

Assessment Services

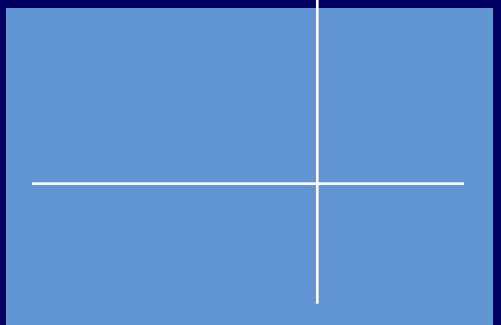


SIDAT HYDER



**SIDAT HYDER MORSHED
ASSOCIATES (PVT) LTD**

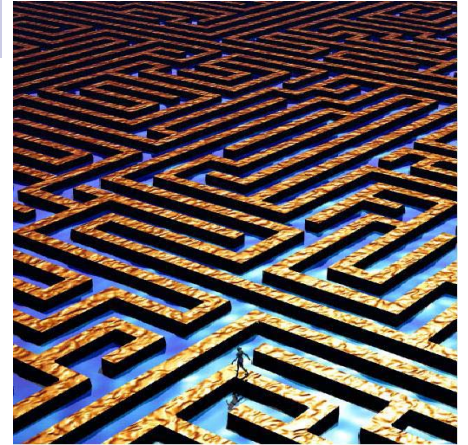
Management Consultants



Assessment Services

High performance organizations benefit tremendously by employing objective, thorough and standardized assessment tools in order to aid decisions vis-à-vis recruitment, promotion, employee development, career planning and reward management. Such decisions enable organizations to meet current workforce needs as well as plan for future requirements

Our in-house psychologists are qualified and trained to select, administer and interpret psychometric tests. They keep themselves updated on the variety of tests available in the international market, and are adept at identifying and recommending the most suitable tests, based on client requirements. Discussions with clients result in the choice of test that may be used depending on the required outcome.



Our Approach to Assessments



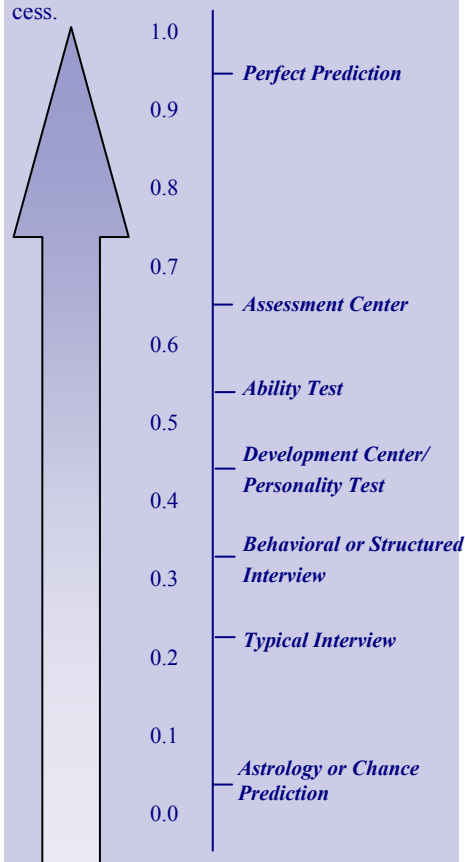
Assessment solutions differ with client requirements and may include the use of a single assessment tool or a combination of several tools. As a general guideline, however, our preferred assessment methodology involves the following steps:

- Understand and define the organizational objectives for conducting the assessment
- Understand the current and future job requirements
- Define the competencies and criteria to be measured
- Develop behavioral indicators for the competency definitions
- Select assessment tool(s) to be used, customize or design tools
- Design assessment plan
- Train client assessors (if required)
- Pilot the assessment mechanism (if required)
- Carry out assessments
- Report results and provide feedback

Matching People to Jobs

Using objective, standardized measures to assess relevant job competencies has been proven to be highly effective at ensuring that the right people are in the right job.

The figure below shows the relative validity of particular assessment methods and tools, and how likely they are to predict job success.



¹ Smith et al, 1989

Use of Assessment Tools

The table below provides some of the assessment solutions that are generally suggested to meet typical client needs:

Client Need	Possible Assessment Tools
Recruitment	<ul style="list-style-type: none"> • Interviewing • Psychometric Testing • Assessment Center
Promotion	<ul style="list-style-type: none"> • Psychometric Testing • Assessment Center
Assessment of Potential	<ul style="list-style-type: none"> • Psychometric Testing • Assessment Center with 50/50 split of assessment and development objectives
Career Development	<ul style="list-style-type: none"> • Psychometric Testing • Development Center
Training Needs Assessment	<ul style="list-style-type: none"> • Psychometric Testing • Assessment Center
Employee Development	<ul style="list-style-type: none"> • Psychometric Testing with feedback • Development Center with feedback

Assessment Tools

Behavioral Interviews

What are Behavioral Interviews?

Interviewing is one of the most common assessment techniques being used by organizations today. However, typical job interviews may be highly subjective and extremely dependent on the individual maturity and style of the interviewer. In Behavioral Interviewing technique, there is a conscious focus on past behaviors that are used to infer future behavior of the candidate. Behavioral Interviewing technique may either be employed as a stand-alone technique or may be coupled with other assessment techniques, depending on the client's requirement.

Our Approach

At Sidat Hyder, we regularly employ behavioral interviewing techniques as part of the Executive Search and Recruitment process being carried out for various clients. In order to ensure a high level of compatibility between the requirements of the positions and the incumbents short-listed, the first step is to profile the positions clearly and in sufficient detail in discussion with the client. Subsequent to the profiling, the resumes of short listed candidates are studied in detail and structured behavior based questions are prepared which serve as a guide during the interview process.

Our team comprises HR professionals, psychologists, and technical experts, one or a combination of these are generally involved in conducting behavioral interviews. The process culminates in preparation of ranked, individual candidate reports that are shared with the client indicating our assessment.

Assessment and Development Centers

What is an Assessment Center?

An Assessment Center is an assessment methodology that typically requires candidates to complete a range of exercises, tests and activities to assess their suitability for target jobs. Simulation exercises such as In-tray, Group Discussion, Role Play etc. as well as other assessment methods like psychometric testing and interviews are used to assess particular competencies.

What is a Development Center?

Similar to Assessment Centers, Development Centers require employees to complete a range of exercises, tests and activities to enable organizations to identify their strengths and development needs. Development Centers are generally designed for existing employees and the role of assessors is geared towards facilitating individual improvement and conducting feedback sessions to discuss individual performance and prepare individual plans for future development.

Our Approach

At Sidat Hyder the content of Assessment or Development Center(s) is tailored to meet the client objectives and purpose of conducting the Assessment/Development Center. Typically these involve one or two-day interventions. Our methodology ensures that each competency is measured by multiple exercises/tests and each participant is observed by multiple assessors in order to ensure consistent high quality and objective assessment.

Our methodology comprises the following distinct phases, however, we can also provide assistance in any one phase if required:

1) Development

In collaboration with client our team defines and behaviorally anchors the competencies to be measured. On the basis of these defined competencies, the exercises/activities for the assessment center are identified. These exercises could be off the shelf or customized depending on requirements.

2) Training

Sidat Hyder also provides assessor and actor training, if required. Generally assessors and actors (for role play exercises) are drawn from our pool of Consultants. However, assessors may even comprise client representatives

3) Implementation

The implementation phase comprises actually conducting the Assessment/Development Center. An Assessment Center Manager is designated whose responsibility it is to ensure that various exercises and tests are conducted as per standards.

4) Reporting and Feedback

Results from the assessment and development center are then reported, based on the format agreed with the client representatives. One to one feedback may be provided to candidates, if required by the client .

Psychometric Testing

What is Psychometric Testing?

Psychometric tests are considered to be a powerful and versatile assessment tool, increasingly being used by organizations for the assessment and development of their employees. This tool helps employers to gain valuable insights into the skills and abilities of their potential or existing employees, whether for employee selection or development.

In the workplace, two main kinds of psychometric testing are used:

Personality tests measure different characteristics or traits of a person essential for the job e.g., communication style, interpersonal skills, leadership ability etc

Ability tests measure a person's potential to learn a given task and the potential to succeed quickly in that job e.g. numeric ability, etc

Some of the areas that may be mapped through

psychometric tests include the following:

- Interpersonal Patterns
- Openness to change
- Problem solving skills
- Planning, organizing and implementation skills
- Stress Management styles
- Leadership/ Managerial Skills
- Numerical Ability and many others

Our Approach

Our in-house psychologists are qualified and trained to identify, administer and interpret psychometric tests. They keep themselves updated on the variety of tests available in the international market, and are adept at identifying and recommending the most suitable tests, based on client requirements.

Over the years, clients have engaged us to conduct psychometric tests on existing and potential employees. The increasing frequency and volume of tests administered has prompted our in-house team to



focus attention of developing culture-based norms which improve the relevance of test scores in the local context

Different types of reports are generated after the psychometric testing (personality or ability) depending on the purpose of assessment.

Our Organisation

Sidat Hyder Morshed Associates (SHMA) is one of the leading multi-disciplinary consulting practices in Pakistan. We have a strength of around 325 plus permanent employees, and offices at Karachi, Lahore and Islamabad. Our professional pool includes Chartered Accountants, Actuaries, MBAs, System and Computer specialists, Tax Experts, Psychologists, Corporate and Business Advisory Personnel.

From an operating perspective, SHMA is organized into practice segments which include Financial Consulting, Actuarial and Insurance Systems Consulting; Information Technology Consulting; Human Resource Consulting; Business Advisory and Corporate Finance Services; Business Solutions and Outsourcing Services.



Human Resource Consulting



Sidat Hyder has a dedicated Human Resources Consulting Practice. It comprises a multi-disciplinary team of professionals who believe in working with clients using participative methodologies and tools, which are simultaneously adaptive and structured. We offer a full range of HR services to assist clients in attracting, retaining, motivating and developing an optimum mix of people.

The HR Consulting Division of SIDAT HYDER has a specialized team comprising of experienced management and technical professionals, who assist in providing our clients with high quality of services offered by the **Human Resources Practice** segment.

The array of services include the following:

- Organisation Design and Structuring
- Job Analysis and Design
- Job Evaluation
- Compensation Surveys and Design of Compensation Structure
- Executive Search and Placement
- Secondment and Executive Leasing
- Human Resources Policies and Procedures
- Competency Assessment Services
- Psychometric Testing
- Institutional Strengthening Studies
- HR Due Diligence
- HR Department Outsourcing
- Workload Analysis Studies
- Human Resource Audit
- Training and Development Services
- Training Needs Assessment

The best investment an organisation can make is in the development of its Human Capital

Our Partners



Sidat Hyder has a strategic alliance with Occupational Psychology Services (OPS) for jointly exploring and undertaking assessment related projects in Pakistan as well as in the region. Together, we expect to provide even more value added services to our various clients.

OPS is a company of Chartered Occupational Psychologists specialising in assessment and development. It is regarded as a major player in the UK in the use of psychometrics (both ability and personality tests, as verified by the British Psychological Society) and in the provision of business psychology solutions to organisations. These include design and implementation of competency frameworks, appraisal systems, assessment and development centres, team-building, conflict management and executive coaching. The company has a wide range of blue chip and public sector UK and international clients.

Topics on which we are able to provide input include:

- Intelligence: from IQ to EQ
- Assessment
- Using Psychometric Tools in Assessment
- Conflict Management
- Stress Management
- Transformational Leadership
- Assessment Center Methodology

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