

Job modeling and analysis

Create optimal job models for hiring and development

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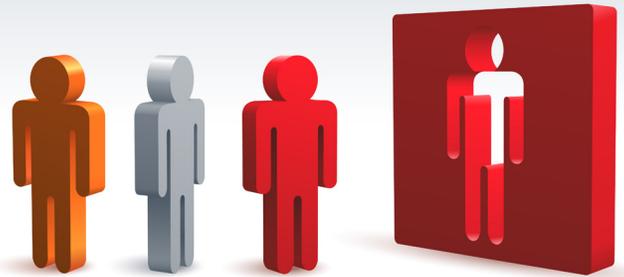
- Would your company benefit from using a standard job model when making hiring decisions?
- Do you know what attributes are necessary for success in various job roles—as defined by subject-matter experts?
- Are you concerned about the legal aspects of talent selection and placement within your organization?

Accurately-defined competency models are the cornerstone of many important human resource functions, including employee selection, performance management and development. The Devine Group's job modeling tools offer three tiers of service—what we call the “standard, plus and premium” options. With each tier, companies receive various ranges of customization and legal protection. The right option for any particular organization depends on its particular needs, budget and desired outcome.

Standard Job Models

The Devine Group can swiftly and accurately produce standard job profiles for a variety of job roles. Select the best match and you're ready to implement the proper, proven instrument to launch your business into the future. Standard Job Models are frequently chosen by smaller organizations that prefer standardized competency sets for jobs in finance, healthcare, tourism, hospitality, manufacturing and administration.

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Universal Competency Library

Along with The Devine Group's Universal Competency Library (UCL), our job modeling and analysis services help you define the requirements for your job roles. Moreover, by utilizing the UCL, it enables the seamless creation and delivery of aptitude-based solutions to realize the applied value of your competency models.

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Job Models Plus

Customized, automated tools like the Job Requirement Survey help companies gather subject-matter expert input that is suited to particular needs. The subject-matter experts who know the “ins and outs” of the job, rank the competencies they deem most important to a specific job role. These experts—typically top-performing incumbents, managers and human resource professionals—narrow down the core competencies to the top 20. From there, company leaders fine-tune the model and decide which 8 to 10 final competencies will be most beneficial. The competency library also has alternative competency names tailored to specific industries or organizations.

Premium Job Models

Performing a Job Analysis is a rigorous, highly customized approach to job competency modeling for companies who want to minimize legal risk. A job analysis involves collecting information about the tasks, duties and responsibilities of a job role as well as the requisite knowledge, skills, abilities and other characteristics necessary for that particular job. A job analysis serves as a basis for identifying and utilizing appropriate job-related assessments.

Companies that choose this Premium Job Model option are invested in identifying and testing key job factors that impact performance. To achieve this evidence, our analysts apply a variety of methods to collect the necessary job information. These may include:

- Job observation
- Individual and group interviews (with job incumbents, executives, etc.)
- Technical conference/focus groups
- Questionnaires (either structured or open-ended)
- Critical incidents analysis and/or repertory grid analysis
- Computerized work profiling software system

The information is synthesized and, depending on the competency model developed, appropriate selection instruments are chosen and custom-calibrated to build valid and defensible selection procedures that maximize predictive validity and return on investment. It provides the seamless creation and delivery of competency-based solutions to realize the applied value of your competency models. This is the first step in a comprehensive solution that can include validation studies to further refine the model(s).



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