

ULTIMATE SELECTION SOURCE™

The best interview assistance system on the Web

Ultimate Selection Source™ is a unique web site that offers recruiters a wide (and ever growing) range of support resources, including the highly flexible Web-based tool – Interview Generator™. Interview Generator™ allows you to select, design, and customize job-related interviews, complete with competencies, target behaviors and interview questions.

Interview Generator™ is used primarily by hiring managers and human resources professionals – individuals who interview other people in order to evaluate and/or better understand their work-related skills, knowledge, abilities and competencies for a wide range of human resources activities, including: employment selection, internal transfers and promotions, succession planning, performance reviews, development planning, and other “people-management” purposes.

By following the simple on-line step-by-step process built into this tool, users generate comprehensive interview guides specific to the demands and requirements of a particular position, thereby making the behaviorally-based interview much more focused and likely to lead to a successful outcome for everyone.

Ultimate Selection Source™ offers FREE interview guides, advice, articles, templates, checklists and MORE!



Behavioral Interviewing... The Key to Finding

INTERVIEWING IS A TOUGH JOB

To most of us in the position of hiring people, the selection interview is a necessary evil. No one is comfortable hiring someone without having a conversation with that person, and almost no one is entirely comfortable having that conversation. Often, the job interview is an experience dreaded by both parties. Certainly the skill of the interviewer is important, but the truth is that most people who interview don't do it very often, and consequently, don't do it very well. Interviewer training helps, but it is over in a day or less and old habits die hard. Most people fumble their way through the hiring interview, and breathe a sigh of relief when it's done.

Improving the approach

What can be done to make the interview a more productive exercise? Well, frequent practice and role play can increase one's confidence and familiarity with the role of interviewing, but perhaps more important (and considerable research seems to back this up) is the structure of the interview itself.

The types of questions that are asked and the content of those questions have everything to do with gathering the information needed to determine if the candidate is well-suited for the job in question. All too often, an interviewer will talk with a candidate for an hour, the candidate leaves, and the interviewer only has a vague notion of what the candidate's strengths, weaknesses, goals and achievements really are, and how that candidate stacks up against the other applicants competing for the position.

A system is needed

Over 30 years of research continues to support the superiority of behavioral interviewing as the best selection technique available. "Behavioral interviewing" is simply a method of questioning that draws upon the candidate's past experience to predict

his or her future behavior. A behavioral interview starts with the wording:

"Tell me about a time when..."

"Describe a situation in which you..."

In this way, the interviewer gets the candidate to talk about what he/she has actually done on the job, rather than what he/she wants to do, thinks about doing, or even likes to do. The trick to writing good behavioral interview questions is to know the job in question really well; behavioral questions that are too broad, or generic – that is, would fit any job – lose the behavioral benefit because the content of the candidate's answer becomes watered down to the point of meaninglessness.

Enter Ultimate Selection Source™

Of course, with the Ultimate Selection Source™ web site, using the right interviewing questions becomes an easy task. This is why this system, drawing upon many years of experience of best interviewing practice is already one of the most useful tools that any recruiter can have to help optimize the selection process.



g the Right Candidate

INTERVIEW GENERATOR™ – A DATABASE OF COMPETENCIES, BEHAVIORS AND INTERVIEW QUESTIONS

Now you can easily create a set of behaviorally-based interview questions for any position in your organization. The Interview Generator™ system has an on-line database of 60 competencies, associated targeted behaviors and actual interview questions (a total of over 1,500) that provides you with flexibility and speed in focusing your questions to get to the heart of the information you need.

Interview Generator™ can be used to build competency based interviews on a fully tailored basis. To do this, users generate interview guides specific to the demands and requirements of a particular position on each occasion when they are recruiting. However, the system also allows you to pick from our large “job library”, or inventory, of over 150 already-prepared interview guides for common jobs and use these “as is” with no editing. A sample of forty of these “library” jobs is shown in the list shown on the right. Because the Interview Generator™ system incorporates questions at three levels of knowledge or expertise (administrative, professional and managerial) interview guides can be created for jobs at almost all levels with relative ease.

Contact us for a FREE TRIAL of Interview Generator™.



Complete interview guides for...

- Account Executive
- Accountant
- Administrative Assistant
- Bookkeeping Clerk
- Budget Analyst
- Caseworker
- Chief Operating Officer (CEO)
- Computer Programmer
- Cost Accountant
- Credit Analyst
- Customer Service Manager
- Data Entry Clerk
- Director of Marketing
- Director of Operations
- Director of R&D
- Director of Sales
- Editor, Publications
- Financial Analyst
- Financial Teller
- Human Resources Assistant
- Human Resources Manager
- Lawyer
- Legal Secretary
- Loading Dock Worker
- Outbound Sales Associate
- Painter
- Paralegals and Legal Assistants
- Printing Machine Operator
- Purchasing Agent/Buyer
- Receptionist
- Registered Nurse
- Sales Associate/Representative
- Sales Manager
- Shipping/Receiving Clerk
- Social and Community Service Managers
- Social Worker
- Team Leader
- Treasurers, Controller, and Chief Financial Officer
- Truck Driver
- Warehouse Worker

And many more common jobs.

The Interview Generator™ system has over 150 library jobs loaded to make the interviewing task as easy as possible for those people that do not want to build customized guides each time.

Interview Generator™

Interview Generator™ is...

- Competency-based
- Job-related
- A behavioral interviewing system
- Legally defensible
- Structured, yet flexible
- Objective: includes the “answers” to interview questions
- Fair and reliable
- Establishes a legal record
- Affordable for smaller businesses

Ultimate Selection Source™ and Interview Generator™ was developed by Predict Success, an innovative Human Resource development company based in California. Interview questions and tips were developed in the highly demanding market of the United States (although the system has since been used in several other countries). The entire web based process (developed by the Centre for Organisational Development) has therefore been tried and tested in a wide variety of client situations to the very stringent standards. In so doing, it has already established an enviable reputation for its ease of use and flexibility – as the testimonials to the right confirm.



Testimonials...

“We are so happy with our decision to purchase Interview Generator™! It’s a cost effective, easy to use solution for our fast-paced environment. Interview Generator™ was modified to suit our needs and the technical support has been wonderful. I would recommend this product to large or small companies looking for an efficient and validated method of creating structured and behavior-based interviews.”

HOLLIE E. BIRCH
Employment Manager
Cobalt Corporation

(an affiliate of Blue Cross and Blue Shield)

“We use Interview Generator™ throughout our organization to standardize and customize job interviews. Our line managers appreciate having a job-related, reliable way to interview candidates. We love that ‘target behaviors’ accompany each interview question – it takes the guesswork out of interpreting candidate responses. Interview Generator™ is a great tool and easy to use, too!”

DEBBIE NIX
Human Resources Manager
PacificCare Healthcare System

“We purchased Interview Generator™ for all of our in-house recruiters so that they could work directly with their clients – hiring managers – to create customized interview guides that really fit the jobs. Our clients see the product as ‘value-added’, and HR staff like the time-saving element as well as the professional ‘look and feel’ that Interview Generator™ projects. Everyone wins with this tool!”

KURT MUELLER
Director of Human Resources
Transamerica Corp.

CONTACT/FURTHER INFORMATION

The Centre for Organisational Development helps enterprises of all types and sizes to develop, grow and succeed. Support is offered in a range of areas including leadership, teams, learning, performance management, sales/service, culture/values, communication, coaching and Occ. Health and safety. This support also extends to the area of selection, where the ultimate Selection Source™ web site is part of several recruitment and selection products and applications.

For more details on the information in this brochure, including the cost of using the system, or on any of our other products and services, please contact us at the address below or visit our main web site at www.OD-centre.org

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