



TALENT SELECTION PROCESS with THE TRIMETRIX™ SYSTEM

STEP 1 ALWAYS start with the Job Benchmark

- ❖ Review and thoroughly understand the Job Benchmark, which must be completed BEFORE talent selection begins. The Job Benchmark identifies objective, unbiased and specific talent competencies (personal and professional skills), motivators and behaviors - requirements for successfully achieving the job's Key Accountabilities (defined within the job benchmarking process)

STEP 2 Define and document the complete Talent Selection process

- ❖ Review your total process for talent selection, assuring that the TriMetrix System is only one component of that process – about 1/3 (for example, other parts being technical skill requirements, screening and formal interviews, resume reviews, reference checks, role plays, etc.).
- ❖ Advise the client to document the process, including where the TriMetrix System will be used, and assure that the same process is used consistently with all applicants, with results recorded in the company's personnel files.

STEP 3 Have Appropriate Candidates Complete the TriMetrix Talent Assessments

- ❖ At the appropriate step in your talent selection process, the candidate will complete a TriMetrix System Personal Talent or Personal Talent Plus Report

STEP 4 Make Talent Comparisons with the Job's Benchmark

- ❖ Use the TriMetrix Job Plus/Talent Comparison Report (available within the Internet Service Delivery™ administrator's account) to compare completed Talent Reports with the established Job Benchmark.
- ❖ Review the interpretation guidelines documented at the beginning of the completed report and use them to identify top talent
- ❖ Especially in the beginning, utilize TKC advisor as a resource to discuss results of candidate reports versus the benchmark. A training program(s) will help everyone in the process become comfortable with the process and the information. A special training manual will be developed for any customer for which training is provided.

STEP 5 Ongoing Personal Development

- ❖ After successful job candidates have been hired, their TriMetrix PersonalTalent or Personal Talent plus Reports can be converted to full TriMetrix Coaching Reports (available on your IDS account) for use as coaching tools, to develop personal development plans and as part of the performance review process
 - In addition, RxCDs can be provided to support self-learning and development plans and to support the employees manager's coaching efforts (www.RxCDs.com)

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