



## Realistic Job Previews

A Realistic Job Preview (RJP) helps job applicants decide whether a job is right for them—before going through a selection and hiring process. RJP's have numerous benefits:

- Reducing selection, hiring and onboarding costs for unsuitable candidates
- Attracting a better pool of candidates, including those best suited for the job
- Ensuring that candidates know how to progress through the hiring process
- Helping candidates understand the agency's culture, work values, and position requirements
- Providing an excellent opportunity for agencies to market themselves and their brands

## Aon Consulting's Approach

Components of a typical RJP may entail the following data from your position description:

- Agency's vision and values
- An energizing description of the agency's mission and tasks
- A typical day on the job
- Aspects of the job that are rewarding
- Aspects of the job that are difficult or challenging
- Opportunities for advancement and professional development
- Compensation and benefit realities
- Unique requirements, including work schedules and physical demands
- Steps in the selection process

RJP's come in many forms, from brochures and videos to interactive, web-based multi-media programs.

## RJP's: Worth the Investment

RJP's are considered a 'best practice' in an overall recruitment and hiring process. RJP's reinforce an agency's values and establish expectations for the job. On average, the RJP reduces the applicant pool by 7 - 9%—eliminating candidates not serious about the job or who may turnover quickly. Research shows that providing candidates with detailed information about the position and agency early in the recruitment process will attract candidates more likely to remain on the job.

For more information,  
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For RJP's to be most effective, they must present information about the benefits and challenges inherent in the position. This realistic overview can help candidates decide if they truly want the job they are considering. RJP's motivate some candidates to self-select out of the hiring process, saving agencies the time and expense of processing a candidate who will be a poor fit. RJP's are also an excellent opportunity for agencies to market themselves and their brands. Professionally developed RJP's, such as those created at Aon Consulting and using exciting combinations of text, graphics, and audio can build interest and educate potential candidates and customers.