

# The Select Advantage™ Process

Define		Screen		Analyze		Accelerate	
Activity	Details	Activity	Details	Activity	Details	Activity	Details
Job Activities & Define Scorecard	<ul style="list-style-type: none"> <li>Accountabilities ★</li> <li>Priorities ★</li> <li>Time allocations ★</li> <li>Success factors ★</li> </ul>	Source & Review	<ul style="list-style-type: none"> <li>Job posting language ★</li> <li>Network</li> <li>Post online</li> <li>Review resumes</li> </ul>	Assess Soft Skills	<ul style="list-style-type: none"> <li>Behaviors ★</li> <li>Culture fit ★</li> <li>Personal skills ★</li> <li>Critical Thinking ★</li> </ul>	On-boarding – Hiring Manager Debrief	<ul style="list-style-type: none"> <li>Leadership assessment ★</li> <li>Results debrief ★</li> <li>Leadership coaching ★</li> </ul>
Create Avatar	<ul style="list-style-type: none"> <li>Behaviors ★</li> <li>Culture fit ★</li> <li>Personal skills ★</li> </ul>	Phone Screen	<ul style="list-style-type: none"> <li>Confirm resume and job requirements</li> <li>Discuss salary</li> <li>Ask job-specific questions</li> </ul>	Compare	<ul style="list-style-type: none"> <li>Candidate match to Avatar ★</li> <li>Identify additional areas to probe ★</li> <li>Determine candidate direction ★</li> </ul>	On-boarding – New Hire Debrief	<ul style="list-style-type: none"> <li>Profile debrief ★</li> <li>Compare job to profile ★</li> <li>Individual coaching ★</li> </ul>
Clarify Requirements	<ul style="list-style-type: none"> <li>Experience</li> <li>Skills</li> <li>Education</li> <li>Salary ★</li> </ul>	Core Values Email Screen	<ul style="list-style-type: none"> <li>CVE Email Template ★</li> <li>Gauge responsiveness &amp; follow-through</li> <li>Evaluate writing abilities</li> <li>Consider core value alignment</li> </ul>	Performance Checks	<ul style="list-style-type: none"> <li>Focused, behavior-based questions</li> <li>Probe job fit gaps</li> <li>Understand leadership needs</li> </ul>	On-boarding – Joint Debrief & Scorecard Review	<ul style="list-style-type: none"> <li>Review profiles comparison report ★</li> <li>Review scorecard ★</li> </ul>
		First Interview	<ul style="list-style-type: none"> <li>Ask behavior-based, job-related questions</li> <li>Probe work history</li> <li>Determine job fit</li> </ul>	Additional interviews	<ul style="list-style-type: none"> <li>Focused, behavior-based questions</li> <li>Probe job fit gaps</li> <li>Follow up on performance check insights</li> </ul>		

*I finally realized, after working with The Metiss Group and following the selection process, that hiring really doesn't have to be a crap shoot.*

– Ivan Brillhart, General Manager, Delaco Kastle Processing

The Power is in the Process • The Magic is in the Tools

