



Best Practices

Best Practices using Chequed

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Goals in Using Chequed

Use Chequed to help hire candidates with the highest probability of success.

Chequed provides job-relevant and objective information in a way that traditional hiring tools cannot.

- ✓ Chequed Scores are scientifically-proven to forecast future performance — Avoid the detrimental costs of a 'bad hire'
- ✓ Chequed will help to reduce human errors, biases, and judgments that can have negative organizational outcomes
- ✓ Resumes and job applications, which are the most frequently used candidate screening tools, have very little predictability in terms of whether or not a candidate will succeed in a given position

Benefit from substantial time and resource savings in the hiring process when the Chequed assessments are used properly — right up front in the hiring process.

- ✓ Quickly and easily identify the high potential candidates by weeding out the low potential candidates early on in the process
- ✓ Easy-to-use interface and candidate sorting functionality will show you the best fit for the position
- ✓ Chequed will identify for you who the high potential candidates are

Test everyone you can with ChequedFit™

Chequed is designed for you to run a high volume of candidates through the assessments quickly and easily. This will provide you with a larger pool of objective candidate data so you can effectively identify high potential candidates.

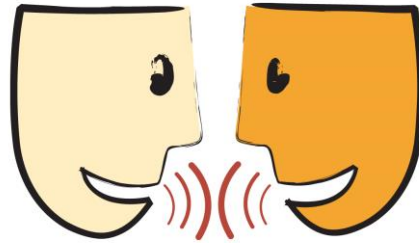


By selecting candidates before screening them through Chequed you hinder the predictive science of the product and can potentially end up making a risky hiring decision. If you subjectively pick and choose which candidates you run through the assessment:

- ✓ Your judgment may run counter to the objective data provided
- ✓ You are possibly excluding the highest potential candidates from consideration
- ✓ You may be spending more time and resources on candidates than necessary

Communication is Key

If an assessment is clearly presented as a mandatory part of the application process, serious candidates will complete it. Good communication will lead to faster completion times and higher completion rates. **If candidates are not made aware of the assessment they may not know one is required of them.**



Some easy ways to alert candidates that an assessment is mandatory:

- ✓ Include language in every job posting that makes it clear to the candidate that they have to complete a mandatory assessment to move forward in the process
- ✓ If you're using an ATS to send an automated Thank You email to the candidate, include details about the assessment as well as the link to the assessment
- ✓ If you are manually inviting a candidate to complete an assessment, be sure to communicate to the candidate that an invitation email will be sent to their email address

Applicants vs. Incumbents in ChequedFit™

It's understandable that you would want to test Chequed out for yourself before you run live candidates through it and we **highly encourage this**. However, we recommend that you do this from a purely functionality and user experience standpoint.

Incumbents and candidates answer personality assessments like Chequed differently*. Researchers have indicated that applicants' scores on personality assessments, such as ChequedFit™, are universally higher than incumbents' scores. The primary explanation for these score differences is that applicants intentionally inflate their responses in an attempt to obtain the job. This is also known as impression management.



In contrast, incumbents answer personality assessments differently than applicants because they are not motivated by the intention to get a job. Due to this, incumbents tend to score systematically lower on Chequed than applicants.

**Chequed.com has collected norms on our various personality trait scales across organizations and industries. The applicant responses are much higher than incumbent responses across the board.*

Focus on Highest Scoring Candidates First




The science that drives the Chequed software has already done the hard work for you by identifying each candidate's probability of success. A candidate's probability of success is represented by the overall ChequedScore they received on their report.

The ChequedScore uses a half check to five check scoring protocol. A score of five checks is highest potential with a score of three being satisfactory.

Overall Score:



Here is a breakdown of the score ranges and what they mean:

-  5 : Highest Potential
-  3 : Satisfactory
-  1 : Lowest Potential

The higher ChequedScore a candidate has, the higher the probability a candidate has of succeeding at the position they are applying to.

Why would you invest time and resources in a candidate when you already know up front that they objectively have low potential for success?

Business Impact Questions

For most organizations the interview is the most heavily relied upon and least predictive selection tool. There are two reasons the interview may hold little predictive value:

- ✓ The process is generally unstructured: this makes it very easy for the interview outcomes to be based solely on biases and “gut feelings”
- ✓ Interviewers are prone to not only asking the same questions time and again regardless of the job or candidate under consideration, but also to asking job-irrelevant questions



Business Impact Questions are provided for each Chequed candidate. This feature provides structured, job-relevant questions that allow you to explore the traits that are necessary for success in a particular role. Using this tool adds consistency to the selection process, leading to better hiring decisions and an additional layer of legal compliance.



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