



# FACTS

## PROFESSIONAL CAREER BATTERY

### A TOOL FOR DRIVING HIGH PERFORMANCE

What does it mean to be a “professional?” Typically it means being able to deliver quality work and meet deadlines, collaborate with coworkers, fulfill client expectations, communicate effectively, take the initiative, and get the job done.

But how do you measure professionalism in someone who hasn’t had professional experience? For instance, how would you measure professionalism in recent college graduates, employees looking to move up, or people transitioning into new careers?

DDI’s Professional Career Battery (PCB) can help speed and improve that process by quickly identifying individuals who possess the profile critical for professional success in today’s demanding environment. The PCB can be used as part of a process for hiring new professionals or as a way to place current employees into new or existing professional roles.

### THE BENEFITS

Individuals who score high on the Professional Career Battery are much more likely than low scorers to be top performers

in professional roles, to excel in areas important to job success, and to be highly engaged in the job:

For example, DDI research shows that top scorers on the PCB are:

- > 3.4 times more likely to be top overall performers.
- > 8.0 times more likely to be highly engaged on the job.
- > 4.9 times more likely to excel at being a leader on the job.

Top scorers are also more likely than low scorers to interact well with others and to be motivated by the job and work environment.

In addition to helping you place high-performing people, the Professional Career Battery also helps reduce the time to fill open positions and supports diversity goals (e.g., race, gender, and age) by minimizing score differences among candidate groups.

### THE DETAILS

The Professional Career Battery measures candidates for professional positions based on three critical areas:

- > Making Effective Judgments and Decisions
- > Managing Self and Getting Along With Others
- > Demonstrating Personal Competence

**Making Effective Judgments and Decisions** items assess a candidate’s judgment related to professional and individual contributor work settings. The PCB contains two types of items in this area: Situational Judgment and Action Benchmarking. For both item types, candidates are evaluated on their ability to distinguish effective from ineffective approaches.

**Example Item for Situational Judgment:**

1. You have been asked to document many of the “unwritten” processes in your functional area to improve workforce effectiveness. After documenting several procedures it is clear that each team has their own way of getting all the jobs done. You realize that documenting the processes will be much more difficult than you or your supervisor thought it would be. What do you do?
  - a. Share the information with your supervisor and suggest developing a common process.
  - b. Continue to document all of the different processes in your functional area.
  - c. Pull different units together to benchmark the best approach.
  - d. Set up a meeting with the division manager and your supervisor to discuss the development of a common process.

**Example Items for Action Benchmarking:**

1	2	3	4	5
VERY INEFFECTIVE	SOMEWHAT INEFFECTIVE	NEITHER EFFECTIVE NOR INEFFECTIVE	SOMEWHAT EFFECTIVE	VERY EFFECTIVE

Rate the effectiveness of each action in the following list for scheduling and coordinating a department’s work tasks.

1. Considering alternative options with others when a scheduled event is jeopardized.
2. Having contact information available for all coworkers.
3. Sacrificing relationships with co-workers to make sure a plan will run smoothly.

**Managing Self and Getting Along With Others** items assess a candidate’s dispositional style and behavioral tendencies related to achievement orientation, active learning style, adaptability, collaboration, decision-making style, stability of disposition, and uncertainty management.

**Example Items:**

1	2	3	4	5
STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE

1. I have generally felt as though I had all the skills needed to perform my jobs very well.
2. I approach work tasks methodically.
3. I dread making mistakes in front of high level customers.
4. I have always been comfortable taking an assertive role in groups.
5. I usually rehearse what I am going to say before important discussions at work.

**Demonstrating Personal Competence** items assess a candidate’s prior experience in demonstrating initiative, communication, and organizational skills.

**Example Items:**

1. What is the job level at which you would most like to work?
  - a. Professional
  - b. Leader of Professionals
  - c. Executive
  - d. Senior Executive
2. When you have encountered problems at work, you have most often:
  - a. Asked others to solve the problem.
  - b. Attempted to resolve the problem yourself.
  - c. Approached your supervisor with the problem.
  - d. Ignored the problem for a while to see if it would go away.

## PROGRAM IMPLEMENTATION

DDI offers a variety of delivery options for the Professional Career Battery to suit your business and candidate needs:

- > Web-delivered on DDI's portal
- > Web-delivered on a client-branded site
- > Paper and pencil with either mail-in or fax-in scoring
- > Integrated with other HRIS or applicant tracking systems (ATS)

## INDIVIDUAL REPORTS

Once an individual completes the Professional Career Battery, a report is generated that rates him or her on each of the three critical areas of performance. These scores are translated into an overall band that is highly predictive of performance. The report provides valuable insight into a candidate's likely on-the-job performance. Additional report outputs include interview questions and suggestions for tailoring development.

## PERFORMANCE REPORTS PROVIDE INSIGHT INTO AN INDIVIDUAL'S PROFESSIONAL POTENTIAL IN CRITICAL AREAS OF PERFORMANCE

### Professional Career Battery CANDIDATE PROFILE REPORT



Candidate: Smith, Mike

Score Band: B – Second Priority to Progress

Test Date: 9/17/2006 12:14:00 PM

ASSESSMENT SUCCESS FACTORS				PERFORMANCE INDICATORS
Making Effective Judgments and Decisions				<b>High scorers on Making Effective Judgments and Decisions are more likely to demonstrate on-the-job behaviors such as:</b> <ul style="list-style-type: none"> <li>• Collecting information to better understand problems</li> <li>• Making decisions in an appropriate time period</li> <li>• Attending to important and relevant decision factors</li> <li>• Avoiding procrastination in decision-making</li> <li>• Acting promptly to meet customer/client needs</li> <li>• Describing expectations and goals to ensure clarity and mutual understanding with clients or customers</li> <li>• Appropriately addressing customer/client needs</li> <li>• Communicating clear messages to customers</li> </ul>
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## CONTACT INFORMATION

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## TARGET AUDIENCE

The PCB is appropriate for candidates applying for professional-level individual contributor positions regardless of functional specialty.

## RELATED SOLUTIONS

The Professional Career Battery can be used in conjunction with *Targeted Selection*<sup>®</sup>, DDI's behavior-based interviewing solution.

*Targeted Selection*<sup>®</sup> provides hiring managers with the skills and the structure for conducting quality interviews—ensuring that you have all the information you need to make sound decisions during the hiring and promotion process.

## TO LEARN MORE

Contact your DDI representative or call our Client Relations Group at 1-800-933-4463.