

# Is This the Right Job for You? A Realistic Job Preview

A Realistic Job Preview (RJP) is used to communicate what a job is really like.

## USES FOR A REALISTIC JOB PREVIEW

- ✔ Provides a prospective employee a realistic view of what the job entails
- ✔ Provides a candidate a richer description of the agency and the job
- ✔ Helps the candidate decide if he or she is a good match for the job
- ✔ Can be useful in reducing turnover
- ✔ Can increase the likelihood of job offer acceptance
- ✔ Can have a positive impact on employee satisfaction

## INFORMATION TO INCLUDE IN A REALISTIC JOB PREVIEW

- ✔ What is done on the job and why it is done
- ✔ What makes the agency unique
- ✔ Information applicants are not likely to know or may have unreasonable expectations about

## FACTORS TO CONSIDER WHEN CREATING A REALISTIC JOB PREVIEW

- ✔ How the RJP will be created (e.g., structured observations, meetings with current employees)
- ✔ How the RJP will be distributed (e.g., written material, video, interview)
- ✔ How to present both positive and negative aspects of the job (e.g., follow a negative item with a positive item)
- ✔ When to introduce the RJP (i.e., early or late in the recruiting process)



### Did you know?

- ✔ You can find more on this and other interesting assessment topics at <http://www.opm.gov/policy-data-oversight/assessment-and-selection/>

Implementing a RJP can be very beneficial, but it takes some coordination. Use the checklist below to help you achieve your goal.

### REALISTIC JOB PREVIEW IMPLEMENTATION CHECKLIST

- Develop an Implementation Plan with Timelines:** This plan will explain the need for a RJP and the major steps required to develop the RJP. A pilot test should be included if possible.
- Establish Work Team(s):** Identify the implementation team, including current managers, employees, and human resources staff.
- Assess Current Situation:** Determine if the RJP will be used to resolve a current problem (e.g., too much turnover among new hires) or to proactively avoid a future problem.
- Obtain Management Commitment:** Communicate to management the strategic intent of the RJP and the desired end results. Management support is necessary to ensure successful development and implementation.
- Identify Issues to be Addressed:** Identify relevant job duties and organizational characteristics and the ways the typical employee reacts to both. This information will help inform what should be covered in the RJP.
- Focus on a Few Targeted Issues:** The RJP should ensure the most important job characteristics are readily understood by job applicants and are not lost among other information.
- Balance Negative and Positive Information:** The RJP should match something positive for every piece of negative information provided to the applicant.
- Select a Communication Medium:** RJPs are most often presented through brochures and/or audiovisual methods (A/V). Consider resource and time constraints in selecting a medium.
- Identify the Message Source:** Applicants identify with the message when it is conveyed by incumbents to whom the applicant can relate.
- Determine Where the RJP Fits within the Application Process:** An RJP may be used at various points in the hiring process. Consider presenting an RJP early to enable some applicants to self-select out of the process, minimizing organizational costs.
- Select an Implementation Approach:** Determine whether the RJP will be used for all positions or for targeted positions.
- Create a Communication Plan:** The plan should ensure widespread knowledge of the goals of the RJP and implementation timelines.
- Provide Training:** If applicable, identify and train employees who will participate in the RJP.
- Evaluate the Results:** Monitor implementation and evaluate the RJP process on a periodic basis to ensure the plan is followed and the intended results are achieved. Make adjustments to the RJP as necessary.