

# *Client Benchmarking Procedure*

## **FOR ORGANIZATIONAL FIT**

It's considered a fact that employee retention and performance rely on job shadowing and organizational fit more than skills to do a job. Our benchmarking process generates the information necessary to improve the match-making of a candidate to a job opportunity. The information gathered includes traits, work environment, values, leadership structure and professional comparison, and job shadowing key staff. Our benchmarking process takes place onsite with the Client and typically lasts 90 minutes. The first 30 minutes are spent with the Client, and the remaining 30-60 minutes are spent with a selected employee (up to three) whom best represents the work unit's desired example of a great culture and performance fit.

### ***Step One:***

Upon inception of a new client work unit relationship, our Hiring Advisors will complete an onsite Benchmarking study with a relevant Hiring Manager and Key Employee.

### ***Step Two:***

The Client determines upfront if they would like to require organizational fit matching score to enable a Candidate to be submitted to future job openings, or if they only want to be provided the match score and Candidate responses.

### ***Step Three:***

The benchmarking results matching traits, work environment, values, leadership, and continued development will be recorded. As future requisitions from that work unit are generated, their organizational fit will be associated.

### ***Step Four:***

Candidates will complete the organizational fit questionnaire during the online application process.

### ***Step Five:***

The Candidate responses will be compared to the Client's. A point is earned for each match, with up to 24 points available for a 100% match score.

# Client Benchmarking Procedure

## ORGANIZATIONAL FIT INTERVIEW

Leader _____	Location _____	Company _____
Date _____	Department _____	DAE _____

Experts have found that employee satisfaction, longevity, and performance rely on organizational fit more than skills to do a job. Our benchmarking process includes culture, work environment, and values to improve the match-making of a candidate to a job interview.

### 1 KEY TRAITS

Select the top seven words that best describe the key attitudes and aptitudes of your unit's culture

<input type="checkbox"/>	Outgoing/energetic	<input type="checkbox"/>	Flexible/adaptable	<input type="checkbox"/>	Focused/serious
<input type="checkbox"/>	Professional	<input type="checkbox"/>	Work-life balance	<input type="checkbox"/>	Fun loving/humorous
<input type="checkbox"/>	Collaborative/teamwork	<input type="checkbox"/>	Positive/upbeat	<input type="checkbox"/>	Creative/innovative
<input type="checkbox"/>	Process oriented/structured	<input type="checkbox"/>	High productivity	<input type="checkbox"/>	Aspirational/goal oriented
<input type="checkbox"/>	Approachable/confidential	<input type="checkbox"/>	Empathetic/fair minded	<input type="checkbox"/>	Service oriented/helpful
<input type="checkbox"/>	Proactive/forthcoming	<input type="checkbox"/>	Competitive	<input type="checkbox"/>	Intellectual/information driven
<input type="checkbox"/>	Technology influenced	<input type="checkbox"/>	Active in the community	<input type="checkbox"/>	Passionate/engaged

### 2 WORK ENVIRONMENT

Select the best feature for each of the six categories that best describes your work environment

Volume		Pace		Interaction	
<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Fast paced	<input type="checkbox"/>	Regular face-to-face interaction
<input type="checkbox"/>	Quiet	<input type="checkbox"/>	Moderately paced	<input type="checkbox"/>	Infrequent face-to-face interaction

Space (Pick 1-2)		Autonomy		Phone	
<input type="checkbox"/>	Work remotely	<input type="checkbox"/>	Work self-directed	<input type="checkbox"/>	Frequent inbound phone
<input type="checkbox"/>	Individual cubicle	<input type="checkbox"/>	Work in groups/Collaborative	<input type="checkbox"/>	Frequent outbound phone
<input type="checkbox"/>	Open floorplan	<input type="checkbox"/>	Hands-on supervision	<input type="checkbox"/>	Infrequent phone interaction
<input type="checkbox"/>	Own office	<input type="checkbox"/>		<input type="checkbox"/>	

### 3 VALUES

Pick the top 4 values of your organization.

<input type="checkbox"/>	Innovation	<input type="checkbox"/>	Excellence	<input type="checkbox"/>	Accountability
<input type="checkbox"/>	Community	<input type="checkbox"/>	Agile	<input type="checkbox"/>	Safety
<input type="checkbox"/>	Customer Service	<input type="checkbox"/>	Team	<input type="checkbox"/>	Value
<input type="checkbox"/>	Integrity	<input type="checkbox"/>	Results	<input type="checkbox"/>	Environment

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*To be used by employers to inventory their key talent as a means to respond to unfortunate turnover hiring and by the Hiring Advisor in preparation for hiring key talent faster.*

### 4 STRUCTURE

Have team meetings:

None       Weekly       Monthly       Quarterly       Annually

Conduct 1-on-1's:

None       Weekly       Monthly       Quarterly       Annually

Frequency can earn forms of semi-formal or formal recognition or awards:

Daily       Weekly       Monthly       Quarterly       Annually

### 5 PROFESSIONAL DEVELOPMENT

- Training & professional courses available
- Tuition reimbursement available
- Formal onboarding and/or mentors program available