

# **SOUTHWEST TRAINING INSTITUTE--SINCE 1988**

## **Benchmarking, Selection, Hiring, & Retention Tools**

Benchmarking is a process hiring professionals use to identify potential top performers based on facts gathered through validated instruments. A benchmark can be created based on an ideal behavioral style for a position or the behavioral and attitudes styles of top performers versus bottom performers. This information can make the selection process more accurate and cost effective.

Organizations use these tools for hiring & selection, performance coaching, mentoring programs, new-hire orientation, career planning & coaching, personal awareness and development, counseling and consulting, plus many other uses.

<b><u>Title</u></b>	<b><u>Description</u></b>
<b>1. JOB FIT REPORT</b>	If the job could talk, it would clearly define the knowledge, hard skills, behavior and culture and required tasks for superior performance. Your unbiased input regarding the specific requirements of the job in question can be applied to the Job Fit Benchmarking Process. The result will be an evaluative report that analyzes a total of 17 separate areas of the job presented in three sections: 1) Rewards/culture of the job—sources of motivation; 2) The Behavioral traits demanded by the job; and 3) The ideal mix of duties that provides insight into the job’s tasks (routine tasks, troubleshooting tasks, project tasks, & negotiable tasks (William Daniels, in his book, “Breakthrough Performance”, defines four types of tasks that are performed in every job).
<b>2. JOB FIT BENCHMARK REPORT</b>	Same report as above but consolidates up to ten individual Job Fit Report inputs to create the job’s benchmark.
<b>3. TALENT FIT REPORT</b>	Once you have benchmarked the job using Job Fit, you will be ready to identify potential “talent” for the job out of all the candidates. It is easy to do this using our “Talent Fit” report. In only a few minutes, job candidates can enter responses to the Talent Fit questionnaire. The resulting Talent Fit report shows the candidates’ exact behavioral styles, values, and preferred work tasks which are represented in graphs identical to the graphs in the Job Fit benchmark. Comparing the job benchmark to talent reports will reveal which candidates match the job’s essential behavioral styles, values, and required tasks. The comparison provides important selection input, together with skill tests, reference checks, background checks, behavioral interviewing results, and other considerations appropriate to the hiring decision.
<b>4. JOB-TALENT FIT COMPARISON REPORT</b>	The right talent in the right job equals top performance and employee satisfaction, which is exactly what every company wants! After completing the job benchmark with Job Fit, and identifying appropriate talent with Talent Fit, you can compare and match the job’s required behaviors and rewards/culture to a candidate’s ideal behaviors and motivators. You will produce a valuable piece of the information you need to make the best decisions to hire top talent. Allows up to 5 Talent Fit Reports compared to the Job Benchmark Report (#2).
<b>5. TALENT FIT COACHING</b>	The Talent Fit Coaching Report was designed to increase the understanding of an individual’s talents. The report provides insight into two distinct areas: behaviors and motivators. Understanding strengths and weaknesses in both of

<b>REPORT</b>	these areas will lead to personal and professional development and a higher level of satisfaction. Useful for new-hire orientation, coaching, and performance development.
<b>6. HIRING WINNING TALENT</b> <i>Turn-Key Instructor Kit &amp; Participant Workbook</i>	The workshop teaches a behavioral based interview approach based upon the philosophy of past behavior is one of the best predictors of future behavior. Learn how to discover the “real” person behind the job applicant. We can add assessments that have selection validity.
<b>7. HIRING WINNING TALENT</b> <i>Online Course</i>	365-day subscription, Online course format—same description as above. Same key learning points.
<b>8. RETAINING WINNING TALENT</b> <i>Turn-Key Instructor Kit &amp; Participant Workbook</i>	This workshop teaches four ways in which supervisors and managers can make the difference between retaining or losing employees. We present a Hiring Model to help you hire the kind of employees who <u>want</u> to stay and provide practical suggestions to develop an Employee Retention Program at your organization.
<b>9. HOW TO INTERVIEW THE REAL PERSON REPORT</b> <i>General Version</i>	This feedback has selection validity for selecting the right person for the job. This special program allows you to compare the person you are interviewing to their personal feedback. It eliminates the candidate from masking behavior just to get the job. Make sure you hire the “real” person—not their adapted behavior for the interview.
<b>10. HOW TO INTERVIEW THE REAL PERSON REPORT</b> <i>Sales Version</i>	This feedback has selection validity for selecting the right person for the job. This special program allows you to compare the person you are interviewing to their personal feedback. It eliminates the candidate from masking behavior just to get the job. Make sure you hire the “real” person—not their adapted behavior for the interview.
<b>11. SUCCESSFUL CAREER PLANNING INSIGHTS REPORT</b>	Research suggests that 50-80 percent of all employed adults are in the wrong job or career. Successful career planning helps adults make and plan career decisions and changes by clarifying job expectations, discovering reasons for inner conflict, identify stress experienced in past or present jobs, and analyzing one’s perception of the “ideal job.” It identifies specific talents and behaviors inherent in an individual. The Successful Career Planning report offers a system to capitalize on the individual's talents, as well as their potential strengths and specific value to the organization. The report also provides a list of potential occupations that may suit the individual's natural behavioral style.
<b>12. WORKPLACE MOTIVATORS REPORT</b>	The Workplace Motivators report identifies six different values categories. These categories represent motivators that are shared by corporations, non-profit organizations, associations, education, and government agencies. Identifying the values drives of individuals, teams, and organizations reduces conflicts, increases talent retention, improves efficiency and productivity, and energizes any group working together toward common goals.

**OUR LEARNING PRODUCTS INCREASE KNOWLEDGE,  
DEVELOP SKILLS, AND CHANGE BEHAVIORS!**

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