



i-Match is an Internet-based job analysis and client assessment system designed to “find the best people for jobs “ & “find the best jobs for people.” The process involves up to 10 dimensions for the client/student & up to 7 for the job. The results are grouped into the following areas:

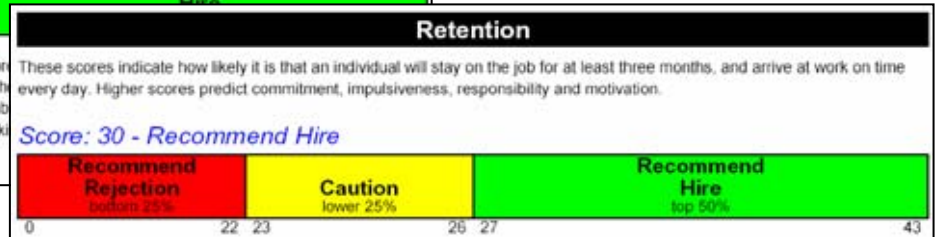
- Client/Student Competency Portfolio – assets
- Job Analysis – job description
- Comparison of Individual to a Job – best applicant
- Comparison of Individual to Job – best job
- Comparison Details – gap analysis and the development of a training plan

The six assessment dimensions are drawn from the O*NET database.

Competency Portfolio



Identifies job readiness & job retention personality & behaviors. Additional dimensions predict success in customer service and sales occupations.



Work Styles - represents the characteristics that are critical to job performance in the areas of achievement orientation, social influence, adjustment, conscientiousness, interpersonal orientation, independence, and practical intelligence. The following list includes the work style, the work style's definition and the level of importance.

Level of Importance

Achievement/Effort - Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
Response - Extremely Important

Concern for Others - Being sensitive to others' needs and feelings, and being understanding and helpful to others on the job.
Response - Extremely Important

Leadership - A willingness to lead, take charge, and influence others.
Response - Very Important

Cooperation - Being pleasant with others on the job.

The results are organized by the level that an individual possesses the asset (1-7 high). A frame of reference or example is also supplied where available.

- Portfolio Dimensions
- Job Readiness
 - Job Retention
 - Customer Service
 - Sales
 - Work Culture
 - Knowledge
 - Skills
 - Abilities
 - Work Activities
 - Work Environment
 - Work Styles

Knowledge - represents assets related to knowledge in work-related areas of business & management, production, engineering & technology, mathematics & science, health services, education & training, arts & humanities, law & public safety, and communications. The following list shows the knowledge assets ordered individual's rating. A "7" is the highest rating while a "1" is the lowest rating. The list includes the asset, the asset's definition and a generic example or frame of reference for the rated level.

Individual Possesses	Level
Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. Example - More than...Organize a storage system for company forms	6
Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Example - Work as a day care aide supervising 10 children	4
Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. Example - More than...Use a word processor	4
Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. Example - Analyze data to determine areas with the highest sales	4
Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders. Example - Understand the impact of alcohol on human responses	4

Job Analysis

Knowledge - represents assets related to knowledge in work-related areas of business & management, manufacturing & production, engineering & technology, mathematics & science, health services, education & training, arts & humanities, law & public safety, and communications. The following list shows the knowledge assets ordered individual's rating. A "7" is the highest rating while a "1" is the lowest rating. The list includes the asset, the asset's definition and a generic example or frame of reference for the rated level.

Job Requirement	Level	Importance
Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. Example - Organize a storage system for company forms	5	3

The Job Analysis is very similar to the Competency Portfolio except for an additional rating of importance (4=high). The list of job requirements is ordered with respect to the highest levels required and the most important.

Customer and Personal Services - Knowledge of principles and processes for providing customer and personal services. This includes sales, training, and evaluation of customer service performance.
Example - Work as a day care aide

Skills - represents assets in basic as well as cross-functional skills in the areas of processing, social, problem-solving, technical, systems, and resources. The following list shows the skills ordered individual's rating. A "7" is the highest rating while a "1" is the lowest rating. The list includes the asset, the asset's definition and a generic example or frame of reference for the rated level.

Computers and Electronics - Knowledge of computers, computer hardware and software, and computer hardware and software.
Example - More than...Use a computer

Job Requirement	Level	Importance
Reading Comprehension - Understanding written sentences and paragraphs in work-related documents. Example - More than...Read a memo from management describing new personnel policies	5	3
Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Example - Answer inquiries regarding credit references	4	3
Speaking - Talking to others to convey information effectively. Example - Interview applicants to obtain personal and work history	4	3

Work Environment - represent relationships, physical working conditions, and work environment. The following list includes the work environment requirements.

How often does this job require telephone conversation?
Response - Every day

How frequently does this job require electronic mail?
Response - Every day

How much contact with others (by telephone, face-to-face, or otherwise) is required to perform this job?
Response - Constant contact with others

How often does this job require working indoors in an environmentally controlled environment (like a warehouse with air conditioning)?
Response - Every day

Two of the assessments (Work Environment and Styles) do not include importance. The reports for these assessments just include the response for the job.

Comparison of Applicants to Job

Applicant Ranking for All Assessments													
ID	Name	P	R	CS	S	WC	K	S	A	WA	WE	WS	
1	A0032	Sauber, Leah	47	21	54	111	272	33	23	58	56	45	*AJ
2	A0042	Foster, Larry	53	19	66	92	268	22	34	38	71	75	*AJ
3	A0043	Ekiert, Sandy	52	28	71	106	285	28	30	43	42	72	*AJ
4	A0044	Miles, Lisa	61	24	79	114	220	42	45	88	87	98	*AJ
5	A0046	Fabrizio, Vickie	59	24	67	100	216	43	69	147	70	68	*AJ
6	A0053	Puskar, Brian	50	30	63	62	273	30	19	53	21	112	*AJ
7	A0056	Glenn, Beth											
8	A0057	Connors, Megan											
9	A0059	Oss, Holly											
10	A0061	Cook, Jan											
11	A0062	Sexton, Michelle											

WPA can compare many applicants to a job. The summary shows all assessment results with a numeric value called an "Index" representing the gap related to the job.

A profile is available for each dimensions. The results are listed so the top candidates can be identified easily. The lower the Index, the better the match is to the job.

Applicant Ranking by Work Culture Index			
ID	Name	Index	Index Profile (A Lower Index is Better)
1	A0056	Glenn, Beth	202
2	A0046	Fabrizio, Vickie	216
3	A0059	Oss, Holly	218
4	A0044	Miles, Lisa	220
5	A0061	Cook, Jan	226
6	A0057	Connors, Megan	233
7	A0062	Sexton, Michelle	251
8	A0042	Foster, Larry	268
9	A0032	Sauber, Leah	272
10	A0053	Puskar, Brian	273
11	A0043	Ekiert, Sandy	285

Comparison of Applicant to Jobs

Job Ranking for All Assessments									
ID	Job	WC	K	S	A	WA	WE	WS	
1	13-2082.00	Tax Preparers	'AJ	22	48	64	29	73	'J
2	25-4031.00	Library Technicians	'AJ	21	35	67	24	16	19
3	31-9095.00	Pharmacy Aides	'AJ	29	62	70	73	29	25

WPA can compare an applicant to many jobs (O*NET or local). The summary shows all assessment results with a numeric value representing the gaps.

This is a match to O*NET jobs as indicated by the ID number which. Results from the program WPA may be used to see how well an individual matches to recommended jobs.

Job Ranking by Work Activities Index				
ID	Available Job	Index	Profile	
1	25-4031.00	Library Technicians	24	
2	13-2082.00	Tax Preparers	29	
3	31-9095.00	Pharmacy Aides	73	

Gap Analysis

Gap Analysis		
Job Knowledge Requirement	Key	Index
Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.	oAooJoo-3	9
English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.	oAoJooo-3	6
Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.	ooooJAo-4	4
Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.	oooAJoo-4	4
Economics and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.	oAJoooo-3	3
Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	oooAJoo-3	3
Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.	oAJoooo-1	1
All Other Requirements (Not Shown)		0
Total		30

The Gap Analysis represents the difference between the applicant's rating (A) and the job evaluator's rating (J). This difference, along with the importance rating (1-4) is used to generate the Gap Index. The sum of the gap indexes is used to measure the gap. If the ratings are the same the index would be "0". The greater the gap index the more likely that training will be required.

This detailed report pinpoints the specific gaps between Job Requirements and Applicant Assets. The higher the Index the greater the gap. In many instance the gap is used to develop a specific training plan. The gaps also serve as highly relevant discussion points during the interview.

Gap Analysis		
Job Work Activities Requirement	Key	Index
Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.	AoJoooo-2	4
Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.	oAoJooo-2	4
Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.	ooAJooo-3	3
Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.	ooAJooo-3	3
Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.	oAJoooo-3	3
Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.	oAJoooo-2	2
Communicating with People Outside the Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.	oAJoooo-2	2