

Streamlining the selection process

within Berlin's State administration

Defining an integrated online assessment approach

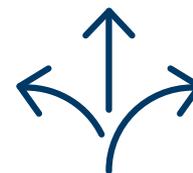
Streamlining the selection process

Introduction

The Berlin Senate Department for Interior and Sports decided to streamline its application and selection processes.

It aimed to introduce a single battery of online assessments accessible through, and integrated with, an applicant tracking and management system. Applicants complete only one set of assessments, regardless of job position applied for. Their results can be accessed by the different internal hiring departments.

By using cut-e assessments alongside the rexx systems applicant management system, Berlin's local government recruitment process has been transformed.



Building a combined assessment and applicant management system

Integrating online assessments with an applicant tracking and management system allows candidates to apply only once – and their details and test results would be shared between departments.

The challenge: designing a common online application process

In the past, candidates applying for roles across more than one department of the Berlin State administration would often undergo very different selection and hiring processes depending on which department was hiring. There was a lack of a shared approach across departments and, typically, applicants had to repeat the process of sharing personal information.

The Senate required a new and defined approach which included a consistent process, be error-free and provide easily accessible candidate information for the recruiter and a single application route for the candidate.

The solution: from application to selection within a single system

Tenders were invited from companies across Europe to deliver a new applicant management system with integrated ability assessments. cut-e and rexx systems were awarded the contract. Together, they set about designing the implementation of the applicant tracking and management system and also the online assessments, across the selection process's three stages.

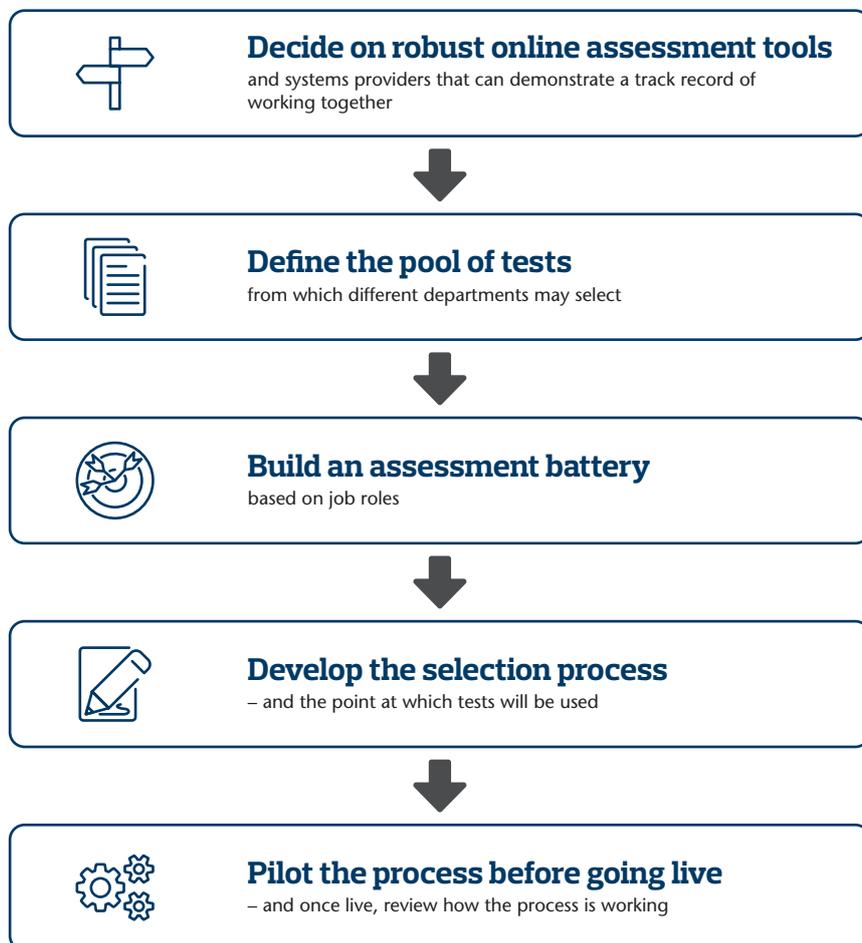
rexx systems and cut-e have worked together on the implementation of a number of client systems and, as such, are able to draw on the combined and shared experience of how this best works. Thousands of applications are made each year to rexx systems and cut-e. Clients see the benefits of the central processing and management of applicant information.

However, a system that combines applicant assessment and applicant management also has benefits for the candidate. The rexx systems platform ensures that the application process is straightforward, clear and easy to understand. Applicants receive their log-in details automatically, are able to upload their application forms online and can complete the online tests.

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Designing a streamlined process

Berlin State administration developed a new and integrated application and selection process with help from cut-e.



Highlighting applicants with relevant abilities

State administration tests have been selected from the wide range of cut-e online assessments. Talent assessments used include logical, numerical and verbal understanding, numeracy, German language proficiency and general cross-cultural knowledge. The tests are used at two key points in the selection: the pre-selection stage when approximately 8,000 candidates complete the tests online; and during the in-person phase when other tests from the battery are completed by between 4,000 and 5,000 candidates.

After the initial online assessment, hiring departments can decide quickly which candidates will be invited to complete the second stage of assessment. This is carried out in person at one of Berlin's administrative offices. Those who successfully pass the second assessment stage are invited for interview.

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The outcome: a fast, professional and slick recruitment process

With online tests embedded within various local Berlin authorities, candidates now need only complete one set of tests and assessments, regardless of the number of job roles applied for or which local authority. This means vacancies can be filled simpler and quicker.

The integration of assessments with the rexx applicant tracking system means the large number of applications can be handled professionally, with parts of the process being automated. This provides optimal support to the recruitment team.

The rexx portal also gives the application process a more contemporary look and feel and is complimented by cut-e's online tests.

XML interface and integration specialists from both teams ensure a seamless connection between the two systems. The system itself requires no maintenance whatsoever from the Senate Department administration. System updates occur automatically. This seamless process allows the recruitment team to give their full attention to the actual selection of staff.

"An exciting and challenging project that led to a great outcome for our client."

"The switch from a decentralised and paper-based process to a centralised and online approach resulted in great gains in efficiency and application speed."

Stefan Hinrichsen, sales director and managing consultant at cut-e



Process efficiencies

Integrating online assessment with an applicant tracking system means that candidates are presented with a straightforward and consistent process – and hiring companies get to access candidate details online.

About Berlin State administration

The Berlin State administration is divided into 10 different Senate Departments. One of which, the Berlin Senate Department for Interior and Sports, published the tender for an applicant management system with integrated online assessment. This Department is, amongst other things, responsible for the police, fire brigade, e-government and elections.

About cut-e

Founded in 2002, cut-e (pronounced 'cute') provides online tests, questionnaires and gamified assessments for attraction, selection, talent management and development. The company's smart, valid and innovative psychometrics have made it the preferred partner of multinational organisations.

In May 2017, cut-e was acquired by Aon plc, a leading global professional services firm providing a broad range of risk, retirement and health solutions. cut-e now operates as part of Aon's global offering in talent solutions, helping clients achieve sustainable growth by driving business performance through people performance. cut-e and Aon, as Aon's Assessment Solutions, undertake 30 million assessments each year in 90 countries and 40 languages.