

GRADUATE RECRUITMENT SERVICES

"The potential cost of a poor selection decision far outweighs the cost of a thorough selection process."

(Psychology at Work)



Overview of Graduate Recruitment Services:

Graduate recruitment can be a cumbersome, costly and time consuming process that puts strain on companies' internal resources and often does not yield the desired return on investment. Psychology at Work assists clients to optimise the job-person-company fit of graduates. We either manage the entire graduate recruitment process, easing the burden on internal resources, or only conducting psychological assessments.



GRADUATE RECRUITMENT PROCESS

- Step 1: Screening:** Psychology at Work receives applications directly, including standardised application forms, CV and academic results. From the beginning we prefer to include a custom-designed motivation questionnaire (optional) that taps into competencies such as *self-motivation; stress resilience* and *written communication*.
- Step 2: Telephonic screening:** Applications are scored according to pre-defined criteria. Candidates who meet the criteria are screened telephonically during which we assess competencies such as *verbal communication skills; composure under pressure and assertiveness*.
- Step 3: Psychological assessments:** This comprise of a reasoning test; learning potential test; personality assessments and a short psychological interview to assess factors such as *motivation, communication skills, self insight, stress management techniques, and assertiveness / aggressiveness*. Results are presented to management with recommendations for short-listing. Interviewees receive a short report that includes a 1-page summary of competency ratings and concerns to investigate during interviews.
- Step 4: Interviews with the client:** We can assist to set up the interviews, and collate interview findings with other information on applicants for final decision-making purposes.
- Step 5: Feedback to applicants:** Successful applicants and their line managers receive additional verbal feedback. All unsuccessful applicants are regretted.

Benefits of partnering with Psychology at Work for graduate recruitment:

Partnering with Psychology at Work can increase the efficacy of your graduate selection decisions and reduce the costs in the following ways:

- We conduct initial screening in line with competencies required for the position.
- Screening may include written applications linked to competencies, as well as telephonic screening that checks for competencies such as *motivation; ability to think of feet; verbal communication; ability to construct a sound argument, etc.*
- We only assess individuals who meet tough screening criteria thereby minimizing assessment costs.
- Line managers and HR only interview applicants who we meet the screening and assessment criterion which reduces the time spent interviewing and away from revenue generating work.
- Prior to interviews, line managers are briefed as to possible concerns and guided on how to check for these concerns. This increases the quality of decisions that are taken.
- We have professionals around the country. This lowers the costs related to travel and accommodation for clients and or line managers.

Built-in Value-added Service:

- **Feedback for development:** Our developmental feedback for new recruits helps them and their managers identify strengths and avoid potential pitfalls, thus reducing some of the factors that contribute to frustration amongst new recruits and lead to high turnover. This cost is included.
- **Return on investment / predictive validity studies:** Psychology at Work will conduct short surveys 6 and 12 months after the selection process has been concluded to determine how well new employees are performing, the turnover / dropout rate of new recruits, and any other information that may help prove the value and predictive validity of the thorough selection process. This is at no additional costs for clients.

For more information on these and other services, please contact:

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