



**2026 MSBO ANNUAL
CONFERENCE**

130-F PRE-EMPLOYMENT ASSESSMENTS



HIRING SOLUTIONS LLC

PRESENTED BY:

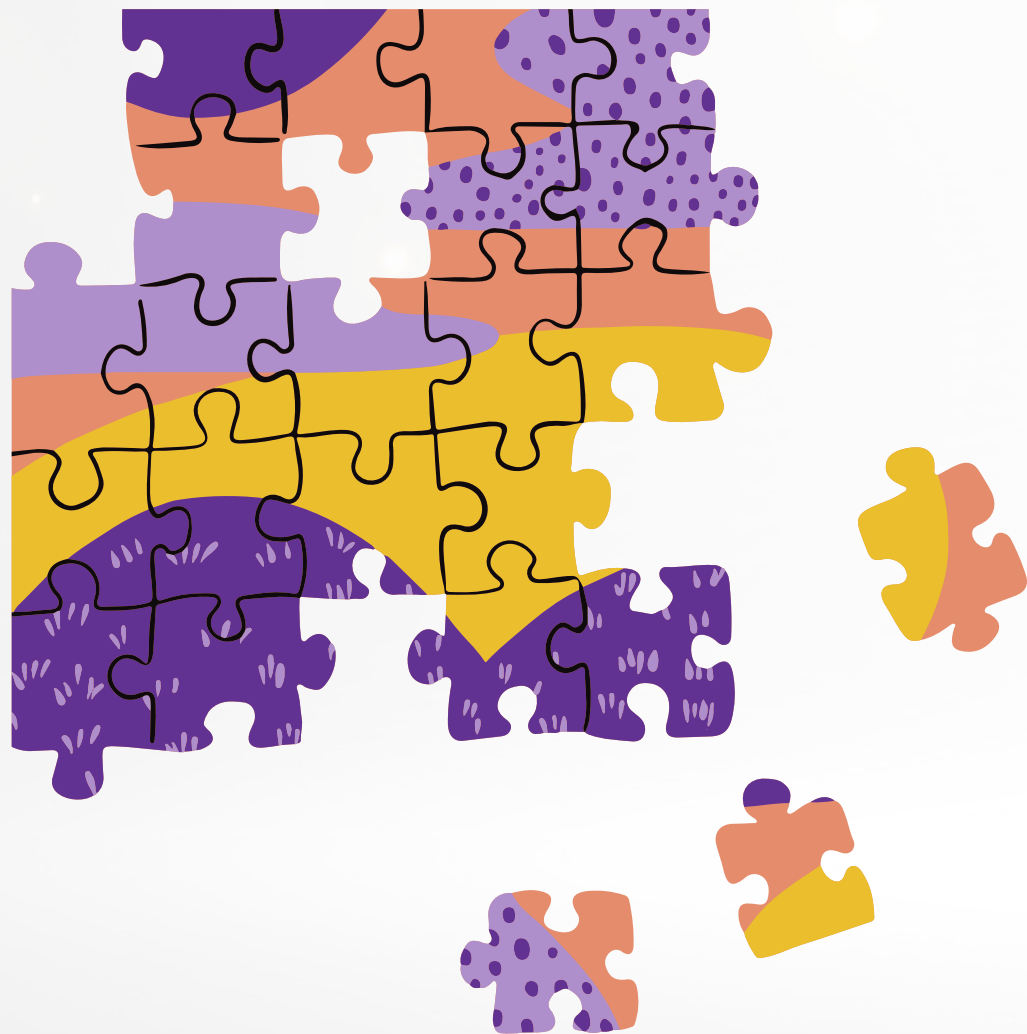
DEVON KLOMP-MAO & ERIKA CARBERRY

WHAT ARE ~~THE~~ EMPLOYMENT ASSESSMENTS & WHY SHOULD YOU USE THEM?



- SELECT THE RIGHT PERSON
- EVALUATE YOUR CANDIDATE'S SKILLS
- INTERVIEW AND REFERENCE CHECK QUESTION CREATION
- COMMUNICATION TOOLS
- UNDERSTAND HOW TO MANAGE THEM EFFECTIVELY
- REDUCE EMPLOYEE TURNOVER

ASSESSMENTS ARE A PIECE OF THE HIRING PUZZLE



1/ 3

Interview / Reference
Checks

1/ 3

Education / Experience

1/ 3

Assessments

ASSESSMENT TYPES

- 👁️ **Personality/Mental Acuity**
- 👁️ **Leadership**
- 👁️ **Skills (e.g. Microsoft Word, Microsoft Excel, Accounting Skills, Bookkeeper Knowledge, various others)**

- ✅ Use assessments that tie closely to job duties or organizational values and assess final candidates.
- ✅ Most accurate predictor when examining potential candidates.



PERSONALITY AND MENTAL ACUITY

MENTAL APTITUDES

- MENTAL ACUITY
- BUSINESS TERMS
- MEMORY RECALL
- VOCABULARY
- NUMERICAL PERCEPTION
- MECHANICAL INTEREST

PERSONALITY

- ENERGY
- FLEXIBILITY
- ORGANIZATION
- COMMUNICATION
- EMOTIONAL MATURITY
- ASSERTIVENESS
- COMPETITIVENESS
- MENTAL TOUGHNESS
- QUESTIONING / PROBING
- MOTIVATION



MENTAL ACUITY

Mental Aptitudes		1	2	3	4	5	6	7	8	9	
Mental Acuity	Slow to Learn						[● - ● - ● - ●]			9	Fast to Learn
Business Terms	Uninformed					[● - ● - ● - ●]	6				Knowledgeable
Memory Recall	Unaware					[● - ● - ● - ●]				9	Aware
Vocabulary	Limited					[● - ● - ● - ●]		7			Strong
Numerical Perception	Imprecise						[● - ● - ● - ●]		8		Accurate
Mechanical Interest	Indifferent				4						Interested

Personality Dimensions		1	2	3	4	5	6	7	8	9	
Energy	Restless					[● - ● - ● - ●]	6				Calm
Flexibility	Flexible				[● - ● - ● - ●]		6				Rigid
Organization	Disorganized	1			[● - ● - ● - ●]						Planful
Communication	Reserved				[● - ● - ● - ●]	5					Interactive
Emotional Develop.	Impatient					[● - ● - ● - ●]	6				Tolerant
Assertiveness	Cooperative					[● - ● - ● - ●]	6				Authoritative
Competitiveness	Team Player				[● - ● - ● - ●]					9	Individualist
Mental Toughness	Sensitive				[● - ● - ● - ●]				8		Tough
Questioning/Probing	Trusting				[● - ● - ● - ●]	4					Skeptical
Motivation	Security					[● - ● - ● - ●]				9	Recognition

Validity Scales		1	2	3	4	5	6	7	8	9	
Distortion	Frank Answer	[● - ● - ● - ● - ● - ●]					6				Exaggerates
Equivocation	Chose Alternate	[● - ● - ● - ● - ● - ●]			4						Chose Middle

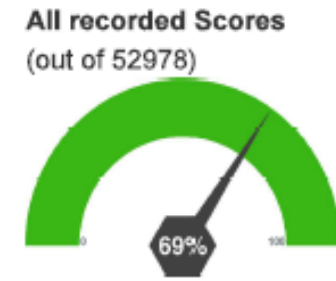
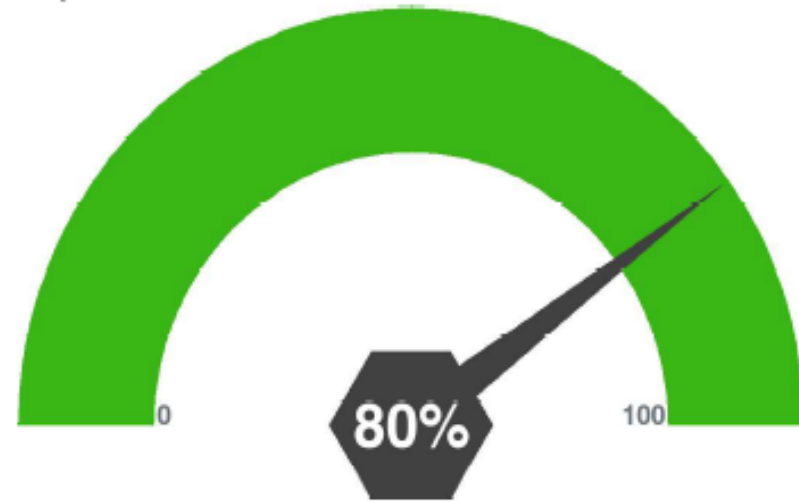
PERSONALITY

INTERVIEW & REFERENCE CHECK C EXAMPLES



SKILLS ASSESSMENTS

Report Score



FILE MANAGEMENT - 2 (total 2)



FORMATTING - 6 (total 8)



GRAPHICS - 2 (total 2)



PRINTING - 4 (total 4)



TOOLS AND AUTOMATION - 2 (total 2)



Performance Compared to Other Test Takers

Percentile Ranking



Performance Analysis

Levels

Basic - 14 (total 14)



Intermediate - 7 (total 11)



Advanced - 7 (total 10)



Topics

ANALYSIS - 3 (total 7)



CUSTOMIZING EXCEL - 1 (total 1)



EDITING - 8 (total 9)



QUESTIONS

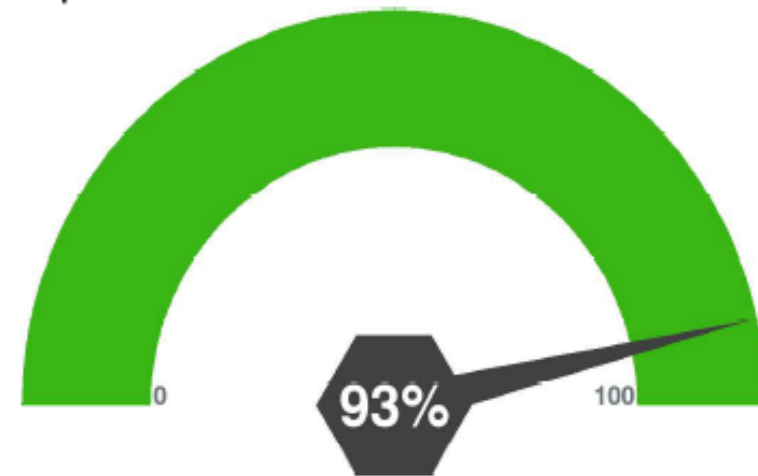
Q#	Report Name	Status	Time(Sec)	Level
ANALYSIS				
1	Excel 2010 Type a Formula	✓	131	INT
4	Excel 2010 Use Autosum	✗	59	INT
14	Excel 2010 Display Data for One Slicer Category	✗	24	INT
18	Excel 2010 Cancel Filter	✗	115	INT
22	Excel 2010 Insert Slicer in PivotTable	✓	43	ADV
23	Excel 2010 Edit Conditional Formatting Rule	✗	113	ADV
30	Excel 2010 Create a Column Chart	✓	75	ADV
CUSTOMIZING EXCEL				
8	Excel 2010 Create New Ribbon Tab	✓	186	ADV
EDITING				
7	Excel 2010 Select Non-adjacent Cells	✓	84	BEG
13	Excel 2010 Check Spelling	✓	15	INT
19	Excel 2010 Enter Numbers in Cell	✓	14	BEG
20	Excel 2010 Move Legend in Chart	✗	31	ADV
21	Excel 2010 Replace Text	✓	25	INT
24	Excel 2010 Delete Cells	✓	52	BEG
25	Excel 2010 Add Rows	✓	13	BEG
33	Excel 2010 Copy Cells	✓	17	BEG
35	Excel 2010 Fill Adjacent Cells With Formulas	✓	61	BEG

BOOKKEEPING

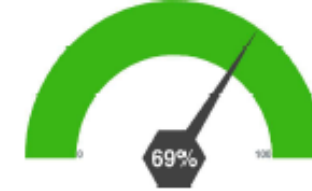
SKILLS ASSESSMENTS

Performance Overview

Report Score



All recorded Scores (out of 1535)



Performance Compared to Other Test Takers

Percentile Ranking



Performance Analysis

Levels

Basic - 23 (total 25)



Intermediate - 15 (total 16)



Topics

BOOKKEEPING CONCEPTS - 11 (total 11)



BOOKKEEPING PROCEDURES - 5 (total 6)



CALCULATIONS - 11 (total 12)



FILING - 4 (total 5)



STATEMENTS AND REPORTS - 7 (total 7)



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
BOOKKEEPING CONCEPTS				
4	Accounting Intangible Assets	✓	24	INT
7	Accounting Disputed Invoices	✓	40	INT
10	Accounting Tangible Assets	✓	19	INT
13	Accounting Total Assets - Total Liabilities	✓	15	BEG
16	Accounting Recording Transactions	✓	22	BEG
19	Accounting Account Designations	✓	14	BEG
21	Accounting Inventory Methods - Older Items	✓	12	INT
22	Accounting Recording Debits And Credits	✓	19	BEG
23	Accounting Control Account	✓	43	INT
25	Accounting Transaction Recording	✓	49	BEG
29	Accounting Inventory Methods - Newer Items	✓	10	INT
BOOKKEEPING PROCEDURES				
3	Accounting Check Procedures	✓	18	BEG
5	Accounting Journals - Payment Transactions	✗	50	INT
8	Accounting Cash Receipts Journal	✓	22	BEG
11	Accounting Recording Check Transactions	✓	57	BEG
17	Accounting Sales Journal	✓	19	BEG
24	Accounting Journals - Acquisition Transactions	✓	28	INT
CALCULATIONS				
1	Accounting Calculating Net Sale - B	✓	81	INT
14	Accounting Credit Term Calculations - A	✓	70	INT
15	Accounting Account Totals	✓	233	INT
18	Accounting Calculating Net Sale - A	✓	28	INT
26	Accounting Interest Calculation	✓	76	INT
31	Accounting Credit Term Calculations - B	✓	84	INT
32	Q332 - Calculate Total Revenues - A	✓	73	BEG
33	Q333 - Calculate Total Expenses - A	✓	142	BEG
34	Q334 - Calculate Net Income - A	✓	94	BEG
35	Q335 - Calculate Total Revenues - B	✓	66	BEG
36	Q336 - Calculate Total Expenses - B	✓	109	BEG

BEHAVIORAL/ LEADERSHIP (DISC)

Measures behavioral style
under normal circumstances
and under stress and pressure



D – Dominance

How you respond to problems

I – Influence

How you influence others

S – Steadiness - Consistency

How you respond to activity

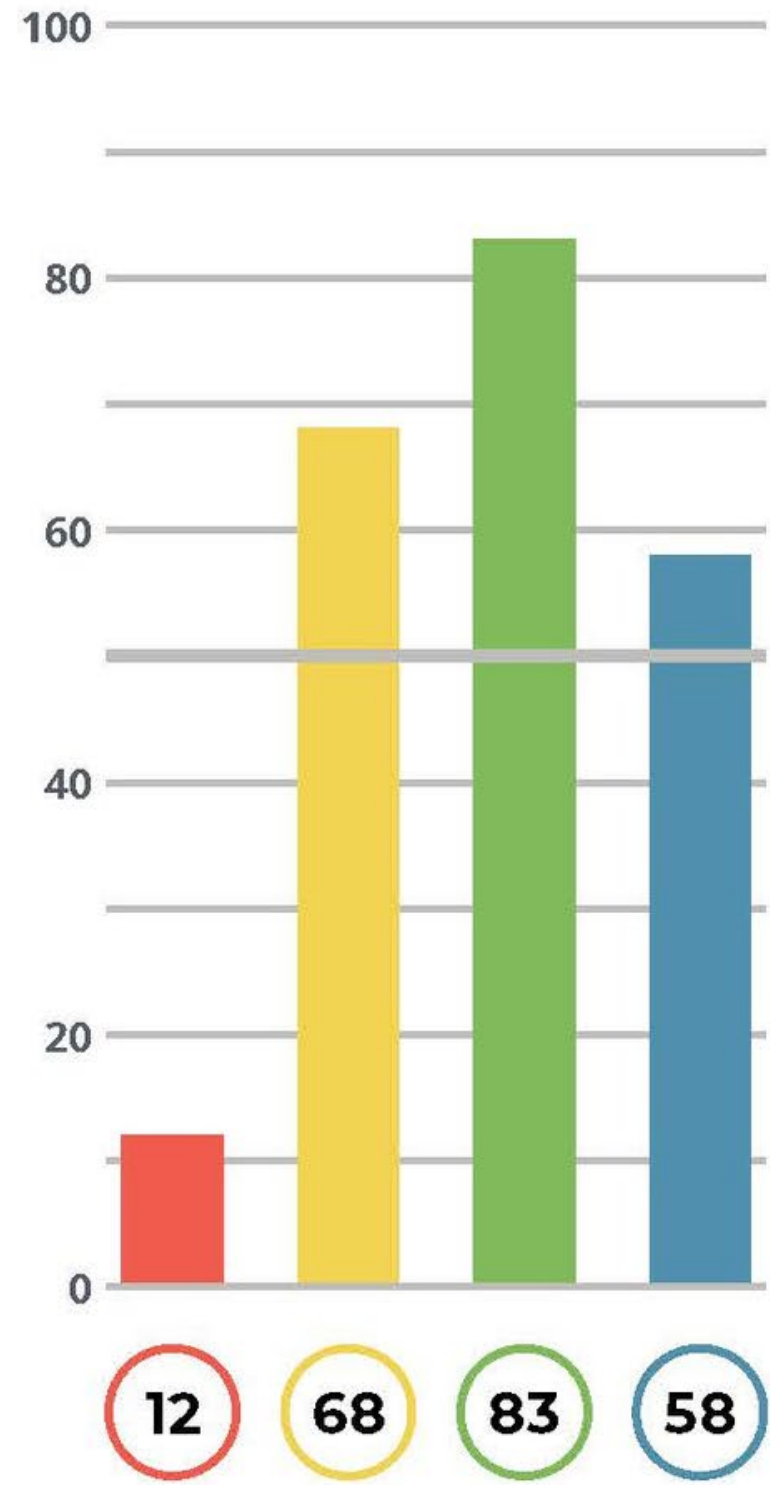
C – Compliance – Conforming

How you respond to rules/procedures

Graph I

Adapted Style

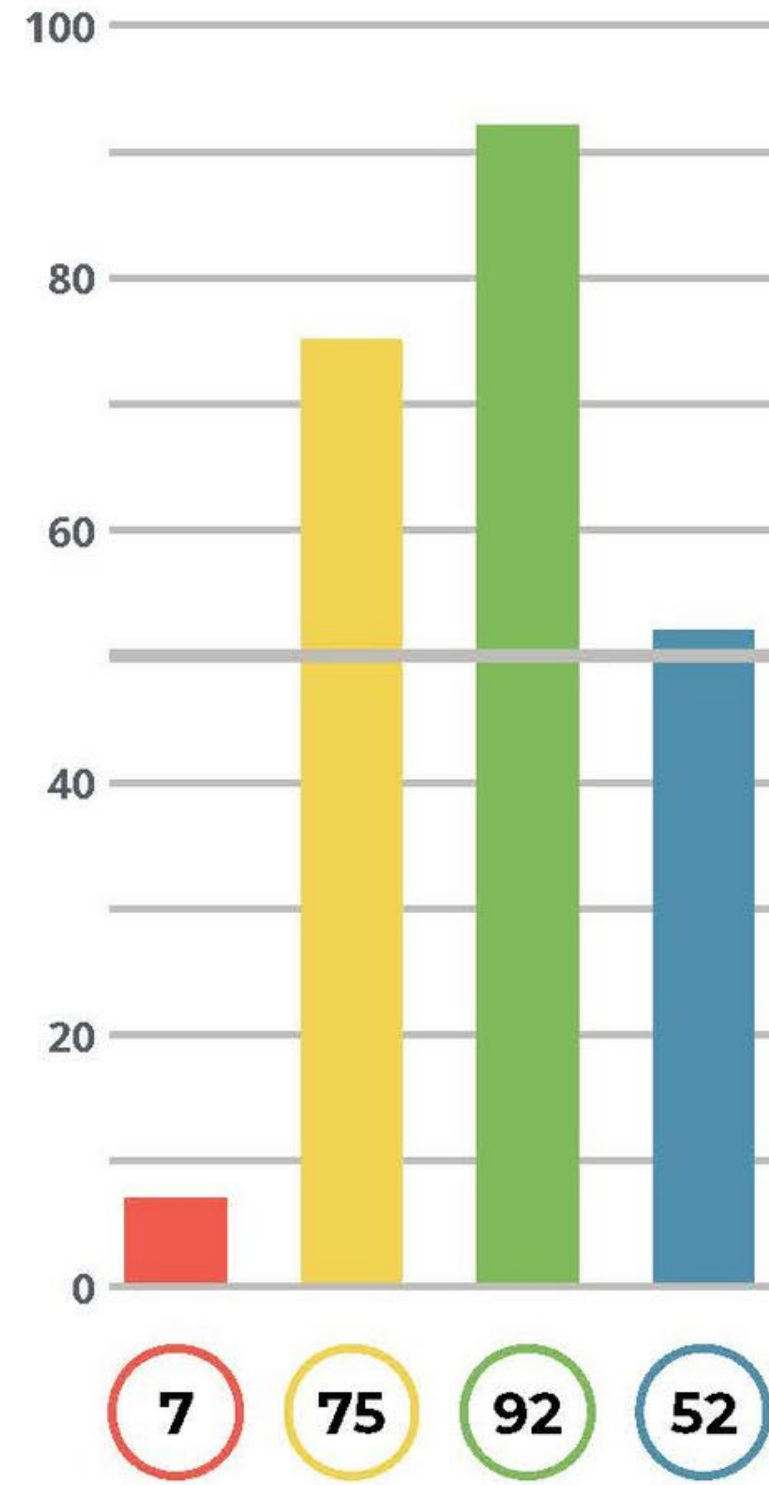
D **I** **S** **C**



Graph II

Natural Style

D **I** **S** **C**



IDENTIFYING & UNDERSTANDING THE *DOMINANT* BEHAVIORAL STYLE

WORDS THAT DESCRIBE THE STYLE:

- SELF ASSURED
- CONTROLLING
- DECISIVE
- HIGH EGO
- RISK TAKING
- RESULTS DRIVEN
- ANGERS QUICKLY
- OPINIONATED

COMMUNICATING WITH THE *DOMINANT* STYLE

WHEN COMMUNICATING WITH THE DOMINANT STYLE

- BE CLEAR, SPECIFIC, BRIEF AND TO THE POINT
- STICK TO THE BUSINESS AT HAND
- HAVE YOUR SUPPORT MATERIALS IN AN ORGANIZED PACKAGE



IDENTIFYING & UNDERSTANDING THE *DOMINANT* BEHAVIORAL STYLE

WHAT MOTIVATES THIS STYLE?

- CHALLENGE
- GETTING RESULTS
- CHANGE
- OPPORTUNITY
- CONTROL
- DELEGATION

IDENTIFYING & UNDERSTANDING THE *INFLUENCING* BEHAVIORAL STYLE

WORDS THAT DESCRIBE THIS STYLE

- TALKATIVE
- ENTHUSIASTIC
- EMOTIONAL
- PERSUASIVE
- CHARMING
- POISED
- SYMPATHETIC
- OPTIMISTIC

COMMUNICATING WITH THE *INFLUENCING* STYLE

WHEN COMMUNICATING WITH THE INFLUENCING STYLE:

- LET THEM DO MOST OF THE TALKING
- BE CERTAIN TO ASK HOW THEY “FEEL” ABOUT ISSUES
- HELP THEM FOCUS ON BEING OBJECTIVE



IDENTIFYING & UNDERSTANDING THE *INFLUENCING* BEHAVIORAL STYLE

WHAT MOTIVATES THIS STYLE?

- INSPIRED PURPOSE
- CREATIVE SOLUTIONS
- STATUS
- PUBLIC RECOGNITION
- TO BE LIKED BY OTHERS
- LITTLE DETAIL

IDENTIFYING & UNDERSTANDING THE **STEADINESS** BEHAVIORAL STYLE

- EXCELLENT LISTENER
- PATIENT
- EASY GOING
- TRADITIONAL
- HARMONIOUS
- LOYAL/STABLE
- THOROUGH
- TEAM PLAYER



*COMMUNICATING WITH THE **STEADINESS** STYLE*

WHEN COMMUNICATING WITH THE STEADINESS STYLE

- TAKE TIME TO BREAK THE ICE
- ASK LOTS OF QUESTIONS TO INVOLVE THEM IN CONVERSATION
- BE NON-AGGRESSIVE AND NON-THREATENING



IDENTIFYING & UNDERSTANDING THE **STEADINESS** BEHAVIORAL STYLE

What MOTIVATES This Style?

- Social Harmony
- Planning ahead
- Being consistent
- Sincere appreciation
- Family Life
- Helping others



IDENTIFYING & UNDERSTANDING THE *COMPLIANT* BEHAVIORAL STYLE



WORDS THAT DESCRIBE THIS STYLE

- QUALITY
- ACCURATE
- METICULOUS
- SYSTEMATIC
- DIPLOMATIC
- ANALYTICAL
- SENSITIVE
- CONSCIENTIOUS

COMMUNICATING WITH THE *COMPLIANT* STYLE

WHEN COMMUNICATING WITH THE COMPLIANT STYLE:

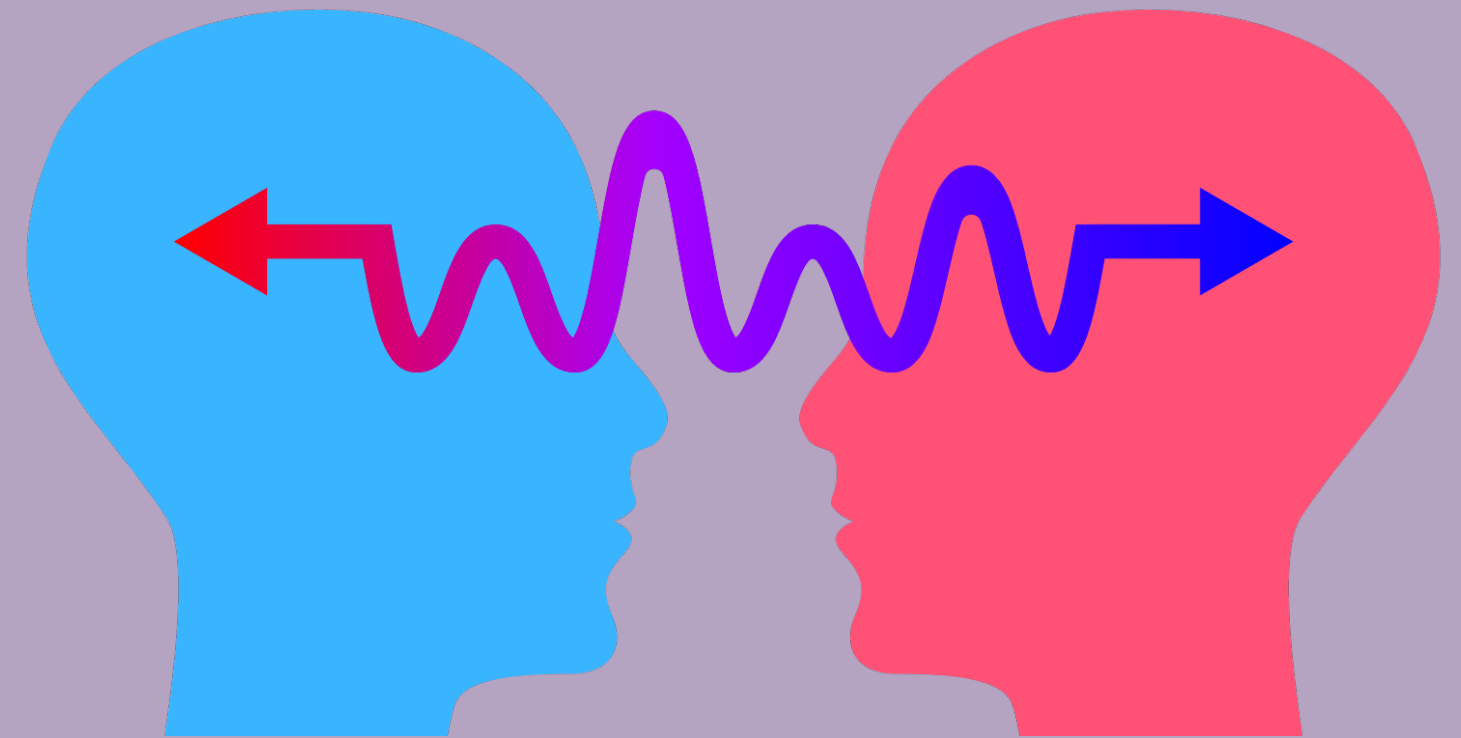
- BRING PLENTY OF SUPPORTING MATERIAL
- HAVE IT ORGANIZED AND BE LOGICAL
- LET THEM ASK A LOT OF QUESTIONS



IDENTIFYING & UNDERSTANDING THE *COMPLIANT* BEHAVIORAL STYLE

What MOTIVATES This Style?

- Verifying Facts
- Critical Thinking
- Being Organized
- Quality Relationships
- Planning Ahead
- Careful Decisions



IDENTIFYING WHICH PRE -EMPLOYMENT ASSESSMENTS TO ADMINISTER

- WHAT ARE YOU LOOKING TO MEASURE?

ALWAYS RECOMMENDED:
PERSONALITY DIMENSIONS/MENTAL ACUITY

- IS THIS A LEADERSHIP ROLE?
- WHAT ARE THE SKILLS NEEDED FOR THE ROLE?
- BUDGET & POSITION LEVEL



QUESTIONS?




THANK YOU!

**Erika Carberry,
Client Services Assistant**



**Devon Klomp-Mao,
Client Services Consultant**

 **(517) 347-0590**

 **hiringsolutionsllc.com**

 **Erika: hslhc@hiringsolutionsllc.com**
Devon: Klomp-Mao@hiringsolutionsllc.com

 **3445 Woods Edge Dr., Okemos, MI 48864**