



Pre-employment Applicant Assessments

Why Orion Systems?

Orion Systems means having access to a wide variety of information-gathering tools that assist management with its day-to-day decision making. The programs are based on fair, non-intimidating, economical and convenient methods that can mold to your current hiring and employee surveying processes.

Know your
applicants *before*
you hire them.

Quickly

Reliably

Cost Effectively

HIRING THE RIGHT PEOPLE depends on what you know about them. And finding out what you need to know before you hire someone is challenging, time consuming and expensive, not to mention the legal issues. Despite our best efforts, hiring too often becomes guess work. But, it doesn't have to be.

ORION CAN HELP. Imagine being able to sit down with all of an applicant's previous employers and ask any question you wanted about his or her on-the-job performance and get candid, unbiased and complete answers. Would you have the information you need to make better hiring decisions? Of course. But even if this were possible, who would have the time? Certainly not your managers.

ORION PRE-EMPLOYMENT SURVEYS are as close as you can get to this kind of information. And, you can get it in minutes. Orion surveys give you a quick snap-shot of an applicant's work related attitudes, attitudes that lead to on-the-job behavior, behavior that either boosts profits or shrinks profits.

Profits depend on hiring the right people.

Talk to managers and you'll find that their ability to run a profitable operation depends on a number of things.



PACK	1.59	PACK	1.39	PACK	1.19	79
3 PACK	4.39	3 PACK	3.69	3 PACK	2.99	231
CARTON	13.90	CARTON	12.14	CARTON	9.26	737

A Safe Workplace

Workplace accidents create lost productivity and higher insurance premiums, not to mention pain and suffering. Screening in people who value a safe workplace creates a safer workplace for themselves, other employees, and customers.

Policies and Procedures

Functions such as paperwork, automated computer tasks, inventory tracking, and properly handling money are only a few of the profit-making or profit-breaking procedures that people must follow to ensure a profitable operation.



A Drug Free Workplace

Drug use creates tardiness, absenteeism, workplace accidents, poor performance, and poor morale throughout the workforce. It also reflects poorly on the company. Orion's Workplace Drug Use scale predicts the outcome of a physical drug test with 98% accuracy. It also predicts future drug use in applicants who have "cleaned up" to get a job. By screening applicants with Orion, you're getting greater protection from workplace drug use by screening out those applicants who are most likely to pass a drug test, but then begin using after they're hired. You'll also reduce the number of drug test failures, meaning less wasted money on applicants you can't hire.

Scheduling

When employees are tardy or absent, work doesn't get done, co-worker resentment rises against management as well as the offending employee, customers suffer and so does the bottom line. Also, absenteeism frequently creates a need for overtime pay.

Customer Service

When employees view customers as the source of their paychecks, they give good service that creates customer loyalty. Sales rise and so do profits.

Communication

The "right hand" needs to know what the "left hand" is doing. Good communication keeps an operation running smoothly and profitably. Poor communication creates inefficiencies that drain profits.

Motivation

For a business to create profits, employees must want to go the extra mile rather than do as little as possible just to get by. When employees embrace challenges and want to succeed, companies are profitable.

Employees Who Like Retail Sales

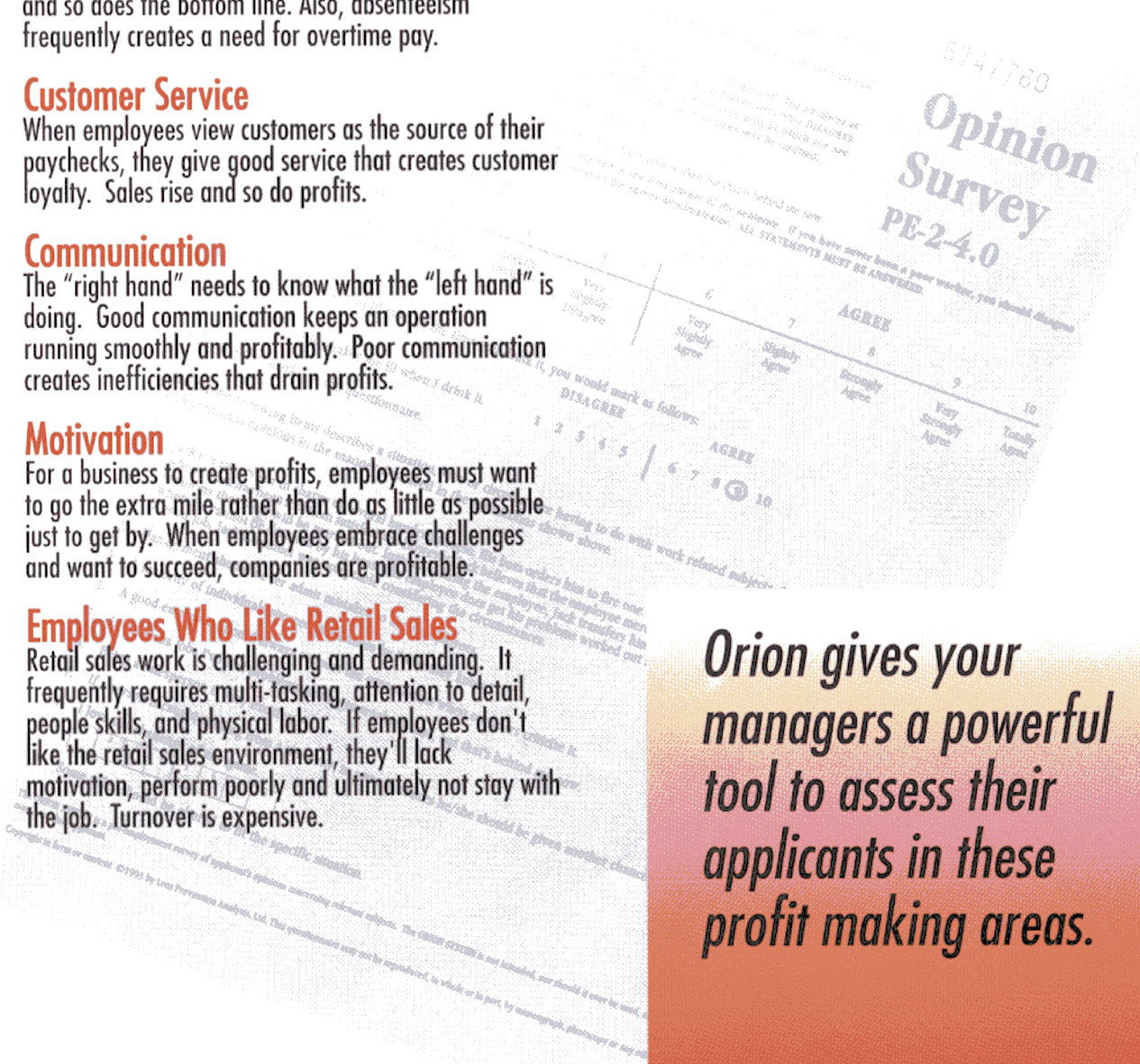
Retail sales work is challenging and demanding. It frequently requires multi-tasking, attention to detail, people skills, and physical labor. If employees don't like the retail sales environment, they'll lack motivation, perform poorly and ultimately not stay with the job. Turnover is expensive.

Turnover

The costs, both direct and indirect, of constantly hiring new employees due to out of control turnover, are enormous. By hiring people who are most likely to stay with your company, you're reducing costs and increasing profits.

Security

Aggressive loss prevention begins with a workforce that won't rationalize theft and cheating by themselves and by others, be they fellow employees, customers, or vendors. These employees proactively lower shrinkage by paying for what they take, keeping an eye open for employee or customer theft, and handling inventory transactions accurately. They protect the bottom line.



Orion gives your managers a powerful tool to assess their applicants in these profit making areas.

The Profile

An applicant's Orion Profile includes four sections. Each section includes information vital to hiring the best applicant.

THE ORION SYSTEMS PROFILE

JANE DOE

VALIDITY INDEX: LEVEL 1 - Low Risk

The subject does not appear to be attempting to alter the results of the survey.

JANE DOE has made the following SELF-ASSESSMENTS:

- ...Has taken physical risks in previous jobs
- ...Gave up some safety considerations in order to work faster in previous jobs

SUMMARY OF ATTITUDES

Supervisory Attitudes	Average
Work Attitudes	Average
Workplace Drug Use Attitudes	Low Risk
Workplace Theft Attitudes	Low Risk
Prospects for Long-Term Employment	Average
Customer Service	Above Average
Safety & Risk Avoidance	Counsel Level Two

Counsel Level Two - This applicant should be counseled regarding safety and risk avoidance issues. Refer to the applicant's responses to the questions identified for post-survey risk avoidance area.

POST-SURVEY INTERVIEW QUESTIONS

Response	Question
Slightly Agree	23. An employee should criticize his/her company if he/she feels it to be wrong.
Totally Agree	13. Long hours at work cause problems with my family.
Slightly Agree	57. In previous jobs I have taken physical risks that could have endangered anyone else.
Slightly Agree	58. In previous jobs I gave up some safety considerations in order to work faster.

Validity Level

How do you know if the applicant answered the survey questions in a consistent, forthright way? The Validity Level tells you to what extent the applicant tried to tell you what he or she thought you wanted to hear. This is the first piece of information on the Profile because it tells you about the reliability of the remaining information.

Self-Assessments

Certain questions on the Survey ask the applicant to describe past behavior along with work activities the applicant likes and dislikes. The Self-Assessments highlight potential problems or positives.

Attitude Scales

Depending on which version of the survey you use, the Orion Profile provides a combination of work-related attitude scales. Every Profile includes Supervisory, Work, Drug Use, and Theft Attitude Scales. The remaining scales appear in various combinations on different survey versions. (Refer to the Survey Versions section.)

Post-Survey Interview Questions

Because the Orion Survey is not a "pass/fail test", this final section can be an important element in the hiring decision. Each Profile lists applicant-specific Post-Survey Interview Questions. The questions help managers explore areas of concern with the applicant so that they can make more informed hiring decisions. They also allow managers to counsel the applicant on what is expected should he or she be hired. The Post-Survey Interview Questions help novice interviewers conduct more meaningful interviews and help experienced interviewers conduct thorough interviews more efficiently. Orion Assessments support positive employee-management relationships at this early point of contact.



Attitudes

Supervisory

Tells you how willing the applicant is to accept direction from supervisors and follow company policies and procedures. This scale also reflects the applicant's supervisory potential.

Work

Tells you how likely the applicant is to be absent or tardy; also how well the applicant values the workplace and working with a team.

Workplace Drug Use

Tells you how permissive the applicant's attitudes are toward illegal workplace drug use and its impact on the workplace.

Workplace Theft

Tells you how likely the applicant is to rationalize workplace theft and cheating.

Prospects for Long-Term Employment

Tells you how likely the applicant is to frequently change jobs and how he or she believes these job changes will affect his or her professional success.

Customer Service

Tells you how willing the applicant is to be helpful and courteous to customers.

Safety and Risk Avoidance

Tells you how likely the applicant is to take safety risks that would endanger himself/herself or others.

Communication

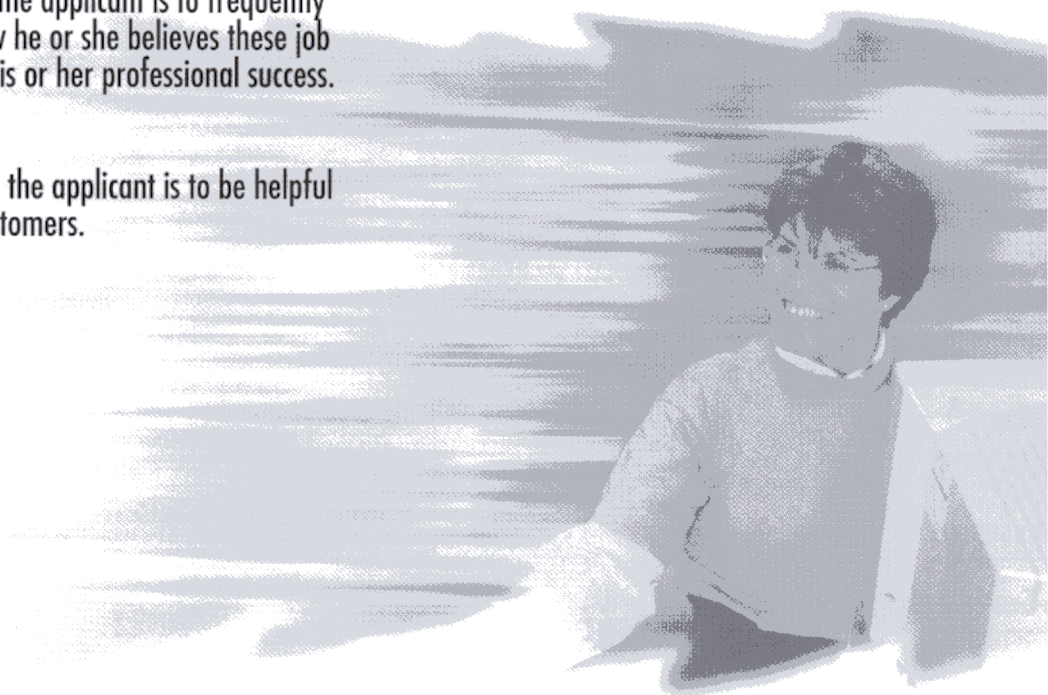
Tells you how willing the applicant is to communicate with customers, supervisors, and co-workers.

Competitiveness

Tells you the applicant's eagerness to accept challenges, meet goals, and desire to succeed on the job.

Sales Attitudes

Tells you how well the applicant likes working in a sales environment.



**Reliable.
Accurate.
Valid.
Cost-effective.
Versatile.**

Good reasons to choose Orion Systems to meet your applicant assessment needs.

From the world's largest retailer (and one of America's best managed companies) to the smallest businesses, Orion contributes year after year to their growing bottom lines.

For twenty years we've served industries of all kinds: retail, service, health care, manufacturing, hospitality, food service and more.

Our mission is to provide you with fast, cost-effective information. You make the hiring decision. You apply your standards to our information. We adapt and customize our system to integrate with your system, not the other way around.

Selection system design and validation is a primary, on-going activity at Orion Systems. Our company principals (who are attorneys) as well as our associated professionals in the fields of psychology and statistical analysis have many years experience in the development and validation of job-related, applicant assessment systems. All system development and validation procedures are based upon and subscribe to the guidelines and procedures of the American Psychological Association and the Federal Uniform Guidelines of Employee Selection Procedures. All survey items included in any Orion

assessment instrument are developed, reviewed, and validated to meet the equal employment opportunity concerns of the Federal Guidelines, as well as legislation such as the Americans With Disabilities Act, privacy and fair employment legislation, and related requirements. We encourage you to examine our detailed validation information contained in our "Manual for the Orion Pre-Employment System" and "Validation Manual – Orion Safety and Risk Avoidance Survey"— 246 pages covering the development, validation, and adverse impact analysis for all Orion assessments.

It has been shown repeatedly that using a demonstrably valid assessment provides you greater protection from illegal hiring practice claims than you otherwise would enjoy in the absence of such a system. Since its introduction in the early 1980's, millions of applicants have taken Orion assessments. In that time, not one Orion client has ever suffered an adverse court judgment or administrative ruling related to Orion assessments.

That record is no accident. It's by design. Orion assessments are non-threatening and informative. And the results are valid, reliable, and accurate.

We're proud to provide assessments that contribute to the performance of your people, because nothing has a greater impact on your PROFIT.

Orion provides "a major component in our evaluation" and "a significant amount of information that would not have been determined through the . . . interview process."

*Thomas M. Coughlin
President and Chief Executive Officer
for Wal-Mart Stores
Wal-Mart Stores, Inc.*



Which version is right for you?

PE1

55 Questions
Use this version when your primary concerns are lowering workplace theft, absenteeism, workplace drug use, and hiring people who work well with supervision.

PE2

90 Questions
Use this version when your priorities include selecting applicants who will work well with others to achieve goals in a customer service/sales environment, work well with supervision and lower workplace theft, workplace drug use, and absenteeism.

Attitude Scales

Supervisory Attitudes

Will the applicant follow policies and procedures?



Work Attitudes

Will the applicant be on time and have good attendance?



Workplace Drug Use Attitudes

What are the applicant's attitudes toward workplace drug use?



Workplace Theft Attitudes

What are the applicant's attitudes toward theft and cheating in the workplace?



Prospects for Long Term Employment

Will the applicant stay with your company?

Customer Service

Will customer satisfaction be a high priority?



Communication

Will the applicant communicate well with others?



Competitiveness

Will the applicant meet goals and work well with a team?



Sales Attitudes

Does the applicant enjoy retail sales work?



Safety and Risk Avoidance Attitudes

Will the applicant help create a safe workplace?

Validity Level



Self Assessment Statements



Post-Survey Interview Questions



All versions available in English, Spanish, Canadian English and Canadian French

PE3-CS

68 Questions

Use this version when your priorities include lowering turnover, workplace theft, workplace drug use, and absenteeism; and selecting applicants who will work well with supervision and provide excellent customer service.

PE3-SAFE

67 Questions

Use this version when your priorities include increasing workplace safety and lowering workplace accidents, turnover, workplace theft, absenteeism, workplace drug use, and selecting applicants who will work well with supervision.

PE3-SAFE-CS

80 Questions

Use this version when your priorities include increasing workplace safety and lowering workplace accidents, turnover, workplace theft, absenteeism, and workplace drug use, as well as selecting applicants who will work well with supervision and provide excellent customer service.

	✓	✓	✓
	✓	✓	✓
	✓	✓	✓
	✓	✓	✓
	✓	✓	✓
	✓		✓
		✓	✓
	✓	✓	✓
	✓	✓	✓
	✓	✓	✓

Profit.

It's the reason you're in business. And of all the variables that impact your bottom line, nothing affects profit more than the performance of your people.

- People follow procedures or make it up as they go along.
- People value a drug-free workplace or think drug use is none of your business.
- People make customers happy or give them good reasons to go elsewhere.
- People take safety seriously or contribute to workplace accidents.
- People are punctual and dependable or create scheduling nightmares.
- People work together to get things done or fight amongst themselves and get nothing done.
- People go the extra mile or do as little as possible just to get by.
- People reduce shrinkage or create it.

