

“Finding the BEST people for jobs and the BEST jobs for people”

### OVERVIEW:

i-Match is an internet-based Job Analysis and Applicant Assessment System designed to objectively match the requirements of any job to the job-related assets of any individual.

The system contains 10 independent assessments that are used in the job matching process. One or more assessments can be used for the analysis which translates into a completion time of 5 to 60 minutes (5 to 120 min. for applicant).



### THE 10 ASSESSMENTS:

1. **Job Readiness & Retention**—predicts success in entry-level positions and identifies individuals who are reliable, dependable, motivated and conscientious. In addition, it predicts the likelihood that an individual will stay on the job for at least 3 months. This assessment is geared towards hourly and blue collar positions.
2. **Customer Service**—predicts success in positions with customer contact (internal or external). It is designed to identify character traits such as friendliness, courteousness, helpfulness and service orientation.
3. **Sales**—predicts success in jobs that involve selling ideas, service or products. It is designed to identify character traits such as initiative, commitment, persuasiveness and resilience.
4. **Culture Fit**—predicts organizational commitment as opposed to superior job performance. This assessment deals with preferences, values, beliefs, and the desired work environment.
5. **Knowledge**—identifies the level of knowledge in work-related areas.
6. **Skills**—identifies the level of skills (basic & cross-functional) in work-related areas.
7. **Abilities**—identifies the enduring talents (cognitive, psychomotor, physical & sensory) that can help in work-related areas.
8. **Work Activities**—identifies the similar actions that are performed together in many different jobs.
9. **Work Environment**—identifies working conditions in a work setting.
10. **Work Styles**—identifies the characteristics that can affect how well someone does a job.

### 5 FILTERS:

The 10 i-Match assessments are represented in the 5 filters to the right. Each one of these filters will help in the comparison of individuals to jobs. One or more filters can be used. In some cases, it may be appropriate to only use 2 of the filters. This means that the organization would only have to invest a fraction of the estimated 60 minute completion time to evaluate a job.



### HIRING TOOL FOR EMPLOYERS:

i-Match can help eliminate the stacks of resumes by identifying those applicants most qualified for the job. The employer identifies the job opening and selects a qualified employee to ascertain the job requirements using any number of the assessments. In addition, the job prerequisites are recorded.



The applicants enter the system (on any computer with Internet access) with the information provided by the employer. Upon entry, the applicant can review the prerequisites. At this point, the applicant has the option to move forward and take the assessments or exit the system.

The employer has report options for comparing the applicants to the job. The reports are both static and interactive, allowing sorting by various fields.

### CAREER GUIDANCE TOOL:

i-Match can help an individual to select a career by identifying an individual's job related assets and comparing them to over 900 predefined jobs. The 900+ jobs are from the O\*NET database; a comprehensive database of worker attributes and job characteristics created by the Department of Labor. The reports are both static and interactive, allowing sorting by various fields.

# i-Match

## USERS IN THE I-MATCH PROCESS:



The Administrator is responsible for managing the jobs, applicants and evaluators plus generating reports.

All applications of i-Match involve applicants. To add applicant(s) into the system, the administrator will only need the applicants first and last name. Once an applicant is added, an applicant instruction sheet containing directions and passwords can be produced for the applicant.

In the i-Match applications that require job analysis, the administrator will have to add evaluator(s) and job(s). The process for adding evaluators is similar to that of the applicant.

When the job is added to the system, there are additional steps that will be completed. The administrator will identify the prerequisites, the person who will evaluate the job and the assessments (1-10) that will be used to evaluate the job. There is an additional feature that allows the administrator to base the job analysis on one of the 900+ O\*NET jobs. This data can be used as it is, or modified so it has the same characteristics of the actual job.



The Job Evaluator will enter the i-Match system using the information supplied by the administrator. The evaluator can select a job and complete the assessments. The evaluator will never complete the Performance & Retention, Customer Service and Sales Assessments. These assessments will only be completed by the applicant.

To the right is a typical evaluator screen. Both the importance and the level are rated in most of the assessments. The completion time for the 7 assessments is approximately 60 minutes.

**Sample Job - Knowledge (1 of 33)**  
Indicate how important knowledge in this area is to this job, and then select the level which is required for the job. You will see three levels of knowledge below in increasing order of complexity.

**Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

How important is ADMINISTRATION AND MANAGEMENT to the performance of this job?

Unanswered  
 Not Important  
 Somewhat Important  
 Important  
 Very Important  
 Extremely Important

What level of ADMINISTRATION AND MANAGEMENT is required for this job?

Unanswered  
 Level 1 - Lowest Level  
 Level 2 - Sign a pay voucher  
 Level 3  
 Level 4 - Monitor progress of a project to ensure timely completion  
 Level 5  
 Level 6 - Manage a \$10 million company  
 Level 7 - Highest Level

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The applicant enters the i-Match system using the information supplied by the administrator. Upon entry, the applicant can review the prerequisites for one or more job (entered by the administrator). The applicant can select the jobs that are of interest. Next the applicant will complete the assessments related to the selected job(s) or all assessments.

To the right is a typical applicant screen. The approximate completion time for all assessments is 120 minutes.

**Knowledge (1 of 33)**  
You will see three levels of knowledge below in increasing order of complexity. Select the most complex level at which you have significant knowledge.

**Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Which is the most difficult level at which you can perform?

Unanswered  
 Level 1 - Lowest Level  
 Level 2 - Sign a pay voucher  
 Level 3  
 Level 4 - Monitor progress of a project to ensure timely completion  
 Level 5  
 Level 6 - Manage a \$10 million company  
 Level 7 - Highest Level

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## BENEFITS OF I-MATCH:



Reduces turnover and lost productivity



Determines which candidates meet the minimum pre-qualifications for a given job



Improves staff quality and retention



Eliminates wading through seemingly unending stacks of resumes



Eliminates the syndrome of "Garbage In, "Garbage Out"



Comes pre-loaded with all the right questions, descriptors, response analysis, and customized reports



Offers a common language for communication across all jobs and among all workforce development efforts



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