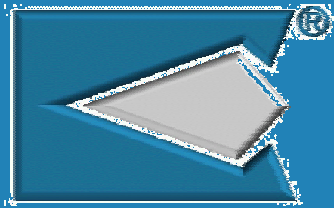




IPMAAC '98

**Automating Minimum Qualifications Screening:
Successful Self-Assessment Through
Technology**

Presented by ...



Troy Wintersteen

Sigma Data Systems, Inc.

MQ Screening ...

- ✦ **Tedious, tedious, tedious**
- ✦ **Counter-productive**
- ✦ **If kept subjective, a natural for automation**

The Basics

- ✦ **Dependent on good job analysis**
- ✦ **Requires a questionnaire**
- ✦ **What is an ordinal scale?**



An Example:

- * How long did you sleep during the last conference session?**
 - a Less than five minutes**
 - b Six to ten minutes**
 - c Eleven to twenty minutes**
 - d Entire session**

Potential Problems

* Reliability

Encouraging applicant honesty

⇒ **Simply trust them?!**

⇒ **Make them cross-reference!**

A

Dates of Employment from _____ to _____	Job Title _____	Average hours per week _____
Starting Salary _____ per hour	Employer's Name and Address _____	Reason for Leaving _____
Final Salary _____ per hour	Description of Work (Do not state "see resume") _____ _____	

B

Dates of Employment from _____ to _____	Job Title _____	Average hours per week _____
Starting Salary _____ per hour	Employer's Name and Address _____	Reason for Leaving _____
Final Salary _____ per hour	Description of Work (Do not state "see resume") _____ _____	

C

Dates of Employment from _____ to _____	Job Title _____	Average hours per week _____
Starting Salary _____ per hour	Employer's Name and Address _____	Reason for Leaving _____
Final Salary _____ per hour	Description of Work (Do not state "see resume") _____ _____	

D

Dates of Employment from _____ to _____	Job Title _____	Average hours per week _____
Starting Salary _____ per hour	Employer's Name and Address _____	Reason for Leaving _____
Final Salary _____ per hour	Description of Work (Do not state "see resume") _____ _____	

17. I certify that all statements made in this application are true and I agree and understand that any deliberate misstatements or omissions of material facts will cause forfeiture on my part of all eligibility to any employment with the City of _____ I further understand that the City of _____ may independently verify all information I have given on the application, to include verification of educational and employment records. I also understand that this application with all attachments may be considered a public record under _____ state law and therefore subject to release without notice.

Your Investment—Time

* Phased approach

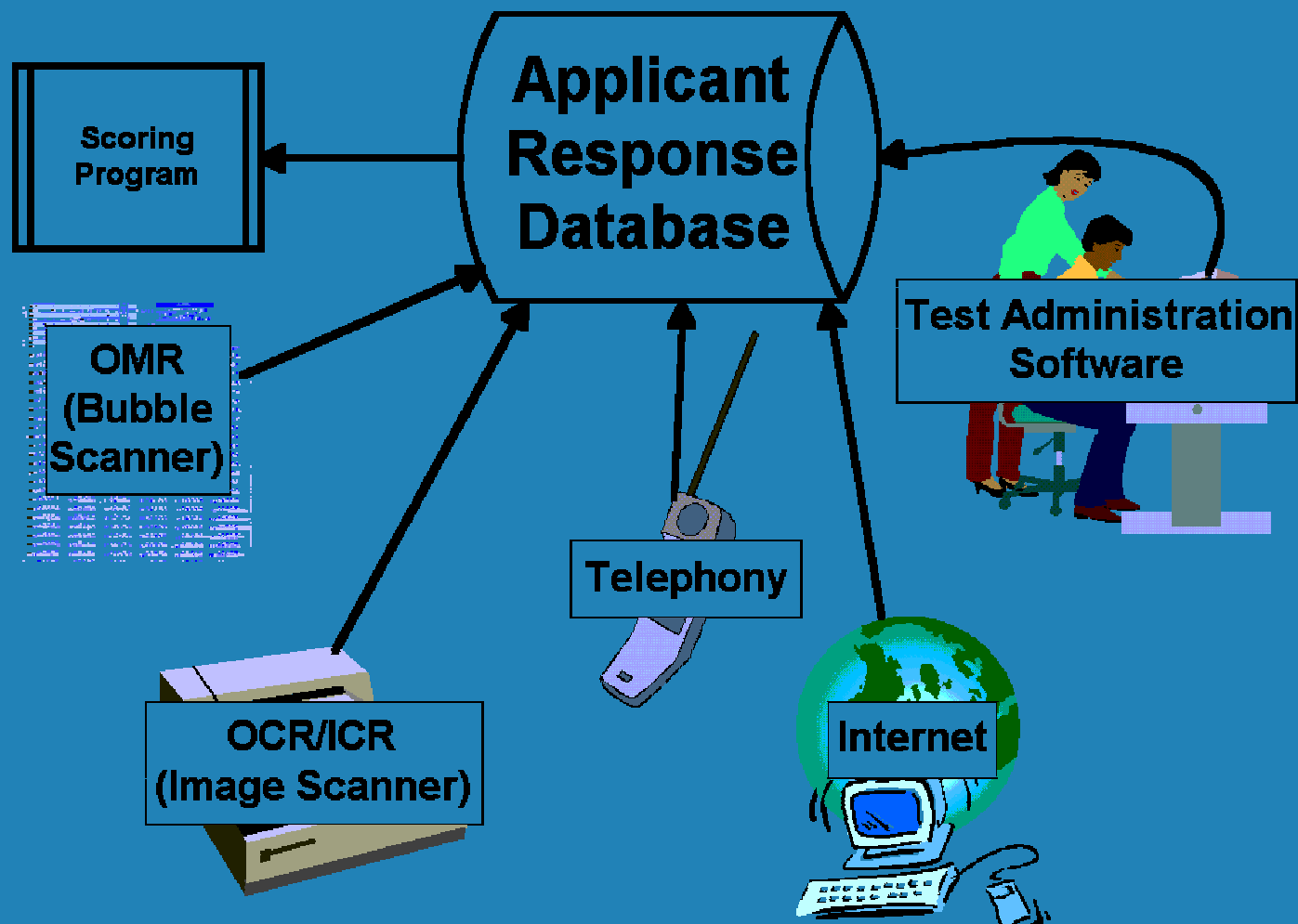
⇒ Analyze job classes for best fit

⇒ Large applicant volume

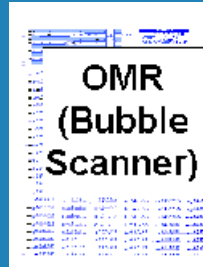
⇒ Objective MQ statement

⇒ Target other classes for future implementation

Collecting Data



OMR



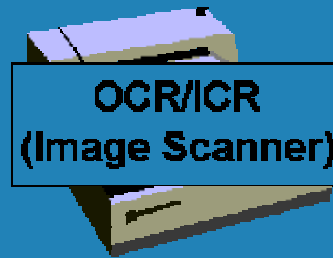
* Advantages:

- ⇒ You probably own one
- ⇒ Applicants understand
- ⇒ May work with existing software

* Disadvantages

- ⇒ Applicants fold forms
- ⇒ Some applicants are not familiar with it
- ⇒ Form constraints
- ⇒ Requires paper

OCR/ICR



* Advantages:

- ⇒ Images can be maintained on-line
- ⇒ Print your own forms
- ⇒ Check box format more 'applicant friendly'

* Disadvantages

- ⇒ Cost of hardware/software
- ⇒ Learning curve
- ⇒ Form setup time
- ⇒ Image storage uses a *lot* of disk space

Telephony



* Advantages:

- ⇒ No forms, no paper
- ⇒ Extremely 'applicant friendly'
- ⇒ Multi-lingual
- ⇒ Can be used for testing

* Disadvantages

- ⇒ Custom programming = \$\$\$\$
- ⇒ High level of dependence on vendor

Internet



* Advantages:

- ⇒ No forms, no paper
- ⇒ Simple maintenance
- ⇒ Wider geographic pool
- ⇒ For the Internet-savvy, extremely easy

* Disadvantages

- ⇒ Not everyone uses the Internet
- ⇒ Extra service cost from ISP
- ⇒ Form setup time
- ⇒ Some custom programming required

Test Admin Software

* Advantages:

- ⇒ No forms, no paper
- ⇒ Leverage existing computers
- ⇒ Turn-key software available

* Disadvantages

- ⇒ Number of applicants limited
- ⇒ Test locations limited
- ⇒ Setup time can be considerable



Review ...

- ✦ **Use existing or new job analyses**
- ✦ **Analyze classifications for best fit**
- ✦ **Carefully weigh data collection methods**
- ✦ **Reap huge benefits in productivity, response time, testing costs, and possibly paper storage!**



**May I Answer Your
Questions?**

Thank You!