

JobMatchProfile Quick Guide 4

This is the fourth of six tutorial blog posts that will make setting up and publishing a job in JobMatchProfile even easier. Using simple screenshots, short instructions and providing valuable extra tips, the posts follow the same order as the workflow of entering information in JobMatchProfile:

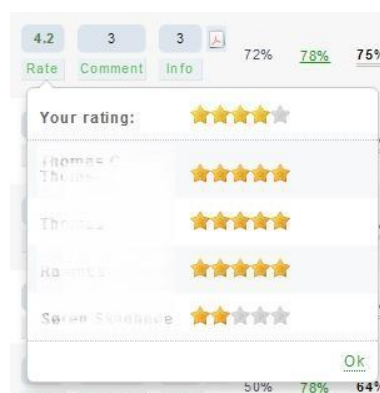


Selection Committee – Intelligent online decision making

The Selection Committee is an online communication platform that allows you to invite everybody involved in the recruitment process, and grant them online access. Arranging physical meetings during the recruitment process is no longer necessary.


Members of the committee receive a secure, personal password and they are now able to login anytime, anywhere. In this closed forum, they can access and view the Job profile, candidate ranking list, candidate reports, all uploaded documents (CV, cover letter, picture etc.), and they are able to post comments and evaluations on both how the profile is set up, and on each candidate.

When a Selection Committee member has found hers or his favourite candidates, they simply rate these candidates by giving them between 1 and 5 stars. Every member has a chance to vote, and the number shown by the candidate (e.g. 4.2) means that this candidate has an average vote of 4,2 stars.



Selection Committee


Here's how you invite people to your Selection Committee:



Home » Job Profiles » Job Overview » Selection Committee

Selection Committee

[<< Job Overview](#)

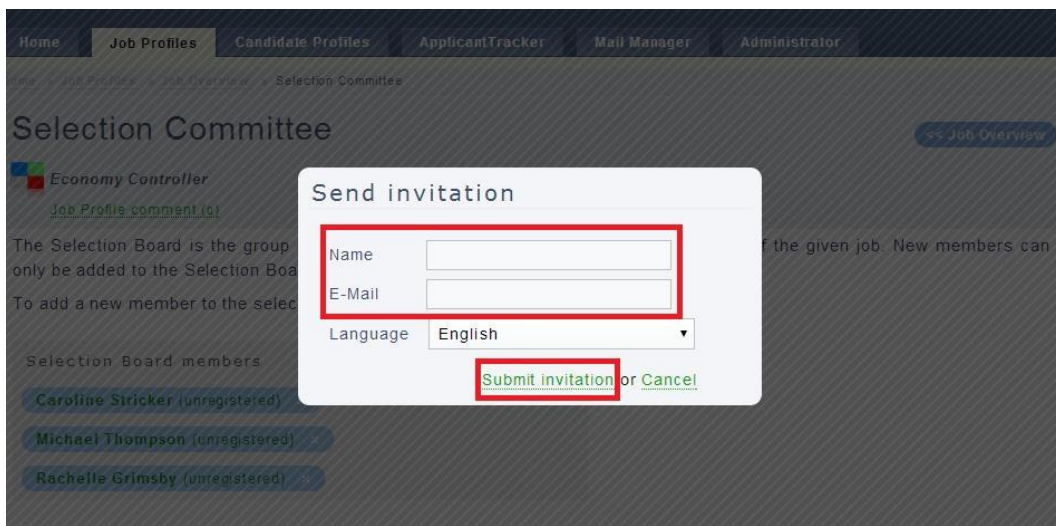
 Economy Controller
[Job Profile comment \(0\)](#)

The Selection Board is the group of contacts who are involved in the selection process of the given job. New members can only be added to the Selection Board by the user who created the job.

To add a new member to the selection board, you need to [send an invitation](#).

Selection Board members

- Caroline Stricker (unregistered) ✕
- Michael Thompson (unregistered) ✕
- Rachelle Grimsby (unregistered) ✕




Home Job Profiles Candidate Profiles ApplicantTracker Mail Manager Administrator

Home » Job Profiles » Job Overview » Selection Committee

Selection Committee

[<< Job Overview](#)

 Economy Controller
[Job Profile comment \(0\)](#)

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Send invitation

Name

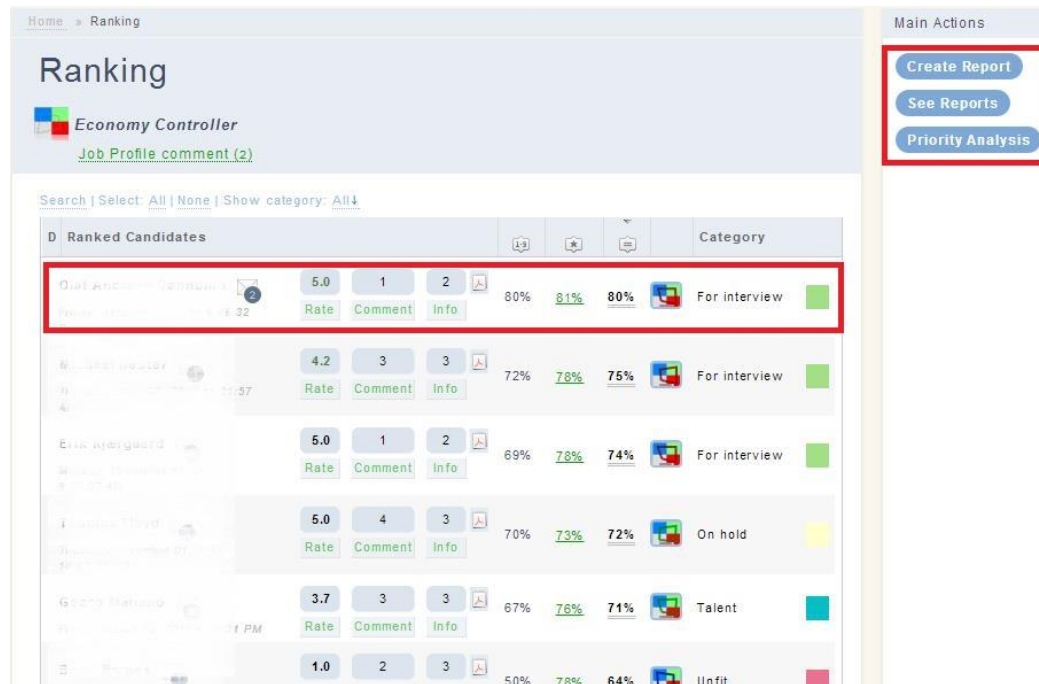
E-Mail

Language English

[Submit invitation](#) or [Cancel](#)

Selection Committee – Member’s view

The best ranked candidates are on top and for each candidate you can get full reports on key competences and how they prioritized in the personality profile. Each candidate is presented with all relevant information available within a click. View below to see each function separately.



The screenshot shows the 'Ranking' page for 'Economy Controller'. It features a table of ranked candidates with columns for name, score, votes, comments, info, and category. A red box highlights the first candidate, 'Dina Andersen', and a 'Main Actions' sidebar on the right contains buttons for 'Create Report', 'See Reports', and 'Priority Analysis'.

D	Ranked Candidates	Rate	Comment	Info	Category
	Dina Andersen	5.0	1	2	80% 81% 80% For interview
	W. Andersen	4.2	3	3	72% 78% 75% For interview
	Erik Andersen	5.0	1	2	69% 78% 74% For interview
	J. Andersen	5.0	4	3	70% 73% 72% On hold
	G. Andersen	3.7	3	3	67% 76% 71% Talent
	P. Andersen	1.0	2	3	50% 78% 64% Unfit

View all communications with this candidate



Votes on this candidate

4.2

Rate

Comments on this candidate

7

Comment

View uploaded info (CV, application, documentation etc.)

3

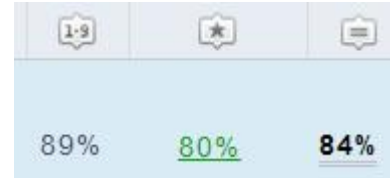
Info

Create PDF-report



Selection Committee

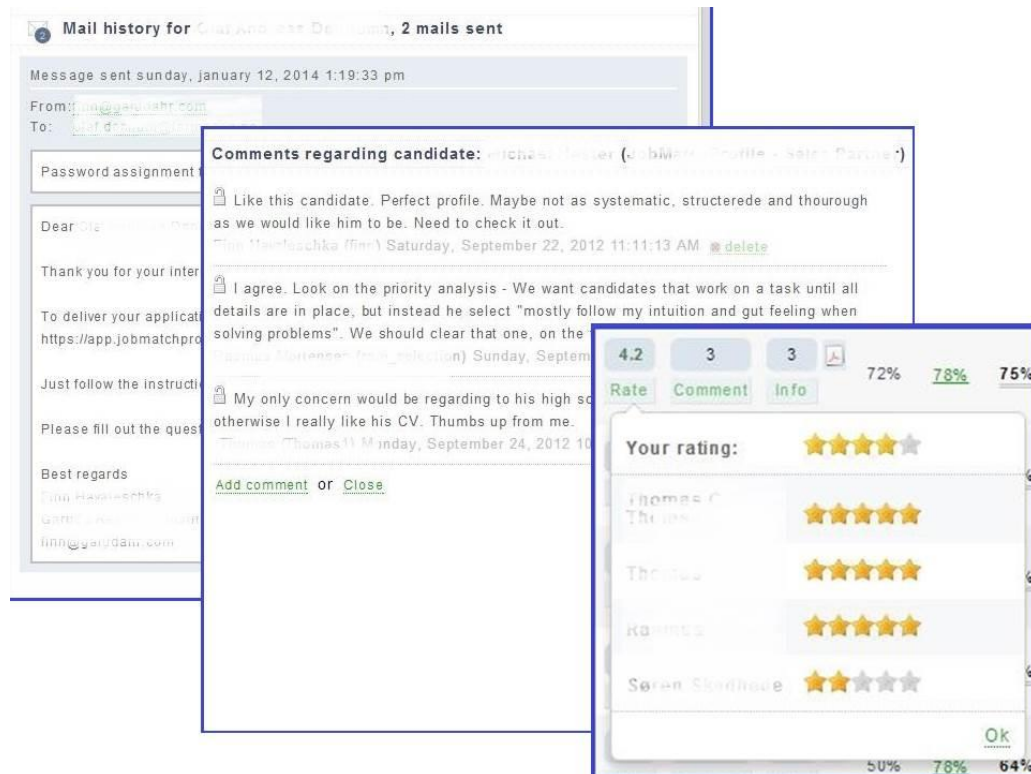
89% match on Personality
80% match on Key Competences
84% average match



View comparison of ideal profile and candidate profile



Relevant information at your finger tips - Better and faster decisions:



Mail history for Chat and test De... (2 mails sent)

Message sent sunday, January 12, 2014 1:19:33 pm

From: linn@sigdamm.com

To: linn@sigdamm.com

Comments regarding candidate: [michael boeser \(jobmatchprofile - Søren Skov\)](#)

- Like this candidate. Perfect profile. Maybe not as systematic, structured and thorough as we would like him to be. Need to check it out.
Thomas (Thomas11) Saturday, September 22, 2012 11:11:13 AM [delete](#)
- I agree. Look on the priority analysis - We want candidates that work on a task until all details are in place, but instead he select "mostly follow my intuition and gut feeling when solving problems". We should clear that one, on the...
Thomas (Thomas11) Sunday, September 23, 2012 10:11:13 AM [delete](#)
- My only concern would be regarding to his high score on... otherwise I really like his CV. Thumbs up from me.
Thomas (Thomas11) Monday, September 24, 2012 10:11:13 AM [delete](#)

[Add comment](#) or [Close](#)

4.2 **3** **3** **72%** **78%** **75%**

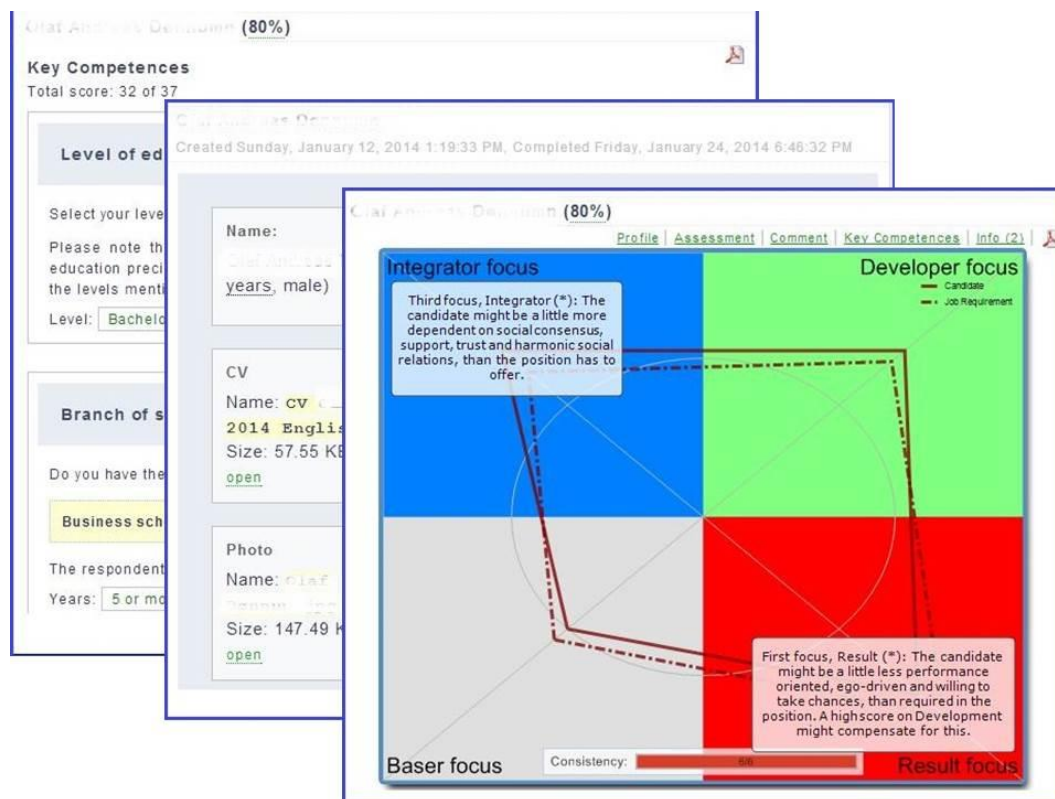
[Rate](#) [Comment](#) [Info](#)

Your rating: ★★★★★

Thomas C	★★★★★	6
Thomas	★★★★★	6
Kamilla	★★★★★	6
Søren Skov	★★★★	6

[Ok](#)

50% 78% 64%



The screenshot displays a candidate's profile for 'Claf Andersen, Denmark (80%)'. The profile includes a 'Key Competences' section with a total score of 32 out of 37, a 'Level of education' section with a 'Bachelor' level, and a 'Branch of study' section with 'Business school'. The candidate's name is 'Claf Andersen', age is 'years', and gender is 'male'. A CV is attached, titled 'cv claf Andersen', dated '2014', in 'English', with a size of '57.55 KB'. A photo is also attached, titled 'claf Andersen', with a size of '147.49 KB'. The 'FocusProfile' assessment is shown as a 2x2 matrix with four quadrants: 'Integrator focus' (top-left, blue), 'Developer focus' (top-right, green), 'Baser focus' (bottom-left, grey), and 'Result focus' (bottom-right, red). A dashed line represents the 'Job Requirement' and a solid line represents the 'Candidate'. A 'Consistency' bar is visible at the bottom of the matrix. Two text boxes provide additional context: 'Third focus, Integrator (*): The candidate might be a little more dependent on social consensus, support, trust and harmonic social relations, than the position has to offer.' and 'First focus, Result (*): The candidate might be a little less performance oriented, ego-driven and willing to take chances, than required in the position. A high score on Development might compensate for this.'

Read this inspiration of how the Selection Committee can be utilized:

<http://jobmatchprofile.com/an-experienced-recruiters-first-encounter-with-jobmatchprofile-2/>

For further reading on the FocusProfile – check out these articles Garuda Research Institute:

[Does the Personality Profile in JobMatchProfile Give A Reliable Picture of Your Candidates?](#)

[The Challenges of Leadership](#)

You are now ready to move on to step 5!