



Proposal to Provide Assessment Services

[assess.talentstoneafrica.com](https://www.assess.talentstoneafrica.com)

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Talent Assessment Solutions

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OUR UNDERSTANDING OF YOUR NEEDS...

- We understand the importance of identifying, developing and retaining a highly skilled, highly diversified and well experienced talent pool in your organisation.
- As part of these efforts, Talentstone Africa Partners (“Talentstone”) seeks to submit a proposal to you in respect of the provision of assessment services.
- At Talentstone, we CAN help you reduce the cost, time and effort in assessing top notch professionals / executive talent through our talent market mapping services.
- Talentstone has a strong reputation in recruitment activities, both locally and globally. With our search and selection credentials spanning different industries and functions, we believe that we are in a good position to provide headhunting, assessment and market mapping services to the Client in this regard.
- We have the requisite and extensive experience to working with you on talent identification opportunities, using various assessment and recruitment techniques to meet their needs in an optimal manner.
- Using a variety of strategies and tactics we help you get better and more effective results by providing you with executive talent and professional hires with right culture fit and experience requirements.
- We provide you with the leaders you need to meet ongoing objectives and provide the recruiting and screening services to ensure that every match we make is best for both candidate and client.

OUR CANDIDATE / LEADERSHIP ASSESSMENT SERVICES – TALENTSTONE GROUP

- Our **Candidate / Leadership Assessment Services** allows us to save you time and budget with candidate assessment activities. Give us a description of the position specifying your candidate selection criteria for assessing leadership or organizational talent for and we would recommend and conduct suitable set(s) of assessment batteries.
- Successfully carried out tailored assessment for various clients across Africa.
- Our psychometric assessment portfolio includes aptitude, personality and skills assessments. Within each of these categories, we have a variety of assessments, and as a client you have unlimited access to our assessment service, allowing you to administer as many tests as you like to prospective employees.
- The unique subscription pricing structure means you pay no per-test fees. The Test Maker feature also allows us to create and deliver our own proprietary tests. The three most popular types of psychometric assessments are aptitude, personality and technical / skills assessments.



OUR ASSESSMENT SOLUTIONS

Objective

Assess the candidates based on defined selection criteria

Key Activities

- Aptitude Tests
- Skills Assessments
- Personality Assessments
- Follow Up Interviews

Key Deliverables

- Personality / Assessment Reports (optional)



OUR ASSESSMENT SOLUTIONS - APTITUDE TESTING

Aptitude tests assess cognitive ability, which research shows is the single best predictor of job performance. Our employment aptitude tests measure problem-solving ability, critical thinking, attention to detail, and learning abilities.

Cognitive Aptitude Test (CAT)

A general aptitude test that measures a candidate's problem-solving ability, critical thinking, reasoning, and aptitude for learning and applying new information.

MiniCog Rapid Assessment Battery (MRAB)

A nine-test aptitude battery created by Harvard University psychologists, the MRAB measures an individual's ability to process information, including specific cognitive functions such as attention, working memory, and reasoning ability.

Attention Skills Test (AST)

A four-test subset of the MRAB Battery, the AST measures a person's concentration and ability to sustain focus on one or more tasks while avoiding distractions.

ASSESSMENT SOLUTIONS – PERSONALITY ASSESSMENTS

Personality assessments, sometimes called behavioral tests, assess a person's behavioral traits and tendencies, and provide valuable information on a candidate's likely job and culture fit. They also measure traits that have been shown to be linked to performance in a range of occupations, and often provide benchmarks for predicting suitability for a position.

Sales Achievement Predictor (SalesAP)

A sales personality test that measures traits that have been shown to be critical to success in sales and sales-related jobs, including motivation, competitiveness, extroversion, goal orientation, and assertiveness. The SalesAP provides an overall recommendation on a candidate's suitability for sales positions

Customer Service Aptitude Profile (CSAP)

The CSAP provides an overall recommendation on a candidate's suitability for customer service-related positions, based on traits such as cooperativeness, personal diplomacy, patience, and more.

ASSESSMENT SOLUTIONS – PERSONALITY ASSESSMENTS

Employee Personality Profile (EPP)

The Employee Personality Profile is a general personality inventory that measures twelve personality traits that provide valuable insights into a person's work style and behavior. It contains position-specific benchmarks that allow administrators to compare an individual's scores against composite profiles to determine likely job fit. The EPP measures: Achievement, Assertiveness, Competitiveness, Conscientiousness, Cooperativeness, Extroversion, Managerial, Motivation, Openness, Patience, Self-Confidence, and Stability.

Workplace Productivity Profile (WPP)

The Workplace Productivity Profile is a personality test that is used to predict whether an applicant will be a conscientious, productive, and reliable employee.

Personality Inventory (PI)

A general personality inventory based on the most widely accepted personality model — the "Big Five" — which describes an individual's personality in terms of five psychological traits: Agreeableness, Conscientiousness, Extroversion, Stability/Neuroticism, and Openness.

ASSESSMENT SOLUTIONS – SKILLS ASSESSMENTS

Skills assessments measure job-related competencies ranging from broader job-readiness predictors such as reading, math, and communication skills, job specific skills to more specific acquired proficiencies such as computer skills.

Basic Skills Assessment

A skills assessment that measures basic math, verbal and communication skills as well as attention to detail. Predicts basic job readiness and "trainability" for a wide variety of entry and mid-level jobs.

Computer Literacy & Internet Knowledge

A test of basic computer literacy, that measures an individual's proficiency with using Internet browsers and common desktop applications such as MS-Excel, MS-Word and PowerPoint, Outlook etc. It consists of task-oriented simulations.

Customised Technical Skills Assessments

These are customized assessments that measure job-specific skills. Examples are Accounting Skills, Financial Analysis, Financial Modelling, Negotiation Skills, Business Analysis, Management Skills, Decision Making, Data Sufficiency etc.

BENEFITS OF OUR ASSESSMENT SOLUTIONS

Our accurate talent assessment allows your company to:

- Identify key skill set voids and initiate a selection process by benchmarking the role
- Ensure that each individual is in the position that brings the greatest value to himself/herself and the organization
- Create an individual development plan for each team member
- Develop a coaching plan to assist the employee in optimizing potential
- Lay the foundation to develop a team communication plan and a communication system
- Create a team development and communication plan
- Resolve team dysfunction and/or conflicts within the team



WORK PLAN

Talentstone will perform the following:

- **ASSIGNMENT BRIEFING:** Meeting / Teleconference with Client - take full job specifications and candidate profiles to gain full understanding of requirements and expectations of key stakeholders.
- **SKILLS / PERSONALITY PROFILING:** Develop a roadmap of the requirements and identify relevant skill sets and behavioural or personality traits required for a suitable candidate.
- **ASSESSMENT BATTERY SELECTION:** Identify suitable suite of managerial / technical skills, personality profiling assessment or aptitude test batteries relevant to the profile(s).
- **ASSESSMENT PROCESS MANAGEMENT:** Manage timing and coordination of the assessment process with client & candidates confidentially ensuring swift and pertinent feedback on both sides.
- **CANDIDATE ASSESSMENT:** Using automated psychometric and skills assessments in line with in-depth profiling and may conduct follow-up competency interviews to assess capabilities and traits.
- **REPORT PRESENTATION:** Prepare and send full reports, reports on follow up interviews and client recommendations. We intend to submit an automated score report within **1 to 2 working days** from the date of completion of each assessment by the candidate or as agreed otherwise with the Client.

PAYMENT STRUCTURE

- Most providers charge you for each assessment you deliver. We don't charge any per-test fees. Instead, our clients pay an annual subscription fee and get unlimited use of our assessment solutions and analytical tools offered through our firm. A detailed summary of sample score reports is attached.
- The annual subscription fee for our assessment solutions is tiered based on the size of your organization — our clients range from small offices to multinational companies with more than 10,000 employees. The annual subscription includes unlimited assessment for your organisation, as well as support on interpretation of assessment reports.
- We charge an annual retainer fee for unlimited assessment which is payable in full or payable in two equal instalments of 70% upon acceptance of terms and commencement of engagement by the Client and the balance of 30% within 3 months afterwards.
- Our fees are based on the level of staff and the time required to complete each assignment, excluding Value Added Tax (VAT) (assessed at 5% of the fees), and out-of-pocket expenses, such as transportation, stationery, etc. which will be billed separately when incurred.
- Other engagement fees is payable within fourteen (14) days of the date of invoice or in line with other payment terms as agreed with the client. Our fees will be billed in NGN, USD, EUR, GBP being our operating currencies. Our annual retainer fees may be subject to an annual review and this will be communicated to Client at least 30 days in writing to the client prior to the start of new billing cycle.

FEE STRUCTURE

Fees:	USD	NGN
1. Annual Assessment Retainer Fee	2,000	750,000
Total Fees	2,000	750,000
VAT @ 5%	100	37,500
Gross Fees (A)	2,100	787,500
Estimated Expenses:		
2. Follow Up Screening / Interview (per candidate) – OPTIONAL	40	15,000
3. Out-of-Pocket Expenses	-	-
Total Expenses (B)		

GENERAL TERMS / VALUE ADDED SERVICES

GENERAL TERMS

Any decision as to whether or not to recruit any Candidate shall lie solely with, and be the sole responsibility of the Client. Reference checking will be conducted either by the Client or by **Talentstone** upon the request of the Client.

Talentstone offers services to support and add value to the recruitment process based on the specific needs of the Client. For further information as to how this structure pertains to your projects, please liaise with your consultant. These services include the following:

- **Talentstone** has a project volume rebate structure in place which is tailored to each Client's needs.
- **Talentstone** offers Competitive Mapping Services to Clients who are interested in knowing more about their competitors' projects and operations and in this way gain competitive advantage.
- **Talentstone** coordinates the processing of credit, qualification and criminal checks on Candidates upon the Client's request.

OUR PROFILE / CONTACTS

We are a specialist search firm with a global network of consultants across Africa and the Middle East, UK, and the USA offering tailored search, talent market mapping and talent / leadership assessment solutions supported by our global network. We draw on our time-perfected search methodologies to ensure fast and resourceful delivery of the leading talent within the global markets.

Our mission statement is very clear – to be the preferred specialised search and selection solution service provider of choice in the markets where we operate by seeking excellence in our three core values: **EXCELLENCE**, **INTEGRITY** and **LONG-STANDING PERSPECTIVE**

Our Recruitment expertise fall within the following Practice Areas:

- **Investment Banking & Advisory**
- **Investment Management & Private Equity**
- **Global Markets (Equities, Fixed Income and FX)**
- **Risk Management & Compliance**
- **Banking & Microfinance**
- **Multilateral Institutions**
- **Insurance**

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