Getting the perfect fit isn’t easy. And if someone doesn’t fit, your organisation pays a high price. At a strategic level, it means ensuring you have the people you need to achieve your organisational objectives.

Only with SHL

For over 25 years, SHL has partnered with thousands of clients to increase their productivity and profitability through the more effective use of their human capital. Now through the Person-Job Match Report, SHL has designed a fast-track tool to help organisations get person-job matching right quickly, easily and cost-efficiently.

Advantages of the Person-Job Match reports

- Provides you with the information you need to make the best people decisions faster
- Enables you to identify and capture the best candidates early in the process
- Delivers a higher-quality candidate shortlist, ensuring you are only interviewing the best-fit candidates
- Saves you time, saves your organisation money and reduces the risk of making the wrong selection decision

How does it work? The SHL person-job match formula

Through our simple and structured method, the SHL person-job match process can be easily integrated into every recruitment process - no matter how big or small.

### The SHL person-job match formula

<table>
<thead>
<tr>
<th>Step 1 - Select your job</th>
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<tbody>
<tr>
<td>Defining critical job competencies is made easy with the help of the SHL Universal Competency Framework™ and the Competency Compendium. Simply select the job you are hiring for and confirm the critical job competencies you need to select for.</td>
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<tr>
<th>Step 2 - Measure the applicant</th>
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<tr>
<td>Once the competencies are identified, a targeted candidate assessment against your competencies can take place. Your candidate receives a personality questionnaire to complete online - fast, reliable and convenient.</td>
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<tr>
<th>Step 3 - Make an informed decision</th>
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<tr>
<td>Review the specific fit between your candidate and the job with the Person-Job Match Report.</td>
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Each step is outlined in the following pages.
Step 1 - Define

Unlocking performance with competencies

Understanding and unlocking high performance hinges on defining and measuring competencies. Competencies provide a clear and integrated set of dimensions against which performance can be described and measured. Competencies provide the vital link between the behaviours, skills and attributes required by the individual and the tasks required in a job.

Why competencies are important...

- Provide the critical link between behaviours and job performance
- Common language that people understand
- An objective framework to select and develop staff across an organisation
- They define what a job is in measurable terms
- Provide an objective, consistent foundation to compare performance
- The key to company performance

Based on extensive global research, the Universal Competency Framework™ from SHL is a state-of-the-art, globally standard classification of competencies required in the workplace. For the first time ever, the SHL Universal Competency Framework™ provides businesses with a standardised terminology to assist in defining and measuring the competencies to succeed in any job, at any level, in any organisation. This makes it possible for businesses to define the critical competencies required in a role and then select and develop against them in a consistent and standardised way.

Even easier with the SHL Competency Compendium

To make the task of defining the required job competencies even easier, SHL has developed a Competency Compendium, which contains over 70 job profiles with their critical competencies already identified. Using the Universal Competency Framework™ these competencies have been identified from extensive research and validation with thousands of organisations around the world.

Simply search for your job, review the competencies identified and confirm their applicability to the job you are recruiting for. You also have the flexibility to tailor the standard job profile to suit your needs. Contact SHL for details of the job profiling service.

Examples of jobs from the SHL Competency Compendium

**Administration**
- Personal Assistants
- Office Managers

**Sales**
- Customer Service Representatives
- Sales Managers

**Finance**
- Accountants
- Chief Financial Officers

**IT**
- Systems Analysts
- Programmers
- Network and Computer Systems Administrators

In addition to those job roles that cross industry, SHL has also developed specific sector job profiles for roles in the airline, retail, hospitality, banking, insurance and pharmaceutical sales industries.
Step 2 – Measure

Measure to realise real results

Competencies are only useful in so far as they are applied within selection and development processes. Hence, unlocking the power of competencies means that once they have been defined, they must be measured.

One of the most effective, fast, objective and accurate means of assessing competencies is via objective assessment. SHL’s personality questionnaires are some of the most widely used measures of behavioural style in the world and a powerful means of assessing the competencies from the Universal Competency Framework™.

Our online personality questionnaires are designed to provide businesses with information on the elements of an individual’s behavioural style that will impact on their performance of competencies at work. There are different versions of the questionnaire depending on the level of person you are assessing.

Effective. Fast. Accurate

Used by thousands of organisations across the world, SHL’s personality questionnaires have demonstrated value in predicting job performance, minimising the risk of incorrect selection decisions and maximising development outcomes for people.

Online convenience

Simply provide us with the details of your job profile and the email address for your candidate, and we take care of the rest. The candidate can complete the questionnaire conveniently online - anywhere, anytime. This provides you with results faster.

Delivering meaningful results

Used together, the process of defining competencies with the SHL Competency Compendium and then measuring them objectively with the online personality questionnaire is a powerful and proven combination.

The output is the SHL Person-Job Match Report and Interview Guide – an insightful assessment of person-job fit which uncovers the potential of job applicants.

<table>
<thead>
<tr>
<th>What makes SHL’s personality questionnaires unique?</th>
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<tr>
<td>Designed specifically for business use</td>
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<td>Provides comprehensive measurement against the Universal Competency Framework™</td>
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<td>Based on sound psychometric principles</td>
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<td>Backed by over 26 years of R&amp;D and practical application across industry</td>
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<td>Unparalleled reputation in the market</td>
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<td>Delivered online - anywhere, anytime</td>
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Step 3 – Realise

**What the Person-Job Match Report & Interview Guide looks like**

The Person-Job Match Report is unique in that it matches the performance potential of the individual to the job’s specific competencies. This provides you with a comprehensive and insightful understanding of person-job fit.

**Features of the report**

- Designed for use in businesses, by business managers
- The report is targeted, user-friendly and professional
- Clear, concise, graphical summaries of performance against job competencies
- Overall Person-Job match score, showing how well the applicant is likely to perform in the job
- In-depth competency profile, showing potential strengths and risk ‘flags’

**Options to suit your requirements**

Different report options are available to suit your requirements – whether you require a detailed report and interview guide for one candidate, or a merit list comparison between one hundred applicants.

**Merit List Report**

Allows you to compare multiple candidates and their fit with the role in one simple report.

**Candidate Profile**

Summarises the match of an individual and job, highlighting areas for probing in an interview.

**The SHL Universal Competency Framework Interview Guide**

Provides a structured way of gathering information during an interview through suggested questions, competency by competency.

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For more information please contact;

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