



## Success Skills 2000®

### **Job Match Steps**

Within the area of assessment, “one size fits all” does not apply. This is why we need to determine if Success Skills 2000 assesses the work activities and skills required to effectively perform the target position within your organization. To determine this level of “fit,” we request that you follow the simple, accurate, and efficient process (known as the Job Match process) outlined below. This process will help us determine the appropriateness of the assessment and will act as strong legal support in the event of any future challenge.

#### **Step 1: Identify Participants**

Identify individuals who have a thorough understanding of the knowledge, skills, and abilities required to perform the target job. These individuals can include, but are not limited to, current incumbents, supervisors of the position, trainers for the position, and/or hiring managers for the position. Although there are no absolute rules in determining the exact number of individuals required to complete the Job Match, there are several useful guidelines.

First, try to include 8-10 individuals, or a number equivalent to 10% of the workforce, whichever is greater. Second, try to include individuals from various shifts, work groups, or teams. Third, if you are planning to use Success Skills 2000 in more than one location, try to include individuals from all locations. By following these guidelines, you can help ensure the information collected accurately reflects the work environment of your entire organization.

#### **Step 2: Complete and Return Job Match Surveys**

Ask each of the individuals identified in Step 1 to complete a Job Match survey. These surveys should take approximately 5-10 minutes to complete and may be submitted in one of the following ways:

**Via Internet.** Participants may complete and submit the Job Match survey online by visiting our website at [etc-easy.com/services/jobmatch/ss2k.htm](http://etc-easy.com/services/jobmatch/ss2k.htm).

**Via fax or mail.** Participants may complete a copy of the Job Match survey provided. These surveys may then be returned to Employment Technologies by fax at (407) 788-1496, or by mail to the address below.

Employment Technologies Corporation  
532 South New York Avenue  
Winter Park, FL 32789-4242

#### **Step 3: Discussion of Results**

Once Employment Technologies receives the completed Job Match surveys, your EASy Representative will call to schedule a time to discuss the results.



**Employment Technologies**  
CORPORATION

*When Performance Counts™*

532 South New York Avenue  
Winter Park, FL 32789-4242  
[etc-easy.com](http://etc-easy.com)

**800-833-EASy (3279)**