

# Wonderlic Pre-Employment Testing/Norton Norris EnrollMatch® Admissions Approach



Our assessments provide **predictive, objective** data to guide your hiring process.

## **Retention. Satisfaction. Graduation. Gainful employment. Repayment.**

Strong performance in these areas is critical to a school's success. By hiring faculty and staff with the right qualities, you can improve performance in all of these areas.

Our proven assessments help you select employees by evaluating an applicant's critical skills, abilities, traits and background – all factors in how they will perform on the job.

Whether your programs are on-campus, distance learning based or blended, Wonderlic has a proven hiring solution for you.

## **A Comprehensive Selection of Assessments**

Used individually, our assessments provide valuable insight into a specific aspect of a job candidate. Used together, they provide a comprehensive, holistic evaluation of their on-the-job potential.

Our assessments provide predictive, objective data to guide your hiring process, are based on extensive research, and are consistently updated to maintain relevancy in today's fast-paced market.

- **Prescreening Questionnaires** evaluate a candidate's qualifications and background information early in the application process to help you focus on only the most qualified applicants.
- **Cognitive Ability Assessments** measure a candidate's ability to learn, adapt, solve problems, and understand instructions, and are the single greatest predictor of job success. These tests exponentially increase the effectiveness of the hiring process.

- **Personality Tests** describe an individual's personal characteristics and their relationship to job satisfaction and performance.

## **Powerful Online Technology**

Wonderlic assessments are administered and scored through our web-based platform, Wonderlic Online. This easy-to-use technology provides schools with more than just a single score for each individual. The understandable, yet thorough, reports are stored in Wonderlic Online for an efficient way to view and compare candidates at-a-glance. This helps districts focus only on the applicants who possess the qualifications, skills, and abilities they need!

Whether used as a stand-alone solution or integrated into their existing applicant tracking system, Wonderlic Online and our assessment packages are customized to support any school's hiring process.

## **About Norton Norris, Inc.**

Norton Norris, Inc. created EnrollMatch® admissions training in response to a gap in ethical and effective programs. This comprehensive solution is the first and only admissions training program to receive approval from regulatory counsel for consistency with accrediting and federal admissions related standards.

## **About Wonderlic**

Wonderlic, Inc. provides businesses and schools with a comprehensive library of highly regarded assessments and surveys for each phase of the hiring and student selection process. In our 75 year history, we've delivered over 350 million assessments and surveys for more than 50,000 organizations, government agencies and accrediting bodies.



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Our exclusive Job Index engine draws from a comprehensive library based on data from the U.S. Department of Labor and our long expertise in the education marketplace.

The Index instantly provides a job profile with recommended assessments and scoring ranges for more than 900 pre-defined jobs.

Educational Positions Offered:

- President/CEO
- Vice President
- Executive Administrator
- Administrative Assistant
- Teacher/Instructor
- Instructional Coordinator
- Adult Literacy/GED Teacher
- Tutor
- Custodian
- Computer Support
- A/V Specialist
- Librarian
- Financial Aid Rep
- Distance Learning Coordinator

## **Advanced Admissions Professional (AAP)**

Norton Norris, Inc. engaged Wonderlic, Inc. to develop a hiring solution for admissions representatives that aligns with the EnrollMatch® Admissions Training Approach. This profile is also beneficial to inform training and development needs of current admissions staff.

The solution has three distinct deliverables:

### **1. Pre-screening Items:**

The online pre-screening application will help schools collect the experience and background of applicants in a consistent manner.

### **2. Assessments:**

The Seven Factor Personality Profile is a personality assessment that will help identify individuals that have the ability to build rapport with students, are sensitive to and able to address the needs of students and colleagues, and are resilient enough to maintain the required energy levels necessary to adapt to and manage day-to-day encounters. The seven dimensions of personality measured in this profile include:

- Emotional Intensity
- Intuition
- Recognition Motivation
- Sensitivity
- Assertiveness
- Trust
- Exaggeration

The Wonderlic Personnel Test provides insight into how easily individuals can be trained, how well they can anticipate, adjust to, and address problems, and how well they can grasp and apply new knowledge.

### **3. Structured Behavioral Interview:**

A Structured Behavioral Interview Guide has been created based on key competencies required for success for schools to leverage in their own interview process. The competency-based items have scoring criteria to give an objective way to rate candidate's interview responses.

## Advanced Admissions Professional Profile



Earlier this year, Wonderlic teamed with Norton Norris, Inc. to develop the Advanced Admissions Professional Profile (AAP). Subject matter experts from various Norton Norris partner schools contributed in defining the essential skills and abilities required for success. Wonderlic in turn leveraged this information in combination with previous research to build a hiring and staff development solution that aligns with the EnrollMatch® Admissions Training Approach. The following components are included in the profile.

