was 29%, in 2008 it was 7% and we feel this is a clear indication of the success of Thomas' profiling tools.

Previously our recruitment success was, to put it mildly, hit and miss...more miss than hit! Managers used to feel they were the best interviewers in the world, however it wasn't until we really understood what made the candidate tick and understood their profiles that we were able to make truly informed decisions on whether candidates would be suitable for FedEx. I will continue to recommend Thomas to anyone."

Senior Manager, Customer Relations, Europe, Middle East, Indian Subcontinent & Africa, FedEx



**thomas**

**JOB COMPARISON**

6/3/2010  
Private & Confidential

**Sales Manager / Tom Sample**

**JOB DESCRIPTION**

The results of the completed job profile suggest that the competences required by the jobholder should include the ability to:

- Remain confident when dealing with negative situations, convince others to have ideas and create new options, as well as encouraging and enthusing them to come up with imaginative solutions to difficult problems.
- Meet people with ease and motivate them to seek opportunities and achieve high standards.
- Mentor, counsel, coach and generally support those who are not confident in their area of competence, building morale and personal esteem and generally encouraging others to give their best performance.
- Smooth relationships when difficult circumstances prevail and develop a culture of trust both within and outside the team.
- Provide satisfactory solutions in situations involving the new and unexpected.
- Set clear objectives, monitor progress, take corrective action and control performance levels.
- Be firm and persistent when expressing views and provide thoughts and ideas to overcome problems once the situation has been properly debated.
- Bring a sense of urgency to situations, demonstrate an active approach, be willing to get involved in order to increase the pace and achieve goals and objectives.

In summary the person fulfilling the role should be self-confident, enthusiastic, friendly, positive, self-starting, competitive, creative, mobile, active and alert. There should be freedom to act independently.

**JOB COMPARISON - Tom Sample versus the Job Profile**

It appears that there is a shortfall in Tom Sample's profile when considered against the requirements of the job. This should be investigated as the indicators are that he could place too much emphasis on analysis, procedure and caution, rather than working in an assertive, independent, firm and self-starting manner. The profile also suggests that Tom Sample may need help, support and reassurance when decisions have to be made outside his area of expertise.

If this is the case, then he may have difficulty achieving acceptable levels of performance in the job.

**PERSONAL STRENGTHS**

The strengths of this person when compared to the Job Profile appear to be as follows:

- Enthuses people to provide imaginative solutions to difficult problems.
- Enjoys being involved with people and motivates them to achieve high standards.
- Builds morale and personal esteem and encourages a high level performance.

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Above: Job/Candidate Comparison report