



**JOB BENCHMARKING PROCESS with the TRIMETRIX™ SYSTEM**

- STEP 1 Clarify Job:**  
Review and thoroughly understand the Job you are wanting to benchmark  
... "If the Job could talk what would it say"  
...
- STEP 2 Select Stakeholders:**  
Identify 3 – 10 people who have a 'stake' in the success of this Job  
(ex. Managers, former job holders, current job holders) as well as subject matter experts  
(SME's) who are qualified participants in the Job Benchmarking process. These people need  
to be briefed on the process and exact job description
- STEP 3 Define the Job's Key Accountabilities:**  
A session is facilitated with all stakeholders to arrive at a consensus regarding the exact  
Key Accountabilities of the Job (3 – 7 at the most), to quantify, prioritize and establish  
measurements for each key Accountability.
- STEP 4 Stakeholders complete Job Reports on Internet Delivery System (IDS):** With Key  
Accountabilities firmly in mind and in plain view, each stakeholder is given a private access  
Response Link to a secure IDS system to respond to the Job Report questionnaire online  
(takes about 45 minutes)
- Step 5 Generate a Multiple Respondent (MR) Job Plus Report reflecting all stakeholder  
results:**  
A consolidated report that averages all the respondents' Job Report scores for a final job  
benchmark is created immediately for your use
- STEP 6 Verify the Job Benchmark:**  
Stakeholders are reassembled to review the resulting Job Benchmark and to achieve buy – in  
from all concerned and changes can be made if necessary (additional cost)
- STEP 7 Validate the Job Benchmark:**  
The TriMetrix Personal Talent Plus Report can be administered to 2 – 3 % of the top current  
performers in the designated Job. A TriMetrix Job Plus/Talent Comparison Report ( job  
Benchmark with Talent Reports). Results are analyzed to determine critical performance  
factors and validate the Job Benchmark.
- STEP 8 Document the Job Benchmark:**  
Complete the Job Benchmarking process by fully documenting the process and results for  
the Job file. This documentation is then used for **TALENT SELECTION** ( See **TALENT  
SELECTION PROCESS WITH THE TRIMETRIX™ SYSTEM**).

## TALENT SELECTION PROCESS with the TRIMETRIX™ SYSTEM

- STEP 1**            **Always start with the Job Benchmark:**  
The Job Benchmark identifies unbiased and specific talent requirements for successfully achieving the job's Key Accountabilities (defined within the job benchmarking process)
- STEP 2**            **Define and document the complete Talent Selection Process:**  
Determine your process for talent selection such as Interviews, resume reviews, reference checks, skill assessments, etc, as well as The TriMetrix System component
- STEP 3**            **Talent assessment:**  
Once screening process is complete and you are down to the key candidates the Candidate(s) and/or current employee(s) complete a TriMetrix System Personal Talent Report or version chosen
- STEP 4**            **Talent comparison with the Job Benchmark:**  
**All completed Talent reports**
- STEP 5**            **Ongoing personal/professional Development:**  
After a successful job match the participant's TriMetrix Personal Talent Report can be converted to full TriMetrix Coaching Report for personal development plans and performance reviews