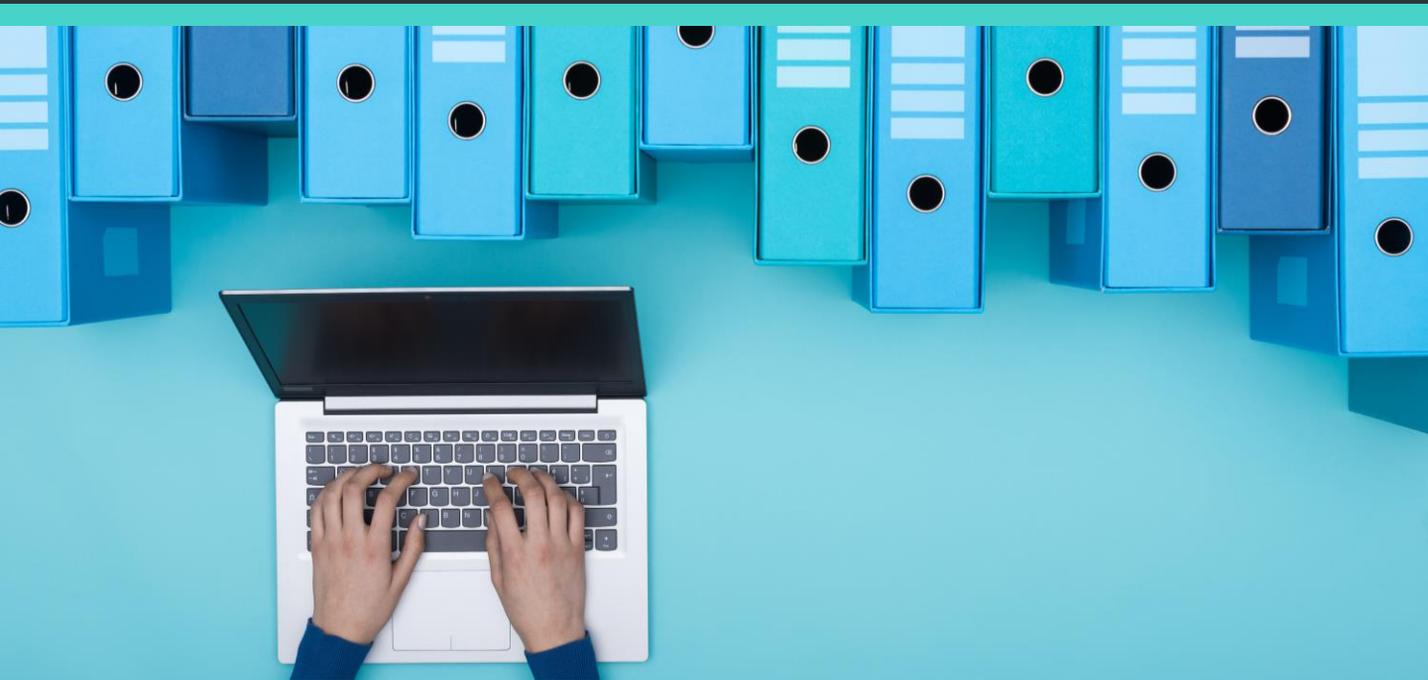




# Assessment Catalog



Tests questionnaires and exercises available  
through the PeopleFactors platform

2022

## the new human equation

**PeopleFactors** is a robust and easy to use SaaS solution to gather and analyze objective data about your people, who they are, what they can do, what they care about and what they need.

The start of the **PeopleFactors** process is the collection of data about your people. This is done through a range of questionnaires, tests and exercises which are combined into packages known as assessments. All **PeopleFactors** assessments are delivered online through our secure web-portal. Participants receive a unique login and password. Full instructions and practice questions are provided by the system, and participants have access to online help.

### scientifically validated

**PeopleFactors** uses best in class questionnaires which include industry leaders such as the 16pf® and 15fq+ personality questionnaires as well as proprietary tests such as the GRIT cognitive ability test, and the AST critical thinking test. These assessment components are reviewed and accredited by the American Psychological Association and the British Psychological Society as well as having undergone rigorous testing and validation across a wide range of roles, industries and cultures around the world.

**PeopleFactors'** valid and reliable assessments provide a solid foundation to ensure legal compliance with the EEOC and the Uniform Guidelines on Employee Selection Procedures, as well as the European General Data Protection Regulations.



AMERICAN  
PSYCHOLOGICAL  
ASSOCIATION



The British  
Psychological Society  
Registered Test Publisher

## leadership assessments

The default **PeopleFactors** configuration includes five essential leadership assessments. The results are benchmarked against thousands of professionals from around the world. These benchmarks are categorized into levels that reflect the role grades and complexity in your organization, from individual contributor to corporate leader. Each level is defined by the personal characteristics, abilities, skills and values required to be successful. Through the leadership levels **PeopleFactors** delivers focused insight into a person's current strengths and future leadership potential.

### language availability

#### Europe

Czech  
Danish  
Dutch  
English (UK)  
French  
German  
Italian  
Norwegian  
Polish  
Portuguese (Eu)  
Russian  
Spanish (Eu)  
Swedish

#### Americas

English (US)  
Spanish (SA)  
Portuguese (SA)

#### Middle East

Arabic  
Turkish

#### Asia-Pacific

Chinese  
English (Au)  
Korean

### executive assessment

PI-15 | GRIT | AST | SAS | MVQ | RI | PEP

100 minute assessment designed to measure a person's capability and potential for the most senior leadership roles.

### senior management assessment

PI-15 | GRIT | AST | SAS | MVQ | RI

90 minute assessment focusing on the capabilities required to succeed in a senior leadership role

### management assessment

PI-15 | SGRIT | AST | SAS | MVQ | RI

75 minute assessment focusing on the capabilities required to manage and lead other managers.

### supervisor assessment

PI-15 | SGRIT | AST | SAS | MVQ

60 minute assessment that identifies a person's capability to engage and lead a team or group of individual contributors.

### non-managerial assessment

PI-5 | SGRIT | MVQ

30 minute assessment exploring the key strengths and future potential of individual contributors.

## peeling back the onion

Measuring human characteristics can be likened to peeling back the layers of an onion.

### behaviors

The outer layer of behaviors is easy to measure through direct observation. But it is also variable, changing with the situation. How a person behaves in a client meeting is likely to be different to how they behave while having lunch with their close colleagues. Measures of behavior are important as they link directly to current performance. But it is difficult to extrapolate behavior from one situation to another, and so this is a poor measure of a person's future potential.

### attitudes & values

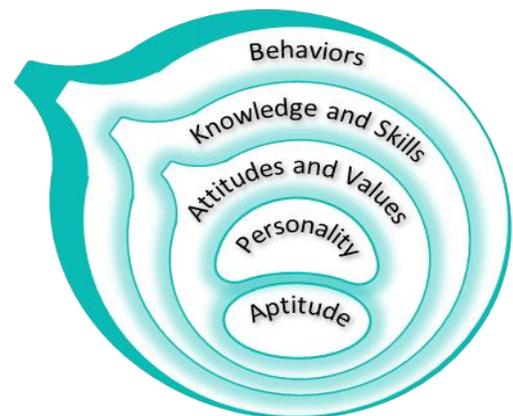
Our beliefs, what we think is important, and what motivates us, develops over time by interactions with our peers and our life experiences. It requires carefully constructed questioning to measure these. But they are very important. If a person's values do not align with the organization's culture, it will be very difficult and stressful for a person to work there.

### personality

Personality characteristics include how outgoing, conscientious and competitive we are. These core traits express how we prefer to be and act. They change very slowly through our adult lives. Because of this stability personality is a very good predictor of how people will behave in different situations.

### knowledge & skills

It takes a little more to understand a person's knowledge and skills. We cannot see what a person knows. So we have to ask questions or have them perform tasks and exercises to see what they know. And it takes a little more effort for a person to change their knowledge. They may read a book, take a training course, and practice. When a person doesn't have the requisite knowledge or skills it is useful to understand if they have the ambition and aptitude to learn.



### aptitude

Our aptitude or ability to understand and evaluate complex information and to order our thoughts is called cognition. Measuring this aptitude or ability has been found to be the best single indicator of job performance. People with a high degree of aptitude are fast learners and able to adapt to new tasks quickly.

## personality

Personality questionnaires are a key way of helping us to predict how someone will perform in a job. A personality questionnaire reveals aspects of a person's character or psychological makeup. By using standardized questions that compare your answers to thousands of other people's answers, these questionnaires provide far greater reliability than techniques such as interviews.

### PI15

86 questions – untimed (~15 minutes)

The Personality Indicator (PI-15) is an in-depth questionnaire that measures fifteen personality traits to provide the full sphere of human personality at work.

### PI5

60 questions – untimed (~10 minutes)

The Personality Indicator (PI-5) is a short form questionnaire that measures the five personality traits most important in identifying overall strengths and potential for professional and supervisory roles

### 16pf

185 questions – untimed (~30 minutes)

The best researched personality questionnaire available, the 16 Personality Factor Questionnaire sets the standard for reliability and validity in personality testing.

### 15FQ+

170 questions - untimed (~30 minutes)

Based on an extensively researched model, the 15 Factor Questionnaire Plus (15FQ+) provides an in-depth assessment of the full sphere of human personality.

## cognitive ability

Cognitive ability tests, also known as general reasoning tests, are one of the most powerful predictors of future work performance. The results of these tests are indicative of the ease with which a person can interpret data, assimilate complex information, solve problems and learn new skills and concepts. It is a measure of basic ability and potential to learn, not a measure of current knowledge. Performance in this test is unlikely to improve significantly through training or practice. People who score well on ability tests generally learn faster and find it easier to deal with complex information.

### Standard General Reasoning

SGRIT: 30 questions – 15 minutes

The Standard General Reasoning International Test has been designed specifically to avoid cultural bias in ability testing. It was developed simultaneously in multiple cultures.

### Advanced General Reasoning

GRIT: 45 questions – 30 minutes

The General Reasoning International Test is a longer form of the S-GRIT and is better at distinguishing top end performance for senior leaders.

## attitudes & values

Our attitudes and values are the things that we believe are important in the way we live and work. A person's attitudes and values have a strong bearing on determining their priorities and actions.

At work, when the things that we do and the way that we behave match our values, we are likely to remain engaged and fulfilled.

### Workplace Values

WVQ: 30 questions - untimed (~10 minutes)

The Workplace Values Questionnaire (WVQ) identifies the dimensions of culture which the respondent believes to be most important in the workplace. It can be used to measure the alignment between an individual's values and the corporate culture. It is also commonly used to elicit the views of the senior leadership team on the culture they believe to be important for organizational success.

### Motivational Values

MVQ: untimed (approx. 10 minutes)

The Motivational Values Questionnaire (MVQ) measures the key workplace drivers for the respondent such as rewards and recognition, job security or intrinsic interest. This knowledge is critical to understanding how to get the best from people.

### Approach to Business

PEP: untimed (~10 minutes)

The Personal Enterprise Profiler (PEP) explores a person's attitude to business. For example, whether a candidate is likely to be more focused on technical service or product quality, organizational processes and efficiencies, or market opportunities. It also provides an indication of their attitude to business risk and their approach to strategy.

### Sales Attitude

SAQ: 54 questions – untimed (~15 minutes)

The Sales Attitude Questionnaire (SAQ) identifies an individual's style in relating to customers in a face-to-face sales situation and assesses their attitudes towards building and managing sales relationships. It looks at their willingness to engage and persuade and their drive for success in sales situations.

## knowledge & skills

### Analytic Skills

AST: 15 minutes

The Analytics Skills Test (AST) measures how a person questions, analyses and makes decisions under pressure. Known as Critical Thinking, these valuable skills are fundamental to success as a manager or leader in all organizations. Top performers are quick to understand and excellent problem solvers.

### Numerical Problem Solving

PAT: 15 minutes

The Problem Analysis Test provides a measure of a person's learnt skill and knowledge in interpreting numerical and financial information presented in graphs and diagrams. Top performers are quick and accurate in analyzing numerical data from, for example, corporate or financial reports.

### Project Planning Skills

PPE: untimed (~10 minutes)

This test measures the knowledge of how to plan and organize a project in a logical and practical way. Candidates are tasked with ordering the stages of a project so that it is delivered in the most effective way.

### Proficiency in English

PiE: 10 minutes

This assesses non-native English speakers' ability to understand the English language, measuring both grammar and vocabulary. It is useful to indicate if a candidate will experience difficulty conveying important messages to English speaking colleagues. Results are linked to the Common European Framework of Reference (CEFR) for Languages.

### Business Case Studies

45 minutes

Each of the business case studies provide an assessment of a person's ability to think both commercially and strategically under pressure. In each Case Study respondents are tasked with analyzing information about an underperforming company or business unit and coming up with solutions to secure the organization's future success.

Several Case Studies are available, covering the following business areas:

- Operations
- Finance
- Business Development
- Marketing
- Human Resources

hfi also offers a Case Study design service to measure specific skills or knowledge.

### Case Study Presentations

30 minutes

On completion of Business Case Study, respondents are given limited time to prepare and present their findings. Presentations are recorded for analysis, and can also be provided 'as-is' for later viewing. This task assesses their presentation and communication skills.

## behaviors

### Upwards Management Style

RI: 36 questions – untimed (~10 minutes)

The Response Indicator questionnaire identifies the style in which an individual is likely to respond to their line manager, customers and other stakeholders.

### Downward Management Style

30 questions – untimed (~10 minutes)

The Stakeholder questionnaire identifies the predominant management style which a person is likely to take with their team and other direct reports. It explores the degree to which they are likely to take authoritarian, permissive or egalitarian styles when interacting with their direct reports.

### Manager Multi-rater

EMC<sup>360</sup>: 60 questions – untimed (~20 minutes)

Many managers and leaders benefit from receiving structured feedback from their colleagues on their workplace behaviors. The EMC<sup>360</sup> is an online feedback system that brings together views from a leader's direct manager or managers, peers, direct reports and other relevant people. The leader who undertakes a survey is provided with a personal report that can easily be translated into actions.

Highly configurable and using a self-service model, the EMC<sup>360</sup> is an efficient and effective leadership development tool.

### Team Dynamics

TeaMetric: 24 questions – untimed (~6 minutes)

TeaMetric is a questionnaire which team members complete about themselves and about each other. It measures the team dynamics, how well a team is working together, identifies what must be done to increase team effectiveness and tracks improvement over time. The analysis:

- Identifies those behaviors that strongly contribute to a high performance team
- Shows individuals which behaviors they should change to better contribute to the team
- Highlights areas where the team needs to review its ground rules for working together

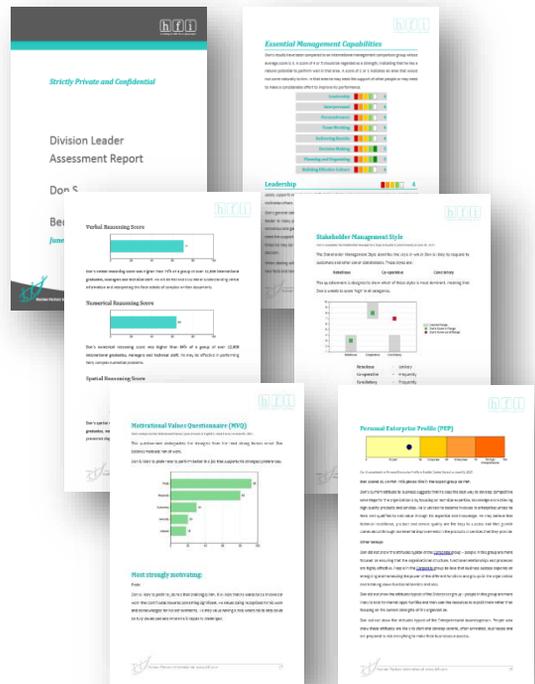
# Reports

PeopleFactors manages all of the analysis on your behalf. There is no need for accreditation training or statistics qualifications. Results are available in real time and benchmarked against more than 15,000 leaders from around the world.

Reporting comes in two forms. Firstly individual reports provide you with a deep insight into the management strengths and future leadership potential of each participant.

Then, through your PeopleFactors portal you can view status and completion rates as well as more detailed aggregate analysis such as like-for-like comparisons across regions, score distributions, quality of hires, and diversity data.

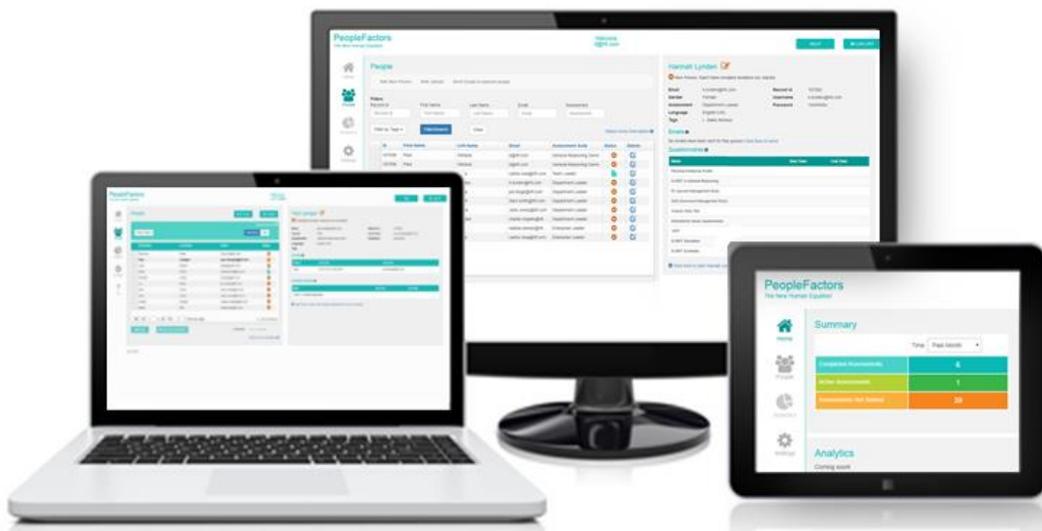
PeopleFactors assessments are multi-lingual, but the results are universal. Compare teams and regions and create your own global benchmarks. Analyze the data to create individual or group insights with clear recommendations, all while supporting you in making effective people decisions across your organization.



## Easy Administration

**PeopleFactors** gives you powerful tools to manage your talent assessment and analysis. Users can deploy, track and review internal employee and external applicant assessments quickly and easily. Set up individuals or large groups, assign assessment suites and track progress. Use the Smart Tags to sort people by role, region, annual development program or your chosen demographics. Using the powerful interface you can track progress, set reminders, view and deliver reports, as well as see trends and comparison all in one place. When you are logged into your **PeopleFactors** portal you have complete control over all of your talent data.

- Organize participants with tags to group them by region, function, job role or more.
- At-a-glance status reporting on individuals and groups help you to keep on top of your campaigns and programs.
- Bulk actions allow you to import and set up large numbers of participants.
- Configurable email templates and automated reminders make it easy to keep in touch with participants.
- Participant instructions, practice questions, test timing, scoring and analysis are all taken care of by the **PeopleFactors** system.
- Permission based user management allows you to restrict what a particular admin user can do or see.
- Email and webchat makes sure that you have the help and support you need.
- Automated data management ensures that you are always GDPR compliant.



## Support

**PeopleFactors** is an easy to use platform and you will be up and running within a few minutes. But you will invariably have questions, and we are on hand to answer them.

All users have access to help and guidance through the email and webchat facilities as well as regular webinar training which is included in any subscription package.



### Practitioner Webinar

The **PeopleFactors** systems is designed to be intuitive for participants to use easily and efficiently. However there will inevitably be questions from participants on the 'why, what and how' while using the **PeopleFactors** platform. As a trained Practitioner you will learn the user techniques and build skills that will allow you to:

- Advise participants on what to expect when taking an assessment
- Provide first line technical support to any users
- Support participants through the process and field any questions they may have
- Become a platform expert

For more involved questions such as building a succession plan, integrating with your HRIS, or developing predictive analytics, our consultants, developers and statisticians are here to help.

We can provide direct support in the form of experienced administrators and facilitators, or we can train your staff and external consultants.

### Facilitator Webinar

Knowing how to give constructive feedback is a learned skill. We offer Facilitator feedback training where participants will be introduced to skills and techniques which will help make Assessment Feedback a positive experience which emphasizes learning and personal growth. You will learn the techniques and build the skills that will allow you to:

- Fully interpret an assessment report
- Give face to face feedback focusing on results and behavior rather than personality
- Identify problem areas and resolve them effectively
- Develop realistic and effective Personal Development Plans

### Want to know more?

Please drop us a line at  
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