



Candidate Name:	_____
Position Applied For:	_____
Interview Date:	_____
Interviewed By:	1. _____
	2. _____
	3. _____

Employee Selection Companion

The Omnia® Selection Companion is used to track and weigh the steps of the selection process:

1. Update the position description.
2. Generate a list of viable candidates.
3. Candidates should complete an Omnia Profile before the first interview along with your other application forms.
4. Effective interviewing.

If possible, we recommend the interviewing be shared by **three** people:

- One person to explore the Candidate's **past** to verify that the behavior you seek has always been the Candidate's behavior.
- The **second** to explore the Candidate's **present** such as reasons for availability, interests and activities to verify that the behavior you seek is still the Candidate's behavior.
- And the **third** to explore the Candidate's **future**: Are goals consistent with the behavior you seek? Are they reachable within your organization?

5. We recommend skills testing (*basic math, English and other tests appropriate to the position*). See Question 9.
6. Complete this Selection Companion - total score is on back.

Circle the number which applies and total your score on the back:

1. PUNCTUALITY

The candidate arrived on time for the interview

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

2. APPEARANCE

Neatness and appropriateness of clothing, hair, make-up, scent

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

3. RÉSUMÉ AND JOB APPLICATION

Consistency of information with job's behavioral demands

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

4. DEGREE OF CONFIDENCE

During the interview, direct answers, good eye-contact and good questions for the interviewer

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

5. STAMINA

General vitality, ability to concentrate, alertness

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

continued>>>

6. JUDGEMENT AND MATURITY

Grasp of reality, thoughtful, accurate answers based on your own and others' observation, judgement and opinions

poor	unimpressive	ordinary	good	excellent
2	4	6	8	10

7. INTERVIEW RESULTS

a) **PAST** Consistency of past activities and experience with job's behavioral demands

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

b) **PRESENT** Consistency of present activities and consistency of reason for present availability with job's behavioral demands

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

c) **FUTURE** Consistency of future goals and objectives with job's behavioral demands

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

d) **LEVEL OF ASSERTIVENESS** Candidate's specific experiences and answers to behavioral questions fit the position's behavioral demands and with the goals/incentives of the job

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

e) **COMMUNICATION STYLE** Candidate's specific experiences and answers to behavioral questions fit the position's behavioral demands and with the communication style of peers, supervisors, clients, prospects, etc.

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

f) **PREFERRED PACE** Candidate's specific experiences and answers to behavioral questions fit the position's behavioral demands, workplace timetables and manager's preferred pace

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

g) **NEED FOR STRUCTURE** Candidate's specific experiences and answers to behavioral questions match the company procedures, management guidelines and supervisory preferences currently in place

poor	unimpressive	ordinary	good	excellent
1	2	3	4	5

8. OVERALL IMPRESSION

Compatibility with firm, manager, peers

poor	unimpressive	ordinary	good	excellent
0	4	6	8	10

9. SKILLS, KNOWLEDGE

poor	unimpressive	ordinary	good	excellent
0	10	20	30	40

10. OMNIA PROFILE® RESULTS

poor	unimpressive	ordinary	good	excellent
0	10	20	30	40

11. REFERENCES (1 OR 2)

Should confirm past performance has been consistent with job demands (*ask about judgement, reliability, commitment*)

poor	unimpressive	ordinary	good	excellent
0	10	20	30	40

SCORING

Total Available Points: 220

160 & above = Excellent

A **high** probability of the candidate's success

125 - 159 = Average

A **reasonable** probability of the candidate's success

124 & below = Risk

A **low** probability of the candidate's success

TOTAL SCORE

For assistance, contact
an Omnia Client Advisor:

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CSM@OmniaGroup.com