

Select Your Best-Fit Candidate With Widened Insights



DEVELOPING LEADERS • OPTIMISING PERFORMANCE

Selection Capabilities

Quickly, reliably and easily identifying best-fit candidates is a critical step in reducing hiring costs and improving your organisation's performance and success.

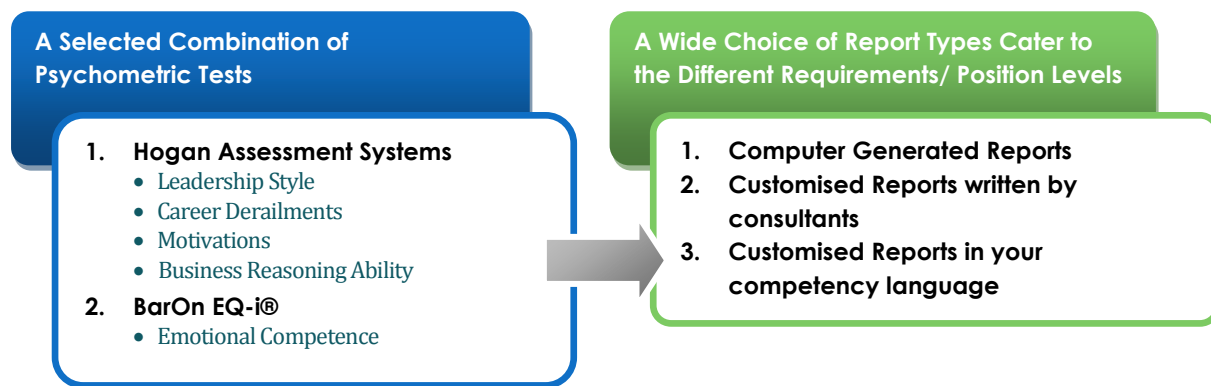
OPTIMAL's comprehensive tools and systems take the strain out of the selection process and help you choose the right people for your business effectively.



1. SELECTION REPORTS

Aligning employee selection with changing business needs

OPTIMAL offers a full range of validated, business-related assessment tools to enhance your selection process and to ensure an optimal job match. They are suitable for **Entry Level to Middle Management Selection** and **Middle Management to Senior Management Selection**.



2. COMPETENCY-BASED INTERVIEW (CBI) TOOL KIT

Making the selection process an effective and successful investment of time, money and expertise

OPTIMAL develops a highly flexible range of interview guides that allow organisations to focus on the competencies that are of specific importance to them during selection and development interviews.



3. COMPETENCY-BASED INTERVIEW TRAINING FOR INTERVIEWERS

Assessing candidates with greater accuracy, objectivity and consistency

OPTIMAL conducts a two-day training designed to equip interviewers with necessary theoretical and practical information of selection processes using CBI. The training guides the interviewers through the critical steps of preparing for, conducting, and evaluating competency-based interviews. It increases interviewer's confidence, efficiency, accuracy and defensibility while improving the fit of new hires within your organisation's culture.

For further information, please contact the office nearest you

SINGAPORE	T: +65 6549 7745 F: +65 6327 8276
MALAYSIA	T: +603 6205 3728 F: +603 6205 3729
HONG KONG	T: +852 2166 8052 F: +852 2806 1618
CHINA	T: +8621 6075 2678 F: +8621 6087 5893

这才，
如何独具伯乐的慧眼？



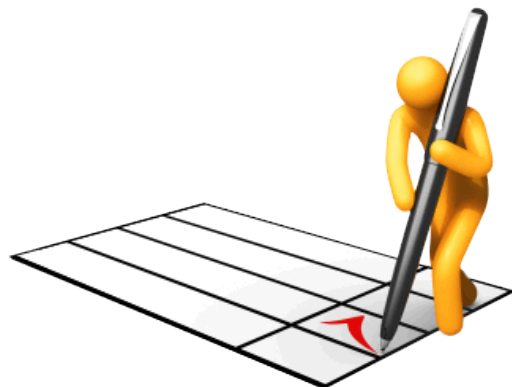
DEVELOPING LEADERS • OPTIMISING PERFORMANCE 培养企业人才 • 优化企业绩效

人才甄选系列

OPTIMAL
consulting group
CONSULTING GROUP
OPTIMAL 浩添

快速、可靠、轻松地识别最合适人选，是企业降低招聘成本，提高组织成功绩效的关键步骤。

浩添综合测评系统有助企业准确有效甄选人才，减轻遴选过程中的负担。



1. 人才甄选报告

针对日新月异的商业需求，调整人才甄选策略

浩添提供周全且经科学验证的商业测评工具，帮助企业加强人才甄选环节，确保实现最优人职匹配。这些工具从甄选入门级人员到中层管理者、以及从中层管理者到高级管理者皆可适用。

心理测评精选组合

1. Hogan 测评系统

- 领导力风格
- 职业风险因素
- 工作动机
- 商业推理能力



2. BarOn EQ-i®

- 情绪胜任力



多种报告类型可供选择，
以满足不同需求 / 职位水平

1. 电脑自动生成报告
2. 由咨询师撰写的定制分析报告
3. 基于企业胜任力的定制分析报告

2. 胜任力面试 (Competency-based Interview) 锦囊

令甄选过程有效且成功带来时间，金钱和专业回报

浩添开发了一系列高度灵活的面试指南，帮助企业在人才甄选与发展面试中，重点关注对企业至关重要的胜任能力。

以企业的胜任力为基准体系

一个强大且结构化的
面试参考题库

一份使用说明，
每个面试环节的操作指南

3. 胜任力面试 (Competency-based Interview) 辅导

更准确、客观、一致地评估应聘者

浩添提供为期两天的辅导项目，旨在帮助招聘者掌握使用 Competency-based Interview (CBI) 过程中所需的理论与实践知识。该项目将为招聘者对 CBI 的准备、进行与评估等关键步骤提供全面指导，在提升招聘者信心、效率、精确度和防卫性的同时，也能有效提升新员工与组织文化的匹配度。



如欲查詢有關詳情或了解浩添的服務，歡迎與我們聯絡：

新加坡 电话: +65 6549 7745 | 传真: +65 6327 8276
 马来西亚 电话: +603 6205 3728 | 传真: +603 6205 3729
 香港 电话: +852 2166 8052 | 传真: +852 2806 1618
 中国大陆 电话: +8621 6075 2678 | 传真: +8621 6087 5893

