



# A Tale of Two Applicants

Equally Qualified, But Equally Suited?  
Two Assessments that Prevent the Wrong Hire

The marketplace for hiring looks very different today than it did say 20 years ago. Online applications, social networks and job search aggregators have made it incredibly easy for employers to find employees and for job seekers to find jobs. But the increased ease and access in searching and applying for jobs can also cause tremendous bottlenecks on the HR end if your company is not equipped to streamline resume consideration and applicant evaluation. Plenty of candidates might look great on paper and meet the minimum requirements of a job description, but most organizations don't have the personnel and time to pursue every resume that comes over the transom.

**Let's consider the examples of Norman and Yvette**, two candidates that are currently surfing the web looking for employment. Both are looking for jobs as administrative professionals in a corporate environment. Both have associate's degrees from top-flight universities. Both have at least five years experience working in an administrative capacity within corporations. And, they both have at least a basic understanding of Microsoft Office, email and the Internet. Their reasons for leaving their prior employment situations were amicable and they have fantastic references.

**So, how do you make a decision?** Let's take a few minutes to really get to know Norman and Yvette.



# Meet Norman

Norman has spent the last 25 years working as an administrative assistant at a law firm specializing in crisis management. On most days, the clientele that would call on the phone or come into the office were in terrible moods and short-tempered. One of Norman's strengths is his calming presence and no-nonsense attitude with clients. He can defuse just about any situation with ease and alacrity and his previous employers consider his people skills invaluable.



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Norman also is a great typist and note-taker and is able to do basic billing and invoicing. He's got a flair for meeting planning and making travel arrangements. He can be counted on to be one of the first people in the office in the morning to make sure the coffee is fresh and the printers and copiers are well stocked with paper.

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One of the greatest things Norman has witnessed in his 25 years of working in an office is the technological advancements that have taken place. He's struggled to keep up with the rapidly changing technology – email is fine, but the nuances of the Internet are elusive to him. He prefers calling people on the telephone to make travel reservations and refuses to get a smart phone.

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Norman is looking forward to retiring in the next 10 years and is currently seeking employment in a similar environment to his job at the law firm, but one that is less fast-paced and does not require him to stay past 6 p.m. He is making a stronger effort to balance his personal life with his professional life.

## Meet Yvette

Yvette started her first, and only, job to date as an administrative assistant at a tech startup while she was still in college. After she graduated, she stayed on for another four years and is now looking to relocate.



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Yvette is cool and friendly and while she personally doesn't have a landline (she only uses her cell phone) she can certainly answer and field calls in a busy, corporate setting. She is an early adopter of any new technology, a social media guru and a complete Internet whiz. She can type reasonably quickly, though she's never taken a formal typing class.

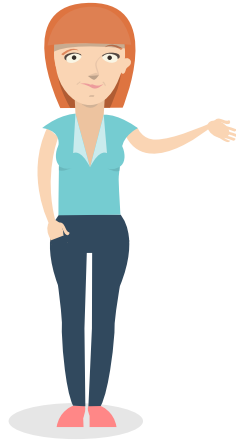
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She spends her weekends photographing and videoing local bands and making music videos for them, which has allowed her a breadth of audio-visual know-how that has been very useful on the job. She's also considered a maven of popular culture and style, making her a tremendous asset for older colleagues looking to connect to younger clients.

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Yvette is widely beloved by her co-workers at the startup, but because her preferred method of communication is texting, she can often come across as aloof with clientele and she does not prefer to interact with people on the telephone. She also has great attention to detail when it comes to proofing a spreadsheet, but not so much when it comes to knowing how many sandwiches to order for a large meeting.

She is hoping to find another job in technology and is looking to advance from within. She has expressed interest in becoming credentialed in a programming language, should the opportunity present itself.

## The Importance of Skills Testing

On paper, it seems like you couldn't go wrong with hiring either Norman or Yvette for your next administrative assistant. They both meet the basic requirements of the job description, but that's where the similarities end. There are clear differences in their technical skills, which, depending on the job requirements, will make or break their success. Norman is your man if the job is primarily people-oriented, but if you are launching a new app and you need someone who understands system architecture, then Yvette is your best bet. Skills testing, which measures their actual knowledge and abilities in specific subjects, from Application and Web Development to Typing and Data Entry, will provide the hard data you need to make your choice clear.

# The Importance of Behavioral Assessments

Behavioral assessment technology is no longer a “Beam-me-up-Scotty” concept. It’s here, it’s happening and it’s effective. And, when it’s combined with hard skills testing, hiring is practically foolproof. Chequed.com’s proven predictive employee selection technology helps employers determine if job candidates have both the core competencies and the corporate culture fit that are essential for job success.



YVETTE



NORMAN

In the case of Yvette, she would clearly thrive more in a fast-paced office culture. She would likely prefer benefits such as flex time, a smartphone allowance and the freedom to bring new ideas to the table. She’d prefer to work alone with limited client interaction.

Norman would probably value life insurance and a structured workplace with clear policies in place in order to easily meet his employer’s expectations. He’d enjoy some client interaction where his people skills could really shine.

Behavioral assessments can quickly and accurately predict on-the-job performance.

# Chequed + eSkill = One Single Point of Data Collection

There are countless assessments available to test hard skills like typing, software knowledge and accounting aptitude, and there are an equal amount of tests available that can measure a candidate's personality, demeanor and other soft skills that are often difficult to quantify. But these two kinds of metrics would usually have to be obtained from different sources. Until now that it is.



**The recently announced collaboration** between Chequed, the leader in soft skill predictive analytics and eSkill, who are at the cutting edge of hard skills testing, means that now there is a one-stop-shop for finding the best person for the job. Now you can tailor-make ability tests for any employee at any level that can measure both types of skills with an unparalleled degree of precision. And these tests can do much more than just tell you whom to hire in the immediate term. They can also predict which employees will grow in their position and remain an asset to your organization.

Without these kinds of metrics, you will be lost in a sea of worthy applicants. The simple addition of hard and soft skills testing makes finding the perfect candidate smooth sailing. And, you'll get all the results in one place – one single point of data collection instead of many.

## About eSkill

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**eSkill** Since 2003, eSkill has been an expert provider of effective online skills testing for applicant screening and staff training to thousands of companies globally, including Zappos, GE, Randstad, LG, and many others.

eSkill lets clients easily select or customize job-based tests from more than 5,000 modular subjects and subtopics across a wide range of disciplines such as IT, programming, office software, accounting, healthcare, legal, call center, retail, and more. eSkill's leading-edge job simulations recreate software programs and work environments to assess how well candidates perform actual job tasks.

➤ Visit [www.eSkill.com](http://www.eSkill.com) for more information, start a free trial or follow them on [LinkedIn](#), [Facebook](#), [Google+](#), [Pinterest](#) or [Twitter](#).

## About Chequed.com

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**Chequed.com** has one goal: **No Bad Hires. Ever.** From pre-employment testing and scorable interview guides to online reference-checking and passive talent sourcing, Chequed.com's cloud-based Predictive Talent Selection™ platform is used by some of the world's leading brands including SUBWAY® Restaurants, The Walt Disney Company, Hallmark, Aspen Dental and many others.

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