PDP Works Pilot Project
Implementing ProScan, JobScan & JDA Hiring Profiles

Purpose: To better match employees to specific jobs and tasks in your organization by using PDP during the recruitment, interview and hiring process. Managing with the PDP System will reduce staff turnover, increase staff performance, assist in team development and better achieve your organizational goals. Simply put, PDP is an excellent resource for people development.

Why PDP? Professional Dynametric Programs (PDP) is a scientifically tested and proven system that we use to survey applicants and employees, then compile the PDP information in a PDP Works database for use in recruitment, interviewing, selection, teambuilding and job match. Founded in 1978, this Colorado based company has been researching, developing and implementing PDP System products to employer organizations throughout the US and many foreign countries. PDP is a market leader in Dynametric management tools for personnel development. www.pdpworks.com

How do I start with PDP? The FCMS team recommends that senior management or ownership complete a ProScan survey in order to see how the PDP assessment works. Then the human resource manager (or manager in charge of sales, personnel or hiring) is advised to complete a ProScan. At that time, management can begin to identify a specific job position for the PDP analysis. It is recommended that the best performing employees be included in the PDP Works Pilot Project for your organization.

Who should be included in the PDP Work Pilot Project?
Once a target job position is selected by management, for example a teller position in a bank or a sales position in a direct selling organization, a number of PDP surveys will be administered. Each peak-performing employee (2 to 5 individuals) should complete a ProScan survey in order to gather PDP data on these successful staff members. In addition, a member of the management team (CEO, CFO, owner, VP Sales), the human resource manager and direct supervisor of the employee group should complete a Job Dynamics Assessment (JDA) on the specific targeted position for the PDP Works Pilot Project. Then several average performers and best performing employees need to complete a JDA to survey the employee perspective on the position. These ProScan and JobScan surveys will be used to create the PDP Works job model for the specific job identified in the PDP Works pilot project.

How will PDP survey information be used for personnel development?
By combining the ProScan, JobScan & JDA surveys FCMS staff will use the PDP software to create a composite PDP profile for the target position. Various combinations of ProScan and JDA surveys can be utilized to create the best Job Dynamics Assessment. Once the JDA is created and reviewed by management, it may be used for comparing applicants and determining how closely prospective applicants or existing staff members "fit" the target PDP profile. The

ranking feature in JobScan will indicate the types of people that may be best suited for the specific position, based on your PDP data from existing staff and managers. Applicants can be assessed for the best "job fit" in the organization.

What does a PDP Works Pilot Project cost?
The cost will be dependent on the number of surveys needed plus the Job Dynamics Assessment (JDA). ProScan surveys can also be used for staff development, stress management, team building and improving communications. ProScan surveys cost between $75 to $95 per person, and JDA (management or employee assessments of specific job) will cost approximately $25 each. A composite profile (JDA model) is $250, and may be used a number of times in PDP personnel selection and development. New applicants or existing employees can be surveyed in the future (using the PDP Works database) with either JobScan or ProScan, and then be compared to the target PDP profile. While PDP should not be the only criteria for job matching and hiring decisions, PDP can assist management in a cost-effective way with personnel management, hiring processes, team development and organizational development.

Can the PDP JobScan information be updated?
Most organizations are not static, particularly when it comes to ongoing staff changes. With the PDP System, ProScan and JobScan information can be updated as newer staff members' advance through the organization and management identifies additional peak performers for specific jobs. In addition, peak performers may be re-surveyed over time (once a year) as part of their ongoing performance evaluation process.   Since the PDP pilot project focused on one specific position, other jobs within the organization can be analyzed using the PDP System. Ultimately, new applicants that are surveyed using PDP can be considered based on what jobs would be best suited to their individual PDP profile.   Since this is an ongoing process using PDP, additional PDP survey information should yield a larger PDP database to be used by management in personnel assessments.

What about staff & team development applications with PDP?
PDP ProScans can be combined to create TeamScan reports, an excellent tool for team development and staff interaction.   Once each staff member has a ProScan report, any combination of staff members (who have ProScans) can be scanned to create specific TeamScan reports for staff development. Interaction, communications and team dynamics can be assessed using the TeamScan module.   Some of the TeamScan reports are: Communication, Perception, Team Stress and Team Analysis.   Supplemental PDP training and materials can assist management in implementation of teams and cross-functional job training. Normally the cost is $250 plus a fee per person included in the TeamScan. Implementation training costs would be based on outside PDP consulting and facilitation, as necessary to achieve the organizations management objectives.

Easy to read reports and enhance PDP profile information:
Several of the recently released PDP report formats are now available for PDP Works users. These PDP reports will allow managers and human resource staff

to analysis various PDP System profiles and information by using a laser enhanced graphic format.   The PDP narrative information (JDA) will continue to be used to assist management in defining the target PDP profile for a specific position.   ProScan reports can be tailored for selection, motivation & stress.

Implementation Notes:

PDP System Note: Although a number of assessment instruments are available, PDP is unique in a number of ways:

1) The PDP survey is <u>easy to administer</u> and is processed via PDP Works, easy to access web-based software from PDP. Each team member will receive an e-mail invitation and link to their PDP ProScan survey to complete on-line.

2) PDP System surveys can be administered "in-house" and we'll provide a <u>read-back locally</u> by a PDP consultant or trained PDP administrator.

3) The PDP Works web-based software has a number of <u>easy to read PDP reports</u> available, such as ProScan, JobScan, & TeamScan.

4) Since 1978, PDP has completed over 7 million individual PDP scans, and PDP has continued to develop and research the PDP System for <u>accuracy</u> and ease use by managers, employees and team members

5) PDP has the on-going <u>independent research</u> to give our clients confidence in the instrument as a <u>reliable</u> management tool.

6) Each PDP "Scan" report can be put to use by the individual and has a number of applications that will assist organizations with the <u>development</u> and <u>management</u> of their most important asset... ....**their people!**

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