

First Advantage

Talent Acquisition Assessment Scale Selection Tool

First Advantage's Talent Acquisition Assessments allow users to determine candidates' job and organizational fit to maximize new hire success and decrease turnover using easily-configured, competency-based scales. These "building blocks" represent specific behavioral traits or cognitive abilities and allow users to design assessments that match their job success profiles.

How to use this Scale Selection Tool

For each step below, answer the question and follow the instructions to obtain an assessment that meets your requirements.

Step 1. For what level of job will the assessment be used?

- a) Individual Contributors (i.e., Entry-level/Hourly/Front Line jobs)
- b) Professional or Management Level

Step 2. What type of assessment is needed?

- a) Behavioral
- b) Cognitive
- c) Combination of Behavioral and Cognitive

Step 3. Determine what specific competencies, behaviors, or abilities must be assessed.

Step 4. Review the pre-configured assessments list on pages 2-3 of this document to determine if there is an existing assessment that meets requirements from Step 3.

- If there is an exact match deploy this assessment and you can skip the remaining steps.
- If there is not an exact match proceed to Step 5.

Step 5. Select appropriate assessment scales by using the check boxes on the page.

- If you need cognitive assessment, review the available options on pages 2-3 and select the required tests.
- If you need a behavioral assessment for Individual Contributors, go to page 4 and select the required scales.
- If you need a behavioral assessment for Professional or Management Level, go to page 5 and select the required scales.

Step 6. Submit this *entire, completed* Scale Selection Tool

Preconfigured Assessment Batteries

Battery Name	Test Type/ Target Roles	Scales in Test	Time (mins)
Applying Work Procedures (Three forms: Math, Reading, Combination)	Cognitive/ Individual Contributor	▶ Tests measuring a combination of Following Procedures, Using Information, Basic Math, Reasoning, Basic Reading, and Using Tables, Charts, and Graphs	35
Component Assembly	Cognitive/ Individual Contributor	▶ Test measuring spatial reasoning and the ability to accurately and efficiently combine component parts into a completed assembly	30
Business Language Usage	Cognitive/ Individual Contributor	▶ Test measuring Writing Skills, Proofing Skills, and Focusing on Details related to grammar, punctuation, and language use	60
Core Abilities Profile	Cognitive/ Individual Contributor	▶ Business Language Usage ▶ Detail Orientation ▶ Applying Work Procedures – Math	100
Customer Service Profile (Short form available)	Behavioral/ Front Line Customer Service	▶ Demonstrates Respect ▶ Self-Management ▶ Conscientiousness ▶ Maintains Composure ▶ Service Orientation	45 standard 20 short
Customer Service Profile + Sales (Short form available)	Behavioral/ Individual Contributor Customer Service and Sales	▶ Demonstrates Respect ▶ Self-Management ▶ Conscientiousness ▶ Maintains Composure ▶ Service Orientation ▶ Influence/Suggestive Selling	50 standard 20 short
Detail Orientation	Cognitive/ Individual Contributor	▶ Test measuring Attention to Detail and Visual Speed and Accuracy	5
Global Competency Profile	Behavioral/ Individual Contributor	▶ Adaptability ▶ Achievement Orientation ▶ Conscientiousness ▶ Influence ▶ Maintaining Composure ▶ Self Management ▶ Service Orientation ▶ Team Orientation ▶ Candidness	90
Guest Service Profile	Behavioral/ Individual Contributor Customer Service	▶ Achievement Orientation ▶ Attendance/Turnover Risk ▶ Conscientiousness ▶ Demonstrates Respect ▶ Quality Orientation ▶ Service Orientation	20
Healthcare Service Profile - Clinical version - Support version	Behavioral/ Individual Contributor Healthcare	▶ Demonstrates Respect ▶ Interpersonal Communication ▶ Patient Centricity ▶ Quality Orientation ▶ Service Orientation	30 for both
Industrial Success Profile	Behavioral/ Individual Contributor Industrial- Manufacturing	▶ Conscientiousness ▶ Quality Orientation ▶ Safety ▶ Self Management ▶ Team Orientation	45

Battery Name	Test Type/ Target Roles	Scales in Test	Time (mins)
Management Success Profile (Short form available)	Behavioral/ People Leaders	<ul style="list-style-type: none"> ▶ Interpersonal Effectiveness ▶ Performance Orientation and Drive ▶ Influences Others ▶ Manages Business Complexity ▶ Manages People and Resources 	50 standard 35 short
Management Success Profile + Applied Reasoning (Proctored)	Behavioral + Cognitive/ People Leaders	<ul style="list-style-type: none"> ▶ Interpersonal Effectiveness ▶ Performance Orientation and Drive ▶ Influences Others ▶ Manages Business Complexity ▶ Manages People and Resources ▶ Applied Reasoning (P) 	60
Management Success Profile + Applied Reasoning (Unproctored)	Behavioral/ People Leaders	<ul style="list-style-type: none"> ▶ Interpersonal Effectiveness ▶ Performance Orientation and Drive ▶ Influences Others ▶ Manages Business Complexity ▶ Manages People and Resources ▶ Applied Reasoning (UP) 	55
Professional Sales Profile	Behavioral/ Sales	<ul style="list-style-type: none"> ▶ Achievement Orientation and Drive ▶ Customer Focus and Influence ▶ Reliability and Decision Making ▶ Sales Ability and Fit 	30
Professional Sales Profile + Applied Reasoning (Proctored)	Behavioral + Cognitive/ Sales	<ul style="list-style-type: none"> ▶ Achievement Orientation and Drive ▶ Customer Focus and Influence ▶ Reliability and Decision Making ▶ Sales Ability and Fit ▶ Applied Reasoning (P) 	40
Professional Sales Profile + Applied Reasoning (Unproctored)	Behavioral/ Sales	<ul style="list-style-type: none"> ▶ Achievement Orientation and Drive ▶ Customer Focus and Influence ▶ Reliability and Decision Making ▶ Sales Ability and Fit ▶ Applied Reasoning (UP) 	35
Professional Success Profile	Behavioral/ Professionals	<ul style="list-style-type: none"> ▶ Adapts and Leads in Change ▶ Develops Customer Focused Solutions ▶ Interpersonal Effectiveness ▶ Performance Orientation and Drive ▶ Influences Others 	45
Professional Success Profile + Applied Reasoning (Proctored)	Behavioral + Cognitive/ Professionals	<ul style="list-style-type: none"> ▶ Adapts and Leads in Change ▶ Develops Customer Focused Solutions ▶ Interpersonal Effectiveness ▶ Performance Orientation and Drive ▶ Influences Others ▶ Applied Reasoning (P) 	55
Professional Success Profile + Applied Reasoning (Unproctored)	Behavioral/ Professionals	<ul style="list-style-type: none"> ▶ Adapts and Leads in Change ▶ Develops Customer Focused Solutions ▶ Interpersonal Effectiveness ▶ Performance Orientation and Drive ▶ Influences Others ▶ Applied Reasoning (UP) 	50
Retention Profile (use alone or with other titles)	Behavioral/ Individual Contributor	<ul style="list-style-type: none"> ▶ Attendance/Turnover Risk ▶ Candidness 	15
Risk Profile	Behavioral/ Individual Contributor	<ul style="list-style-type: none"> ▶ Conscientiousness ▶ Demonstrating Respect ▶ Candidness 	20

Individual Contributor Level Scale Selection

Scale	Description of Competencies Measured	Items	Time	Include
Achievement Orientation	Measures candidates' conscientiousness, achievement orientation, and personal motivation.	30	10 minutes	<input type="checkbox"/>
Adaptability	Measures candidates' flexibility, openness to experience, and resilience.	30	10 minutes	<input type="checkbox"/>
Attendance/Turnover Risk	Measures candidates' likelihood of avoiding withdrawal behaviors such as absence and turnover by assessing conscientiousness, integration with career and organization, perceived fit with job and organization, task-relevant confidence, intention to stay if hired, perceived availability of other work alternatives, and level of risk-taking versus risk-aversion.	42	15 minutes	<input type="checkbox"/>
Candiness	Measures candidates' intentional impression management in responding to assessment items, indicating a need to potentially follow-up on assessment results.	10	2 minutes	<input type="checkbox"/>
Conscientiousness	Measures candidates' dependability, Initiative, work ethic, integrity, and rules adherence.	31	10 minutes	<input type="checkbox"/>
Demonstrates Respect	Measures candidates' sensitivity to others, ability to maintain relationships, respect for company, and respect for others.	30	10 minutes	<input type="checkbox"/>
Influence	Measures candidates' ability to motivate others, influence others, as well as their assertiveness, confidence, and soft sales orientation.	30	10 minutes	<input type="checkbox"/>
Maintains Composure	Measures front line candidates' ability to maintain an even temperament and stress tolerance.	30	10 minutes	<input type="checkbox"/>
Problem Solving	Measures front line candidates' resourcefulness, decision making, problem sensitivity, and ability to use sound judgment.	30	10 minutes	<input type="checkbox"/>
Quality Orientation	Measures front line candidates' ability to find work improvements, focus on details, and value quality.	31	10 minutes	<input type="checkbox"/>
Safety	Measures front line candidates' safety orientation by assessing risk aversion, vigilance, personal accountability, and rules adherence.	30	10 minutes	<input type="checkbox"/>
Self Management	Measures front line candidates' confidence, self-sufficiency, and ability to work autonomously.	30	10 minutes	<input type="checkbox"/>
Service Orientation	Measures front line candidates' concern for others, service delivery, and social perceptiveness.	30	10 minutes	<input type="checkbox"/>
Team Orientation	Measures front line candidates' agreeableness, teamwork, and ability to resolve conflicts.	30	10 minutes	<input type="checkbox"/>

Professional and Management Scale Selection

Scale	Description of Competencies Measured	Items	Time	Include
Adapts and Leads in Change	Measures candidates' adaptability, time management, ability to maintain composure, and improvement orientation.	30	10 minutes	<input type="checkbox"/>
Candidness	Measures front line candidates' intentional impression management in responding to assessment items, indicating a need to potentially follow-up on assessment results.	10	2 minutes	<input type="checkbox"/>
Demonstrates Interpersonal Effectiveness	Measures candidates' interpersonal communication, team orientation, social orientation, and ability to demonstrate respect.	30	10 minutes	<input type="checkbox"/>
Demonstrates Performance Orientation and Drive	Measures candidates' conscientiousness, achievement orientation, personal motivation, and self management.	31	10 minutes	<input type="checkbox"/>
Develops Customer Focused Solutions	Measures candidates' service orientation, quality orientation, customer centricity, and ability to develop innovative solutions.	32	10 minutes	<input type="checkbox"/>
Influences Others	Measures candidates' ability to motivate others, influence others, assertiveness, and confidence.	30	10 minutes	<input type="checkbox"/>
Manages Business Complexity	Measures candidates' problem solving and business acumen.	29	10 minutes	<input type="checkbox"/>
Manages People and Resources	Measures managerial candidates' ability to manage others, structure tasks, manages resources, and lead teams.	30	10 minutes	<input type="checkbox"/>
Sales - Achievement Orientation and Drive	Measures sales candidates' conscientiousness, achievement orientation, and personal motivation.	20	7 minutes	<input type="checkbox"/>
Sales - Customer Focus and Influence	Measures sales candidates' interpersonal communication and team orientation.	21	7 minutes	<input type="checkbox"/>
Sales - Reliability and Decision Making	Measures sales candidates' problem solving, ability to develop innovative solutions, critical analysis skills, adaptability, self management, and time management.	32	10 minutes	<input type="checkbox"/>
Sales - Sales Ability and Fit	Measures sales candidates' sales orientation, sales creation orientation (hunting), and relationship sales orientation (gathering).	22	7 minutes	<input type="checkbox"/>