

Tool 4 Testing Performance and Skills on Key Job Criteria - Interview Stage

Communication and interpersonal skills are often cited as a concern when hiring skilled immigrants. This tool allows a clear determination of the communication skills required to be assigned to any role. Use of this tool makes decisions about the communication skills required to be more conscious and consistent, thereby reducing the challenge of such hiring assessments.

ABILITY DESIRED	CHECK WHICH SPECIFIC LEVEL OF SKILL IS NEEDED (0 LOWEST, 5 HIGHEST)	SCENARIO OR METHOD TO TEST SKILL OR PERFORMANCE
1. ORAL COMMUNICATIONS	<input type="checkbox"/> 5. Public presentations required <input type="checkbox"/> 4. Mostly staff presentations only <input type="checkbox"/> 3. Mostly meeting discussions only <input type="checkbox"/> 2. Mostly 1-1 communications, some meetings <input type="checkbox"/> 1. Mostly 1-1 communications, no meetings	
2. WRITTEN COMMUNICATIONS	<input type="checkbox"/> 5. Full technical reports with no oversight. <input type="checkbox"/> 4. Full technical reports, with oversight <input type="checkbox"/> 3. General narrative reports <input type="checkbox"/> 2. External communications <input type="checkbox"/> 1. Internal memos <input type="checkbox"/> 0. None at all	
2. READING COMPREHENSION	<input type="checkbox"/> 5. Full technical reports for implementation with no oversight <input type="checkbox"/> 4. Full technical reports for implementation with oversight <input type="checkbox"/> 3. General narrative reports <input type="checkbox"/> 2. External communications <input type="checkbox"/> 1. Internal memos <input type="checkbox"/> 0. No reading requirements at all	
3. 1. INTERPERSONAL SKILLS: TEAM RELATIONS	<input type="checkbox"/> 4. Leading a team of more than 3 people <input type="checkbox"/> 3. Supervising 1-3 people <input type="checkbox"/> 2. Member of team, no supervision <input type="checkbox"/> 1. Not member of a team	
3.2. INTERPERSONAL SKILLS: PUBLIC RELATIONS	<input type="checkbox"/> 3. Mostly interacting w/ public <input type="checkbox"/> 2. Some interaction w/ public <input type="checkbox"/> 1. No public interaction	
4. TECHNICAL PROFICIENCY FOR THE JOB	<input type="checkbox"/> 4. Job requires certification, completely accountable with no oversight <input type="checkbox"/> 3. Job requires certification and reports to 'certified personnel' <input type="checkbox"/> 2. Certification not required, completely accountable with no oversight <input type="checkbox"/> 1. Certification not required and reports to 'certified personnel'	
5. COMPUTER PROFICIENCY (OR SPECIFY APPLICATION)	<input type="checkbox"/> 3. High <input type="checkbox"/> 2. Moderate <input type="checkbox"/> 1. Low	