

The complete selection assessment system

TotalView™ is a strategic tool (developed and honed over a 10 year period and with over 5000 users in the validation process) that helps to show what is not easily seen in interviews and resumes. Used by thousands of companies, large and small, TotalView™ allows you to select candidates according to custom benchmarks that define your criteria for top performance, based on actual top performance in your organization. Reports are clear and concise, allowing you to easily see how an individual will fit in your enterprise (and if they will fit). Structured behavioral interview questions are also provided based on their comparison to the benchmark.

TotalView™ has enhanced reporting capabilities that enable you to assess individual tendencies. It provides a complete and revealing insight into the suitability of each candidate at any level. Benchmarks can be set to meet your needs for selection purposes or career planning to help evaluate an employee against different positions within your organization.

how it works

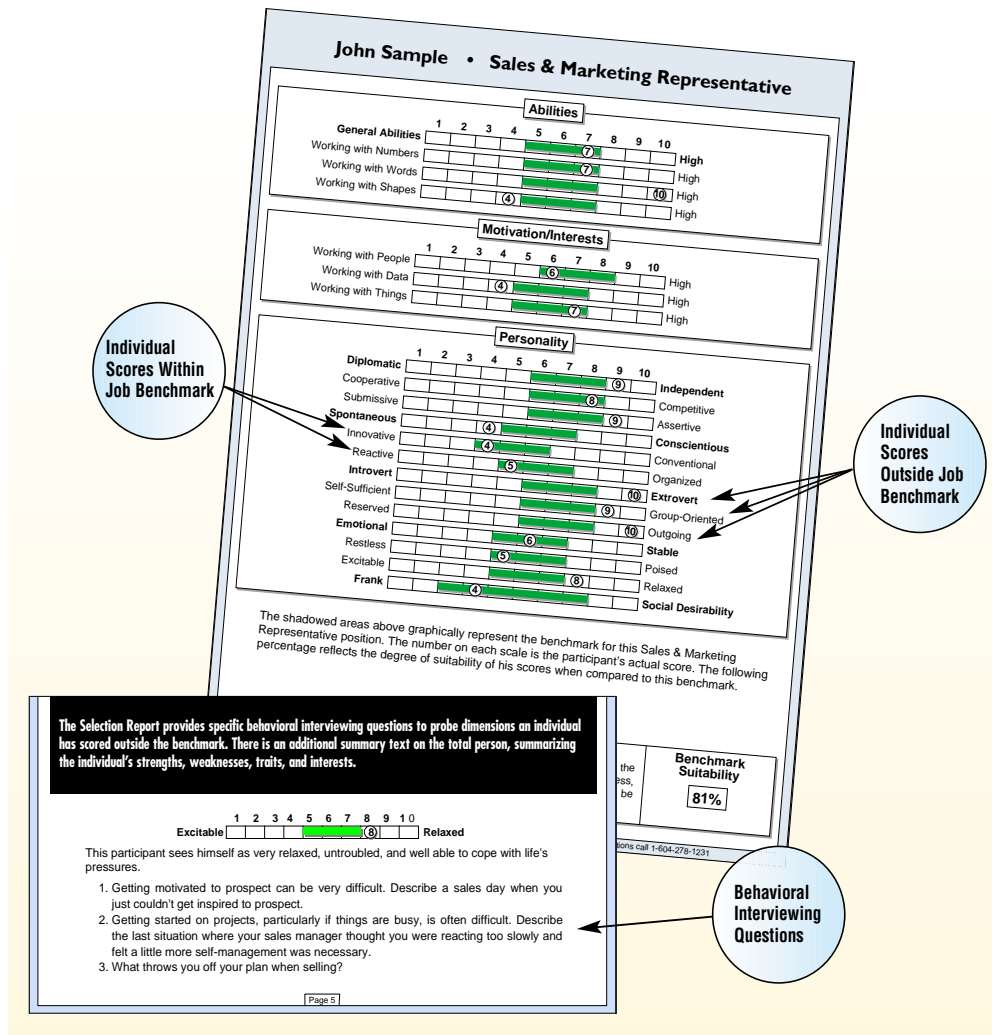
The TotalView™ assessment is designed to measure a number of personal attributes of job candidates. **First** it provides a measure of a job candidate's abilities described in terms of:

- working with **numbers** (numerical reasoning),
- working with **words** (language skills)
- working with **shapes** (spatial reasoning).

An additional scale is developed from the combination of this data to provide a measure of the candidate's general ability. **Second**, TotalView™ provides an assessment of a candidate's area of interests described in terms of an interest in:

- working with **data**
- working with **people**, and
- working with **things**

The **third** and most significant area examined by the TotalView™ assessment is an individual's personality traits. The personality assessment is based upon recognized personality scales for occupational assessment instruments. These are the major scales



of Independence, Conscientiousness, Extroversion, and Stability, (ICES).

The **fourth** area measured by TotalView™ has to do with the internal validity of the candidate's responses to the questions in the test. A scale denoted as Social Desirability can provide a measure of the degree to

which the test taker has modified responses to please or impress those who will be reading the resulting report. In addition, abnormal response patterns to the questions in the test will invalidate a candidate's results.

The TotalView™ Assessment, tests abilities, interests, and personality. The



Improve HR decision-making with 5 valuable reports

Test analysis can be printed in five different reports (all in the price):

- **Selection Report.** Learn where the individual scores inside and outside job benchmarks. Provides probing, behavioral interviewing questions and an overall measure of “job-fit”.
- **Coaching Report.** Helps you select areas of training to address a weakness, trait or tendency and improve performance.
- **Working Characteristics.** This report provides important information for supervisors.
- **Succession Planning Report.** Uses benchmarks to evaluate whether an individual is suitable for various jobs. Important career planning tool when used to evaluate an employee against different positions.
- **Individual Report.** Provides the job candidate’s profile without a benchmark comparison.

approximate time required to complete the entire assessment is under one hour. A shorter personality-only version of the TotalView™ can be administered in 20-30 minutes.

Once a TotalView™ job benchmark is created and placed in the system’s database, a candidate’s measured attributes are compared to this benchmark.

The TotalView™ system can then make a prediction regarding the candidate’s compatibility with the benchmark requirements of the job.

The resulting TotalView™ report yields an overall percentage match of suitability and a Total Person narrative plus summary of each measured characteristic. The overall percentage match figure helps management rank applicants in the order of their job suitability.

Additionally, if the subject does not match a required characteristic in the benchmark, the TotalView™ Selection Report generates behavioral interview questions that can be used for clarification.

the benefits

The TotalView™ Assessment system is a powerful and precise method for measuring and matching work-related characteristics of people to the requirements of a position Job Match.

It is a highly accurate, valid, and reliable psychometric tool used for a wide variety of human resource applications, including predicting the suitability of candidates for specific jobs, aiding the team-building process, and detailing specific information on employees’ training and coaching needs.

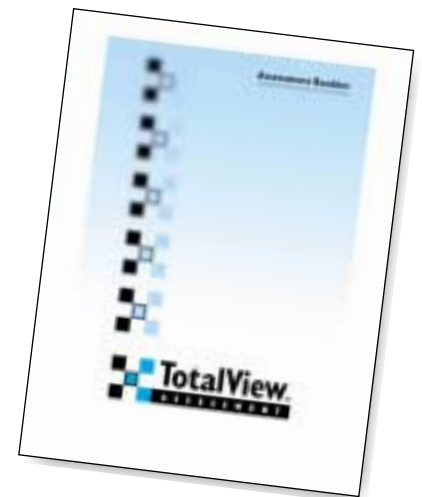
The included Working Characteristics report provides additional information about the following:

- Is the individual inclined to take risks?
- Does he/she live to work or work to live?
- Does he/she prefer a fixed salary or flexible income?

in summary

TotalView™ is used for selection, promotion fit, self-improvement, coaching, team-building, succession planning, and job description development. It can therefore be successfully utilized to:

- Build teams
- Train to cognitive/learning styles of workforce
- Optimally match employees and managers with the Working Characteristics Report
- Delegate with confidence
- Plan career paths with the Succession Planning Report
- Retain Using TotalView™
- Dramatically reduce turnover by matching the right people to the right jobs
- Increase job satisfaction by building skills and empowering people
- Reduce interpersonal conflict and work-related stress
- Provide feedback and development recommendations for professional development with the Coaching Report



THE COST

TotalView™ web based assessment

\$150.00