Psychometric Assessment 'Online'

Designed by
Saville & Holdsworth (SHL)

Delivered by

ANAGRAM
people

Optimising People Performance in the Workplace

Psychometric assessment enables you to objectively select and assess your key assets - your people

ANAGRAM uses SHL's products to add value to your recruitment process helping you to choose the most suitable candidate for your organisation. The cost of recruitment should not be overlooked. Studies have shown that 27% of people end up in the wrong job - this undoubtedly contributes to the UK's high rate of absenteeism and low productivity.

We can also help you to realise the full potential of each individual and the teams they work in, thereby improving the performance of the company as a whole.

There are six critical stages in the 'employee life cycle' where objective assessment tools can add value:

Recruitment
The challenge is often to select the best shortlist from the many applications you receive. Online personality and/or motivation questionnaires completed prior to short-listing give insight into an applicant's aptitude and attitude which will not be apparent from a CV.

Selection
However excellent your interview skills are, it is often hard to spot the best candidate. With SHL's wide range of assessment tools, you can be confident that you are matching skills to job requirements and temperament to your business culture.

Performance
Use our service to objectively measure performance to identify those with the potential to be future managers. This will minimise staff turnover and maximise productivity.

Succession
In order for your organisation to remain effective it is essential that skilled resources remain consistent throughout the business. ANAGRAM can help you manage succession and maintain vital skills and experience.

Development
ANAGRAM using SHL's assessment techniques can stimulate and motivate people to give of their best and allow you to evaluate training needs and identify future potential.

Teamwork
ANAGRAM can work with individual members and the team as a whole to help you identify strengths and weaknesses.

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Consultancy

Our consultants are trained to level 3 in psychometric assessment and are the first in the south west to have completed 'Master Class' training.

Online psychometrics saves both time and expense when administering assessments. Our consultants are able to focus their time where it is most effective, providing feedback and guidance, rather than tied up in costly administration of questionnaires and tests.

To gain maximum benefit from using questionnaires or tests, ideally feedback should take place face to face between the psychometric consultant and the recipients or recruiters. However we understand that this may not always be feasible. Therefore we are able to offer either telephone feedback on a 1-1 basis, or teleconference feedback to an interview panel or management board. Please ask for details of our consultancy rates for face to face and remote feedback.

The following assessment tools are available online or in hard copy. They can be administered remotely or by an administrator during the selection process:

Personality Questionnaire
(OPQ 32i)

OPQ32 is the latest and most detailed version of the OPQ. Built on the strength of previous SHL questionnaires, it provides valuable information on 32 relevant characteristics which relate to success factors in today's world of work. Individuals completing the questionnaire choose two options from a block of four statements - which is most and which is least like them. Completed online and easier to use than ever before, it can produce a range of concise, graphic and user friendly computer generated reports to support pre-screening, selection, personal development and team building. The reports available are:

Profile chart
This is designed to be interpreted by a trained OPQ professional and gives an overview of the individual's likely behaviour at work.

Report for panel / manager
A user friendly report, incorporating information contained in the profile chart, designed to be read and understood by the interview panel and managers.

Report for candidate to take away
A brief user friendly report given to the individual to keep at the end of the feedback process.

Management competency profile
A graphical report which outlines how an individual's preferred way of behaving is likely to impact on a range of management competencies.

Team & leadership profile
A graphical representation based on Belbin's team types and Bass's leadership and reporting style.

Emotional intelligence report
A rich and powerful report to support development. It provides insight into an individual's understanding of their own and others' feelings and emotions and indicates how well they manage their relationships with others.

Team impact individual report
Explores how an individual's team skills impact on the actual process of delivering work as a team and the way the team work with people compared to the way they work with tasks.

Team impact selection report
A powerful report to help select, manage and develop workplace teams. It identifies and describes an individual's strengths and weaknesses in a team setting and provides a structured, competency based guide to help an interviewer further explore how a candidate might contribute to a team.

Leadership report
Compliments selection by providing information on the candidate's leadership style. It also helps in development by providing candidates with insights in to their unique style of operating and the challenges and opportunities they face as a manager and leader. In addition this report will help them bench mark their leadership potential against other senior managers and professionals.

Maximising your learning report
So named as it is designed to help people to gain the most from their development opportunities. It includes an overview of potential strengths and development areas in relation to key work and learning activities and can suggest activities to help an individual maximise their learning.

Development action plan report
Summarises key management competencies that should form the basis of a development discussion. In addition it provides a clear competency based summary of an individual's strengths and likely development needs based upon their OPQ 32 profile. It generates an action plan for immediate review and discussion with the individual undergoing development. The information is illustrated in a colourful and succinct manner.

Customer Contact Styles Questionnaire
(CCSQ)

CCSQ is a shortened version of the OPQ, which focuses specifically on the attributes and behaviours intrinsic to success in frontline roles such as receptionists. It is particularly recommended for recruitment, selection and placement of staff. Much like the OPQ32, it can help predict how an individual will perform against a set of key indicators. Completed online, it can produce a range of concise, graphic and user friendly computer generated reports:

Profile chart

Is designed to be interpreted by trained OPQ professionals and provides an overview of the individual's likely way of behaving when dealing with people at all levels.

Personal report

Transfers the information contained in the profile chart to a written report.

Performance measured against competence report

A summary outlining potential performance using 16 core customer service and sales competencies.

Suggested interview prompts

A series of short bullet point comments which highlight 'apparent strengths' and 'areas to probe' at interview. It also provides a pool of interview questions.

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Motivation
Questionnaire
(MQ)

The MQ provides valuable information on candidates and can be used at all levels from directors and senior managers to call centre staff. It can be used for both selection and development. Gaining an insight in to an individual's motivation and values is as vital to organisational success as the understanding of other attributes or skills. It indicates an individual's motivation when applying for a particular post and can anticipate how sustainable their performance will be, set against the job description and person specification. It can help managers maximise staff development opportunities and increase productivity. By understanding what motivates staff, the questionnaire can unlock each individuals full potential and help direct their energies more constructively.

The MQ measures 18 dimensions of an individual's motivation and provides a comprehensive understanding of situations which increase or reduce their motivation. It also helps to determine how long and under what circumstances effort will be maintained. It generates 2 ways of reporting:

Profile chart
Is designed to be interpreted by a trained MQ professional, it uses colour definition as well as scales to define the increase or reduction in motivation against the key indicators.

Written report
This transfers the information contained in the profile chart to a report with a thorough introduction.

Ability Tests

Our online service also includes a number of ability tests which are administered over the web, scored automatically and an ability profile produced. We recommend that caution be employed when using online ability tests for selection. Whilst they give extremely clear indicators of likely ability to do the job, and are therefore highly effective tools for pre-screening, they are open to abuse and validation at the interview stage is essential. This should be made clear to the candidates before taking an ability test.

THE FOLLOWING ABILITY TESTS
ARE AVAILABLE ONLINE:

Management &
Graduate Bank
Verbal and numerical tests from the management and graduate item bank (MGIB) are designed to assess the reasoning skills of middle managers, senior managers, professional staff and graduates.

Critical Reasoning
Verbal, numerical and diagrammatic reasoning tests taken from the critical reasoning test battery (CRTB) and are designed to measure the skills of A level school leavers, supervisors, junior managers and management trainees.

Advanced Managerial
Verbal and numerical tests taken from the Advanced Managerial Test Battery (AMT) are designed to measure high level verbal and numeric skills and are suitable for senior managers and directors.

Contact Details

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