

# PEP

## Personnel Evaluation Profile

- **Fast, accurate, cost-effective**
- **Uncovers poor value systems**
- **Helps identify 1/3 more disqualifying criteria**
- **Greatly reduces backgrounding hours**

**COVERING**

**Work Ethic  
Absenteeism  
Tardiness  
Ethics/Honesty  
Socialization**

**Customer Service  
Drugs  
Reporting Dishonesty  
Survey Distortion  
Employment Background**

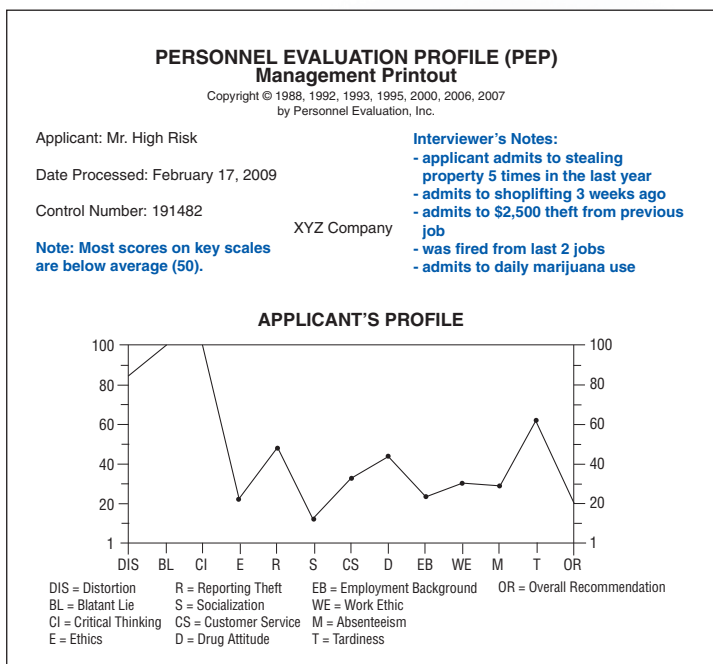
The PEP is one of the finest pre-employment screening tools available. Survey results are presented in the form of a graph allowing hiring officials to easily compare applicants. Itemized responses provide the interviewer with direct insight as to the applicant's general character and value system – information that may not be found in a standard background investigation. The survey also contains several sophisticated scoring mechanisms to identify applicants trying to manipulate or create a “good impression” on the survey.

We offer a verbal consultation on every result – at no additional fee! Hiring experts point out inconsistencies in applicant statements and discuss areas that should be explored prior to hire.

The PEP may be administered on-site in paper/pencil form or over the internet. Average time for completion is 25-30 minutes. Survey results are available immediately by email or fax.



Shown below is the graph portion of a PEP result.



### SUCCESS STORY

*Real life scenario:*

Two departments, using the PEP, rejected the same eligible candidate based on the PEP results prior to running his background check. Their cost was \$20. A third department ran a full background investigation on this same individual, only to reject him as a result of the background check. Their cost? Thousands. This department now uses the PEP prior to running their backgrounds.

### TESTIMONIALS

“We used the Personnel Evaluation Profile for the first time last year when hiring Correction's Officers for our new Jail. Using the PEP to gain valuable insight into the applicants' work habits and personality traits prior to the interview has been very effective. The results were so successful that now our Dispatch Center and Law Enforcement Center are using the PEP and our other county departments are considering using it as a part of their hiring procedures. The feedback from PEI is fast and costs are budget friendly.”

“We use the Personnel Evaluation Profile as a part of the process for hiring new Police Officers. We found it to be a valuable tool to augment the background investigation. The Customer Service was exceptional. The Representative from P.E.I. spent 45 minutes on the phone interpreting results from three finalists. We would not consider hiring a candidate without having them take the PEP.”

# PEP

## Personnel Evaluation Profile

### EEOC/Legalities:

The Uniform Guidelines on Employee Selection Procedures and The American Psychological Association's Standard for Educational and Psychological Tests. A comparative analysis of scale scores found that the PEP does not create adverse impact in regard to race, age or sex. The PEP was revised in 1992 to comply with the Americans with Disabilities Act.

**Sample Study:** In a study of 4,887 job applicants, there was virtually no difference between white and minority applicants on the scales of the inventory. For example, on the Overall Recommendation (OR) Scale, whites (N=3,700) had an average score of 35.8 and minorities (N=1,187) had an average score of 35.6. In other words, they were just two-tenths of one question apart.

### Validation:

The PEP was scientifically validated and cross-validated on thousands of job applicants. The positions applied for ranged from stocker to mid-level management. Studies have shown the PEP to be extremely valuable for screening job applicants for all types of industry. In addition, the PEP is continually subjected to various types of on-going validation studies.

**Sample Study:** In one validation study, surveys were administered to all existing employees and new hires for a 6 month period at a major Milwaukee, Wisconsin retail business. The survey results were withheld from the managers. At the end of the study, managers were asked to identify their "best" and "worst" employees based upon general attitude, quality of work, ability to get along, punctuality/reliability, willingness to learn, honesty, motivation/energy, quantity of work, and general work habits.

88% of those rated as the "worst" employees scored in the lower half on the "OR" scale, while 85% of those rated as the "best" employees scored in the upper half on the "OR" scale.

During the course of this 6 month study, a theft investigation was initiated because of property and cash losses. As a result of this investigation 10 employees confessed to theft. In addition, 25 present and past employees were strongly implicated in theft.

Of the 10 who confessed to theft, all 10 scored in the bottom half on the "OR" scale. 80% also scored in the bottom 25% on the Ethics scale. Even though 8 of the 10 who confessed to theft attempted to distort/falsify their survey, the PEP still identified them as "high risk". Of the 25 strongly implicated in theft, 88% scored in the bottom half on the "OR" scale and 76% scored in the bottom quartile on the "OR" scale.

**Sample Study:** In a sample of 4,835 job applicants, the scores on the "OR" scale (corrected for levels of distortion) were entered as a predictor in a series of logistic regression analyses with elements of the background check as criteria. For every 10-point increase in the "OR" percentile score, the applicant is:

- 18% less likely to fail the criminal background check
- 20% less likely to falsify the employment application
- 16% less likely to manifest deceptive behavior in the interview
- 21% less likely to admit to drug conviction or selling in interview

### Reading Level:

The PEP is written at the 6<sup>th</sup> grade reading level to aid those with limited reading abilities.

### Survey Administration:

The survey may be administered on-site by company personnel. It takes the job applicant approximately 30 minutes to complete. The PEP is also available in Spanish and Canadian versions.

### Survey Scoring:

Surveys can be scored by phone, fax, mail or Internet. Results on fax/Internet usage are automated and available within minutes, 24/7.

### Survey Interpretation:

Results are presented in an easily understood "graph" format comparing the applicant to norm groups. A narrative explains graph percentages. Also, a breakdown of survey responses section provides detailed information on individual applicant responses. This allows hiring officials complete flexibility in comparing applicants and finding the right person for the job. Our representatives are available to review survey results and make suggestions at **no charge**.

### Order Information:

To place your order or find out more information on how the PEP can help you hire the best available applicants, contact Personnel Evaluation, Inc. at (414) 256-3600.