

# Introduction to New Harrison Assessment Features – September 2013

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We are pleased to announce the following new capabilities to the HATS system that will be released on 16 September 2013. The new capabilities are a response to customer requests and ongoing research. This release will apply to all systems and include:

- Updated Questionnaire
- Updated Job Success Formulas
- New Succession Planning option
- New Career functionality & Career Navigator System option

# Updated questionnaire

The Harrison Suitability Questionnaire has been updated with a state-of-the-art interface which also has improved compatibility with popular new devices such as tablets and smartphones. It also runs without the applicant or employee having to enable pop-ups in their browser.

## Primary Qualifications

Primary Qualifications (takes 1-2 minutes)    Nice-to-Have Qualifications (takes 1-2 minutes)    Upload Resume (takes 1 minute)    Work Preferences Questionnaire (takes about 20 minutes)

**Primary Qualifications Please Note** Many of the standard answer options below are much greater than what would be applicable to this job. **Lower levels of experience or skill will not necessarily hinder your job application.**

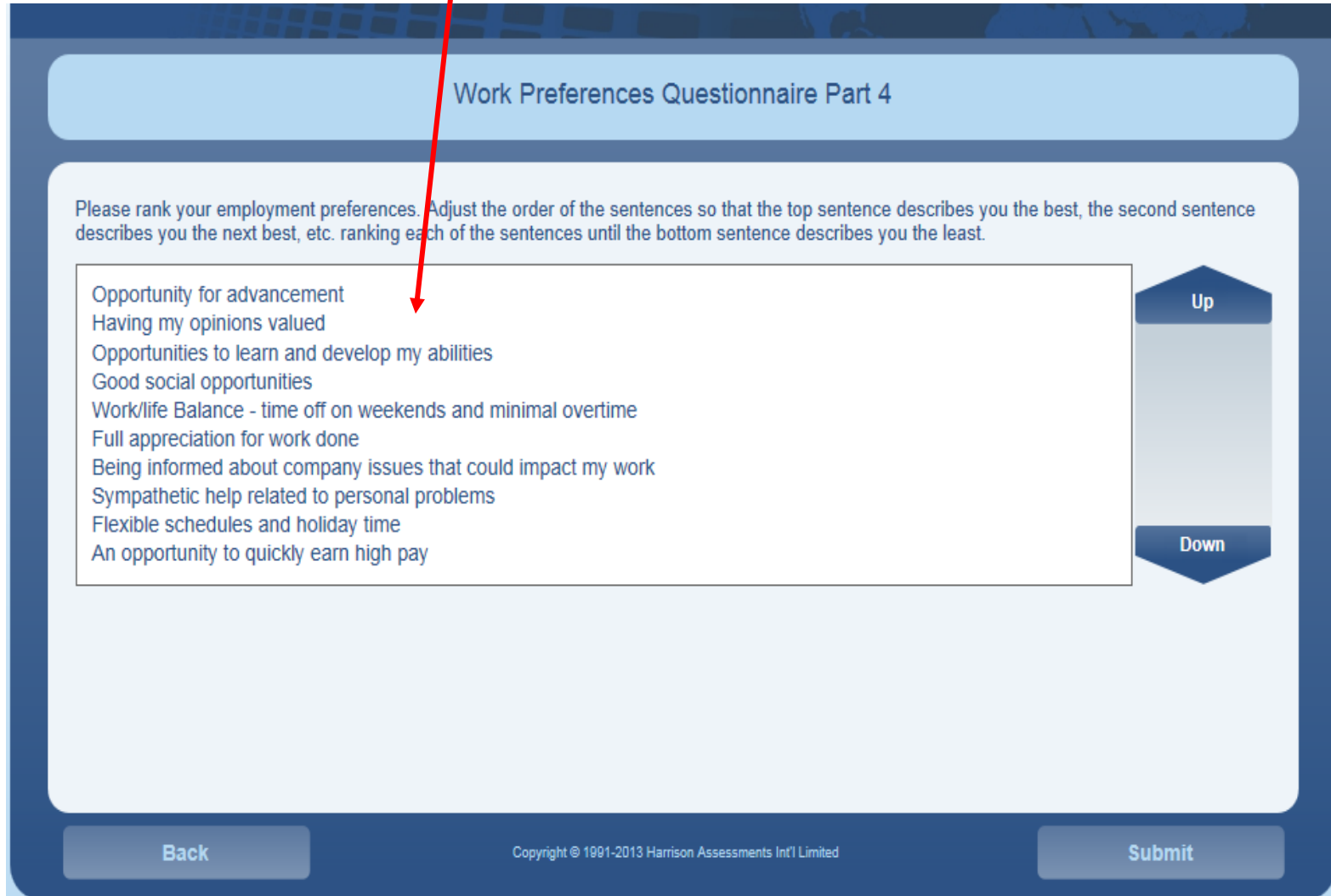
**Question** How many years of experience do you have working as a full-time Training Specialist.

**Answer Options (Please select the answer that is closest)**

- Zero to 3 months
- 3 to 11 months
- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 to 9 years

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There are nine new employment preference questions that enable better pre-hire discussions and post-hire retention.



Work Preferences Questionnaire Part 4

Please rank your employment preferences. Adjust the order of the sentences so that the top sentence describes you the best, the second sentence describes you the next best, etc. ranking each of the sentences until the bottom sentence describes you the least.

- Opportunity for advancement
- Having my opinions valued
- Opportunities to learn and develop my abilities
- Good social opportunities
- Work/life Balance - time off on weekends and minimal overtime
- Full appreciation for work done
- Being informed about company issues that could impact my work
- Sympathetic help related to personal problems
- Flexible schedules and holiday time
- An opportunity to quickly earn high pay

Up

Down

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Submit

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There are ten additional interest questions, which have been mixed with the existing interest questions. The rating scale is expanded to include nine options. The new interest questions support the improved JSFs and the new career system.

### Work Preferences Questionnaire Part 3

Please select the button below that relates to your level of interest for each subject.

<b>I would be interested in work that involved:</b>	No interest	Little interest	Moderate interest	Interest	Intense passion
Writing or language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Animals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Making or serving food	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traveling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Some types of science (any type)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health or medicine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finance or business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plants, trees or farming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acting, dancing, singing or entertaining	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convincing people to buy something	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trying to understand how and why people think and act the way they do	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## The new interest questions are:

The new interest questions are:	Related Trait Name
Convincing people to buy something	Selling
Trying to understand how and why people think and act the way they do	Psychology
Physical science such as physics and chemistry	Physical Science
Knowing how different things are made or manufactured	Manufacturing
The rules and laws that relate to society and business	Legal
Knowing how living things function, develop or reproduce	Biology
Medical science - diagnosis and treatment	Medical Science
Knowing how computer software works	Computer Software
Knowing how computer or computer related hardware works	Computer Hardware
Acting, dancing, singing or entertaining	Entertainment

The new interest questions will be included in the appropriate JSFs in the HA Standard library. For example, Selling is included in sales related JSFs and Psychology is included as a desirable trait in many JSFs including Sales and Human Resources. Computer interest is now separated into Software and Hardware. Various types of science are now separate questions.

To see how the new interest traits have been applied, view the new Standard JSFs as appropriate to your business.

# Updated JSF library



# Updated JSF Library and Scoring

Each of the 6000+ HA Standard library JSFs will be updated according to new performance research, new interest questions and adjustments based on analysis of norms. This will improve the quality of the suitability scoring for Standard JSFs. If you wish to keep a copy of a previous JFS, do the following steps: **Step 1)** Select the JSF and then select View.

< Back
Home
**Manage Job Success Formulas (JSFs)**
Online help
Sign off

Custom JSFs
**Standard JSFs**
Submitted JSFs

**Instructions:** -To view a seed JSF, click on the specific JSF and then click the **View selected seed JSF** button. You will have the option to create a custom JSF based on any seed JSF you view.

JSF #	Category	Job Success Formula name	Job lvl	Mgt lvl
HA-1102-W-N	Financial	Accountant/Bookkeeper - All Functions (No experience)	2	NON-M
HA-1102-W-L	Financial	Accountant/Bookkeeper - All Functions (Limited experience)	2	NON-M
HA-1102-W-M	Financial	Accountant/Bookkeeper - All Functions (Moderate experience)	3	NON-M
HA-1102-W-E	Financial	Accountant/Bookkeeper - All Functions (Extensive experience)	3	NON-M
HA-1102-M-L	Financial	Accountant/Bookkeeper - All Functions Manager (Limited experience)	4	MGT
HA-1102-M-M	Financial	Accountant/Bookkeeper - All Functions Manager (Moderate experience)	5	MGT
HA-1102-M-E	Financial	Accountant/Bookkeeper - All Functions Manager (Extensive experience)	5	MGT
HA-1102-S-N	Financial	Accountant/Bookkeeper - All Functions Supervisor (No experience)	3	SUP
HA-1102-S-L	Financial	Accountant/Bookkeeper - All Functions Supervisor (Limited experience)	3	SUP
HA-1102-S-M	Financial	Accountant/Bookkeeper - All Functions Supervisor (Moderate experience)	4	SUP
HA-1102-S-E	Financial	Accountant/Bookkeeper - All Functions Supervisor (Extensive experience)	4	SUP
HA-1103-W-N	Financial	Accounts Payable Specialist (No experience)	2	NON-M
HA-1103-W-L	Financial	Accounts Payable Specialist (Limited experience)	2	NON-M
HA-1103-W-M	Financial	Accounts Payable Specialist (Moderate experience)	3	NON-M
HA-1103-W-E	Financial	Accounts Payable Specialist (Extensive experience)	3	NON-M
HA-1103-M-L	Financial	Accounts Payable Specialist Manager (Limited experience)	4	MGT
HA-1103-M-M	Financial	Accounts Payable Specialist Manager (Moderate experience)	5	MGT
HA-1103-M-E	Financial	Accounts Payable Specialist Manager (Extensive experience)	5	MGT

< Prior 100
Next 100 >

Send to Excel

View selected seed JSF

# Copy a Standard JSF

**Step 2:** Click this button to make a copy of the Standard JSF into your Custom library. The next screen will allow you to make modifications, but you may simply hit the Back button if you don't wish to make changes. **Note: The copy must be made prior to the upgrade on Sept 16<sup>th</sup>.**

**Harrison Assessments Talent Solutions** Alerts HATS Support Units: 4,611.911

< Back Home **Browse Job Success Formula Library** Sign off

Job Success Formula name: Advertising Purchaser Manager (Moderate experience) JSF number: HA-1143-M-M

Weighting and general Eligibility formula Suitability

Job Success Formula Name: Advertising Purchaser Manager (Moderate experience) This tab last edited: 05/21/2012 by HA Staff

Description

Job Success Formula Section Weighting:	
Eligibility formula	50% Experience, skills and education (see Eligibility formula tab)
Suitability Section	30% Attitudes, motivations and work preferences (see Suitability formula tab)
Interview Suitability Section	20% Interview perspective on suitability (see question area of the traits within the Suitability formula tab)
	100%

Optional Job Summary:

Moderate previous experience performing similar work is required for this job.

This job requires managing workers who are performing work as follows:

Purchase advertising on behalf of the company.

Analyze the best advertising investments and negotiate with the suppliers.

Assigned consistency threshold:

Charging Level:

**Create a New Custom Job Success Formula Based on This One**

# Custom JSFs are Not Affected

**Your existing Custom JSFs will not be affected by any of the changes.** However, if you create new custom JSFs based on the new Standard HA library, it will use the new formulas. The new interest questions will only be reflected in reports when run against a new questionnaire.

**Harrison Assessments Talent Solutions** Alerts | HATS Support | Units: 4,611.911


[< Back](#) [Home](#) **Manage Job Success Formulas (JSFs)** [Online help](#) [Sign off](#)

**Custom JSFs** **Standard JSFs** **Submitted JSFs**

Custom JSFs are JSFs you have customized for use within your own company.


**Instructions:**

- To edit a custom JSF, click on the specific JSF and then click the **Edit selected custom JSF** button.
- To add a new custom JSF, click the **Add new custom JSF** button.
- To delete a custom JSF, click on the specific JSF and then click the **Delete selected custom JSF** button.

Instructions: 

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JSF #	Category	JSF name	Eligibility formula	Suitability formula	Last edited
HA-222	Human Resources	Human Resources Director - All Functions - copy	Inactive	Runnable	02/23/2012
HA01-214	Technology - Software & Services	Job Analyst/Researcher	Runnable	Runnable	02/03/2012
HA01-093	Customer Service and Hospitality	Call Center Customer Service Efficiency Focus 2	Inactive	Runnable	11/29/2011
HA01-213	Sales, Marketing and Retail	Outside Sales Manager	Inactive	Runnable	11/15/2011
HA01-211	Sales, Marketing and Retail	Medical Equipment Sales Manager	Requires Submission	Runnable	09/27/2011
HA01-186	Customer Service and Hospitality	#1 Call Center Customer Service Friendliness Focus Supervisor	Inactive	Runnable	09/23/2011
HA01-210	Human Resources	Campaign: Trainer	Requires Submission	Runnable	07/28/2011
HA01-209	Human Resources	Training Specialist	Requires Submission	Runnable	07/28/2011
HA01-208	Sales, Marketing and Retail	Inside Sales (Not Analytic or Technical) Active Sales Person	Inactive	Runnable	07/08/2011
HA01-207	Customer Service and Hospitality	#4 Call Center Customer Service Efficiency Focus	n/a	Runnable	07/08/2011
HA01-206	Financial	HA01-206	n/a	n/a	07/08/2011
HA01-198	Sales, Marketing and Retail	#1 Inside Sales (Analytic) Active Sales Person Supervisor	Inactive	Runnable	07/01/2011
HA01-201	Office and Administrative Support	Campaign: uyutib	Inactive	Runnable	06/16/2011
HA-201	Customer Service and Hospitality	Call Center Customer Service Some Selling - copy	Inactive	Runnable	06/16/2011
HA-199	Customer Service and Hospitality	Face-to-Face Customer Service Efficiency Focus - copy	Inactive	Runnable	06/16/2011
HA01-200	Human Resources	Campaign: #1 xxxox	Inactive	Runnable	05/26/2011
HA01-199	Upper Management	Management - Upper	Inactive	Inactive	05/21/2011

Department:   

[Delete selected custom JSF](#)
[Add new custom JSF](#)
[Edit selected custom JSF](#)

# Identifying Questionnaire Versions

Each questionnaire completed before the September release (without the new interests) will be indicated by "(V2)" at the end of the questionnaire date. New questionnaires will appear without any special indicator.

Job Suitability

Team Behavioral Reports

Development by Trait

Behavioral Competencies

Career Reports

Language:

English (U.S.)

Job Success Formula:

Select Formula

Completed Suitability Questionnaires

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Completed	Last name	First name	Assigned Job Success Formula
12/04/2008	Jones	Andrew	
04/26/2011	Knight	Ryan	
04/07/2011	Jones	Andrew	
01/15/2011	Harsha	Sri	
12/26/2010	Subramanian	Sivakumar	
12/20/2010	Meier	Michael	
12/02/2010	Davis	Einar Anders	
11/03/2010	Slimani	Adel	
11/03/2010	Booth	Steve	
11/02/2010	Salat	Maria	
11/02/2010	Booth	Steve	
11/02/2010	Helson	Torek	
Inconsistent	Tester	Test 100	
10/21/2010	王琴	谢	
Inconsistent	alis	alis	
10/19/2010	Giraud	Christina	
10/14/2010	Martin	Fiorella	
09/03/2010	xiao	Lin	

Search

Group:  Department: All departments

- Job Success Analysis (Impact Graph) - [generate sample](#)**  Show Overall Score  
Compares a person to the behavioral requirements of a job  Exclude Narrative
- Development for Position**  
A development plan for each of two traits that would most improve performance for a specific person related to a specified job
- How To Manage, Develop, & Retain - [generate sample](#)**  
Key points to effectively manage, develop and retain selected employee
- Paradox Graph and Narrative - [generate sample](#)**  Exclude Narrative  
Analysis of paradoxical behaviors (optionally highlights traits related to a job)
- Summary and Keywords - [generate sample](#)**  
A summary and key word descriptions of the individual's job-related behavior
- Traits & Definitions - [generate sample](#)**  
An individual's scores on all the primary traits listed in order of the highest score and optionally highlights the traits related to the job
- Main Graph and Narrative - [generate sample](#)**  Exclude Narrative  
Overview of trait relationships. Requires expert training to interpret (optionally highlights traits related to a job)
- Interview Guide - [generate sample](#)**  
Worksheet with behaviorally-based interviewing questions
- How To Attract This Candidate - [generate sample](#)**  
Key points that will help convince a top candidate to accept a job offer

Show Questionnaire  
Payment Summary

View Selected  
Employee Details

Pre-Screen

Do not combine reports into a .zip file

Generate Reports

For no charge, you can update any existing questionnaires, which will enable you to take full advantage of the new JSFs. Select **Send Suitability Update Tab** from the Send Invitation

Then select this option to see a list of employee questionnaires that can be updated.

**Harrison Assessments Talent Solutions** Alerts HATS Support Units: 4,602.411

< Back Home **Send Suitability Update** Sign off

Send E-Mail Invitation Review Invitation History **Send Suitability Update** Screen Entry Form Entry Public Link

**Select Suitability Questionnaire to Update** *This tab is only for updating old suitability questionnaires from (v2) to the current version.*

First name:   
Last name:   
Email:   
Title (e.g. Mr., Dr.):  (Optional)

**Original Questionnaire Date Taken:**  
**Suitability Questionnaire Options:**  
Language Selected at start of questionnaire:  
English (U.S.)   
 Require Questionnaire to be Taken in the Above Language

**Invitation E-Mail:**  
E-mail subject line:   
E-Mail Text (e-mail template set in company settings):  
Dear {Title} {First Name} {Last Name},  
{Link}  
Please click on the link and fill out some additional questions for the updated work preference questionnaire. This will only take about 2-3 minutes and will further enable us to support your work satisfaction. As before, there are no right or wrong answers.  
If the link above does not work, or wraps over 2 or more lines, please copy and paste all the characters into your browser and ensure there are no spaces within this link.  
Thank you,

Include invited person's:  Title  First name  Last name **Edit E-Mail Text**  
Optional: Replace the requestor name that appears in the invitation e-mail:  
Requestor First Name:  Requestor Last Name:

Access Harrison Succession Planner after questionnaire take  
 Access Harrison Career Navigator after questionnaire take

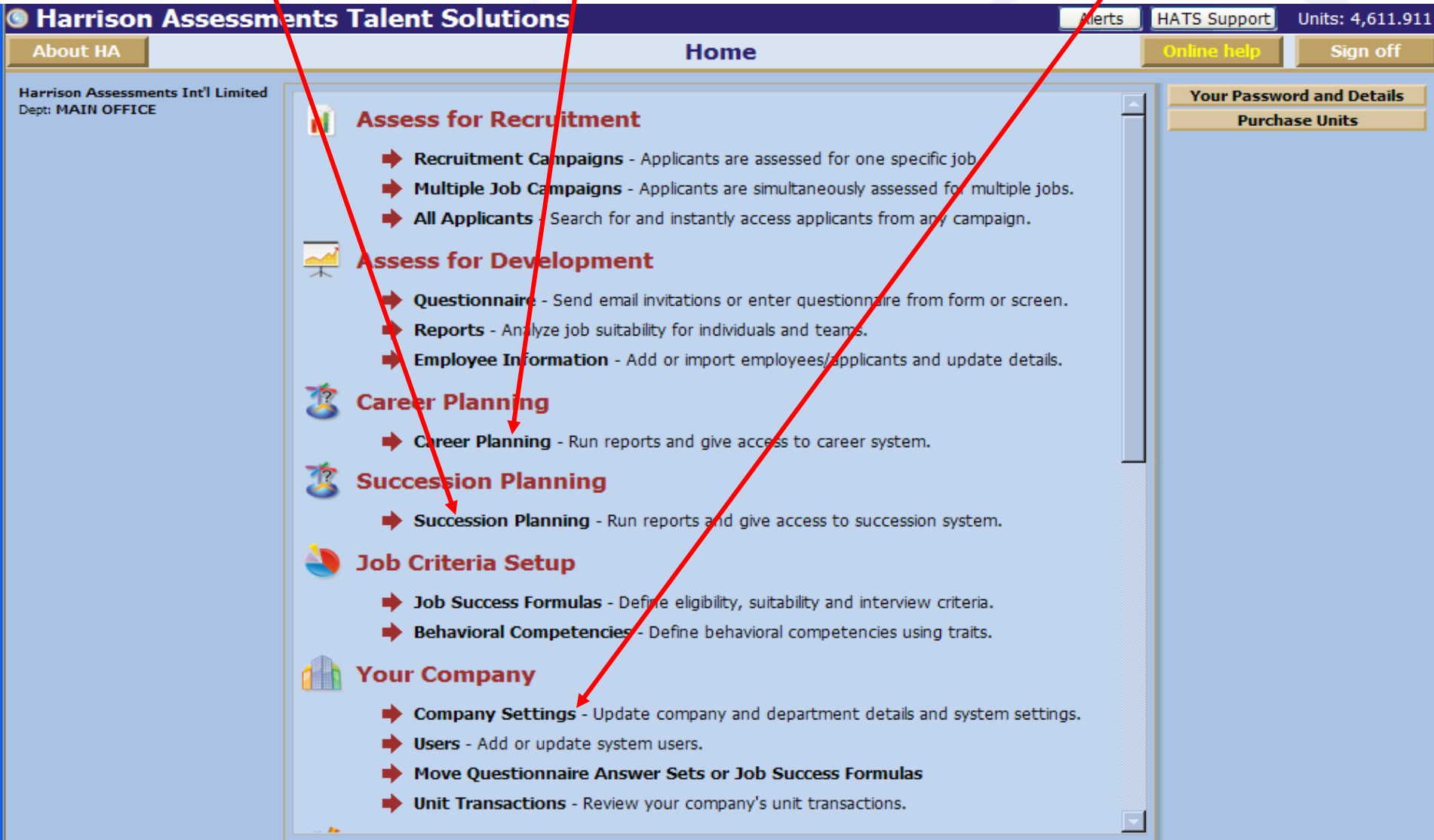
Cancel **Track invitation even though I will send it through my e-mail** **Send Suitability Update Request**

# New menu options

Enter the new Succession Planning Module here.

The Career Module has been updated with new careers and new functions.

The Succession Planner can be enabled in **Company Settings**.



The screenshot shows the Harrison Assessments Talent Solutions web application interface. The top navigation bar includes 'About HA', 'Home', 'Alerts', 'HATS Support', 'Units: 4,611.911', 'Online help', and 'Sign off'. The main content area is organized into several sections, each with a list of actions:

- Assess for Recruitment**
  - ➔ Recruitment Campaigns - Applicants are assessed for one specific job.
  - ➔ Multiple Job Campaigns - Applicants are simultaneously assessed for multiple jobs.
  - ➔ All Applicants - Search for and instantly access applicants from any campaign.
- Assess for Development**
  - ➔ Questionnaire - Send email invitations or enter questionnaire from form or screen.
  - ➔ Reports - Analyze job suitability for individuals and teams.
  - ➔ Employee Information - Add or import employees/applicants and update details.
- Career Planning**
  - ➔ Career Planning - Run reports and give access to career system.
- Succession Planning**
  - ➔ Succession Planning - Run reports and give access to succession system.
- Job Criteria Setup**
  - ➔ Job Success Formulas - Define eligibility, suitability and interview criteria.
  - ➔ Behavioral Competencies - Define behavioral competencies using traits.
- Your Company**
  - ➔ Company Settings - Update company and department details and system settings.
  - ➔ Users - Add or update system users.
  - ➔ Move Questionnaire Answer Sets or Job Success Formulas
  - ➔ Unit Transactions - Review your company's unit transactions.

On the right side, there are two buttons: 'Your Password and Details' and 'Purchase Units'. Red arrows from the text above point to the 'Succession Planning' link, the 'Career Planning' link, and the 'Company Settings' link.

For more information on the new options, see

- ‘Succession Planning’
- ‘Career Navigator’