

# **SCDware Corporation**

2571 Whiteway Court; Aurora, IL 60504 (630-236-5332)

## **Profile Evaluation System**

### **Executive Summary**

In an era where businesses of every size strive for any competitive advantage and eagerly embrace the newest technology of communication, production, record-keeping, etc., does it make sense that we often continue to operate our hiring, promotion, and training programs looking backwards instead of forwards? We look at what a person has done, not at what that person is capable of doing. We too often make critical people decisions based on history alone, rather than also considering future potential.

Every business, large or small, has two choices when it comes to its people: train and retrain present employees to continually improve their productivity and effectiveness, or enter into a spiral of "hire/fire frenzy." And, given the state of today's dwindling pool of qualified and sincere job applicants, it is immensely more cost-effective to "train, retrain and retrain" proven, present employees than it is to follow the old rule of "hire three to keep one," thus separating the proverbial wheat from the chaff.

If you don't think turn-over is expensive, consider this simple formula:

- \* If an employee leaves within 1 month, turnover cost is **3 months' salary**
- \* If an employee leaves within 3 months, turnover cost is **6 months' salary**
- \* If an employee leaves within 6 months, turnover cost is **a year's salary**

The **Profile** is a tool that can help you discover your people's capabilities (before hiring and after). Twenty-five years of proven results attest to its effectiveness. Measuring six aptitudes and ten dimensions of job-related personality, the **Profile** provides objective information that can save you money. This is just in the hiring and job-matching process.

As a training/development assessment tool, the **Profile** provides insight to your people's training and development needs, allowing more focus rather than a shotgun approach. Building successful teams and project groups becomes less of a guessing game.

If you want an easy, cost effective method of enhancing your human resource effort call Stephen Dodd at **SCDware Corporation** at **630-236-5332** and ask for **Profiles**.

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## **Profile FAQs**

### **What is the Profile's purpose?**

It is used to help in the selection of management, support staff, salespeople, and other vital and productive employees for your organization.

### **Why should I use it?**

If you know the strengths and weaknesses of an individual vs. the requirements of the job prior to employment, or before transfer/promotion, you will know whether or not that person will fit the position, enjoy the work and be productive.

### **How does the Profile help me?**

By establishing a Normative Pattern of your successful people in various jobs and then hiring people with similar mental skills and personality traits, you will objectively maximize the value of your human resources.

### **What are the specific benefits of the Profile?**

- Reduce employee turnover
- Increase Productivity
- Duplicate your successful people
- Reduce number of on-job accidents
- Match the right person to the job
- Increase profits
- Facilitate promotion/transfer
- Eliminate Guesswork
- Identify management candidates
- Enhance morale

### **What will the Profile tell me about someone I'm about to promote?**

Profiles will tell you how well that person learns, communicates and deals with numbers. The Profile measures their motivation, potential productivity and loyalty on the job and more. It is not an I.Q. test. The Profile includes six areas of mental aptitudes, and just as important, ten dimensions of personality. That individual's Profile is created and compared to what it takes to perform well in the new position.

### **How is the Profile used in training?**

By the comparing existing employees to Profile patterns of your most successful people, and then providing a Profile Report containing the necessary management and training information to help them grow in their position and within the organization.

## **What are Normative Patterns?**

The Normative Pattern validates successful positions within your own organization for hiring, promotion and transfer. Using the Profile Evaluation System, you may create a "job norm" by evaluating your employees in a given position to indicate a pattern for potential success in that position. A future applicant's Profile can then be reviewed and compared for effective job fit.

## **Is the Profile legal?**

Yes. The Profile Evaluation System is an objective tool used in conjunction with other hiring tools and/or available information when considering an individual for hire, promotion, or transfer. At no time is the Profile to be used as the sole basis for a decision in these matters. Profiles meet all EEOC & ADA requirements.

The Profile results are to be held confidential and discussed only with the appropriate parties with the knowledge and consent of the Profiled individual.

These requirements are to be strictly adhered to, with SCDware Corporation disclaiming any responsibility and/or accountability for the misuse of the Profile information.