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## **How to: Select Winning Employees/Salespeople Manual**

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Selecting and retaining good, effective employees is a challenge that companies face everyday. The process of choosing the right kinds of people begins with attracting qualified applicants. Objective tools should be used in order to determine not only that the applicants are qualified, but that they have the mental and behavioral qualities that suit the position for which they are applying. This manual will educate you on tools that can greatly help you in the interviewing and hiring process.

**Applicant Management System:** How an Applicant Management System should operate to select the best-fit employees, assist with EEOC and OFFCP compliance, New Hire Tax Credits, and Economic Efficiency as the main objectives.

**Recognizing Nonverbal Behavior:** Nonverbal cues, what they mean, and ways to respond.

**Understanding Behavior Using Body Type:** Tendencies of various body types, personality traits, potential career paths.

**Why Testing and Assessments?:** Types of tests and assessments, what they measure, how the results are presented, benchmarking, and why test.

**Legality of Job-Related Testing:** Constitutional claims, common law claims, Supreme Court favors testing.

**The Gold Standard - The Achiever Assessment:** History of the Achiever and Sales Achiever, about the assessment, personalized management summary report (with hire/no hire recommendation), Sample Achiever, The Achiever Interpretation Guide; outlining the various aspects of the assessment and interpreting the results.

**Your investment of just \$65.00 can save your organization thousands of dollars annually by reducing turnover rates and improving employee productivity through the selection of really great people.**

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