



Do You See [the potential]?

## Freelance Corrector

### EPSI: Who We Are

We are experts specializing in engagement and talent assessment solutions. Our mission is simple—to provide powerful solutions in psychometric testing and engagement surveys using state-of-the-art technology.

### About The Opportunity

EPSI is currently looking for qualified candidates to fill our contractual freelance corrector positions. Qualified individuals will be mandated to participate in the correction of written tests designed to evaluate competencies as part of selection processes.

### As EPSI's new contractual freelance corrector, you can expect to...

- Receive training from a certified talent assessment expert in order to be accredited for the correction of written tests.
- Perform services including correction of written tests assessing competencies as part of selection processes.
- More specifically, correct the tests according to a detailed and standardized assessment grid.
- Discuss and interact with other proofreaders to validate the corrections in order to reach a consensus.
- Ensure the confidentiality and security of the test material.

### Operational Requirements:

- Must be able to work approximately 10 to 20 hours per week to complete corrections.
- Must have a personal computer with MS Word as well as an Internet connection.

## [EVALUATE]

Following industry standards and trends, EPSI strives to hire not only potential candidates, but also *the best* candidate for the job. The ideal candidate should demonstrate how they meet the following criteria:

## Essential Qualifications

### Education:

- The incumbent has a bachelor's degree in administration, industrial relations, human resources or any other related discipline.

### Experience:

- Experience in a management function will be considered an asset.

### Languages:

- Bilingual essential

### Competencies:

- Attention to detail;
- Analytical skills;
- Written communication
- Autonomy;
- Be organized.

### Salary:

- Correctors will be compensated per graded exam. Compensation is therefore piecework and varies according to the type of correction.. Due to the nature of this contract, EPSI cannot guarantee a minimum number of corrections per week.

If you are interested in applying for this position, please submit your CV and cover letter to: [rh.hr@epsi-inc.com](mailto:rh.hr@epsi-inc.com).

Please note, however, that only candidates selected for the next stage of the selection process will be contacted (i.e. *online exam(s), interview, reference check*).