



# FACTS

## PROFESSIONAL INSIGHT INVENTORY

### UNCOVERING A CANDIDATE'S CRITICAL PROFESSIONAL SKILLS

Recent DDI research polled professionals, and found that only half would rate their interpersonal skills as “very good” or “excellent.” The same percentage reported feeling stagnant in their present position, and 44 percent of those workers intend to “look for another job when the economy improves.” One can infer that there’s about to be a glut of workers looking for a job, but not all of them are top candidates who possess the interpersonal skills necessary for success.

Organizations need an efficient way to spot a future top performing professional during the selection process. When there are many contenders for just one spot, the Professional Insight Inventory can narrow the field by uncovering the candidates who are most likely to possess the right disposition, judgment, and approaches on the job.

### THE BENEFITS

The inventory helps identify the best candidates for professional roles, which leads to:

- > Faster speed to productivity
- > Stronger performance in professional roles

- > Better job fit and reduced turnover
- > A more engaged and results-driven workforce
- > A stronger bench from which to identify your future leaders

### THE DETAILS

DDI’s Professional Insight Inventory helps organizations quickly identify individuals who possess the characteristics needed for success in today’s demanding environment. The inventory can be used as part of a process for hiring new associates, or as a way to place current employees into new or existing roles.

The Professional Insight Inventory measures associates across three critical areas:

#### 1. Professional Disposition

These items look at whether individuals possess personal attributes critical to effective performance, such as driving toward success, engaging people, learning agility, and receptivity to feedback.

This section of the inventory contains items similar to the following:

*Instructions:* Respond to the following questions by indicating your agreement with each statement using the scale below.

1	2	3	4	5
Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree

- I enjoy discussing ways to change my job.
- I invest time and effort at work maintaining my network of colleagues.
- I often ask my supervisor how he or she thinks I am performing.

- When reviewing evidence put together by someone else, I usually trust the author's interpretation.
- When faced with a brand new assignment or subject matter at work, I have quickly learned the new material.

## 2. Demonstrates Professional Judgment

Individuals are asked to evaluate situational judgment items. They are rated on their ability to distinguish effective approaches to resolving common (and important) professional situations.

This section of the inventory contains items similar to the following:

**Instructions:** *Select the best course of action:*

Your supervisor has promised to meet a client deadline that you know you will not be able to make due to your current schedule. You have told your supervisor about the dilemma but he has done nothing. Your best option would be to:

- Speak to your supervisor's boss about the problem.
- Ask your supervisor to check with you before she promises your time to projects.
- Call the client and apologize, and state it will take you more time than you thought.
- Call the client and explain that your supervisor was not fully aware of the number of tasks necessary and that the deadline is impossible to meet.

## 3. Demonstrates Effective Approaches

These items assess prior behaviors and experiences, drawing on candidates' previous approaches to evaluate the suitability of their responses to professional challenges.

This section of the inventory contains items similar to the following:

**Instructions:** *Select the response that most accurately represents your own prior experience.*

When you have encountered problems at work, you have most often:

- Asked others to solve the problem.
- Attempted to resolve the problem yourself.
- Approached your supervisor with the problem.
- Ignored the problem for a while to see if it would go away.

The report generated by the Professional Insight Inventory provides valuable insight into a candidate's disposition and describes performance implications of the scores. Interview guide questions and suggestions for development are also included.

## PROGRAM IMPLEMENTATION

DDI offers a variety of delivery options for the Professional Insight Inventory, including:

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

## TARGET AUDIENCE

This inventory is used to select candidates for individual contributor roles in professional fields.

## RELATED SOLUTIONS

The Sales Insight Inventory and Leader Insight Inventory can be used to select professionals for sales and managerial positions.

## TO LEARN MORE

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