



# AIP Debrief Notes Worksheet

## Compare Candidates to the Superior Performance Attributes (SPA) for the Role.

After selecting the SPAs for the role, use this debrief worksheet to systematically determine matches, gaps, strengths, blind spots, and next steps.

Candidate's Name: Sameple Sam Position: Team Lead  
 Reviewer's Name: TOS Training Team Date: 4/13/23

Match Color Code Key:		
Very Strong Match	Good Match >Pop. Mean	Fair Match, < Pop. Mean
Poor Match, < 68% Pop.		
Match is the candidate's score compared to 68% of the population's score, the red bar in each Hierarchy list.		
Column 1: List Benchmark Attributes for the Role.	Column 2 – Compare Candidate to Benchmark.	Column 3 –Note Matches and Gaps. Determine Next Steps.
<b>Attributes – 'Under the Hood', 'Horsepower', Acumen</b>		
Results Orientation	Fair Match	Personal Skill Notes: Follow up: **Developing Others, Accountability for Others, **Leading Others and Results Orientation. Dimensional Balance Page - Low Understanding - look at those questions.
Leading Others	Fair Match	
Developing Others	Poor Match	
Self-Starting Ability	Strong Match	
Influencing Others	Good Match	
Flexibility	Good Match	
Accountability for Others	Fair Match	
*Self-Mgmt/Pers Acct.	Good Match	
<b>Top Motivators – 'Gas in the Tank', Drivers</b>		
Utilitarian/Economic	Good Match	Motivators Notes: Look at Altruistic
Social/Altruistic	Poor Match	
Individualistic/Political	Strong Match	
<b>Top Behaviors – 'How Job/Person Drive', Communication Style</b>		
People-Oriented	Fair Match	Behavior Notes: Look at People Oriented
Versatile	Good Match	
Frequent Change	Good Match	
LEVEL OF RISK NOTES**-> -Lowest Risk = 5 -Fair Risk = 3 -Highest Risk =1	assesment only 2 poor, 4 fair. w/ low und others. Risk score 3.	NEXT STEPS: Review everything you know about this person: background, future goals, interview impressions, reference checks, and how closely this person matches the Superior Performance Attributes,** to determine whether you continue or stop the interview process. If continuing – use the <a href="#">AIP Interview Questions</a> and the <a href="#">Hiring Manager Debrief Conversation process</a> .
**Assessment results are <30% of any management decision.		



### SAMPLE Candidate Compared to Account Manager Benchmark:

Candidate's Name: Conner the Candidate

Position: Account Manager

Reviewer's Name: Suzie Price

Date: 3-2-2022

Match Color Code Key:		
Very Strong Match	Good Match >Pop. Mean	Fair Match, < Pop. Mean
Poor Match, < 68% Pop.		
Match is the candidate's score compared to 68% of the population's score, the red bar in each Hierarchy list.		
Account Manager SPAs:	Conner the Candidate's Match to SPAs	Reviewer Notes:
<b>Personal Skills – 'Under the Hood', 'Horsepower', Acumen</b>		
Diplomacy and Tact	Fair Match	Personal Skills Notes:
Conflict Management	Fair Match	
Interpersonal Skills	Fair Match	
Leading Others	Good Match	
Planning & Organization	Good Match	
Self-Management	Strong Match	
Problem Solving	Good Match	
Customer Focus	Good Match	
<b>Top Motivators – 'Gas in the Tank', Drivers</b>		
Social/Altruistic	Fair Match	Motivator Notes:
Utilitarian/Economic	Good Match	
Individualistic/Political	Strong Match	
<b>Top Behaviors – 'How Job/Person Drive', Communication Style</b>		
People-Oriented	Good Match	Behavior Style Notes:
Interaction	Strong Match	
Versatile	Strong Match	
LEVEL OF RISK NOTES**-> -Lowest Risk = 5 -Fair Risk = 3 -Highest Risk = 1		
**Assessment results are <30% of any management decision.		