

BestWork Guide: Screening & Selection

Introduction

Introducing the **BestWork Guides**, a series of PDF guides to give you the information you need to be a DATA master. We want to make it easier to understand when and how to use our specific reports and programs.

Over the past ten years, we have been good at creating solutions that have helped many employers. What we have lacked are the resources and tools to help you best use our services and products.

That is why it is our goal to add these PDF guides to each program by category. We will also be adding video guides and a business marketplace.

Thank you for your business and continued support.

Screening & Selection

Quick Screen Chart

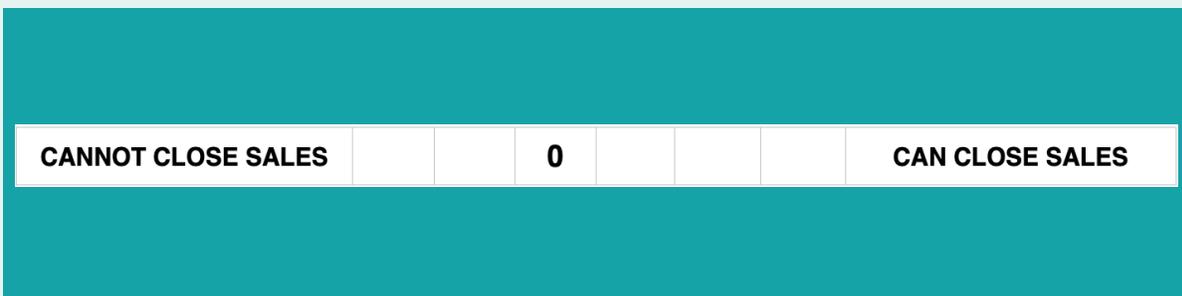
The Quick Screen Chart is designed to screen out candidates that lack the strengths and abilities to perform the critical job behaviors required for success in a specific job.

Identifying these candidates as Bad Hires right away saves time by eliminating the need to review resumés or to hold unnecessary interviews. In a competitive hiring market, using the Quick Screen allows an employer to collapse their time to decision on making a job offer, enabling them to capture talent more effectively.

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Only the scores for the 3 Critical Job Behaviors are shown on the Quick Screen. This avoids having inexperienced users trying to balance out a candidate's failure to have one or more of the Critical factors with other elements that are not as important to actual job performance. This chart is designed for simple decision making.

In the example below, the candidate cannot close sales as more than half of the population is more persuasive.



The candidate may have sales skills and a wonderful attitude, but they cannot persuade prospects to make buying decisions. Avoiding this Bad Hire is the best thing for both the employer and the candidate. Similar charts are available for most types of jobs.

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Selection

At this point, you have screened out those candidates that cannot perform the job. Now, any candidates remaining can do the job to some degree. The next step is to review the BestWork Job Report for this job. It includes the critical job behaviors from the Quick Screen and then expands the information to include other factors that affect job performance. When you consider how this information fits with information from resumés, references or other sources, remember that the job behavior descriptions are the most accurate and reliable for your decisions.

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Interview Questions

BestWork provides behavioral event-based interview questions personalized for each candidate. BestWork automatically selects questions that target that candidate's potential issues in that job. There are special interview questions for sales and management roles. Read through the questions that are provided and select those that you feel are most helpful. Add these to other questions that may be part of your selection process.

Thank you.

**We thank
you for your
continued
support in
our efforts to
change the
world with
DATA.**

Connect with us

BestWork DATA

(770) 274-0518

www.bestworkdata.com

clientsuccess@rbestworkdata.com

[@bestworkdata](https://www.instagram.com/bestworkdata)

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