



## JOB BENCHMARKING MADE SIMPLE

### BENCHMARK, THEN COMPARE

**Setting up a job's benchmark is easy once you get the hang of it.** Just follow these two simple steps. If you need help, contact TTI Success Insights and we'd be glad to walk you through it. **Start by benchmarking the job as outlined below.**

#### ***First, you must:***

# BENCHMARK THE JOB

1. Identify 3 - 7 Subject Matter Experts, explain the purpose of Key Accountabilities and provide an agenda
2. Create a job assessment link
3. Facilitate the Key Accountability session by helping to identify, rank and weigh each Key Accountability
4. Provide Subject Matter Experts with instructions for completing each section of the job assessment
5. Combine the results into a Multiple Respondent Report and review with the Subject Matter Experts
6. Pinpoint the critical success factors in each area assessed and create the Job Overview Page

### ***Then, you've got to:***

# COMPARE TALENT TO THE JOB BENCHMARK

#### **For Hiring...**

1. Advertise the position
2. Screen resumes for hard skills and experiences
3. Conduct email or phone interviews with candidates
4. Create talent assessment link
5. Assess candidates
6. Create Comparison Report for qualified candidates
7. Compare the candidate to the Job Overview Page
8. Conduct in-person interviews with questions found in the Job Report
9. Make your hiring recommendation
10. Provide a new hire binder including Comparison or Gap Report, Coaching Report, Development Report and/or Rx development access

#### **And/or Development**

1. Identify current performers in the position
2. Create talent assessment link
3. Assess the current performers
4. Create a Comparison or Gap Report
5. Discuss results and pinpoint development areas and strategy
6. Provide a Comparison or Gap Report, Coaching Report, Development Report and/or Rx development access