



FACTS

TARGETED SELECTION®: ACCESS®

A TOOL TO SUPPORT AND AUTOMATE YOUR INTERVIEWING PROCESS

Targeted Selection®: Access® is the electronic companion to DDI's award-winning Targeted Selection® behavior-based interviewing system. TS®: Access® streamlines the tasks associated with TS® interviewing, reinforces the TS® process, and provides the support and resources you need to facilitate the best selection decisions possible.

THE BENEFITS

TS®: Access® helps organizations:

- > Maintain process and hiring decision accuracy over time.
- > Ensure the consistent and effective application of Targeted Selection®.
- > Significantly reduce administrative time.
- > Increase legal defensibility of your selection process by facilitating consistency and archiving appropriate records.

TS®: Access® helps interviewers:

- > Make the most accurate selection decisions possible.

- > Quickly access interview guides and other job and candidate information.
- > Efficiently share and integrate data gathered during interviews with other interviewers and decision-makers.
- > Maintain their interviewing skills over time through online resources.

THE DETAILS

TS®: Access® consists of three main components—Job Analysis, Interview Guide Generation, and Data Integration/Decision Support. The software also features other resources designed to maximize the effectiveness of your organization's interviewers.

Confirm Success ProfileSM

The Competency Analysis component of TS®: Access® provides an efficient and effective process for gathering and analyzing data related to job activities and behaviors, and for confirming the competencies and motivations required for job success. Through the use of online questionnaires, incumbents rate the frequency and importance of specific job activities, which then roll up to competency and motivation questionnaires. Hiring managers and other work content experts rank the importance of each competency and motivation, along with the comprehensiveness of both lists. The data is collected and analyzed online to determine the final list of competencies and motivational fit facets to be targeted in the interview.

TS®: Access® is preloaded with an extensive competency database, including DDI's Competency Library 2.0. This is DDI's most robust library to date, including Executive, High Performance, Sales, and Health Care competencies.

Create highly accurate interview guides

TS®: Access®'s extensive database of competencies and related behavioral and motivational fit interview questions allow TS® program managers to quickly and easily create job- and organization-specific interview guides that reflect the Success ProfileSM targets for that job. Additionally, the guides' contemporary format makes them easy to configure and use.

Facilitate better data integration and decision-making

TS®: Access® helps interviewers make better hiring decisions by automating the organization and presentation of data from everyone on the interviewing team. These interviewers enter competency and motivational fit ratings into electronic candidate data integration forms. The data is combined and made available online in real-time to facilitate consensus-building discussions and to help the team arrive at the best possible decision.

Make all relevant documents and information accessible to interviewers

TS®: Access® Administrators can create a "virtual packet" containing both information about the job and the candidate, including interview guides and coverage grids created using the TS®: Access® system, job descriptions, résumés, interview schedules, and selection process timelines.

Increase interviewers' confidence and effectiveness

Through its web-based interview guide generation and information distribution capabilities, data integration facilitation, and its online, just-in-time support functionality, TS®: Access® provides interviewers with the information, tools, and skill support they need to interview effectively and with confidence.

Maintain and apply hiring skills and best practices over time

The Targeted Selection: Netcoach® component of TS:Access® helps recruiters and hiring managers maintain their interviewing skills and apply best practices consistently throughout the hiring process, whether they are screening résumés, conducting interviews or telephone screening, checking references, "selling the organization" to candidates, or managing the on-boarding of new hires. In addition, TS®: Access® helps hiring managers consistently perform these tasks more effectively over time by providing them with online, just-in-time instruction, tips, and best practices around specific interviewing skills

PROGRAM IMPLEMENTATION

TS®: Access® is available through an online subscription service, and is consistently updated to reflect the very latest TS® concepts and practices. Whether your organization has 100 interviewers or several thousand, TS®: Access®'s scalable solutions enable you to realize maximum efficiency and accuracy. Additionally, TS®: Access®'s multilanguage capabilities allow users to work in English, French, or Latin American Spanish.

A team of DDI consulting and technical experts will support your successful implementation of TS®: Access®. This DDI team provides administrator training, system set-up and updates, and a toll-free hotline.

RELATED SOLUTIONS

Targeted Selection®: Access® can help your organization prepare to interview for competencies and motivational fit—two components of the Success ProfileSM. To determine the right knowledge and experience elements to round out the profile, DDI offers Success Profiles: NavigatorSM. This software integrates seamlessly with TS®: Access®, helping your organization complete a holistic Success ProfileSM for any position within your organization.

For organizations with large-volume hiring needs, DDI recommends using our tests and screens to accurately and efficiently identify only the most qualified candidates. We offer employment testing and assessment solutions that measure a candidate's experiences, disposition, and work-related judgment, as well as an extensive library of more than 800 skills tests.

TO LEARN MORE

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

CONTACT INFORMATION

WORLD HEADQUARTERS
412.257.0600

E-MAIL INFO@DDIWORLD.COM

WWW.DDIWORLD.COM/LOCATIONS