



# StepOneSurvey II

## Solving a Vital Business Problem



**It's a startling fact** – Employee theft and fraud averages \$9.00 a day per employee! That's about \$2,000 per employee subtracted from your bottom line every year. And while all employees have opportunities to steal, an employer's risk increases as people advance to upper levels of responsibility. High ranking executives have been known to embezzle tens of thousands – even millions of dollars. Could there be a better reason for striving to hire people worthy of your trust?

Many businesses are reducing their risk by using Profiles' **Step One Survey II**, a scientifically designed assessment tool that evaluates job applicants for integrity, substance abuse, reliability, and work ethic. In many companies, no one is hired for any job or position until after they have completed this survey.

It makes sense because before you hire, you should know:

- ◆ "Can this applicant be trusted?"
- ◆ "Is this applicant drug free?"
- ◆ "Is this applicant dependable?"
- ◆ "Will this applicant be a long-term, hard-working employee?"

When you add the **SOS II** to your hiring procedure, you have much more information upon which to make better hiring decisions. With this survey you will hire more honest, dependable, hard-working, and drug-free employees! Using this survey also leads to gains in productivity, improved company morale, and increased profits.



### Dishonesty is a Workplace Reality

The results of employee surveys reflect the reality of your applicant pool:

- ◆ 56% of working people admit they have lied to their supervisors
- ◆ 41% say they have falsified records
- ◆ 64% admit using the Internet for personal reasons during working hours
- ◆ 35% have stolen from their employers, by their own admission
- ◆ 31% abuse drugs or alcohol

And those who have studied the problem say about 80% of computer crime is committed by "insiders," at an estimated annual cost of from \$100 million to as much as \$1 billion.

Is it any wonder an estimated 36,000 companies are "stolen out of business" every year by their employees?



## Features of the *Step One Survey II* Report

Report results are immediately available to hiring decision makers. The report contains the following information for consideration while making an employment decision:

- ◆ **Quick Check** – Providing the candidate's employment status, availability to start, most recent salary, and supervisory experience.
- ◆ **Employment Profile** – Concise employment history plus supporting interview questions.
- ◆ **Integrity** – A summary of admissions regarding theft of money, property, data, and time.
- ◆ **Substance Abuse** – Admissions regarding the personal use and/or distribution of illegal and/or regulated substances.
- ◆ **Criminal Convictions** – Admissions regarding criminal convictions.
- ◆ **Candidate's Attitudes** – Regarding Integrity, Substance Abuse, Reliability, and Work Ethic.
- ◆ **Graph** – A visual summary of the candidate's results.
- ◆ **Structured Interview Questions** – Structured interview questions relating to certain issues that may be of concern to you regarding the information provided. Asking these questions provides additional information for making appropriate hiring decisions.

## *Step One Survey II* is very easy to use

- ◆ Job candidates take the **SOS II** anywhere in the world they have access to the Internet or you can use the paper/pencil booklet method.
- ◆ Results are available immediately – no delays when making a quick decision is important.
- ◆ Results are available to decision makers regardless of their geographic location.
- ◆ **SOS II** fits easily into your current hiring process

## *Step One Survey II* helps eliminate these profit-stealing behaviors:

- ◆ Unexcused absences
- ◆ Tardiness
- ◆ Unauthorized use of the Internet
- ◆ Using company email for personal use
- ◆ Disclosing private and restricted computer data
- ◆ Theft of office supplies and other company property
- ◆ Clocking in or out for other employees
- ◆ Inventory shrinkage
- ◆ Revealing confidential information and/or trade secrets to outsiders
- ◆ Drug use
- ◆ Sub-par job performance
- ◆ Carelessness
- ◆ Fraud
- ◆ Job hopping

## *Step One Survey II* promotes these behaviors in your company:

- ◆ An honest day's work for a full day's pay
- ◆ Promptness
- ◆ Conscientious use of time and company resources
- ◆ High productivity
- ◆ Confidentiality of proprietary data and other information
- ◆ Dependability
- ◆ Employee loyalty

**Step One Survey II** belongs in your job candidate assessment system. Avoiding hiring mistakes is good business.

Your Profiles representative is:

