



# Services & Assessment Tools

Effective Sept 12, 2011

## 1 – Competency Profile

This service includes the pairing between the skills for a specific job (job description) and analysis of these skills with a choice of assessment tools combined with a review of interview skills.

## 2 – Executive Assessment PLUS

This service consists of a complete assessment of a candidate for an executive position (Director, Vice-President, President, in four (4) stages:

- Structured Interview
- A Work Approach and Behaviour test
- Strategic Planification Exercise
- Emotional Intelligence Analysis

## 3 – Succession Planning

This service consists of a strategic evaluation of individuals identified as part of a succession plan inside of an organization. The planning is executed in 6 stages.

## 4 – Career Transition

This service is applicable to all types and all levels of position include:

- Individual meetings (75 minutes)
- 2 Psychometric tests focused on career transition
- The development of a strategic plan
- Tips on interview techniques
- Support (phone / email) 60 days

**PS: These services are offered in English and French.**



# Assessment Tools

\* P/P: Assessment available paper/pencil only.

## A - Recruitment Tests

- 1) **Prevue** (Selection, corporate coach, personal development, individual, succession planning multi candidate, succession planning multi position, working characteristics reports).

Psychometric assessment specifically designed to assist companies in three areas: increasing their hiring success rate, enhancing their development of existing employees, and promoting wisely from within their organization.

- 2) **Examcorp**

Examcorp uses state-of-the-art assessment methodologies to evaluate the most critical, yet difficult to assess, aspects of human performance.

- 3) **Screening Battery Test**

Personality and cognitive assessment.

- 4) **Work Personality Index Job Match System**

Matching people with jobs has never been easier. Our convenient and flexible system allows you to customize the WPI for different occupations in your organization.

- 5) **Client Services Test**

The Client Services Test (CLIENT-AT) assesses the candidate's ability to react with clients. It is mostly used for staffing technical and professional positions in which client services play an important role. Each question presents a short fictitious scenario that could occur between a client and an employee.

- 6) **Sales Tests**

Finding the right salesman for your business is a demanding task that requires a lot of energy from managers and human resources management consultants. The Sales Skills Ability Test presents 100 pairs of statements that can be used to assess the essential competencies of a performing salesman. The report allows to select the appropriate competency profile.

- 7) **Sales Skills Test**

The Sales Test (SALES-AT 05A) was developed to assess a candidate's ability to react appropriately to situations encountered in a sales context. This test is intended mostly for salespeople, representatives, advisors or any other position for which sales are important. Each question is preceded by a short scenario that may occur during the context of a sale.

## 8) Customer Service Aptitude Profile

The *Customer Service AP* evaluates the applicant in terms of: customer service strengths, potential strengths, and areas that need development. Validity scales identify applicants who have an unusually positive or unusually negative style of self-presentation—and the scores of those applicants are automatically adjusted. In addition, the report includes recommendations for training and motivation. This assessment will help you evaluate candidates applying for customer service positions as well as identify training/motivational needs for current employees.

## 9) Sales Achievement Predictor

The *Sales AP* is an objective measure of characteristics that are critical for success in sales. The test has separate measures for overall sales disposition, cold calling, and sales closing, in addition to many characteristics related to sales potential and performance such as assertiveness, personal diplomacy, and patience.

## 10) Diversity and Intercultural Approach Test

This psychometric test examines general aspects concerning intercultural efficacy and generational issues as it pertains to employee recruitment. It helps in understanding the challenges management faces regarding diversity within the workplace.

## 11) Test of Intercultural Effectiveness

The TIE is a multiple-choice questionnaire that evaluates when an individual is ready to be employed in a culture other than his or her own.

## 12) Business Analyst Assessment

BAA measures a dozen areas of personal effectiveness skills and critical techniques for Business Analysts.

## 13) Project Management Objective Assessment

Will help you measure your organization's project management skills (technical, business and leadership) within the context of your business' strategic objectives.

## 14) Business Analyst Appraise

BA Appraise measures knowledge of 23 business analysis best practices and 6 business analysis phases identified by ESI subject-matter experts. Also measures results against the knowledge areas of IIBA's *A Guide to the Business Analysis Body of Knowledge (BABOK® Guide)*: Business Analysis Planning and Monitoring, Elicitation, Requirements Management and Communication, Enterprise Analysis, Requirements Analysis, Solution Assessment and Validation, Underlying Competencies.

## 15) Project Management Appraise

PM Appraise covering 33 project management best practices correspond to the 4 basic phases of project management (initiation, planning, implementation and closing) and 9 knowledge areas of the PMBOK.

## B - Personality Tests

### 1) Fake-Proof Personality Test

The Fake Proof Big Five Personality Scale is an online assessment that provides immediate feedback to its users on five cardinal personality dimensions: Extraversion, Stress Tolerance, Agreeableness, Conscientiousness and Openness.

### 2) Employee Reliability Inventory

The ERI is a risk management tool that helps you determine which individuals are most likely to become valued employees rather than organizational liabilities. The ERI will determine whether a candidate is low-risk or high-risk based on seven different scales.

### 3) Work Personality Index (Personal effectiveness, select, career transition, leadership competency reports)

The WPI provides a valid and dependable measure of personality that directly influence a person's work performance and task effectiveness. Based on a model of 17 personality traits the WPI helps describe an individual's style in terms of job related strengths and weaknesses.

### 4) Thomas-Kilmann Conflict Mode Instrument

The TKI is a powerful assessment that examines how conflict handling styles affect personal and group dynamics. Depersonalize conflict in your organization so you can focus on achieving shared goals and business outcomes.

### 5) Career Interest Profiler

Identify top career choices. Anyone searching for career direction will find this tool helpful. The Career Interest Profiler (CIP) measures six traits and suggests 20-40 top careers that fit the test taker's interests.

### 6) Stress Profile

The *Stress Profile* quickly identifies individual characteristics and behaviours that protect against or contribute to stress.

### 7) Career Value Scale

The *Career Values Scale* (CVS) is an up-to-date measure of work values, preferences and needs.

### 8) Parker Team Player Survey, P/P

The Parker Team Player Survey (PTPS) is an easy-to-use self-assessment exercise that helps individuals identify their primary team player style—contributor, collaborator, communicator, or challenger.

### 9) Work Approach and Behaviour Test

The WABT is a personality test that assesses 25 personality traits that can be regrouped into competencies or according to the five major personality factors, also known as the "Big Five", which are extroversion, agreeableness, conscientiousness, emotional stability, and open-mindedness. This personality test is used for staffing processes and potential assessments.

### 10) Organizational Values Test

**NEW!** The OVT demonstrates how a person's values fit with the ones from an organization. This information allows greater satisfaction in relation to the task to accomplish, the nature of the job, and the organization, thus as well as a decrease in employee turnover. Therefore, the OVT diagnosis represents an efficient solution to many challenges related to your human resources.

## 11) MBTI, Level 1 (profile, career, interpretive, interpretive for organizations, work style, stress management, college edition, team reports)

The Myers-Briggs Type Indicator® (MBTI®) is a versatile assessment of personality type. It describes people's preferences for interacting with others, gathering information, making decisions and organizing their lives.

## 12) MBTI, Level 2 (profile, interpretive reports)

The Myers-Briggs Type Indicator® (MBTI®) is a versatile assessment of personality type. It describes people's preferences for interacting with others, gathering information, making decisions and organizing their lives.

## 13) Interqualia Assessment

**NEW!** Evaluates the extent to which an individual experience flows in his or her current job.

## 14) AEC Method

The AEC Method provides an opportunity to gain better insight into understanding individuals. This knowledge constitutes the basis of advanced learning and stimulates the understanding of oneself, the effectiveness of relationships and progression and general development within the company.

## 15) ProfileSoft

A scientific tool designed to assess human potential boasts numerous applications.

## 16) Firo-B (Profile, interpretive for organizations, profile & career reports)

The *Fundamental Interpersonal Relations Orientation-Behavior™* (FIRO-B®) assessment has helped people around the world unlock the mysteries of human interaction at work and in their personal life.

## 17) Exam Preparation Inventory

The *Exam Preparation Inventory* (EPI) is a measure of test preparation and study behaviours.

## 18) Individual Style Survey, P/P

The *Individual Style Survey* provides a broad assessment of how people prefer to respond to others and their environment. It assesses an individual's preferences for one of four major styles: dominant, influencing, harmonious, and cautious; and two major orientations: people/task or introspective /interactive.

## 19) CPI 260 (client feedback, interpretive reports)

The CPI 260™ instrument was designed specifically for training and development. This instrument contains 260 items carefully selected to identify an individual's strengths and areas for development. The CPI 260 instrument can be used to help your organization with a variety of leadership and management development applications.

## 21) Work Engagement Profile

The *Work Engagement Profile* uniquely focuses on measuring intrinsic rewards and providing insights that can directly affect your organization's bottom line because it addresses work engagement at the core level—the employee's feelings about the work itself.

## C - Intelligence Tests

### 1) Wonderlic Personnel Test

The Wonderlic Personnel Test (WPT) is an established measure of general intelligence used for the selection and placement of business personnel and for vocational guidance.

### 2) Work Applied Cognitive Ability Test

The WAC-AT is an aptitude test that assesses the ability to think logically and to carry out mental operations of verbal, spatial, and numerical nature. It allows to assess people's ability to generalize learning and knowledge in different situations. This aptitude test is used for staffing processes and potential assessments.

### 3) Prevue, Learning & reasoning report

Psychometric assessment specifically designed to assist companies in three areas: increasing their hiring success rate, enhancing their development of existing employees, and promoting wisely from within their organization.

### 4) Emotional Intelligence Test (EQi)

**NEW!** The composite scales break Total EQ into the 5 domains of Intrapersonal, Interpersonal, Stress Management, Adaptability, and General Mood. The 15 subscales then provide very focused information about specific skills within each of those domains.

## D - Aptitude Tests

### 1) Work Applied Mathematical Ability Test

The Work Applied Mathematical Ability Test is an aptitude test that assesses the ability to solve mental operations of numerical nature. It provides a fair estimate of people's ability to apply mathematical concepts in different situations. This test is used for staffing processes and potential assessments.

### 2) Acer Mechanical Reasoning Test

The *Mechanical Reasoning Test* is ideal for the selection of technical and trade personnel. This test measures a candidate's understanding of principles of mechanics, spatial ability, and cause and effect relationships.

### 3) Acer Select Series (General select numerical test, general select verbal test, professional select numerical test, professional select verbal test)

The *ACER Select Series* are quick and easily administered tests of verbal or numerical reasoning. They are suitable for recruiting in a variety of occupations, from sales and clerical, to junior management and graduate selection. They assess general intellectual ability as demonstrated by the ability to see relationships and solve problems in verbal and numerical material.

## 4) General Profiler for Sport

**NEW!** The GPS assesses different psychological abilities required for an elite athlete to optimally perform in the sport he/she practices. The GPS was developed for individual sports as much as team sports. It may be administered in a context of individual assessment, athlete recruitment or drafting, to determine a team profile or assess the degree to which a player fits in a team

## E - Linguistic Tests

### 1) Work Applied French Test (Abridged version)

The TFAT is an ability test that assesses the French language mastery level. The test questions concern elements of the French language that could be encountered in a work environment. It is used for positions that require language mastery. Three criteria are assessed: spelling, grammar, and lexis.

### 2) Written Communication Exercise / English

The Written Communication Exercise evaluates candidates' English written communication abilities based on a five-level qualitative rating scale. This exercise presents a fictitious situation where the candidate must reply to a client by letter. The letter must be formal in nature and respect the grammar, spelling, syntax, and punctuation rules of the English language.

### 3) Written Communication Exercise / French

The Written Communication Exercise evaluates candidates' French written communication abilities based on a five-level qualitative rating scale. This exercise presents a fictitious situation where the candidate must reply to a client by letter. The letter must be formal in nature and respect the grammar, spelling, syntax, and punctuation rules of the French language.

### 4) English Written Communication Exercise for Admin. Support Staff

The English Written Communication for Administrative Support Staff is a language ability test that assesses to what extent the administrative support staff have the ability to express, in English, their ideas in writing by using an appropriate language, free of mistakes, to efficiently transmit the information.

### 5) French Written Communication Exercise for Admin. Support Staff

The French Written Communication for Administrative Support Staff is a language ability test that assesses to what extent the administrative support staff have the ability to express, in French, their ideas in writing by using an appropriate language, free of mistakes, to efficiently transmit the information.

### 6) International French Test (TFI)

The Test de français international evaluates the French level of non-francophones. This multiple choice test assesses a candidate's ability to understand, speak, read and write French as it is used in the international workplace.

### 7) Test of English for International Communication (TOEIC)

The Test of English for International Communication (TOEIC) is the world's leading English test. The TOEIC test measures listening and reading ability and takes two hours to complete

## 8) Written French Test DNA HR Consulting, P/P

This test includes 30 multiple-choice questions. The test is comprised of five sections, to measure different aspects of French comprehension (diction, spelling, grammar, punctuation and syntax).

## 9) Written English Test DNA HR Consulting, P/P

This test includes 30 multiple-choice questions. The test is comprised of five sections, to measure different aspects of English comprehension (diction, spelling, grammar, punctuation and syntax).

## F - Administrative Tests

### 1) Objective Exercise for Personnel in Admin. Functions

The OEPAF is a competency evaluation tool used in staffing processes for administrative support positions. This ability test contains multiple choice questions. The scenarios are related to priority setting, data entry, administrative document verification, and communication transmission.

### 2) Alphanumeric Data Entry Test

The Alphanumerical Data Entry Test (ANDET) is an ability test that assesses the candidate's ability to capture as many letters and numbers as possible in a limited period of time. It measures the candidates' speed and accuracy to capture data in different forms. This exercise, which comes with a practice period, is administered on the Web.

### 3) Numeric Data Entry Test

The Numerical Data Entry Test (NUMDET) is an ability test administered on the Web that assesses the candidate's ability to capture as many numerical data as possible in a limited period of time. It measures the candidates' speed and accuracy to capture data in different forms. This exercise is generally used for staffing and recruitment.

### 4) Typing Test

The Typing Test is an ability test administered on the Web that assesses the candidates' ability to type, with no mistakes, as many words as possible in a limited period of time. It measures speed and accuracy to type a text of 450 words. This ability test, used for staffing and recruitment, comes with a practice period.

### 5) Microsoft Word Practical Exercise

**NEW!** The Practical Exercise for the Microsoft Word Software assesses a candidate's ability to use the different general functions of the Microsoft Word software. It provides a fair estimate in terms of the mastery level of the function from the Microsoft Office Word Software.

## 6) Microsoft Excel Practical Exercise

**NEW!** The Practical Exercise for the Microsoft® Excel Software assesses a candidate's ability to use the different general functions and formulas of the Microsoft Excel© software. It provides a fair evaluation in terms of the mastery level of the function from the Microsoft Office Excel Software.

## G - Management Tests

### 1) AIR-Sol Agency Ability Exercise

The Air-Sol Agency Ability Exercise evaluates a candidate's ability to react appropriately, in writing, to situations that could occur on the job within the framework of a position implying the responsibility of a "Service centre". These situations could include requests from the immediate supervisor, colleagues, others services, head office and the suppliers or the client of the organization.

### 2) In Contact Company Ability Exercise

The In Contact Company Ability Exercise evaluates a candidate's ability to react appropriately, in writing, to situations that could occur on the job within the framework of a position implying the responsibility of a "Team leader". These situations could include requests from the immediate supervisor, colleagues, others services, head office and the suppliers or the client of the organization.

### 3) Ability Exercise Pro-fest

The First Level Supervision In-Basket assesses the candidates' ability to adequately react in writing to 7 scenarios that could be encountered at work. These scenarios contain requests, letters, or briefing notes on subjects such as client services or human resources management. Five competencies are evaluated in the In-Basket.

### 4) In-Basket Exercise Business Option

The Business Option In-Basket for intermediate managers assesses the candidate's ability to adequately react in writing to work situations. These situations include letters, briefing note, and short reports on subjects with which executives must deal on a daily basis. Seven competencies are assessed by the In-Basket.

### 5) In-Basket Advantage Points

The In-Basket Exercise Advantage Points for intermediate operational management positions (IB-ADVANTAGE) evaluates a candidate's ability to react appropriately, in writing, to situations that could occur on the job in an operational management position. Six competencies are assessed by the In-Basket

### 6) Strategic Planning Exercise

The Strategic Planning Exercise assesses the ability to acquaint with a great amount of data, to decode the organizational environment, to establish strategic orientations, and to propose an action plan to solve short, medium, and long-term problems. It measures leadership, communication, and entrepreneurship competencies.

## 7) National Renewable Energies Corporation Multiple Choice In-Basket Exercise

**NEW!** The National Renewable Energy Corporation In-Basket assesses the capability of a candidate to react to management situations that could potentially be encountered in a work environment. This In-Basket is used for first level managers (team leader, supervisor, team manager, coordinator...) working in an administrative context, responsible for the internal client support sector.

## 8) National Society of Ocean Energy Multiple Choice In-Basket Exercise

**NEW!** The National Society of Ocean Energy In-Basket assesses the capability of a candidate to react to management situations that could potentially be encountered in a work environment. This In-Basket is used for middle management positions (director, manager, head of service...) in an administrative context, responsible for the internal client support sector.

## 9) Veranium Corporation Inc. Multiple Choice In-Basket Exercise

**NEW!** The Veranium Corporation Inc. In-Basket assesses the capability of a candidate to react to management situations that could potentially be encountered in a work environment. This In-Basket is used for middle management positions (director, manager, head of service...) in an operational context, responsible for the exploitation and sales sector.

## 10) Holo-Com Multiple Choice In-Basket Exercise

**NEW!** The Holo-Com In-Basket assesses the capability of a candidate to react to management situations that could potentially be encountered in a work environment. This In-Basket is used for first level managers (team leader, supervisor, team manager, coordinator...) working in an operational context, responsible for the exploitation and sales sector.

**\*\* A partnership with a UK publisher allows us to have access to much more assessment (500+) such as:**

- **Financial** (accounts payable fundamentals...)
- **IT & Computer software** (Linux Programming General...)
- **Essential Skills** (Problem Solving – Qualitative...)
- **Communication** (Technical Writing...)
- **Industry Knowledge** (Internet Industry Knowledge...)

# Compmetrica's Competency Products

## Compmetrica's Interview Builder:

With the Interview Builder, you will develop a professionally designed structured interview that could include both situational and behavioural questions specifically designed to assess the competencies associated with the position to be filled.

## Compmetrica's Competency Model

The Compmetrica Competency Model contains 60 competencies from nine specific areas, i.e. thinking skills, communications, interpersonal relationships, leadership skills, technical and professional competencies, personal qualities, and management skills and entrepreneurship. Each competency includes a definition and a set of six behaviour indicators.

## Compmetrica's Competency Profiler

Creating a competency profile consists of analyzing the work environment and identifying the main responsibilities. Compmetrica's Competency Profiler integrates these steps, based on years of research and experience in the field of staffing and assessments, into an easy to use online tool that will determine a competency profile for you within minutes. All you need to do is identify the job sector for the position, identify the hierarchical level and choose a job title from our list of predetermined positions and Compmetrica's Competency Profiler will suggest a competency profile tailored to your specifications.



*'Experts in Assessment'*

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