Guide to lens making.

Gids voor lenzen maken

Content

1. What is a lens?

A lens within the Assessio platform is the competency profile used to evaluate competencies, behaviors, and attributes of candidates. By using lenses, organizations can focus on aspects of behavior that are important for a specific role or position.

On the one hand, there is a lens; on the other, there is the candidate. An assessment determines how easily a candidate can demonstrate the behaviors associated with the lens; in other words, does a candidate fit the job? This fit is reflected in the match score. This helps to identify the most suitable candidates.

Just as lenses in glasses or binoculars help us see more clearly or focus on specific parts, we use lenses to make it easier to understand the results of an assessment. Practically speaking, a lens maps predispositions to behavior.

The Assessio lenses in the zero-talent-waste platform are built by combining various competencies relevant to a specific role or job. The data comes from the Occupational Information Network, or O*NET. This database contains disaggregated data of effective behaviors of job holders within hundreds of positions. Our lenses are compiled from job holder information, which reduces the risk of wishful thinking and/or biases.

By comparing results of candidates through different lenses, you can see where the candidate is most apt. #ZeroTalentWaste

Learn more: [Introduction to Lenses - Assessio platform](#)

Zero Talent Waste.

2. How do I choose a lens?

To map a candidate's aptitude, the Assessio platform requires you to choose a lens appropriate for the position. This provides a clear and objective way to assess and select candidates, improving the quality of the recruitment process.

There are a number of ways to select a lens;

1. By searching for the specific job title in the search bar; this will show you the lens where this job title occurs and is based on. By clicking on 'Details', you will see all O*NET used job titles for this lens.

Look at the functions based on which the lens is composed and look at the associated competencies (do they align with the expectations of the desired behavior in practice). Once you have found the right competencies, choose that lens.

If you can't find a suitable lens among the Assessio lenses, there are a few other options.

2. The second option is to look at the Behavior Profiles within the Assessio lenses. Behavioral Profiles are compiled by Assessio based on years of profiling experience. These lenses can be used as stand-alone lenses but also for helpful additional information. For example, when another 'role/function' is expected in addition to a specific position. So when a new recruiter (lens recruiter) will be hired, but this role is also expected to be an ambassador/networker(additional lens Ambassador and Networker).

3. Lenses without Matrigma; There are also lenses without intelligence test Matrigma, which maps abstract reasoning. With these lenses, competencies involving abstract reasoning are not included. In this way, the assessment can be made appropriate for different target groups within the organization.

3. How do I adjust a lens?

If the lenses in the lens library are not sufficiently recognizable or appropriate, Assessio offers the ability to customize them. You can thus give the lenses their own (job) names and descriptions that ensure they are recognizable to users. This benefits the use and discussion of lenses with a hiring manager.

Go to "Lens Management" in the menu on the left and then choose "Lens Maker."
Select the lens you want to copy by clicking the √ (Click to choose this lens) and "Continue."

Only the original lenses are shown here. You cannot choose to make a copy of a copy.

Edit the lens details.
Here you enter the new lens name and update the lens description.

Tip: Think about how you want to name the lenses in advance to keep it clear for yourself and colleagues. Preferably use function or department names etc. that are common and therefore recognizable for your organization. This will ensure that every user uses the same lens.

Tip: Keep the lens library tidy by hiding irrelevant lenses. This makes finding the right lens faster and easier.

Solution Architect
The structured problem solver

⊘ **Custom lens**	Specialist	
● Influencing and Inspiring		10%
● Networking		6%
● Plans and structures		28%
● Collaborates with others		10%
● Problem solving		46%

DETAILS

Busine
:ct

Edit lens details

Delete lens

Delete le

| ● Net |
| ● Init |
| ● Res |
| ● Pla |
| ● Col |
| ● Eml |
| ● Sta |
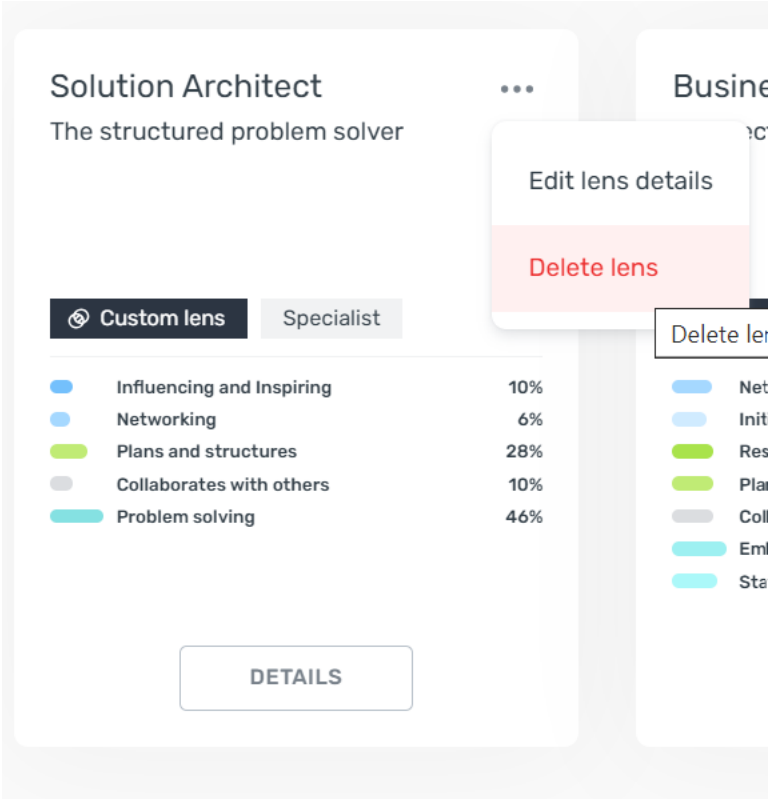
4. How do I "boost" a lens?

If giving a lens a different name and/or description is not enough to make it recognizable and appropriate, there is the option of boosting (adjusting the content of) a lens. This can ensure that a lens is better suited to organization-specific circumstances (for example, because an organization is more operational than similar organizations or a particular function is more strategic than at other organizations.

Think about what the focus is within the position and what kind of tasks the person is involved with.

- Is the focus more on the long term? Is it about having a vision and/or innovation/change? Then elevate the Strategic domain. Traditionally, these are often the higher functions within an organization.

- Is the focus more on the short term? Is it about getting results in the here and now, short-term goals and efficiency? Then raise the Operational domain. This often involves the somewhat more operational functions within an organization.

An increase in the Strategic domain results in a decrease in the Operational domain and vice versa. You cannot increase both domains at the same time.
Next, think about how the person should interact with people and the relationships between them.

- Is it about creating engagement, motivating, supporting and helping others develop/grow? Then raise the Facilitating domain. This often involves working with people who know what is expected of them.

- Is it more individualistic and competitive? Is it about giving orders, direction, control and getting things done? Then raise the Steering domain. These are often people who do not yet have a sufficient idea of what is expected of them.

Again, raising one domain, causes lowering of other domain and thus both cannot be "boosted" at the same time.

Be aware that boosting will always affect the match score. After all, you are going to give more "value" to a specific domain (operational/facilitating/strategic or directing) and thus the corresponding competencies will weigh more heavily in the lens and thus influence the match score.

Select the performance area you want to increase.

Choose the visibility of the new lens.

You can make the lens available to everyone in your organization (to use in new procedures) or hide it for now. Hiding the new lens hides it from the rest of the organization. When the lens is ready to be used by the organization, a "Recruitment Administrator" can navigate to the Lens Library and adjust the visibility of the lens.

5. How do I make my own lens?

If you want to have complete freedom to create your own lens, for example because the organization is working with special jargon or perhaps not yet working with competency profiles at all, then there is the possibility to completely create your own lens with our AI Assistant.

Keep in mind that the AI assistant uses the information you put into it. So it is important to make sure that the information is correct and complete in order to get a well-fitting lens.

Go to "Lens Manager", select "Lens Maker" and choose the option "Design a lens with the AI Assistant".

Step 1: Tell the AI assistant what is needed for your role
Choose between creating a lens with leadership competencies (for managerial positions), a lens with behavioral competencies (for non-managerial positions) or a lens based only on data from the personality questionnaire and without an intelligence test (Matrigma).

1. Leadership Competencies - This lens is composed of the 4 leadership competencies.
2. Behavioral competencies - This lens uses the 16 behavioral competencies.
3. Personality data - This lens is constructed from the personality questionnaire (Big 5); 13 of the 16 behavioral competencies can be chosen.

After entering, for example, the job posting, job profile, or notes from an interview with the hiring manager, the AI assistant will create a lens with competencies and the corresponding percentages (how heavy/important this competency is within the lens).

It is then possible to provide 5x additional information to further "fine tune" the lens and make it your own. For example, by indicating that a certain competency weighs more heavily, the AI will then process this for you.

Step 2: Edit lens details
Here the title, subtitle and description of the lens can be entered.

Lens Maker

2. Edit lens details
Change the title, subtitle and description to best match your role

Customer Service
Service and Support

⊚ Custom lens   All levels

Initiating action		10%
Demonstrates integrity		20%
Stays Resilient		15%
Fosters transparency		20%
Service-oriented		20%
Problem solving		15%

DETAILS

Edit lens title

Customer Service

Edit lens subtitle

Service and Support

Edit lens description detail

0/400

Step 3: Boost your lens
For an explanation of this, see Chapter 2 "How do I boost a lens?".

Step 4: Select the visibility of your lens
There are 3 options to choose from here:

1. Make the lens readily available to your organization (anyone in the organization, with access to the platform, can see and use this lens).
2. Hide this lens for your organization (the lens is not visible/selectable).
3. The self-made lens can then be found among the "Organization Lenses."

We hope this document is helpful for setting up and modifying lenses within the Assessio platform. Should you need more detailed information you can find it in the [help center.](#)