The Pre-Interview Sort

A Screening Tool For Non-Management Applicants

$15
per person
minimum of 10

When hiring, employers are often faced with the difficult task of sorting through large numbers of resumes, then interviewing for days in an effort to find compatible, capable and stable workers. The Pre-Interview Sort identifies which job applicants are worth interviewing, and which are not, based upon a general personality assessment from their handwriting. Applicants are sorted into one of four categories:

	(+) = Plus	(?) = Unpredictable	(/) = Acceptable	(-) = Minus
Significant	Strengths	Strengths, Weaknesses		Weaknesses
Moderate	Weaknesses		Strengths, Weaknesses	Strengths
	Strengths are significant Weaknesses are moderate	Strengths are significant Weaknesses are significant	Strengths are moderate Weaknesses are moderate	Strengths are moderate Weaknesses are significant

Benefits:

* Interview only the 'cream-of-the-crop.'
* Know quickly who the best candidates are, before they are hired elsewhere.
* Faster job placement, due to less time spent interviewing the wrong people.
* It is easier and less expensive than setting up and conducting interviews.
* Identify capable people for jobs other than the one they are applying for.
* Comprehensive psychological profiles are available on any applicant.
* Unlike personality tests, handwriting analysis results cannot be manipulated.
* Security applications: identify capable and problem employees in your company.

Should You be Using the Pre-Interview Sort?

* Do you spend time and money interviewing unsuitable job applicants?
* Could you be overlooking good job applicants?
* Do you have too many job applicants to interview them all?
* Do you need to hire someone quickly, but reluctant to hire wrong?
* Are you trying to fill various job positions at one time?
* Does your employee turnover exceed 25% annually?
* Does your company experience excessive personality conflicts?

How the Process Works:

1) Obtain a handwriting sample from all job applicants:
   a) If placing an ad in the newspaper, request a handwritten cover letter along with the resume.
   b) If applicants walk in, provide them with a Writing Sample Instruction Sheet along with application.
2) Fill out Pre-Interview Sort page by writing in applicants names.
3) Number each handwriting sample to match the corresponding number on the Pre-Interview Sort page.
4) Photocopy handwriting samples if you want to keep a copy on file.
5) Mail or fax original handwriting samples to HRC along with the completed Pre-Interview Sort page.
6) Results are faxed or called-in to you in two work days; same day service is available with a 25% surcharge.
7) Interview the applicants who scored well.
8) Before making a final hiring decision, you may want to order an expanded psychological profile on the final candidate(s). Simply call or fax in your request by completing and HRC Order Form.

Cost:

$15 per applicant, (10 applicants minimum per order).
$10 per applicant, (requires a monthly volume of 200).
For expanded/ detailed psychological profiles, see HRC Product Sheet.

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Pre-Interview Sort

(Requires a minimum of 10 applicants per order)

Company: _____ **Date:** _____ **PO #:** _____

Name: _____ **Position Applying For:** _____

Title: _____ **Handling Instructions:**

Address: _____ ___ **Rush-add 25%** ___ **Blank Envelope**

City, ST, Zip: _____ ___ **Fax Results** ___ **First Class Mail**

Phone #: _____ ___ **Pick-Up** ___ **Return Samples-$15**

Fax #: _____ ___ **Call First** **Other:** _____

	Name (Please number each handwriting)		Name (Please number each handwriting)
1.		26.	
2.		27.	
3.		28.	
4.		29.	
5.		30.	
6.		31.	
7.		32.	
8.		33.	
9.		34.	
10.		35.	
11.		36.	
12.		37.	
13.		38.	
14.		39.	
15.		40.	
16.		41.	
17.		42.	
18.		43.	
19.		44.	
20.		45.	
21.		46.	
22.		47.	
23.		48.	
24.		49.	
25.		50.	

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