Pre-employment Testing

Your Guide to Hiring Success

ITN

The Hiring Process

An organization that makes good hiring decisions tends to have higher productivity and lower turnover, which positively affects the bottom line. Organizations who use poor hiring practices are continually battling hiring costs, increased turnover, and decreased productivity. Pre-employment testing can help eliminate some of the uncertainties in your current hiring process by enabling you to test for skills, traits, and behaviors that cannot be determined in just an interview. By integrating pre-employment tests into your current hiring process you will be able to hire applicants that are reliable, ethical, and hardworking by better matching the applicant to the job needs.

Pre-Employment Test Benefits

During the selection process, tests can be used to help identify your applicants who have the Behavioral, Skill and Cognitive traits that are required for the position being filled. Our pre-employment tests generally focus on three areas: Skills (Math Skills, Clerical Skills, Computer Skills) Job Related Personality Characteristics and Aptitude (Sales Ability, Service Disposition) Integrity (Drug Use, Theft, Trustworthiness). Testing your applicants in all three of these areas will give you a better and more complete understanding of the applicant and their abilities. Our tests measure job-related attributes, then employers can interview the applicant first hand and make the best hiring decision for the organization as a whole.

Using a testing process greatly enhances your hiring effectiveness by providing you several benefits as listed below:

(1) Know your applicants - It can take months to really get to know a person, to understand what motivates them, how they communicate, how they think and their actual skill level. Pre-employment tests help you see not just what a person has done but their true capabilities.

(2) Screen faster. Testing results provide and excellent means of screening job candidates. For high volume jobs, tests can be administered early in the process, and recruiters can focus their efforts on candidates with higher scores as appropriate for the job. Therefore, pre-employment tests can make the decision process faster because less time is spent on individuals whose traits do not match the requirements of the job.

(3) Increase objectivity. Biases creep into the hiring process. Interviewers may give high evaluations based on impressions they made from their resume or favor a candidate unconsciously. Testing provides an objective view of attitudes and capabilities.

(4) Raise red flags. During the hiring process, candidates often present the best version of themselves, making it difficult for employers to determine risk factors. Testing against known job benchmarks provide detailed information on where and how much a candidate may struggle on the job.

Many Tests to Choose From

The ITN library has many skill tests that you can choose from. Our skills test cover many of the common attitudes and skills needed for blue and grey collar jobs. A list of some of our testing modules is provided below.

- Air Conditioning
- Achievement Drive
- Achievement Drive - Call Center
- Air Distribution
- Analyzing
- Appliances
- Assertiveness
- Attention to Detail
- Can-Do Attitude
- Candidness
- Cognitive
- Compassion
- Creativity
- Customer Care
- Customer Relations
- Dedication
- EKG
- Electrical
- Energy
- Enterprising
- Extraversion
- Filing

- Flexibility
- Gas Furnace
- General Maintainance
- Geothermal
- Good Citizen
- Grammar and Spelling
- Heat Pump
- Helping Disposition
- HVAC
- Investigate
- Kindness
- Leadership
- Light Industrial Assembly
- Light Industrial Math
- Logical Reasoning
- Management Situation Ability
- MAT: Electrical
- MAT: Measurement
- MAT: Mechanical Movement
- MAT: Physical Properties
- MAT: Spatial Reasoning

- MAT: Tools
- Math Skills
- MS Excel
- MS Word
- Non-Violence
- Open-Mindedness
- Optimism
- Organization
- Patient Relations - Healthcare
- Peak General Maintainance
- Planning
- Plumbing
- Pools
- Positive Attitude
- Reliability
- Responsibility
- Rules Compliance
- Safety
- Sales Situation Ability
- Self Confidence

- Self Confidence - Call Center
- Self Evaluation
- Self Awareness
- Self Control
- Self Management
- Service Ability - Call Center
- Service Orientation
- Social Awareness
- Stress Management
- Stress Tolerance - Healthcare
- Substance Abuse Attitude
- Supervision
- Team Care
- Team Player
- Team Player - Healthcare
- Technical Interests
- Tools
- Trustworthiness
- Willingness to Help
- Work Ethic
- 10 Key Speed Test

Customize Your Test Modules

The power of the ITN testing platform is that our test modules can be combined to fit your specific job evaluation needs. Simply determine the modules that best describe your job needs. We will then construct the test to contain those modules for you. This is the ultimate in test design flexibility. An example of how different modules can be combined for use with different positions is provided on the next page.

ITN Pre-Employment Testing

ITN Selective Hiring: Manufacturing

ABILITY	PRODUCTION EMPLOYEE	MAINTENANCE AND REPAIR	FRONT-LINE SUPERVISOR	QUALITY MANAGER	ENGINEER	MANAGER
WANT TO WORK:						
Attendance	●					
Reliability	●					
Dependability	●					
Work Ethic	●					
Can Do Attitude	●					
PRE-HIRE RISK						
Substance Abuse Attitude	●					
Non-Violent Attitude	●					
Trustworhiness	●					
MECHANICAL APTITUDE:						
Physical Properties	●	●	●		●	
Mechanical Reasoning		●	●	●	●	
Spatial Visualization	●	●	●		●	
Electrical		●	●		●	
Measurement	●	●	●	●	●	
Tools		●			●	
CRITCAL THINKING:						
Complex Analysis				●	●	●
Strategic Thinking					●	●
Effective Decision Making			●		●	●
Problem Solving				●	●	●
PERSONALITY:						
Adaptability/Flexibility			●			●
Analytical Thinking			●	●	●	●
Attention to Detail			●	●	●	●
Concern for Others			●			●
Cooperation	●				●	●
Independence						
Initiative						●
Innovation						
Integrity						●
Leadership			●			●
Persistence						
Rules Compliance	●	●	●	●	●	●
Self-Control	●					
Social Orientation						
Stress Tolerance						
SKILLS						
Light Industrial Math		●	●			
PYSCHOMETRICS:						
Behaviors					●	●
Motivators					●	●
EQ						

Skill Test Reports

Users of the ITN testing platform recieve a report immediately following completion of the test. Each report contains three sections:

(1) A Likert Scale - Each test report comes with an easy to read (likert) bar graph. The bar graph uses a three color-coded score to highlight performance ranges. Scores offer easily discernable guidance as to potential performance strenghts and weaknesses. You can aslo overlay your own target ranges on each graph with each target range being fully customizable.

(2) Detailed Analysis - a narrative summary of strenghts and weakness for each test module is given.

(3) Interview Questions - Each report comes with the candidate's response to each question that they missed. A follow-up question is then provided to guide further discussion around the test response.

Local Validation

To implement a pre-employment testing process, the employer should: 1) determine which tests are necessary; 2) select or develop a test that appropriately evaluates the knowledge, skills, abilities and other characteristics needed for the job; and 3) monitor use of the test relative to known job benchmarks. In this regard, the ITN test results can be easily downloaded and analyzed. This analysis allows for the creation of benchmarks that establish known standards using employees currently filling the same job duties. A sample benchmark spider graph and test module scores used for welders is shown below.

Welder: Skill Test Benchmarks
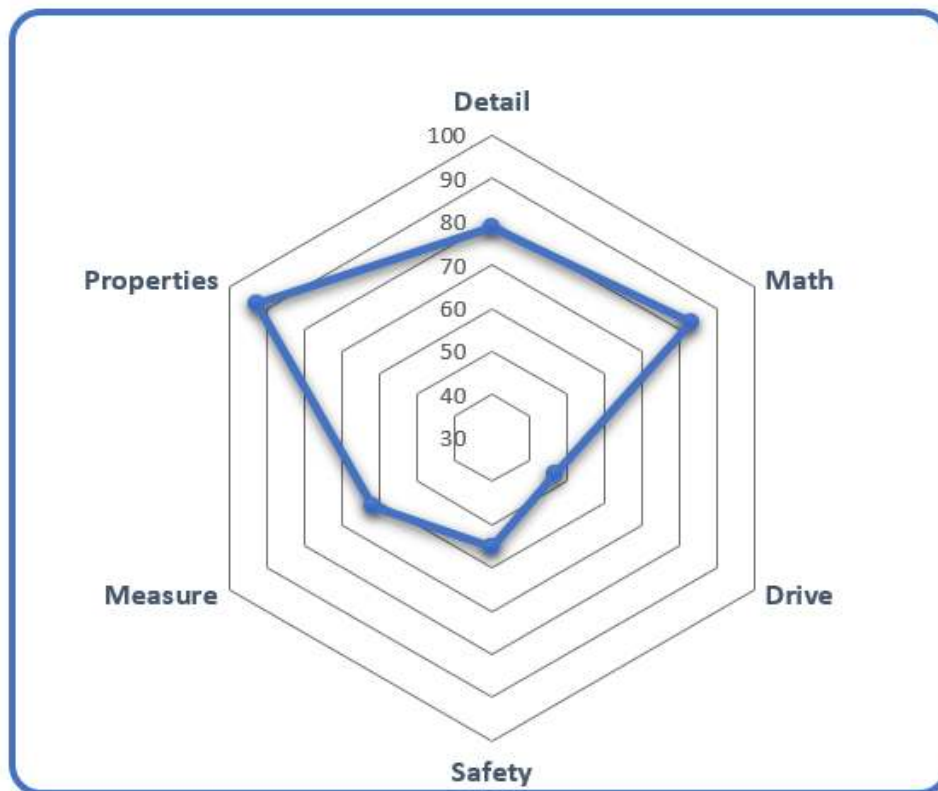
Item	Detail	Math	Drive	Safety	Measure	Properties
Average	79	83	47	55	62	92
Stdev	24	23	26	35	29	13
CV	0.31	0.28	0.56	0.64	0.46	0.15

Other Uses

Testing can be used in all aspects of the business world today. Many companies utilize our tests in the hiring process to aid in the selection process, long-term retention, and better job fit. Others utilize our tests to determine the training needs of individuals, work groups, departments, or the company as a whole! Our testing options are flexible enough to be used within any role and in any organization. Whether it be in selection, retention, team building, or training we have an assessment option to fit your needs.

Schedule a Demonstration

The use of skills testing has many benefits: quickly filter applicants, identify targeted skills, reduce interview time and costs, and ensure a good job fit. If you would like a demonstration of our platform and a free trial simply contact us as indicated below.

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