

How good are your People Selection skills?

Here are twenty statements, either 'true' or 'false', that will describe your perceptions of others during the crucial process of Selection. Your perceptions will directly affect your success in making the right judgements and decisions.

Your first impression for each question is the most reliable indicator. Try not to 'second-guess' yourself. As soon as you've completed the questionnaire, go to the Interpretation section for an evaluation. Further insights are available on the Andros Website.

Consider each of the following twenty statements about people who are involved in some form of selection evaluation. Indicate for each one whether you believe the statement to be definitely true (DT), probably true (PT), unsure (?), Probably False (PF), or definitely false (DF). Work as quickly as you can.

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|-----|--|----|----|---|----|----|
| 1. | People who are referred by others, who we already know and who know us, are a safe prospect | DT | PT | ? | PF | DF |
| 2. | Those who have directly related experience in our field are bound to be successful with us | DT | PT | ? | PF | DF |
| 3. | The most intelligent candidate is usually the best prospect, all other factors being equal | DT | PT | ? | PF | DF |
| 4. | Successful completion of a program of higher education is a sure indicator of on-the-job success | DT | PT | ? | PF | DF |
| 5. | Candidates who are well dressed and groomed are a better prospect than those who are casual | DT | PT | ? | PF | DF |
| 6. | Those who are articulate and well-spoken are more likely to be successful on the job than are others | DT | PT | ? | PF | DF |
| 7. | People who sit forward in the chair are energetic, focused and highly goal centered, and this is good | DT | PT | ? | PF | DF |
| 8. | Higher than average signs of personal energy are a sound indicator of higher than average performance potential | DT | PT | ? | PF | DF |
| 9. | The best indicator of job success is strong evidence of intensity and focus during a selection interview | DT | PT | ? | PF | DF |
| 10. | The performance demonstrated during a selection interview is usually indicative of the candidate's behavior on the job | DT | PT | ? | PF | DF |

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|-----|---|----|----|---|----|----|
| 11. | The most important indicator of success is the breadth and depth of the candidate's related knowledge | DT | PT | ? | PF | DF |
| 12. | The ability to form and sustain sound personal relationships is an essential ingredient for personal success | DT | PT | ? | PF | DF |
| 13. | If you know the detail of a candidate's previous work habits you'll have a good handle on their future contributions | DT | PT | ? | PF | DF |
| 14. | People who have moved between organizations more than the average are probably not a good prospect | DT | PT | ? | PF | DF |
| 15. | Most people are reasonably stable from an emotional viewpoint and so this is not an important consideration when hiring | DT | PT | ? | PF | DF |
| 16. | How the candidate came to find out about our company/ position is not relevant to the selection process | DT | PT | ? | PF | DF |
| 17. | Those who can articulate a series of job-related and personal goals are probably the best prospects | DT | PT | ? | PF | DF |
| 18. | One certain indicator of job success is the demonstrated ability to listen accurately and sympathetically | DT | PT | ? | PF | DF |
| 19. | Too much curiosity on the part of a candidate during the interview is a negative sign | DT | PT | ? | PF | DF |
| 20. | Regardless of function or level, any good candidate should be confident enough to guarantee success within three months | DT | PT | ? | PF | DF |

Please see the next two pages for scoring details.

People Selection skills

Scoring:

Please compare your responses with those given below. These responses represent the best available opinion in each area, and while your responses may differ in 'degree' there should be general agreement on each point.

1. Probably False (PF) - the motives for referrals are rarely clear and could be based on distorted/unrealistic impressions of your needs.
2. Definitely False (DF) - a far more important factor than related experience / knowledge is motivation, which is a factor of organizational culture.
3. Probably False (PF) - the way 'intelligence' is perceived / assessed in our society is not related to behavior nor to performance.
4. Probably True (PT) - accepting that there are opportunities for all, the completion of a post secondary program indicates planning, discipline and possibly some maturity.
5. Probably False (PF) - motivations for creating a favorable first impression are diverse. All should be neat and clean, however appearance standards are cultural - not yet known.
6. Probably False (PF) - while ability to present ideas lucidly is important, there are stresses in interviews which affect performance. Content and sensitivity are of greater importance.
7. Probably True (PT) - but be sure that energy, focus and goals are centered where you need them to be.
8. Probably True (PT) - But energy has to be harnessed and focused, so do discover the focal point if you can.
9. Probably True (PT) - candidates need to 'zero-in' on the opportunity / challenge being offered, since so much information is new and unfamiliar at this point.
10. Probably False (PF) - most people unconsciously 'role-play' in an interview setting - this is natural, as the motive is to meet the perceived expectations of the interviewer.

11. Probably False (PF) - related knowledge is transitory at best, and possession is no guarantee of delivery nor performance.
12. Definitely True (DT) - an organization is defined as a collaborative effort, and most contributions involve interfaces with others.
13. Probably False (PF) - previous work habits are coping mechanisms for a different culture. Reliable indications are possible only when both context and response are known.
14. Probably False (PF) - loyalties have shifted over the past twenty years. Organizational loyalty is now second to professional / functional loyalty in making effective contributions.
15. Definitely False (DF) - emotional stability is essential to ongoing growth and development, thus it's a vital consideration for selection.
16. Definitely False (DF) - the motive for initial interest is as important as proper lift-off is for the Space shuttle. Know it well.
17. Probably True (PT) - evidence of planning and intention, while no guarantee, is a good general indicator of contribution potentials.
18. Definitely True (DT) - active listening is a fundamental skill for confidence, trust and relationship building, and thus essential to successful contribution in any organization.
19. Probably False (PF) - sensitive curiosity is natural, and provided it's not intrusive or lacking in sensitivity, it should be viewed positively.
20. Definitely False (DF) - job cycles vary from 3 through 24 months. No one should guarantee success without having been there.

Accumulate a score as follows:

For every correct **'true'** or **'false'** response earn 3 points.
For every correct **'definite'** or **'probable'** response earn 2 points as bonus.
If you indicated an F response where the solution is either DT or PT, or a T response where the solution is either DF or PF, **subtract** 3 points.
No points are earned for ? responses.

The highest possible score is 100. Any score greater than 75 is reputable. Below that your perceptions may not be coherent so your judgement / decision making could be erratic.