

POSITION MATCH

ROCK SOLID ADMINISTRATIVE SERVICES

USING VOLUNTEERS OR EMPLOYEES



CONSIDER THESE THREE FACTS ABOUT STAFF ASSIGNMENT IN AMERICA:

1. The **intangibles that effect your organization due to the wrong placement** of a volunteer or paid employee can reach to the thousands of dollars and the permanent tarnishing of reputation and trust.
2. The cost to **replace an employee who voluntarily resigns** from your company is **approximately 1.5 times that employee's annual salary**.
3. The cost to **replace an employee where you have made a hiring mistake** and need to hire a replacement can be **up to 8 times that employee's annual salary**.

For an organization that depends on volunteers, the truth is that a volunteer is looked upon by the courts and the public the same as a hired employee. They represent you and are your responsibility.

Hiring and training an excellent employee/volunteer can be an expensive proposition, and the more hiring mistakes an organization makes the more that cost can exponentially increase.

POSITION MATCH GOAL

It is the goal of **POSITION MATCH** to enable organization and business leaders to search for and find the best candidates needed to build organizational excellence. This goal is achieved by providing business and organization leaders with comparative behavioral assessments between position needs and accurately formulated candidate motivational and value inventories.

POSITION MATCH RESOURCE TOOLS

Rock Solid Administrative Services will use these resource tools to provide the employer with the necessary information to match the best candidate(s) with the advertised position.

1. The **Job Requirement Profile** (to understand the position's requirements).
2. The **Personality System Profile** (to understand the candidates' personal behavioral style and discover his/her job strengths, weaknesses and contribution potential to the organization).
3. The **Values Style Profile** (to understand what values motivate the candidates' choices and the effect those values will have on the organization).
4. The **TEAMS Profile** (to determine what team qualities motivate the candidate and how those qualities can contribute to the organization).
5. The **Spiritual Gifts Inventory** (to identify and describe the spiritual gifts inherent to the candidate and how those gifts function within the organization).

6. The **Managing for Success** report (to identify and explain the complete behavioral inventory of the most viable job/volunteer candidates).

POSITION MATCH PROCEDURE

1. Rock Solid Administrative Services will consult with the employer about the position vacancy and administer the Job Requirement Profile. An assessment will be discussed and RSAS will submit a written evaluation of the position's needs to the employer.
2. RSAS will provide the Personality System Analysis Form(s) and any of the desired resource analysis inventories deemed appropriate by the organization leader to cover the interview process. The employer will include the administration of the profiles in the interview process. (A time frame of about 10 minutes total is required to complete each instrument.) A RSAS certified specialist will administer the profiles in group or individual sessions if so requested by the employer.
3. RSAS will develop written assessments for each of the candidate's profiles and compare the assessments with the Job Requirement Profile.
4. RSAS will produce a detailed Managing for Success report of the top candidates for the employer.
5. The employer/leader considers the candidate's skill sets, experiences and the **Position Match** assessments and then hires the best candidate every time for every position.

POSTION MATCH FEES

Fees are commensurate with the individually designed service plan. **RSAS** provides all services for a love offering that is discussed as we develop each organization's Plan of Action. The number of profiles necessary and number of service hours will vary by organization. Call the **RSAS** office at **724-528-4575** to discuss your need and how we can best serve you.

Should the service plan require 'on-site' services, travel, lodging, and meal costs are the responsibility of the host organization.

ROCK SOLID ADMINISTRATIVE SERVICES

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JRS

Personality

Values

TEAMS

Sp. Gifts

