

# Competency Profiler™

Competency

Matrix

Job

Analysis

Analysis

Providing  
Profiling

Interview  
Guide



## Do you have square pegs in round holes!

Discovering the right people with the right skills and having them in the right job is becoming increasingly important in helping organisations sustain a competitive edge. To find the right people, organisations must first have the ability to identify competencies critical for their success.

## Competencies – The What's & How's...

Traditionally, organisations have performed job analysis to determine the requirements for a given job position. The resulting analysis output – job descriptions – is then used as a criterion to recruit and select candidates into the job. A common shortcoming of such job analysis is that they provide only general information that is often expressed in vague (non-behavioural) terms. Such job analyses often focus on ideal outcomes required on the job (e.g. maintain quality), rather than how the outcomes are achieved. (E.g. check deadlines weekly, compare outcomes against specifications laid down weekly). Job descriptions arising out of such analysis specify the What's to be achieved in a job and nothing on the How's of the job. It is one thing to list out all the desirable goals and outputs required of a job position, it is quite another to know what are the skills, capabilities and knowledge needed to attain those goals and outputs.

Research has shown that most organisations commit the mistake of driving their recruitment and selection on the What's of a job position rather than the How's of a job. For those who would include the how, they would still commit the mistake of focusing narrowly on only the technical skills, ignoring a whole host of other competencies required for success.

The **Competency Profiler™** is a tool that allows you to build up such a competency framework. It helps you translate organisational values and business objectives into behavioural terms, providing clear expectations about what each employee can do on a daily basis to support the organisational vision.

**Competency Profiler™** - A revolutionary job analysis software that allows you to:

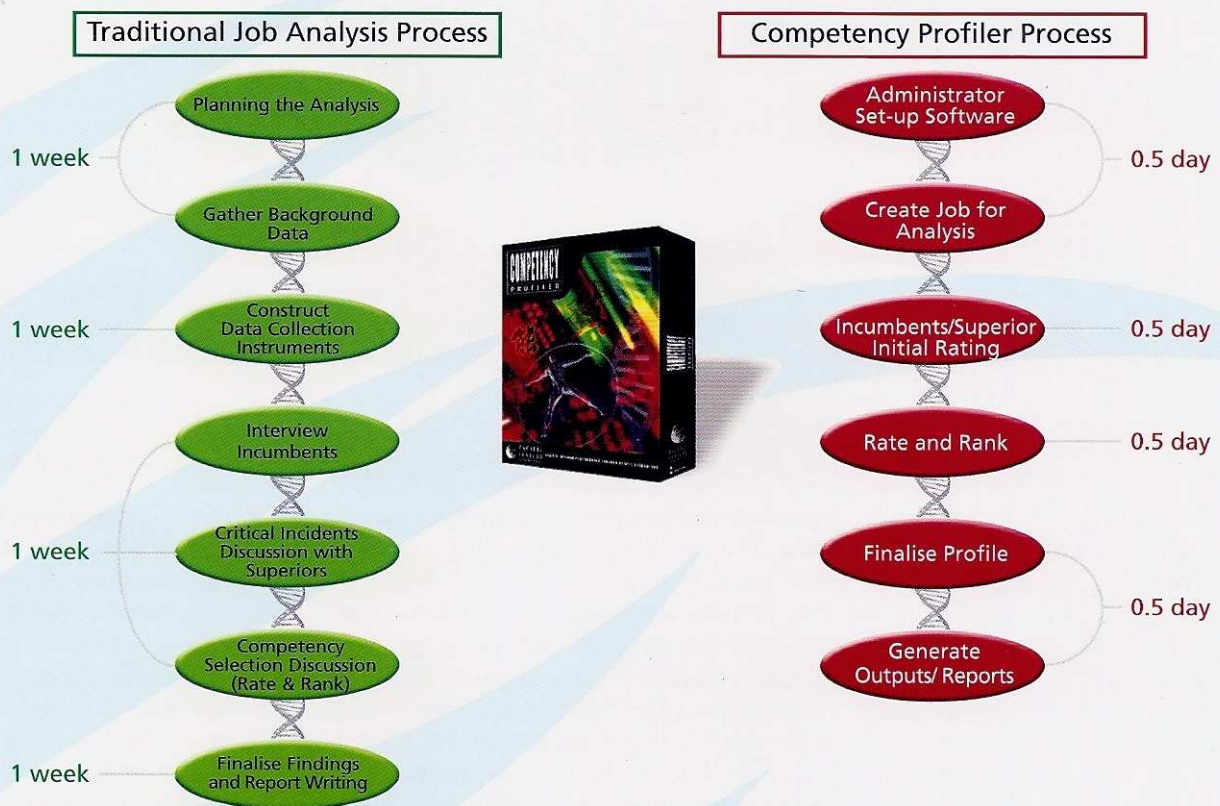
- Determine the competency profile of each job position
- Generate interview guides for selection purpose
- Generate competency based job descriptions
- Build an organisation-wide competency matrix
- Provide linkages between organisation goals and competencies required in job positions.

## Competency Profiler™ - Highlights:

- More than 30 years of job analysis research
- A methodology derived from more than 100 000 job analyses
- Library of the latest competencies comprising 73 competencies and 420 behavioural statements.
- Open library structure to allow inclusion of client-specific competencies or future competencies
- 36 pre-analysed job categories to streamline analysis process
- Reduce job analysis process from 30 days to as little as 2 days
- Transfer job analysis expertise from the trained professionals to virtually anyone

- Available in English, Chinese and Bahasa Indonesian
- All reports are in MS Word/MS Excel format to facilitate flexibility in reporting format and further analysis work.

## Competency Profiler™ Process



### Full Service Support

- Our user training will enable you to quickly grasp the conceptual framework behind the software, administer, operate and implement the software.
- Full installation support to ensure a timely, problem free implementation.
- Dedicated hotline customer support to on-site technical support
- Continuous product updates

### Consultancy

We are able to offer a full range of consultancy services to support and complement the implementation of the software. For details on services offered, check our website at [www.pcc.com.sg](http://www.pcc.com.sg) or call us for a free demo.



PACIFIC CENTURY CONSULTING PTE LTD

Tel: (65) 6896 0080

Website: [www.pcc.com.sg](http://www.pcc.com.sg)