

COMPANY BROCHURE

INTEG: PSYCHOMETRIC ASSESSMENTS

World Leaders in Integrity

INTEG and its preceding organisations are functioning effectively for more than 40 years in the HR-field in South Africa – with strong and deep roots in the psychometric sphere. **INTEG differentiates** itself in the market by the following:

1. **INTEG SPECIALISES IN INTEGRITY.**
2. **The group and its products specialises in the World of Work.**
3. All its products measures Integrity from *different angles*.
4. It is the only organisation **covering the entire field of Integrity** with dedicated integrity instruments in all the recognised spheres and angles of the said concept.
5. All the products (whether they are dedicated to the assessment or development of integrity only or specialising in another field) **'talk' to each other**, being based on the same model and programme.
6. All the products were developed by the same person/team and are maintained and upgraded on a continuous basis using the research and field-data generated by their wide and comprehensive professional and product involvement.
7. **It consists of South African developed tests, norms, standards, registered companies, and instruments.**
8. It is in *close association with* *Corporate Solutions Consulting (CSC), that is also a South African organisation and that is specialising in the entire field of Human Resources.
9. It is also *closely associated with* #Culture of Integrity Pty Ltd, that is an independent holding company responsible for the objective recording and administering of the Rolling Out of the Culture of Integrity (Culteg).
10. It is available to serve its clients on an ongoing, personal and 'integritous' basis - irrespective of the uniqueness and complexity of their needs/problems.

We specialise in INTEGRITY in an 'INTEGRITOUS' way.

'Integritous' – Copyright © Dr. Louis J Fick 1994



INTEG PRODUCTS

INTEG Develops and Distributes Psychometric Tests in the professional market in the World of Work.

We are the only suppliers of an entire battery of **Dedicated Integrity** measuring instruments. The following seven instruments constitute the *arsenal of specialist tests* in the Integrity sphere:

1. DEDICATED INTEGRITY TESTS

| <u>Measuring Instruments –</u> | <u>Seven Psychometric Tests</u> | <u>Specialist Purpose</u> |
|--------------------------------|---|---|
| • IP200 – Plus – | Integrity Profile-200 Managerial Integrity | Diagnostic Integrity Special Report |
| • IMI – | Integrity Measuring Instrument | Screening/Selection |
| • IP:Culteg – | Integrity Profile : Culture of Integrity | Development |
| • BIP – | Basic Integrity Profile | Shortlisting |
| • GIP – | General Integrity Profile | General (Non-Work) |
| • OCB – | Organizational Citizenship Behaviour | Disposition to assisting co-workers & the organisation |
| • CWB – | Counterproductive Work Behaviour | Disposition to counterproductive work behaviour in general |

2. OTHER PSYCHOMETRIC TESTS

In addition, INTEG also offers 19 **psychometric tests** that are making a further contribution to assessing Integrity from different angles, as well as *covering the specific subjects they are dedicated to*, as mentioned below:

| <u>Measuring Instruments –</u> | <u>Seventeen Psychometric Tests</u> | <u>Purpose</u> |
|--------------------------------|---|--|
| • COPAS – Standard | Cognitive & Potential Assessment - 2 Levels | Cognitive – Symbolic Items |
| • COPAS – Version II | Cognitive Profile Assessment – 3 Levels | Cognitive – Verbal & Symbols |
| • BOP | Brain Orientation Profile | Brain Dominance |
| • PAW – Main | Personality at Work | Comprehensive Personality Profile |
| • EQ | Emotional Intelligence | Specialized Report |
| • MD | Motivational Disposition | Specialized Report |
| • EO | Entrepreneurial Orientation | Specialized Report |
| • SMO | Sales & Marketing Orientation | Specialized Report |
| • FO | Financial Orientation | Specialized Report |
| • MO | Managerial Orientation | Specialized Report |
| • PAW – Short | Personality at Work | Condensed Personality |
| • CAP | Comprehensive Aptitude Profiles | Aptitude |
| • SAP | Security Assessment Profile | Security |
| • DAP | Driver Assessment Profile | Driving |
| • DSP | Domestic Services Profile | Domestic Services |
| • CAT- DI | Call-centre Agent Test : Diagnostic Instrument | Call Centre |
| • CMI-GA | Competency Measuring Instrument - Generic Assessment | Competencies |
| • WOT | Workplace Orientation Test | Working from Home |
| • (WOC) | Workplace Orientation Checklist | Working from Home - A Checklist |
| • PEP | Practical English Proficiency | Verbal |
| • RAP – Prior | Rehabilitation Assessment Profile | Rehabilitation |
| • RAP – Post | | |
| • RAP – General | | |

The above 26 tests are all developed by the same group/team, 'talk' to each other and were devised and possess South African norms and standards.

3. ASSESSMENT CENTRE (AC) & INTEGRITY DEVELOPMENT (ID)

INTEG is a leader in the AC-field over the last 40 years on an international basis. It offers four 'standardised' assessment centres and develops tailor-made ACs to optimally serve the unique needs of our clients. It *integrates integrity in their AC-approach* by using the *TROIKA* (COPAS, IP200 & PAW) as psychometric assessment tools and dedicated Integrity exercises, i.e., In-Basket. *INTEG* also provides **Integrity Development** that is based on the integrity assessments and nine registered Training Modules.

MORE ABOUT THE TESTS DEDICATED TO INTEGRITY

Research has shown that the concept of integrity is a wide and complex one that requires the covering of a variety of sub-spheres it consists of, in order to declare the total variance thereof statistically effectively and to an significant level – i.e., that ± 30 measuring-items will, at best, cover/declare only approximately 50% of the variance, 50 items 60%, 100 items 75%, 200 items 88% and 400 items about 93%, etc. This background information about the subject-field to be measured, will provide more appreciation regarding the nature and ‘length’ of the following tests that are covering all the angles and purposes of Integrity in practical terms.

IP200 (INTEGRITY PROFILES)

The **IP200** is the flagship of the arsenal of seven dedicated Integrity tests in the *world of work* (developed to assess integrity from different angles, purposes, complexity and level, but are able to ‘talk’ to each other) that consists of 10 sub-structures of which each has 5 measuring areas. The **IP200** is a **Composite Integrity test**, using a multi-faceted approach in assessing integrity – most probably the only one on the market. It is a very comprehensive, diagnostic and developmentally-orientated instrument that provides the user with more than 60 scales to measure the complex concept of Integrity with, to provide feedback to testees, to make predictions on future behaviour and/or develop Integrity on an individualistic or corporate basis. It consists of 200 test-items, provides a One-pager, Extended & Risk Reports, declares approximately 88% of the total variance and takes approximately an hour to administer and boasts Lie- and Consistency as well as Unnatural Exaggeration scales. The test can either be completed in using the ‘pencil-and-paper’, scanning or ‘on-screen’ approach. The scoring of the instrument is completely computerised and the user has the choice to use an ‘on-line’ approach in the entire administrative process. **The latter is applicable to all the INTEG-tests.**

● Measuring Areas – Scales

Ten Substructures of Integrity

1. Socialisation
2. Trustworthiness
3. Credibility
4. Work Ethic
5. Attitudes
6. Behaviour
7. Manipulative
8. Values
9. Corporate & Managerial Integrity
10. Monitor, Lie, Consistency & Exaggeration

Plus the **five measuring areas** each of the ten Substructures consists of.

● Purpose

Comprehensive Integrity Measure in the World of Work.

- **Representative**
- Detailed
- Diagnostic
- Clinical
- Development – (Ten Training Module in each of the Main Areas are used to develop Integrity).

PLUS MANAGERIAL INTEGRITY (MI)

The **MI** is deducted from the IP200 as a Specialized Report consisting of the four classic and inclusive substructures it consists of, as well as their six Supportive Factors typically reflecting the integrity concept in the well-established, but continually evolving managerial dominion of today.

IMI (INTEGRITY MEASURING INSTRUMENT)

The **IMI** is the shorter and simpler version of the IP-200. It is much more overt and direct in its basic approach to measuring Integrity. It consists of 100 test-items (declaring approximately 75% of the total variance) in more than 10 languages and provides the user with 10 scales to base his decision(s) on. One of these scales is a Verifiable Factor scale and provides the instrument, together with its Lie-Detector scale, a very soundly based reliability. The **IMI** takes about 35 minutes to complete and is especially useful for **screening purposes**.

● Measuring Areas – Scales

Ten Substructures

1. Honesty
2. Stealing/Theft
3. Violation of policy, rules & regulations
4. Reliability & Dependability
5. Lying
6. Denial, Projection & Justification
7. Work Ethic
8. Manipulation
9. Verifiable Items
10. Lie Detector

Plus the **two Summarized Scales, i.e.,**

Integrated Integrity Rating & Adapted Integrity Rating

● Purpose

Condensed and simplified level Integrity Measure in the World of Work.

- Critical Factors
- Short & Simple.
- ‘Lower’ Level
- **Screening/Selection**

IP:CULTEG (INTEGRITY PROFILES : CULTURE OF INTEGRITY)

The **IP:Culteg** is dedicated to the process of developing Integrity; and especially to Rolling out a Culture of Integrity in an organisation. It consists of 100 test-items and is normally applied over/after nine months to determine the progress made with developing Integrity individually and corporately. It takes approximately 30 minutes to complete and can also be used if a quick assessment is needed of Integrity on a more diagnostic basis than the IMI can provide. It provides a similar breakdown of scales than the IP200 Version II.

● Measuring Areas – Scales

The IP: Culteg provides a similar breakdown of Scales than the IP200

● Purpose

Abbreviated Integrity Measure in the World of Work.

- Honed in on Critical Factors

- **Development**

BIP (BASIC INTEGRITY PROFILE)

The **BIP** was specifically developed from the very comprehensive IP200 for the purpose of having a condensed instrument available to '**shortlist**' people regarding Integrity in the World of Work. It consists of only 35 test-items and generates 18-scales of which 13 are of the First Order (representing the primary areas within the field of Integrity) and five of the Second Order (representing the weighted composite areas embodying the primary areas it consists of). The **BIP** takes about 10 to 15 minutes to complete and is especially useful for **shortlisting purposes**, as was mentioned above, but because the INTEG-TESTS were developed on the same model and programme and 'talk' to each other, much more detail, critical and related information can be deduced from these limited areas assessed in this condensed instrument through the highly sophisticated computer-programme/software.

● Measuring Areas – Scales

1. Honesty
2. Dependability & Reliability
3. Work Ethic
4. Orientation to Corporate Env. & Auth./Managem.
5. Behavioural Disposition
6. Verifiable Factors
7. Monitor, Lie-Detector, Consistency & Exaggeration

Plus the **five measuring areas** the Verifiable Factor

consists of and the two Summarized Scales, i.e., Integrated Integrity Rating & Adapted Integrity Rating

● Purpose

Abbreviated Integrity Measure in the World of Work.

- Short and Simple

- **Shortlisting**

GIP (GENERAL INTEGRITY PROFILE)

The **General Integrity Profile (GIP)** was developed out of the registered Integrity Profile 200 (IP200) to present a concise assessment of basic, but general, Integrity of the entire population and to serve a multiple purpose – and not only in the World of Work where the population of development and use are **working people** regarding norms, standards and the entire psychometric process of validation, reliability and general fairness of the instrument. The essential purpose of the **GIP** is to effectively differentiate between people in the **general population** regarding the **degree of Integrity** they possess and demonstrate in life. The main purpose is not to obtain an absolute measurement and categorization of an individual regarding his Integrity, but rather his tendency and orientation along the continuum of Integrity in general terms – i.e., a trend more than an absolute measurement.

The test is simple and short. It contains of 52 items, consist of **three main sections**, and can be completed in 15 – 20 minutes. The **first section** represents a traditional *covert* psychometric division that reflects six factors, namely Honesty, Responsibility, Dependability, Leniency to Tolerating deviant behaviour, Fairness and Conscience. The **second section** is of a more *overt* nature and covers five verifiable factors, namely Education, Stability, Defaulting, Disciplinary Action and History of Misconduct. The **third section** is the *monitor* division and consists of three factors, namely, Lie-Factor, Consistency and Unnatural Exaggeration.

The **GIP** renders 20 scales that provide the user with sufficient information to allow for valid and reliable analysis, diagnoses, projections, development and/or other decisions in the general basic Integrity sphere – i.e., **not necessarily in the World of Work**.

● Measuring Areas – Scales

Eight Substructures of Integrity

1. Honesty
2. Responsibility & Conscientiousness
3. Dependability/Reliability
4. Leniency
5. Fairness
6. Active Conscience
7. Verifiable Factors
8. Monitor, Lie-Detect., Consist. & Exaggeration

Plus the **three measuring areas** each of the two

Substructures (Honesty & Lenience) consists of and

the two Summarized Scales, i.e.,

Integrated Integrity Rating &

Adapted Integrity Rating

● Purpose

Generalized Integrity Measure for overall population.

- Critical Integrity Factors

- Short, Simple and Easy.

- **General Public & Purpose**

OCB (ORGANIZATIONAL CITIZENSHIP BEHAVIOUR)

This test/profile was constructed to assess the candidate's general disposition to helping other and to serve the best interest of the organization by demonstrating a willingness 'to walk the extra mile' in assisting co-workers when in personal need as well as developing their skills and furthering their careers, etc. as well as serving the organization even if it is not 'officially' required of him – not to be in essence self-centered, but to cooperate fully to serve others (people) and the corporate interest (organization) at all times under all circumstances without expecting anything in return.

The test consists of two main Substructures, where the first one is identified as **OCB-People**. In this scale the person's typical disposition to assisting people/co-workers is being assessed. The second Substructure is identified as **OCB-Corporate**. In this scale the candidate's positive orientation to serving the best interest of the organization per sé without it being officially expected of him or demanding anything in return.

The two Substructures consist of 5 supportive scales each and must be responded to on a 4-point Likert scale regarding the 25 test-items that gather information on the five sub-scales for assessment purposes. The test also boasts a Monitor Scale with two supportive scales, namely a Lie-Detector and Consistency. In total the test consists of 60 test-items.

The test has no time restriction, but is normally completed in 15 – 20 minutes.

● Measuring Areas – Scales

Five supportive scales are offered under **OCB-People** as well as **OCB-Corporate/Organisation** and three on the **Monitor Scale**.

| OCB-People | OCB-Corporate/Organization | Monitor |
|--|--|-----------------|
| 1. Sympathy, Empathy & Compassion | 1. Organisational Develop. & Prod./Perform. | 1. Lie Detector |
| 2. Personal Problems/Matters | 2. Organisational Image & Marketing | 2. Consistency |
| 3. Work-related Problems/Matters | 3. Human Relations | |
| 4. Work, Perform. & Production/Improvement | 4. Client Satisfaction | |
| 5. Training & Development | 5. Stance on Counterproductive Work Behaviour (CWB) & Corruption | |

CWB (COUNTERPRODUCTIVE WORK BEHAVIOUR)

The Counterproductive Work Behaviour (CWB) test/profile is constructed to assess the tendency on the part of the candidate to demonstrate (or succumb to) behaviour that is (or maybe) to the detriment of the organisation he belongs to or even his co-workers. Such behaviour may include a lack of commitment or the willingness on the part of the candidate to pro-actively promote the best interest of the corporate entity, and on the one side of the continuum, to demonstrate blatant opposing-action such as sabotage or aggression towards one's boss or colleagues with the intention to hurt the organisation and/or its employees.

Similar to the OCB above, the CWB can be used in a **survey-format** as well as during the **screening process** and/or addressing special project objectives and for **organizational development** purposes. The instrument measuring the CWB-construct, consists of 45 test-items which represent two Substructures, namely a Causative Substructure and a Mode Level Substructure. The Causative Substructure consists of six supportive scales for which 25 test-items are used to gather information for assessment in the Questionnaire Booklet. The Mode Level Substructure consists of three Mode Factors for which 15 test-items are included in the Test Booklet to gather information for assessment on. Lastly, there is also a Monitor Substructure consisting of two sub-scales to monitor the assessment process.

Although the test has no formal time restriction, it should normally be completed in approximately 10 – 15 minutes.

● Measuring Areas – Scales

Six supportive scales are offered under **CWB-Causative Factors** and three under **CWB-Mode Levels** as well as two under the Monitor scale.

| CWB Causative Factors | CWB Mode Level | Monitor |
|---|----------------------------------|-----------------|
| 1. Utilization – Participation & Empowerment | 1. Passive Mode | 1. Lie Detector |
| 2. Conditions of Employment – Fairness in Practice | 2. Responsive-participative Mode | 2. Consistency |
| 3. Recognition and Reward | 3. Proactive Mode | |
| 4. Human Dignity | | |
| 5. Development – Furthering Life Style Aspirations & Skills Development | | |
| 6. Management | | |

CONCLUDING GUIDELINES ON THE USE OF THE SEVEN DEDICATED INTEGRITY TESTS

The above arsenal of psychometric tests covers, to a large extent, the full spectrum of variation in terms of need or purpose that may present itself in the complex field of Integrity – but more specifically in the World of Work. Only one instrument lends itself to the assessment of Integrity in the general public, i.e., the GIP (General Integrity Profile). The rest specializes in serving different needs/purposes in the work situation.

The **flagship** is the **IP200** and if the intention is to assess Integrity in all its facets for the purpose of (clinical) diagnoses, counselling and/or development in a work environment or to base decisions for senior staff on, the choice will naturally be to use this instrument.

If the need is to apply an instrument on a lower hierarchical level or for **screening purposes**, the choice will most probably be the **IMI** (Integrity Measuring Instrument) – also called the **ISP** (**Integrity Screening Profile**).

If, however, the need is to assess a large number of people over a relative short period of time, like in establishing a **shortlist of candidates** for the filling of a specific position, the choice would naturally be to use the **BIP** (**Basic Integrity Profile**). The use of this instrument, to serve this kind of purpose is ideal, because a final ('value') outcome is not really based on the results obtained. Once the shortlist is established, the **ISP** can be applied on this group in a **screening approach** to base the final (value) decision on.

The **IP: Culteg** (**Integrity Profile : Culture of Integrity**) is really only used in a **development scenario** – i.e., for example in **administering the Model for Rolling Out the Culture of Integrity** in a selected corporate unit like a department of an entire organization. In such a case the IP200 is administered on all participants prior to conducting training and development in the various substructures of Integrity. After the registered Training Modules were completed, the **IP: Culteg** is administered to determine the degree of improvement that was achieved for each individual and the group as a whole.

As was intimated above, the **GIP** is the only instrument that is devised to measure and serve the **general population**. If the Integrity of people from the general public (other than the World of Work) are to be assessed, for example to lower the risk of defaulting in repaying housing bonds, then the **GIP** will be the choice of Integrity Measuring Instrument to use to serve this purpose. Sufficient statistical evidence exists to prove that at least 50 test-items are required to cover the complex field of Integrity on a representative basis in order to generate valid and reliable results. A Stepwise Regression Analysis model proved that at least 52 items are required to cover this particular substructure in the field of Integrity. It can function as a Final Value basis to generate valid, reliable and conclusive assessments on its own. While the BIP needs the 'back-up' of another more comprehensive instrument.

The **OCB & CWB** tests can be used in a **survey-format** regarding present staff or it can be used as **screening** tools in the case of the **selection process**. It can also be used as supportive information in the event of special projects, investigation and/or for **organisation development** purposes. These tests can be used independently or in combination with any of the above-mentioned dedicated Integrity tools.

MORE ABOUT THE TESTS DEDICATED TO SPECIFIC SUBJECTS

COPAS (COGNITIVE & POTENTIAL ASSESSMENT)

The **COPAS** is measuring the candidate's cognitive function in a comprehensive way. It consists of **symbolic** test-items and measures the candidate's Current Mental Ability, Potential to Develop and Eventual Cognitive Capacity if optimal opportunity and stimulation for cognitive growth are available.

In addition to the above, the COPAS provide a **Profile** of the six most important Cognitive Constructs, e.g. Analytical, Original and Figurative Thinking in problem solving in practice. It also provides a measure of **Accuracy** with which the testee completed the test with. The COPAS is quick and easy to perform and takes approximately 40 minutes to one hour to complete – depending on the areas the user wants to measure. The user is provided with a variety of options as to what cognitive information he wants to be printed out to serve his needs best. **It also offers a low-level cognitive measurement in the form of VERSION II.**

The COPAS is also fully linked to the 5-Complexity Work Levels embodied in the Stratified Systems Theory (SST) of Elliot Jaques.

COPAS (COGNITIVE PROFILE ASSESSMENT) – VERSION II

The COPAS II is measuring the candidate's cognitive function at **three levels**, by using the Verbal and Non-Verbal approach as three separate tests. The English language is used in the verbal component of the test.

The **Level 1-Test** only consists of the three basic classical structures the cognitive construct traditionally consists of. It consists of 15 test-items and takes 10 minutes to complete. The **Level 2-Test** assesses the same three cognitive substructures, but provides a much wider base to facilitate the evaluation of the cognitive construct more comprehensively and a well-founded basis. It consists of 30 test-items and takes 20 minutes to complete. The **Level 3-Tests** assesses the same three **extended** classic cognitive substructures as well as adding the three secondary specialist substructures to provide an all-inclusive cognitive assessment. It consists of 45 items and takes 30 minutes to complete.

Each of the tests also provides an Integrated Mental Ability, Accuracy and Complexity of Work scale. The average time available to complete the test-items in each test, is 0.67 minutes per item. Perhaps the most important benefit the different levels offer its (potential) user, is the **choice** he/she has of instruments to serve his/her unique set of needs in practice best.

BOP (BRAIN ORIENTATION PROFILE)

The BOP measures the brain orientation of the testee by using 100 items. There is no time restriction applicable and would take about 20 minutes to complete. The user has the option of having the BOP questionnaire completed, which forms part of the COPAS test booklet. Similarly, the user has an option of having the results printed in a dedicated BOP Summarized Report or only as Category F which forms part of the COPAS Summarized Report.

Research shows that people are born with a Left/Right Brain dominance and that can thus be classified as a genetic phenomenon. Brain dominance is not a rigid statistic nor is a person bound by the hemisphere (left/right side of brain) he/she is accustomed to using. Response to sensory input and external stimuli can change over time by changing your thinking patterns – you can learn to think using the opposite hemisphere!

The '**left-brainers**' are typically the more rational, analytical, logical, structured, factual, detailed, scientific, numerical, serious and down to earth realistic and practical type who like order and are guided by proven principles.

The '**right-brainers**' are typically the more creative, open-minded, flexible, unstructured, 'free-floating' – intuitive type who see the 'big picture' and is more emotional, imaginary, artistic and light-hearted (playful) in their orientation.

MAIN PAW (PERSONALITY AT WORK)

The **PAW** is a very comprehensive test consisting of 250 test-items and providing the user with 89 scales to measure the entire personality field with. It consists of 5 substructures of which each consists of four Measuring Areas and the latter with a further three supportive factors – a total of 60 scales per substructure. Each one of the 5 substructures is reported on a separate page of the Summarized Report generated by the **PAW**. In order to minimise cost and paper, the user has the option to print only a One-Pager Summary of all the results obtained to get a full perspective as well as deciding whether or not to print out more detailed results. This One-Pager is called "THE CONDENCED SUMMARIZED REPORT". The user also has the choice to select an "ABRIDGED SUMMARIZED REPORT" that would supply him with only the most critical defined constructs of the testee's personality.

In addition to the above, the **PAW** boasts a Lie-Detector and Consistency Factor. The **PAW** is the most comprehensive personality test on the market and takes approximately an hour to one and a half hour to complete, but is providing the user with conclusive information on all angles relative to the field in personality. It can be used at all levels and to serve the full spectrum of needs a user may have in the field of Personality.

EQ (EMOTIONAL INTELLIGENCE)

The EQ is deducted from the Main PAW as a Specialized Report consisting of five substructures with six Supportive Factors each. This Specialized Report provides the required information regarding Emotional Intelligence in a work situation in practical terms.

MD (MOTIVATIONAL DISPOSITION)

Similar to the EQ, the MD is also deducted from the Main PAW and consisting of eight substructures with three supportive factors each. This Specialized Report provides the required information regarding Motivation Disposition in a work situation in practical terms.

EO (ENTREPRENEURIAL ORIENTATION)

Similar to the EQ above, the EO is also deducted from the Main PAW and consisting of five substructures with six supportive factors each. This Specialized Report provides the required information regarding Entrepreneurial Orientation in a work situation in practical terms.

SMO (SALES & MARKETING ORIENTATION)

Similar to the above, the SMO is also deducted from the Main **PAW** and consisting of five substructures with six supportive factors each. This Specialized Report provides the required information regarding *Sales & Marketing Orientation* in a work situation in practical terms.

FO (FINANCIAL ORIENTATION)

Similar to the above, the FO is also deducted from the Main **PAW** and consisting of five substructures with six supportive factors each. This Specialized Report provides the required information to determine the testee's 'fit' to the general job requirements profile of a typical Financial position in the World of Work – other than the technical/professional knowledge and expertise that is obtained from studies and work experience in the financial sphere.

MO (MANAGERIAL ORIENTATION)

Similar to the above, the MO is also deducted from the Main **PAW** and consisting of five substructures with six supportive factors each. This Specialized Report provides the general requirements that are typically associated with a person functioning effectively in the managerial capacity in the World of Work – other than technical/professional knowledge, know-how and expertise that are derived from academic studies, learning and practical experience in the managerial sphere.

SHORT PAW (PERSONALITY AT WORK)

In addition to the above 'Main' version of the **PAW**, it also offers a so-called 'Short' version, which consists of 130 test-items and focuses on the critical factors of personality. It does not break the *20 Measuring Areas* it generates further down like the 'Main' **PAW** does and take about 35 minutes to complete. The *Short PAW* is especially useful if a quick and simple assessment of personality is required without the in-depth diagnostic features as provided by the more comprehensive *Main PAW*. A one-page Summarized Report is provided to the user.

BAP (BASIC APTITUDE PROFILE) & CAP (COMP. APTITUDE PROFILE)

BAP (BASIC APTITUDE PROFILE)

The **BAP** forms part of a battery of two tests in the Aptitude field, namely the **Basic and General Aptitude Profiles**. Both these tests have a particular role to play in this sphere. As the name implies, the **BAP** is more involved in the 'groundwork', so to speak, in that it is a much more basic instrument, determining the fundamental leaning the testee has in terms of the more primary and intrinsic abilities and attributes he possesses on which careers are build. It relies more on the essential human faculties of **Cognitive** and **Personality** rather than abilities, proficiencies, competencies, skills, knowledge and interests the person acquires as a result of specific exposures and experiences at a later stage of his life. The **BAP** is thus an instrument that assesses and guides the testee more in terms of the basic '*broad stream of careers*' that his basic human capacity profile will 'allow' him to successfully enter into.

The basic human capacity is represented by the individual's *cognitive* ability and specific profile as well as his *personality* orientation and specific structure/profile. The concept of **Integrity** is also added to the assessment process considering the fact that it also forms part of personality, that it is established at an early stage of the person's life-cycle and that it is a wide and influential factor that plays an important and significant role in the testee's career-life. It may thus not really matter if a person has the ability and basic human capacity to make a success of the particular (broad) career-stream, if he does not also possess the necessary (minimum) Integrity orientation in practical terms.

In summary, the **BAP** is focusing on assessing and guiding the testee in terms of his aptitudinal orientation based on his more genetically determined human faculties (i.e., the Gifted-Profile) in his career choice in broad terms, rather than relying also on the acquired competency and interest profiles that may result from the person's exposure and experience in later life and the more specific career choices that may flow from this – that is more the role of the extended (but, nevertheless fully integrated) application phase related to the **BAP**, called the *Less Structured Career Interpretation*.

The **BAP** consists of two Divisions, i.e., A & B. In Division A the testee's **Cognitive Ability** is assessed via seven Cognitive Constructs and must be completed in 30 minutes. In Division B **Personality** is assessed via eight factors, **Integrity** is measured via three factors & **Monitor** is again measured by three factors.

Division B consists of 52 test-items and can be completed in 15 minutes. In general, the **BAP** guides the candidate to making his career choice in general terms – identifying the broad career stream to fit his competency, attribute, and interest profile(s). The **BAP** could thus be completed in 40 – 45 minutes in total.

CAP (COMPREHENSIVE APTITUDE PROFILE)

As mentioned above, the **CAP** covers the '*Career-fit*-field in much more detail than the BAP. In contrast to the six Career-Categories used in the latter, the **CAP** uses 14 Core Functional Career-Categories (which attribute differentiates the **CAP** from other models in the career matching profile in the market) and offers its user the **option** to choose from the **Primary facet** of the career matching process (i.e., the sphere where the inherent and more generically aptitudinal-orientation forms the focus of the assessment), to the **Extended facet** where the candidate's **Interest Profile** is added to the assessment and matching process, to finally, the third **Counselling facet**, where also the candidate's **Experience Profile** is brought into play to cover the matching process fully. The **CAP** also offers a more comprehensive list of Personality attributes on the Psychological Dimensions side of the matching process in order to enhance the **fit** with the Career Requirements side of the matching process.

The test consists of Two Parts. Part One again consists of Two Divisions – A & B, where Division A assesses 7 Cognitive abilities in approximately 30 minutes and Division B assesses 14 Personality attributes in approximately 15 minutes. Division B consists of a 42-item Interest Questionnaire which can be completed in approximately 10 minutes. In total the test can be completed in less than one hour.

The **CAP** offers a very comprehensive **Summarized Report** in which specific attention is given to the three facets of the career matching process – including an integrated result in this regard. It also guides the user in the counselling process and provides a Career Index consisting of the critical job-profiles (according to the most crucial job requirements of each job) of hundreds of job/careers to hone in on the final decision-making flowing from the assessment function to the basic essential detail the concept consists of.

DSP (DOMESTIC SERVICES PROFILE)

The DSP is a composite test to assess and predict the effective and successful rendering of services in the domestic domain which is typically associated with providing in the needs of house-keeping, cleaning, maintenance, child and people care and in the process demonstrating the necessary cognitive, emotive and human/people orientation and technical ability and skills that are based on the required mental, attitudinal, personality, integrity and work ethic dispositions as well as a basic interest, competency, experience and language/communication ability.

The instrument assesses and predicts the properties related to the successful functioning of the job types associated with the domestic services sector – ranging from house-keeping, cleaning, maintenance, child- and people-care and to manage such in the said sector of the economy as well as in the social sphere. The DSP test assessing candidates for appointing to **relevant positions** rendering services, e.g.:

1. Households
2. Bed & Breakfast ventures
3. Hotels
4. Passenger-liners
5. Caretaking Institutions
6. Labour Brokers
7. Consultancies – Recruitment, Selection, Placement, Training, etc.

The test consists of two divisions in which Division A consist of four sections consisting a subtotal of 25 test-items and must be completed in 18 minutes, while Division B consist of 87 questions/statements with no time-restriction, but will most probably not take more than 25 minutes to complete – i.e., a total of 112 items to be completed in 45 minutes.

CAT:DI (CALL-CENTRE AGENT TEST – DIAGNOSTIC INSTRUMENT)

The instrument assesses and predicts the properties related to the successful functionary in the various types of operational positions associated to the Call Centre concept – ranging from the more simplistic functional position of the Call Centre Agent who deals with high volume and repetitive collecting and providing of basic information, to Call Centre Agents who are dealing with more complex enquiries, time consuming problem-solving, specialized know-how and the ability to resolve issues of an advantaged nature in a short period of time, being accountable for the matter by accepting full ownership and responsibility for satisfying his/her client in the process.

The questionnaire consists of two divisions.

Division A consists of **six cognitive groups** of questions totalling 40 test-items to be completed in 18 minutes.

Division B consists of **135 questions/statements** and has no time restriction, but will most probably not take more than 25 to 35 minutes to complete.

Total of: 175 test-terms to be completed in ± 50 minutes.

The CAT:DI provides the user of:

- 48 Scales
- 7 Substructures
- 2 Summarized Measures
- One-Pager Summarized Report
- 11 Pages Extended Defined Report
- Various optional interpretive facilities, e.g.,
 - Progressive Norm Level Table
 - Labour Turnover Probability Grading
 - Etcetera

CMI-GA (COMPETENCY MEASURING INSTRUMENT - GENERIC ASSESSMENT)

This instrument assesses and predicts the properties related to the successful functionaries in the various job types which is considered typical and common in terms of the world of work, but is **applicable, in general terms, to the lower and middle organisational job levels** and not particularly including senior management, but neither excluding the middle management level specifically – ranging from the operational levels, to more senior, professional, supervisory and middle management.

In other words the instrument covers the entire sphere of **competency assessment** at the lower and middle organisational level while other, more specific/specialized assessments, can be added to cover other spheres in providing the user with a comprehensive test-battery to satisfy his needs.

The questionnaire consists of **two divisions**.

Division A consists of **six cognitive groups** of questions totalling 40 test-items to be completed in 18 minutes.

Division B consists of **135 questions/statements** and has no time restriction, but will most probably not take more than 25 to 35 minutes to complete.

Total of: 175 test-terms to be completed in ± 50 minutes.

The CAT:GI provides the user of:

- 48 Scales
- 7 Substructures
- 2 Summarized Measures
- One-Pager Summarized Report
- 11 Pages Extended Defined Report
 - Various optional interpretive facilities, e.g., Labour Turnover Probability Grading, etc.

SAP (SECURITY ASSESSMENT PROFILE)

The **SAP** is a competency test that consists of 100 test-items and specialising in serving the **security industry** per sé. It consists of four main Parts and five Substructures as well as an Integrated Rating that provides the single best representative 'score' of the above measuring areas and an Adapted Rating which is an adaptation of the latter score according to the degree the testee tried to manipulate the outcome of this test.

Each one of the substructures consists of competencies, skills, abilities, and attributes that provided the users of this instrument with 35 scales to base their interpretation, diagnoses and decisions relative to the testee on. The **SAP** takes approximately an hour to complete.

DAP (DRIVER ASSESSMENT PROFILE)

This instrument is virtually similar to the **SAP**, but specialises in the field of **driving** and was especially developed to serve the Driver Fraternity in the economy of today. It is assessing the critical human factors that differentiate between people who perform the Driver function in a professional capacity (i.e., doing driving as a work/job – to earn a living by driving) in terms of a sound and multiple criteria of (work) success. The **DAP** deals with the 'driver profession' as a specific career entity in terms of the common denominators identified via objective and comprehensive research studies conducted over many years by researchers in different fields of speciality in a wide variety of economic industries (e.g., transport, mining, production, etc.) and involving drivers of virtually all types of vehicles – including trucks, tractors, taxis, busses, ambulances, fire-engines, etc. – involving 'general' and 'specialised' vehicles.

The **DAP** is a competency test that consists of 100 test-items and specialising in serving the **driver industry** per sé. It consists of four main Parts and five Substructures as well as an Integrated Rating that provides the single best **representative 'score' of the above measuring areas and an Adapted Rating which is an adaptation of the latter score according to the degree the testee tried to manipulate the outcome of this test**. Each one of the substructures consists of competencies, skills, abilities, and attributes that provided the users of this instrument with 35 scales to base their interpretation, diagnoses and decisions relative to the testee on. The **DAP** takes approximately an hour to complete.

WOT (WORKPLACE ORIENTATION TEST)

The **WOT** assesses the probability of the candidate to perform his job as well/effectively, or even better, from another workplace than his current place of work.

The questionnaire consists of **134 questions/statements** and has *no time restriction*, but could comfortably be completed in **30 to 40 minutes**.

WOC (WORKPLACE ORIENTATION CHECKLIST)

In contrast with the WOT, the **WOC** is not a psychometric test, but a survey that was developed in the format of a checklist to gather and provide the user with a more comprehensive and practical set of information (supplementary to the information gathered via the WOT) to determine the probability of the employee/candidate to effectively perform his job/function from home as well as involving the candidate in the process of smoothly conducting the changeover process from working in a corporate environment to a remote workplace (home) where he is to function permanently on his own in terms of the three important factors playing a role in such, namely the candidate's typical job, his home facilities, the resident features related thereto as well as three additional developmental factors in terms of his formal academic qualifications, his work experience and training as well as his corporate familiarity – the latter is honing in on the candidates exposure to the routine of work life and knowing his organisation's policy, mission, vision, culture, customs, internal administrative functioning, the divisions and the relevant people associated thereto – especially as it effects himself.

PEP (PRACTICAL ENGLISH PROFICIENCY)

The **PEP** is a typical competency test that consists of 65 test-items and specialises in assessing the candidate's **Language Proficiency** as far as English is concerned (using 50 items) as well as his **Verbal Reasoning Ability** (using 15 items) which provides a strong indication of the testee's verbal intelligence component.

GENERAL, PRIOR & POST RAP (REHABILITATION ASSESSMENT PROFILE)

The **RAP** presents itself in three versions, namely the '**Prior**', '**Post**' and '**General**' **RAP**. In essence all these tests are assessing the same thing – i.e. the probability for a person, who went astray, will be rehabilitated. The '**Post**' version was especially developed for people who received a jail sentence and are qualifying for parole status. The '**Prior**' version assesses people that were already found guilty in a court of law, but was not yet sentenced – i.e. assessing prior to sentencing. The '**General**' version applies to 'lesser' serious cases, e.g. people who were found guilty during a Disciplinary Hearing in a corporate environment. The question in such a case is whether to continue the employment of such a person or to appoint such a person from outside. What is the **risk** the employer is taking; which is again directly related to the probability that such a person will be successfully reformed. This is the answer being provided by this test.

In addition to the nearly 60 scales the test is providing, the battery also represents a Standard Questionnaire and a Structured Interview to be completed regarding the testee and is giving a distinct 360-degree character to this assessment approach.

REPORTS

At present, all the above tests are producing a so-called **Summarized Report** as the first product of the assessment process. This **Summarized Report** normally consists of a one-page report reflecting all the critical results of the test for the purpose of analysis, diagnosis, prediction and decision-making by the user. Eventually there will, however, be three types of reports for each test, namely an **Extended Defined Report** which would represent all the critical scales embodied by the Summarized Report, but on a defined basis to provide the user with more information to interpret the results. Some of the tests already produce this second level report. The third report would be a **Text Report** which will be based on an electronically interpreted computer program.

MORE ABOUT THE NON-PSYCHOMETRIC CATEGORY OF PRODUCTS

THE CULTURE OF INTEGRITY – The Model & Training Modules

CULTEG (CULTURE OF INTEGRITY) – THE MODEL

Culteg is a developmental and certification model in the Integrity sphere. It provides a 'standardised' and well developed model according to which employees are assessed and developed in a corporate environment and according to which participating organisations are certified as **Culture of Integrity Organisations**. It is an ongoing *process* that will release the people's inner-energy and long-term commitment; once initiated and well managed, it becomes as *Self-perpetuating Process* – always evolving to higher levels. A **Culture of Integrity** is established in the entire organisation that will reflect in an enhanced bottom-line and image internally and externally. It is a scientific process that is based on the *assessing* and *developing* of Integrity that never fails.

INTEGRITY TRAINING – THE TRAINING MODULES

In close association with the entire Culteg process, *nine training modules* were developed to coincide with the nine substructures of the IP200 and IP:Culteg. The training modules represent self-reliant units of Trainee and Instructor Manuals as well as Subject-Posters to support each training module. The modules can be used separately or as an integrated development process to enhance the entire Culture of Integrity in an organisation.

Please Note: The male gender is used in this document for the ease of presentation, but the female gender likewise applies.

Composed by: Dr LJ Fick & INTEG-Team

