Matching the Best People to Your Jobs

AOE Science Assessment Selection Tool

Offered by the Oklahoma State University Department of Management and the Center for Executive and Professional Development, Spears School of Business

SPEARS
SCHOOL OF BUSINESS

Simplify the Interviewing Process and Selection of Candidates

If you are responsible for interviewing potential candidates for a position at work, this AOE (applied organizational effectiveness) assessment tool is designed to simplify the process by helping you select the best candidate for the position. This assessment tool helps you narrow the choice of candidates for the position and match the right person for the job to your open position/s.

Who will be assisted by the right selection assessment?

- Human resource directors and officers, leadership talent professionals
- C-suite officials
- Teams of leaders
- Employees of your organization

How can you use the selection assessment to assist you in hiring new employees or selecting current employees for new positions?

Selection assessments are standardized tests used to help select job applicants to find those personnel with the best fit for open positions. You identify the ideal candidate for the job and then use data to help select applicants that fit that ideal profile. You use data to make every other decision in your business so why not in hiring? By potential candidates completing information, you will discover more pertinent information regarding candidates and save your organization time and money spent in hiring the best person for the job.

Why do you need to use selection assessments in hiring new employees?

Hiring the right person for the position can increase your success at work by having the organization run more smoothly with people matching the job.

This assessment tool will help you select the most qualified individual and select the person that best fits the organization. You will...

- Increase productivity
- Reduce turnover
- Increase employee morale
- Improve customer satisfaction
- Arrive at better safety outcomes

People who don’t match up well with their jobs can have a negative impact on employee morale and the bottom line.

By hiring a person that doesn’t work well for the position, your organization can waste valuable time and money in training for the position, performance management and lost productivity. There is also the potential cost of litigation if you have to terminate a person you have hired or fend off lawsuits because of accidents. There are replacement costs due to down time with a vacant position, recruiting applicants, and onboarding new hires which is estimated to cost the organization 1.5 times annual salary of the person hired.
Dr. Bryan Edwards
Developer of AOE Assessment Tool and Program Manager

Dr. Bryan Edwards is the Joe Synar Chair and Associate Professor of Management in the Spears School of Business at Oklahoma State University, specializing in human resources management and organizational behavior. He is an expert in selection, training, performance management, leadership, organizational development and team effectiveness. Dr. Edwards earned his Ph.D. in I/O Psychology from Texas A&M University. He sits on the Editorial Board of Personnel Psychology, Journal of Applied Psychology, Journal of Management and Journal of Business and Psychology. His research has been funded by the National Science Foundation, Department of Defense, Material Handling Industry of America, and other agencies. He has presented many on-site and public programs to energy companies, state organizations, financial service firms, manufacturers, and others.

How is the AOE Select Instrument Validated and Easy to Use?
The assessment tool has been developed by those working with the science of selection for a combined 30 years:

• Assessments meet all criteria: reliable, valid, legally defensible
• Easy-to-use dashboard; can send selection assessments to job candidates in 30 seconds
• Minimize hiring time
• Extensive user training
• Support from Ph.D. faculty with a Ph.D. in Industrial/Organization psychology
• Personal service and responsiveness

What services are offered?
AOE Select has three online assessments: 1) personality; 2) reasoning ability; and 3) risks. Personality—15 minutes (flexible in opinions/views, pay attention to detail, etc.); reasoning ability—10 minutes (verbal skills and quantitative/math); and risk assessment—5 minutes (involving willingness to take chances, safety, knowledge, etc.). The assessments are not long in regard to length of time to take the tests.

All assessments are taken online by job candidates and automatically scored. Candidates usually take only two or three of the assessments, depending on which ones are relevant for a specific job.
The process entails the following steps:

1. An organizational representative will log on to the AOE website and input the names and emails of the job candidates and send an email with instructions and a link to the assessment questions to the candidates.

2. A feedback report via email will be received by the organization when the candidates have completed each assessment.

3. The feedback report will provide the assessment scores, how to interpret those scores, and a “fit” recommendation. The fit recommendation is based on a formula derived from the validation data. That is, the system knows which scores are associated with high performance in other organizations for the same job.

(Note: We have validation data for 19 job families:
- engineers
- finance
- food service
- healthcare
- machinists
- manufacturing
- public servants
- sales
- etc.

These data were derived from similar jobs in other organizations. These normal data match the candidate profile with the ideal profile for the job. You identify which job family your job fits in and with the click of a button, the website will apply those formulas.)

Fees for Assessment

Price is determined by...

1. size of the organization;
2. purchase of an annual license; or
3. purchase of “pay per individual assessments” which is $75 per assessment

For more information, contact:

Center for Executive and Professional Development
Spears School of Business | Oklahoma State University
294 Business Building | Stillwater, OK 74078-4011

Call 405-744-5208 (phone) or e-mail cepd@okstate.edu

Contacts: Sarah Williams | Business Development Manager
(Sarah.hammer.williams@okstate.edu)
Kelle Scott | Program Manager
(kelle.scott@okstate.edu)
Matching the Best People to Your Jobs

AOE Science Assessment Selection Tool

Offered by the Oklahoma State University Department of Management and the Center for Executive and Professional Development, Spears School of Business