# **Wake Up Eager Hiring**

Hiring with Profiles TIMESAVER Summary Document

This step-by-step assessment Hiring document will make it easy for any manager to quickly understand how to put people in the right seats. This process is designed to help you match what the job needs for success to the candidate’s strengths, helping you determine the level of job fit.

In employee engagement research, when employees can say that they “get to do what they do best” every day – they are six times more likely to be engaged and committed to the work. And if a twenty-five-person team can say the same, they have 44% higher customer service scores and 38% higher productivity scores.

Reference Notes:

* The abbreviation **PWA** is the **person with the assessment.**
* The Hiring Managers who make the best use of the assessment in hiring decisions have applied these processes to themself and their teams. (Take the assessment and use this process on yourself!)
* IMPORTANT: Remember and apply the [Five Areas of Job Fit](https://suzies-hard-drive.s3.amazonaws.com/Evaluating%2BJob%2BFit-01_CatherineSMedia_USE.png) with [the Car Analogy](https://suzies-hard-drive.s3.amazonaws.com/Car_Analogy_for_Job_Fit-01_2022.png).
* Assessment results should be considered <30% of any management decision.
* Contact Suzie Price with questions or suggestions. suzie@pricelessprofessional.com

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| **STEP 1:** **SEND ASSESSMENT INSTRUCTIONS AND LINK EMAIL:** Send the Candidate (internal or external) the following **sample email** instructions. Contact Suzie for the correct assessment link. Hi CANDIDATE NAME,Thank you for interviewing with COMPANY NAME.  You are asked to complete online assessments as part of our Candidate Process. Please read these instructions carefully.  1. Complete these assessments when you are in your normal state of mind.2. Approach the assessments with an open mind and do what each assessment asks of you.3. Complete these instructions in one sitting with no interruptions. (Allow @ 30 minutes) 4. Use your computer or a larger mobile device, not your phone.To access and complete your assessment - go to  ASSESSMENT LINK.Please reach out to COMPANY CONTACT INFO HERE if you have any questions. |
| **STEP 2: SELECT THE SUPERIOR PERFORMANCE ATTRIBUTES FOR THE JOB & CREATE A POSITION BENCHMARK**Work with the PWA’s\* Manager\*\* to create a Position Benchmark using the Superior Performance Attributes Worksheet. [Checklist and Superior Performance Attributes Worksheet.](https://wakeupeager.s3.amazonaws.com/UHY_DebriefChecklist_SPAWorksheet_Fillable_MASTER_Jan_22_2023.pdf) *\*PWA stands for Person with the Assessment.**\*\*If the Manager is unavailable, use the worksheet and your knowledge to create a Position Benchmark for hiring purposes.* |
| **STEP 3: COMPARE PWA’S ASSESSMENT TO THE POSITION BENCHMARK – ASSESS STRENGTHS AND POTENTIAL GAPS** Once the top attributes for success in the role have been selected, compare the PWA’S assessment results to the Benchmark. Assess matches, gaps, strengths, and blind spots compared to the position. [Debrief Notes Worksheet.](https://wakeupeager.s3.amazonaws.com/UHY_Profile_Debrief_Notes_Worksheet_2023.pdf)  |
| **STEP 4: HIRING MANAGER DEBRIEF CONVERSATION PROCESS, REFERENCE CHECKS, AND TOOLS FOR ADVANCED TRIMETRIX USERS\*\***\*\* Watch this [two-minute video](https://www.loom.com/share/e46e1008f35345698c315acb0ee98329) overview of the process.**ASK THE HIRING MANAGER:** * What do you like about this candidate?
* What concerns do you have?

**REVIEW:*** The Position Benchmark – The Top Job Priorities and Superior Performance Attributes selected for the role.
* Discuss candidate matches, potential gaps, and potential level of risk based on fit.

**PROVIDE:** * [Assessment interview questions](https://suzies-hard-drive.s3.amazonaws.com/ADVanced%2BProfile%2BInsights%2BInterview%2BQuestions-Alpha%2BOrder.doc) for gap areas if a 2nd interview will be held. (Check out [interview questions specific to the Dimensional Balance Page Graph](https://s3.amazonaws.com/wakeupeager/TriMetrixDimensionalBalanceGraph_V1.1_Interview_Discussion_Questions_April2019.docx) clarity and bias scores.)

HOW TO CONDUCT REVEALING REFERENCE CHECKS - Overcome useless reference checks. Get the information you need. [Use this process.](https://wakeupeager.s3.amazonaws.com/Conducting_Revealing_Reference_Checks_PPD_2022.docx)QUICK, DETAILED SUPPORT GRAPH READING REFERENCE CARDS FOR ADVANCED TRIMETRIX USERS:   [Interpreting the Dimensional Balance Page Graph](https://wakeupeager.s3.amazonaws.com/DBPG_Acumen_MJCard_2021.pdf) [Understanding Motivators/Interests](https://wakeupeager.s3.amazonaws.com/Motivators_MJCard_2021.pdf)  [Reading DISC Graphs](https://wakeupeager.s3.amazonaws.com/DISC_GraphReading_MJCard_2021.pdf)  |