



Business Psychology Consulting Services

Psychometric Assessment

In today's current job market, the importance of psychometric assessment to selecting and retaining the right employees for your organisation cannot be underestimated. With so many jobs on offer, candidates often have many options to choose from and you need to ensure your organisation has a fair and thorough selection process.

Psylutions employs registered psychologists to deliver psychometric assessment services for selection and development purposes. Using psychometric assessment is a useful component of the selection process, allowing you to obtain an understanding of the underlying motivations and behaviours that affect an individual at work. Such information is difficult to obtain via any other method. Tests that are commonly used include cognitive ability tests (verbal, numerical and abstract), personality tests, motivational tests and sales ability. Such tests have been found to be strong predictors of on the job performance, ensuring that you are selecting the individual with the best fit for that role in your organisation.

We also offer behavioural simulation exercises, where candidates are put through an activity that is similar to tasks they would perform in the job. Simulations are valuable sources of information during the selection process and are also commonly used for development, as they enable the identification of strengths and areas for development.

Psylutions recommends measuring a candidate's potential (through psychometric testing) and performance (through structured interviewing and simulations) before making key selection decisions.

Resumes

The resume is the most important tool a candidate has to sell themselves to a future employer. While a candidate may meet all the required skills necessary to succeed in a particular job position, their resume is the greatest asset they have. The chances of securing a job interview are very limited without an appealing and marketable resume.

Components of an Effective Resume

Psylutions specializes in resume writing that is professional in presentation and targeted to the specific job or industry.

Targeted: The more targeted a resume, the more chances a candidate has of getting the interview. Employers want to know exactly what a candidate can do for the company. It is important that each resume is tailored to each job.

Well written: It is important that a resume makes a positive and professional impression with a prospective employer or a recruitment agency. Psylutions recommends using action words such as, established, implemented, demonstrated and streamlined to describe past duties and key achievements. There also needs to be a focus on future potential and skills acquired.

Psylutions offers resume development services to individuals looking to change careers, or further their current career. A well set out resume that clearly highlights your strengths and achievements can set you apart from other candidates from the outset. These services also include cover letters and selection criteria responses to assist you to get your dream job.





Business Psychology Consulting Services Continued...

Executive Coaching

Psylutions also offers executive coaching services to assist high level managers to achieve their full potential. Our coaches have extensive experience and use proven methods and techniques to give you the best chance to improve your performance in the workplace and achieve your goals.

Executive coaching can be beneficial in a number of different situations. For executives moving into new roles, for those talented individuals you want to retain, for leaders with gaps in some skill areas, and for business owners.

What is Coaching?

Coaching is the practice of providing support and advice to an individual in order to help them identify ways in which they can optimise their performance. A Coach may use inquiry, reflection, requests and discussion to help clients identify personal and/or business and/or relationship goals. They also assist clients in developing strategies, relationships and action plans intended to achieve those goals. A coach provides a place for clients to be held accountable to themselves by monitoring the clients' progress towards implementation of their action plans. Together they evolve and modify the plan to best suit the client's needs and environmental relationships.

Who Can Receive Coaching?

Anyone who is seeking to improve their own performance can benefit from the services of a coach.

Typical situations in which coaching services are utilised include:

- Assisting a new employee address development needs identified during the selection process.
- Ensuring high potentials receive the appropriate support and assistance

in order to meet the organisations expectations.

- Providing newly promoted managers with the essential leadership skills to effectively lead a team.
- Helping a staff member who has had a key issue identified after a performance review.

How is Coaching Implemented?

Typically a coaching program will consist of 6-8 sessions, each of one to two hours duration, over a period of 6 months. The initial meeting will usually be a two hour meeting where the client's current performance levels are assessed and their goals and objectives are identified. Future sessions will focus on developing the necessary skills, knowledge and tools to reach the agreed upon outcomes. As the client progresses sessions will change from weekly to fortnightly to monthly ensuring the client can function independently.

How is a Coach Allocated?

A panel of coaches is available to choose from, all with different areas of expertise, knowledge, and approaches. By assessing the needs and the personality of the client a profile of the coach who is considered to be the best fit will be created and the ideal coach assigned accordingly.



Contact Psylutions

Prue Laurence & Nicole Russom
Suite 101B, Site One, 757 Bourke St,
Docklands, Melbourne 3008
Ph: 03 8687 9070
Email: info@psylutions.com.au
Website: www.psylutions.com.au