

CATIL® Interview e-Guide with Function Catalog

Integrating competency management and online interview preparation. Save time preparing and conducting interviews, without compromising on the quality of your hiring results.



Prepare structured interviews quickly. Ask the questions that will give you all the information you need to make the right hire!



Access a bespoke web-based system that takes the pain - and high cost - out of interview preparation and candidate assessment.



Developed by expert HR and Organizational Development professionals, endorsed by the world's top performing companies.

Overview



The CATIL® Interview e-Guide provides hiring managers with a simple and cost-effective interviewing methodology which:

“We use the CATIL Interview e-Guide with the Function Catalog to improve the effectiveness of our selection processes. The online system quickly generates a set of competency-based questions that help our managers ask more relevant questions at interview. Having a consistent list of targeted questions readily available for each role helps managers benchmark candidate performance at interview, gets our candidates to think a bit more, and saves us a lot of time!”

Jess Carver - Resourcing Manager,
 Virgin Holidays

- Quickly identifies the **behavioral competencies** required for superior job performance in any given role
- Automatically generates a selection of targeted **behavioral event interview questions** to evaluate a candidate's capacity to meet that job's demands
- Reminds interviewers to ask deeper probing questions following **CATIL's questioning template** (Context / Action / Thinking / Impact / Learning) to extract further information
- Provides interviewers with an **assessment matrix** to record and calibrate candidates suitability against their competition

How it works

The CATIL Interview e-Guide takes a hiring manager through the interview process, to conduct a fast, reliable and standardized Competency Based Interview (CBI).

Key competencies for superior performance in a given role are recommended by Function Catalog.

The competency model used by CATIL offers a flexible approach assessing **3 dimensions of successful job behaviors**:

- **Core** – function/role related competencies such as risk management or creative thinking
- **Level** – competencies required for hierarchical levels for example whether a candidate has organizational skills or at the other end of the spectrum, strategic agility.
- **Personality Assets** – critical personality asset competencies e.g. motivational drives such as cooperation and influence

The screenshot shows the 'Interview Information Entry' screen. At the top, it says 'Delivering People-Powered Solutions'. Below that, there are two radio button options: 'A. CATIL® Interview e-Guide with generic function catalog' (selected) and 'B. CATIL® Interview e-Guide with manual competency selection'. Under '1. Position', there are dropdown menus for 'Title' (Sales Director), 'Department' (Sales), and 'Function' (Head of Sales). A dropdown menu is open for 'Function', listing various roles like 'Direct sales', 'Telephone sales / Telemarketing', 'Retail sales', 'Sales Administration', 'Sales training', 'Customer Relationship Management', 'Customer service', 'Key account management', 'Packaging - Branding', 'Project Manager', 'Telephone sales', and 'Coordinator'. Below this, there are fields for 'Reference n°', 'Candidate First and Last name*', 'Interview Date', and 'Interviewer' information.

Benefits

CATIL's e-Guide provides users with a streamlined and highly consistent solution to competency-based assessment, helping interviewing managers to:

- Test core competencies early in the recruitment phase to screen candidates objectively
- Save time and resources preparing for interviews and generate meaningful dialogue faster
- Ensure the objectivity of all selection processes by benchmarking applicants against pre-defined job profiles
- Improve their interviewing techniques and ask probing questions following the CATIL method to investigate deeper
- Impress candidates with the professional nature of their interviews, building your employer brand
- Understand the potential of their new hires and identify development plans earlier

Key features

- Available in 13 languages (English, French, German, Italian, Portuguese, Russian, Spanish, Dutch, Swedish, Japanese, Polish, Hungarian and Romanian. Also more to come in 2014 such as Danish, Norwegian, Chinese)
- International support network of CATIL licensed Trainers & Consultants
- Adherence to the Equal Employment Opportunity Commission (EEOC) guidelines
- Online Interview e-Guide system has no database and no personal data is stored, hence, compliant with electronic data protection laws
- NEW! additional behavioral event interview questions on skills, knowledge, culture fit and learning ability



TALENT MANAGEMENT SOLUTIONS

Streamlining the world's most effective performance assessment methods

CATIL® offers a powerful yet user-friendly toolbox of competency and behavioral based assessment methods that enable your managers to hire more consistently and identify talent faster.

Get in touch

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