

Features and Assessments Playbook

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1. Free Features

i. Job Board and Career Site

Your own Job Board and Career Site will be the space where you can present yourself to your new talent. On this site, candidates will find all the relevant information about your company, including an inviting introduction, a detailed description of the company, its size, and the number of employees, among other details. Additionally, within your own Career Site, all your company's active job openings posted on Hitch will be available, making it easier for interested candidates to search and apply. You can share your Career Site wherever you want; you just need to copy and paste the link. For example, you can include the link in your social media, on your website, in emails, and in job ads to attract more candidates.

ii. Hitch Database

Within Hitch, applicant information is stored, and in most cases, applicants choose to save their information for future job openings that might be relevant to their profiles. This enables them to continually apply to the various active processes of our clients.

iii. Killer QA (Pre-Filter)

Description:

It is used to assess the talent, knowledge, and experience that applicants have regarding the most fundamental aspects of your company. In addition to the predefined questions, you can inquire about any specific skills you would like to know about the applicant.

What's it all about?

It involves a series of requirements that the recruiter specifically chooses for a particular job position. The questions are predefined, and the recruiter is given the option to choose what they would like to inquire about. For example, if they want to know if the applicant has certain knowledge, then they select the following question:

"Do you have _____ in _____?"



Options for specific requirements

Skills: you'll be able to evaluate any kind of skill to effectively perform the duties of the position.

Skill in...	Performance Marketing	Design and Animation	Accounting Records
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Tools: you'll be able to evaluate any type of tool, application, software, hardware, among many others.

Tool for...	Microsoft Office	Figma o Sketch	PowerBI
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Industry: you'll be able to evaluate in which type of industry the applicant has previously worked.

Industry in...	Financial Services	Retail and Consumer Goods	Automotive
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Certifications: you'll be able to evaluate if the applicant holds a certificate validating various knowledge or skills.

Certification in..	Scrum Master	English C2	PowerBI
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Specific knowledge: you'll be able to evaluate if the applicant possesses any specific knowledge.

Knowledge in...	Python	AWS Services	B2B Sales
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You'll be able to evaluate any other type of specification that isn't covered within the other options.

Types of Answers

Responses can fall into two (2) categories:

- **Binary:** With two possible answers, meaning 'Yes' or 'No'.
- **Numeric Scale:** Depending specifically on the years of experience in the selected requirement.

iv. Custom Assessment Builder

Description:

These are designed to conduct personalized assessments about any specific interest or knowledge required by the company. Various templates are provided to create customized exams.

What's it all about?

The content covers the potential needs and interests of the company. Within the form, four types of questions are provided:

- **Open question:** In this type of question, an open space is provided for the response, without specific options or expected answers; in these, the recruiter evaluates and scores the applicant.
- **Multiple choice question:** This type of question consists of a series of questions or statements with multiple answer options. The company drafts the questions or statements and defines the possible answers, marking the correct one. This way, a score is given per question and a passing grade is determined according to the company's standards.
- **Single choice question:** It consists of a series of questions or statements with multiple answer options, but only one can be selected as it is the correct one. The company is responsible for drafting the questions or statements and proposing a series of answer options, marking the correct one, from which only one can be chosen. This way, a score is given per question and a passing grade is determined according to the company's standards.
- **True false question:** This type of question consists of a series of statements that present an assertion for which there are only two response options: True or False. The company drafts the statements and selects the correct answer for each one. This way, a score is given per question and a passing grade is determined according to the company's standards.

2. Potential Assessments

i. Personality Test

Description:

It serves to evaluate the psychological competencies that the applicant has developed throughout their life. It measures their personality traits and attitudes that influence good job performance through an adaptive forced-choice questionnaire, where they must choose one of two possible situations that they identify with the most.

What's it all about?

It consists of questions that are answered through a forced-choice method where they must choose between two possible situations, the one that best describes them or the one they feel most identified with. It is an adaptive test, meaning that depending on the answers, subsequent questions are adjusted to establish more accurate levels of competence. This test is based on the "Item Response Theory (IRT) model" and takes around 20 minutes to complete the questionnaire.

Types of answers

The responses consist of choosing one option from 2 alternatives.

Take a look below at the library of Personality variables measurable through the test.

Personality variables

Vision	Translate the current situation and future relevant developments into long-term goals and successful organizational policies.
Innovation	Innovate and invent products, services or processes to achieve better results.
Problem-solving	Identify and solve problems through analysis, making connections, and accurate assessment of consequences.
Decision-making	Make the right decisions when the situation calls for it.
Lead the change	Effective management and guidance of changes.
Adaptability	Respond effectively to changes in conditions, duties, responsibilities, and/or people.
Planning and organization	Structured organization of own activities and those of others so that the work is carried out efficiently.
Goal oriented	Work with a focus on achieving the right results and goals.
Quality oriented	Place high demands on the quality of products and services and act accordingly.
Policy and procedures	Follow rules, regulations and procedures to achieve established goals.
Security	Value and actively work to achieve a safe and/or healthy work environment.
Customer focus	Anticipate customer needs and desires and act accordingly.
Service oriented	Act in accordance with the wishes and needs of the client.
Resilience	Ability to bounce back, perform effectively, and remain professional after setbacks or periods of high pressure and stress.
Teamwork	Contribute actively and constructively to a joint result where the collective interest is served.
Persuasion	Create a supportive environment to get others to adopt your ideas, positions and/or opinions.
Management of others	Manage others to achieve organizational goals.
Guidance	Help others develop their skills.
Empowerment	To help others feel confident in their own abilities and potential.
Motivate others	Motivate others to take action to achieve a specific goal.
Organizational sensitivity	Establish (in)formal political and social relations of an organization and respond accordingly.
Relationship management	Develop and maintain personal relationships with others to achieve organizational goals.
Negotiation	Ability to explore interests and viewpoints with others and reach a mutually acceptable agreement.
Conflict management	Ability to neutralize a (possible) conflict.
Interpersonal communication	Receives and transmits verbal and non-verbal information efficiently.
Self-confidence	Believe in one's own ability to achieve results.



Initiative	Take initiative or get things moving.
Impact	Leave a lasting positive impression on others.
Precision	Work meticulously within relevant tasks.
Continuous learning	Deliberately directed towards the development of knowledge, skills and the acquisition of experience in order to successfully perform the present or future position.

ii. Gamification – Cognitive Ability Tests

Description:

A series of game-based assessments that measure cognitive abilities. It predicts how the applicant will use these skills in a real-life situation or any limitations that may arise. To start playing, you need to choose a type of control based on your device.

What's it all about?

"Gamification – Cognitive Ability Tests" consist of nine game-based assessments available within Hitch. They immerse the test taker in simulations of everyday tasks and behaviors to assess cognitive skills. This type of assessment has ecological validity, meaning that the results of these simulations can predict how the individual will use these skills in a real situation, as well as any limitations that may arise in such situations. Each game presents a different simulation and assesses a distinct cognitive ability.

When starting any of the games, you choose the type of control to use based on the device being used, whether it's a mobile device, laptop, or desktop computer. You'll have the option to choose between "touch," "trackpad," or "mouse" and "keyboard" controls. Each game begins with a demo example with instructions, followed by some practice rounds before starting the actual assessment. The duration of each game varies

Take a look below at the library of executive functions and games.

Our games

Game	Estimated duration	Description	Evaluation type:
Grillmaster	3 min	The objective of the game is to grill the meat and remove it from the grill when it's ready, before it burns. It measures the ability to process two or more responses or react to two or more different demands simultaneously.	Divided attention
Balloons	4 min	The objective of the game is to earn as much money as possible by taking risks while inflating a balloon. It measures the need for excitement and the desire to take risks, making a correct analysis of them even when there's a chance of losing something.	Need for excitement Loss aversion Risk assessment ability
Skyscraper	7 min	The objective of the game is to rebuild the towers like the example shown, as quickly as possible and with the fewest moves. It measures the ability to anticipate and plan the next steps promptly when faced with different alternatives.	Logical reasoning and planning Cognitive flexibility
Shapeshift	4 min	The objective of the game is to quickly select the right arrow if a circle is displayed and the left arrow if a square is displayed. It measures the ability to regulate our actions or thoughts and respond to our impulses.	Impulse control Cognitive speed
Switch	3 min	The objective of the game is to answer two different questions as quickly as possible and do what it tells you, paying attention because the instruction changes. It measures the ability to shift attention from one task to another.	Task Switching (cognitive flexibility) Switch effort
Codecompare	3 min	The objective of the game is to identify which of the codes matches the example code. You must respond before time runs out. It measures the ability to work accurately and quickly under pressure.	Accuracy and perceptual speed
Pincode	8 min	The objective is to remember the set of numbers indicated and arrange them according to the instruction given. It measures the ability to temporarily remember information and manipulate it.	Working memory
Numberbox	10 min	The objective of the game is to combine four numbers as quickly as possible, where the final result must be equal to the number presented in the center. It measures the ability to recognize logical patterns in numerical data.	Deductive reasoning (problem solving) Cognitive speed
Figure it out	10 min	The objective of the game is to recreate the same figure as the hidden figure with the fewest possible steps. It measures the ability to solve logical problems.	Deductive reasoning (problem solving) Cognitive flexibility

iii. Hitch Smart VI

Description:

It's a one-way video interview; this means that the person answers the questions through a video recording they make asynchronously. The evaluation is conducted by AI models, to minimize human bias regarding competencies. Soft skills are assessed.

What's it all about?

There's a time limit of 3 minutes per question, with two attempts per question. The company selects 6 competencies to evaluate from those mentioned earlier, meaning the applicant will be presented with 6 questions. The person should respond to these questions practically by using the Situation, Tasks, Actions, and Results technique, commonly known as STAR.

Teamwork	Ability to create group synergy in achieving collective goals.
Conflict Management	Ability to understand and manage interpersonal disparities to reach a positive resolution.
Leadership	Inspire and lead groups and individuals.
Time management	Behaviors that aim to achieve effective use of time while performing activities.
Adaptability	An individual's cognitive, behavioral, and emotional regulation or adjustment to situations of change, novelty, and uncertainty.
Achievement motivation	Strive to improve or meet a certain criteria or goal.
Optimism	Individual difference that reflects the degree to which people have generally favorable expectations about their future and/or a certain situation.
Strategic planning	The way a plan is proposed, developed and implemented to achieve the proposed objectives.
Analysis	Identify and define problems, extract key insights from the data, and propose viable solutions.
Originality	The ability to independently invent or conceive new ideas, methods, or products.
Effectiveness in ideas	Ability to generate ideas and actions that adapt to reality, and are useful and practical.
Openness to learning	A desire or willingness to acquire new knowledge and develop professionally or personally.
Problem-solving	Refers to the mental process people go through to properly discover, analyze, and solve problems.
Initiative	Set of self-motivated and change-oriented behaviors that seek to influence the environment to achieve certain goals. Ability and willingness to initiate projects/tasks, etc. independently.
Integrity	It is the quality of having solid ethical principles that are followed at all times; even when the disadvantages outweigh the advantages of acting according to morality.

Reliability	Taking responsibility for our personal performance and being worthy of the trust of others. It implies being responsible in work matters.
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3. Specialized Assessment

i. Hard Skills

Descripción:

These technical tests evaluate the knowledge that allows each applicant to perform effectively in their job position. They measure theoretical and practical aspects that determine the applicant's level of ability to solve problems in their field. The tests can be configured to be conducted in English or Spanish, as decided by the recruiter, depending on the needs and specific requirements of the position.

What's it all about?

There are tests of varying difficulty levels (basic, intermediate, advanced) to assess different degrees of knowledge/experience in each topic. Each assessment consists of 20 questions and is answered using a multiple-choice method.

Hard Skill	Hard Skill	Hard Skill	Hard Skill	Hard Skill
Taxes (MX)	Import & Export	Social Media	Public Relations	Prospecting
IFRS	Office Management	Performance Mrkt	Warehouse Mgmt	Sales Copywriting
US GAAP	Purchasing	ATL & BTL	Demand Planning	Innovation
Treasure Mgmt	Accounts Receivable	Trade Marketing	Project Mgmt	Negotiation
Org. Development	Financial Planning	Brand Development	Logistics	Client Success
Recruiting	Budgeting	Visual Design	Supply Chain	Client Support
Payroll (MX)	Financial Controlling	Motion Graphics	User Experience	B2B Sales
Brand Mgmt	Internal Auditing	After Effects	User Interface	B2C Sales
Corporate Law (MX)	Accounting	SEO	SCRUM & Agile	Business Intelligence
Labor Law (MX)	IP Law (MX)	Copywriting	Digital Transformation	Excel

Finance & Administration, Human Resources, Law, Marketing, Operations & Logistics, Product & Technology, Sales & Customer Service



ii. Hitch Cultural Fit Test

Description:

The Hitch Cultural Fit Test measures the percentage of alignment between the applicant and the company in terms of culture. Each organization has a unique culture, described by values, goals, rules, and attitudes. The test is based on 6 "Chromosomes". The Chromosomes represent the essential elements of your company's culture, such as impulses, attitudes, and behaviors. You can choose 6 out of the 30 available Chromosome options to build your cultural DNA.

What's it all about?

Applicants will answer a series of questions designed to measure their level of compatibility with each Chromosome, which represents the fundamental elements of organizational culture. These questions allow for an evaluation of how well the applicant's impulses, attitudes, and behaviors align with the values and identity of the company. Additionally, the applicant's compatibility level with the organization's complete cultural DNA will be analyzed, providing a comprehensive insight into their suitability to join the team. This process offers a detailed and accurate assessment of cultural affinity between the applicant and the company, facilitating decision-making in the selection process.

[Check out the list of chromosomes measurable through the Hitch Cultural Fit Test below](#)

Chromosomes	Description
Problem Solving	Creativity and critical thinking are the north stars. Collaboration and adaptability are the superpowers to find the coolest answers and solve the problems that arise every day.
Success	There is an obsession with success and the constant drive for growth. In this type of culture, everyone shares a firm commitment to achieving goals and constantly improving results.
Total Collaboration	Everyone is surrounded by teammates who work together to overcome obstacles and achieve common goals. It's an environment where synergy is king and where everyone understands that success shines brightest when shared!
Leadership	Leadership capacity, the ability to make accurate decisions and the magic of inspiring teams to fulfill their dreams are celebrated. It's the perfect place to shine as a leader!
Teamwork	Collaboration, communication and the growth of interpersonal skills predominate in the company for a team that is overwhelming. It's the secret recipe for spectacular team success!
Specialization	Specialization is breathed and excellence is yearned for. The collaborators are surrounded by professionals who are real aces in their fields. Each person shines with their knowledge and skills, striving for perfection in their work and creating their path to being an expert.
Transformation	The most important thing is adaptability and the courage to challenge the established. Everyone embraces every opportunity for improvement and continually evolves.
Innovation	All teams are inspired to question and explore opportunities for improvement and embrace change as the path to a future.
Creative Mindset	Master mental cleverness, thinking "outside the box" and the ability to find solutions out of the ordinary. Everyone is encouraged to think outside the box and apply inventive ideas to meet challenges and optimize processes.
Perfection and Quality	The tireless pursuit of outstanding quality in every area and activity is celebrated. Everyone goes the extra mile to achieve high standards, focusing on constant improvement and delivering impeccable results.
Celebrate Mistakes	In this culture, the courage to take risks is applauded, knowing that mistakes can become opportunities to grow and improve.
Autonomy	Each team is trusted to be able to make decisions and handle their responsibilities with confidence, without the need for constant supervision. Employees have the freedom to define how they approach their tasks, which unleashes creativity and encourages personal responsibility.
Attention to Detail	Here, attention to detail and shrewd management of resources and time are praised. The teams work with a methodical approach, prioritizing organization and clarity in processes.
Customer Oriented	Customer satisfaction shines as the number one priority, and we seek to understand and attend to their needs proactively.
Goal Oriented	Defining objectives and achieving measurable results is a highly valued art, where everyone works with determination to achieve them. Teams are in tune with the organization's goals and do their best

	to make them a reality.
Service Oriented	Excellence in service and the ability to solve problems are supreme virtues. The teams are dedicated to understanding customer needs and delivering exceptional service.
Inclusion and Diversity	The participation and representation of people of diverse origins, genders and perspectives, among others, is sought. Our teams collaborate in an environment where equal opportunity is a priority and where every voice and contribution is recognized and valued.
High Performance	Commitment to outstanding performance is appreciated and valued and high standards of productivity are set. Teams work with focus and efficiency, prioritizing innovation and continuous improvement to achieve challenging goals.
Continuous Learning	Teams and their members are dedicated to improving and growing throughout their careers, creating an environment where curiosity, training and innovation are the drivers of individual and organizational success.
Social Responsibility	Everyone within the company is dedicated to making decisions and actions that benefit the community and reduce negative impacts, creating an environment where responsibility, sustainability, and social awareness are fundamental pillars in all operations and decisions.
Empowerment	Teams feel empowered to influence and have the responsibility to lead and make decisions, creating an environment where autonomy, responsibility and personal growth are essential for success.
Flexibility	Employees are free to explore different approaches, creating an environment where agility and progressiveness are essential pillars for success.
Optimization	Interaction with external partners, customers and other collaborators is sought to bring fresh solutions to life. The teams look for co-creation to be the "spark" that drives constant innovation.
Excellence	Teams are committed to the highest standards, continuous improvement and constantly exceeding expectations. Teams work with precision and determination.
Open Communication	Each team is comfortable sharing and receiving information, creating an environment where trust, collaboration, and informed decision-making are critical to success and building strong relationships.
Internal Entrepreneurship	Each person has the freedom and support to develop and carry out entrepreneurial projects, creating an environment where innovation, calculated risk and the search for opportunities are essential for the growth and competitiveness of the organization.
Flexible Time	Employees have the flexibility to adjust their schedules, creating an environment where autonomy and work-life balance are essential for job satisfaction and performance.
Agility	Teams work in an environment where innovation, collaboration, and adaptability are critical to effectively meet ever-evolving challenges and take advantage of emerging opportunities.
Speed	Quick decision-making and the efficient execution of tasks and projects are a priority in the company. They all work in an environment where speed in responding to challenges and implementing solutions are essential to achieving effective results in a dynamic business environment.
Experimentation	Constant experimentation is encouraged and a willingness to take controlled risks and learn from the results is valued.

iii. One-way video interview – Hitch Tailored VI

Description:

It's a type of one-way interview to evaluate, by their own team, general aspects that the company is looking for in the position. You can select up to 5 questions from our catalog or ask directly what the company is looking for, to screen out applicants who do not have the desired qualities.

Within the catalog of suggested questions, options related to:

- Personality and attitude
- Skills and experience
- Management skills
- Logical reasoning
- Company knowledge and motivation

What's it all about?

In a series of questions created or selected by the hiring organization, which are answered in the form of a one-way video interview. The company can create or select up to 5 questions from our library, and the applicant has a certain amount of time and number of possible attempts to answer the questions; these settings are customized by the recruiter.

4. Talent Outreach and Attraction

i. Meta, Indeed, y LinkedIn

Through this product, clients will be able to post their job openings on one or several job boards with which we have a partnership at preferential prices. This works like a mirror; the vacancy posted on Hitch will automatically be published on the job boards that have been contracted for the same.

ii. Hitch Booster

Through this product, clients will be able to define parameters and keywords to prospect applicants automatically on LinkedIn.