



# HR Pre-Qualify

## Position Profiling With The ERI® System

Using the ERI® System, in conjunction with *position profiling*, has allowed many organizations to better structure and standardize their hiring processes. With the ERI® System, you can develop a customized company-wide profile, or a set of customized position profiles for particular positions within your company. Using these profiles helps you to effectively standardize your hiring process. This results in your getting a more systematic and consistent benefit from the ERI® System.

### Profiling Options:

There are two ways in which you can utilize position profiling with the ERI® System: (1) developing a single company wide profile; or (2) developing individual profiles for particular positions within your company.

**Company Wide** profiling is best used in a company where the basic work behaviors and reliability requirements are reasonably similar across most positions.

**Individual Position Profiling** is most helpful in a company where the basic work behaviors and reliability requirements are different across positions.

### Use Of Position Profiling To Help Make Hiring Decisions

With this type of profiling, you establish thresholds or benchmarks for each ERI® scale. If an applicant scores above the threshold on a particular ERI® scale, you utilize the structured follow up interview and reference checking questions, supplied with the system, to cross check and clarify the results of the ERI® *questionnaire*. This method helps you to ensure that the applicants you hire will have the work behavior skills necessary to perform on the job in a reliable and productive manner.

### Developing A Position Profile

The first step in developing a position profile is to determine the specific *work behavior skills* needed to perform the job in a reliable and productive manner. To get a better understanding of this, consider the following example:

Assume that you are hiring for a position where client services, maturity, and company loyalty are important work behavior skills, but the position does not involve access to money, other valuable company assets, or dangerous working conditions. The *most* important ERI® scales for such a position are Courtesy ( C), Emotional Maturity (E), Conscientiousness (F), and Job Commitment (Q). Accordingly, you would want to set the benchmarks for those scales lower than for the others. Below is a sample profile that might be developed for this type of position.

SCALE	ZONE 1		ZONE 2		ZONE 3		ZONE 4	
	A	B	A	B	A	B	A	B
A								
C								
E								
F								
H								
Q								
S								

Our Client Services Department can assist you in developing both company-wide and individual position profiles. This ensures that the most relevant scales are differentially applied to your hiring process, based on your hiring requirements. You can then start to use these benchmarks as an integrated part of your hiring process.

For more information about the ERI® System, or to discuss position profiling in greater detail, feel free to contact Bay State Psychological Associates at 1-800-438-2772.