

A Checklist for Debriefing a TriMetrix Talent Report – BASIC Process:

Step 1: S.P.A. - Select the **SUPERIOR PERFORMANCE ATTRIBUTES** important to success in the role by using the Basic Debrief Worksheet.

The worksheet will help you think about the priorities for success in the position and then guide you to select: THE TOP THREE descriptors of **communication (behavioral style)** most needed on the job five days a week; the TOP THREE **rewards/motivators/personal, interests, attitudes and values** in the job and THE TOP SEVEN **personal skills** that require mastery in the job.

Step 2: R. & M. - Check Assessment **RELIABILITY** and Review Areas that **MATCH or MIS-MATCH** the Superior Performance Attributes important for success on the job.

To check Reliability - Look at the Dimensional Balance Page graph, the third graph on Page 1. Is the score, on the lower left corner 0.70 - 0.70 or higher?

- If yes, proceed, the report is reliable.

- If no, the candidate may need to complete a retake of the Personal Skills portion of the assessment. Contact your Human Resource Manager.

Compare the Candidate's Results to the Superior Performance Attributes you selected as key for the job. Review how the Candidate scored, above or below population mean, on these pages in their report:

Behaviors. (Candidate's Results - Pages 2 - 5)
Personal, Interests, Attitudes and Values. (Candidate's Results - Pages 6 & 7)
Personal Skills. (Candidate's Results - Pages 8 - 13)

If there are mismatches and use the TriMetrix Interview Questions, found on www.hubtrimetrix.com, for each area measured in your next interview.

Finally, determine if you continue or stop the interview process. Think about everything you currently know about this person: background, future goals, interview impressions, reference checks, assessment results and how closely this person matches the Superior Performance Attributes, to determine whether you continue or stop the interview process.

Watch a Short How To Video and Access Other TriMetrix Assessment Resources, Here:

<http://www.pricelessprofessional.com/hubtrimetrix> Password: **hubtrimetrix**

TRIMETRIX – BASIC, DEBRIEFING PROCESS – WORKSHEET:

Think about the top three to five priorities in the job. List below. Keep these priorities in mind as you select the TriMetrix Superior Performance Attributes (S.P.A.) needed for success on the job:

- 1.
- 2.
- 3.
- 4.
- 5.

Personal Skills - UNDER THE HOOD** : PICK AND RANK TOP 7 NEEDED FOR MASTERY IN THE JOB:

1. ___ **Accountability for Others:** The ability to take responsibility for others' actions.
2. ___ **Conceptual Thinking:** The ability to analyze hypothetical situations or abstract concepts to compile insight.
3. ___ **Conflict Management:** The ability to resolve different points of view constructively.
4. ___ **Customer Focus:** A commitment to customer satisfaction.
5. ___ **Continuous Learning:** The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.
6. ___ **Decision Making:** The ability to analyze all aspects of a situation to gain thorough insight to make decisions.
7. ___ **Developing Others:** The ability to contribute to the growth and development of others.
8. ___ **Diplomacy and Tact:** The ability to treat others fairly, regardless of personal biases or beliefs.
9. ___ **Empathetic Outlook:** The capacity to perceive and understand the feelings and attitudes of others.
10. ___ **Flexibility:** The ability to readily modify, respond to and integrate change with minimal personal resistance.
11. ___ **Goal Achievement:** The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.
12. ___ **Influencing Others:** The ability to personally affect others' actions, decisions, opinions or thinking.
13. ___ **Interpersonal Skills:** The ability to interact with others in a positive manner.
14. ___ **Leading Others:** The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.
15. ___ **Objective Listening:** The ability to listen to many points of view without bias.
16. ___ **Personal Accountability:** A measure of the capacity to be answerable for personal actions. ***
17. ___ **Planning and Organization:** The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.
18. ___ **Problem Solving:** The ability to identify key components of a problem to formulate a solution or solutions.
19. ___ **Resiliency:** The ability to quickly recover from adversity.
20. ___ **Results Orientation:** The capacity to clearly and objectively understand and implement all variables necessary to obtain defined results.
21. ___ **Self-Management:** The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames. ***
22. ___ **Self-Starting Ability:** The ability to initiate and sustain momentum without external stimulation.
23. ___ **Teamwork:** The ability to cooperate with others to meet objectives.

Workplace Motivators (Personal Attitudes, Values and Interests): GAS IN TANK – PICK WHAT THE JOB MOST REWARDS - #1, #2 AND #3 –

1. ___ **Utilitarian/Economic** - Rewards those who value practical accomplishments, results and rewards for their investments of time, resources and energy.
2. ___ **Individualistic/Political** - Rewards those who value personal recognition, freedom, and control over their own destiny and others.
3. ___ **Theoretical/Knowledge** - Rewards those who value knowledge for knowledge's sake, continuing education and intellectual growth.
4. ___ **Traditional/Regulatory** - Rewards those who value traditions inherent in social structure, rules, regulations and principles.
5. ___ **Social/Altruistic** - Rewards those who value opportunities to be of service to others and contribute to the progress and well-being of society.
6. ___ **Aesthetic** - Rewards those who value balance in their lives, creative self-expression, beauty and nature.

Behavioral Trait Descriptors: HOW WE DRIVE - PICK THREE OF THE BEHAVIORS MOST NEEDED THROUGHOUT THE DAY, EVERY DAY:

1. ___ **Analysis** - The job requires compiling, confirming, and organizing information. (DISC Graph: High C, Low I)
2. ___ **Customer Oriented** - The job requires identification and fulfillment of customer expectations. (DISC Graph: High S, Some I)
3. ___ **Competitive** - The job requires assertiveness and a "will to win" in dealing with highly competitive situations. (DISC Graph: High D)
4. ___ **Consistent** - The job requires the ability to do the job the same way on a repeated basis. (DISC Graph: High S)
5. ___ **Following Policy** - The job requires adhering to rules, regulations or existing methods. (DISC Graph: High C)
6. ___ **Frequent Change** – The job requires rapid shifts between tasks. (DISC Graph: High D, Over Low S)
7. ___ **Interaction** - The job requires frequent communication and engagement with others. (DISC Graph: High I)
8. ___ **Organized Workplace** - The job requires establishing and maintaining specific order in daily activities. (DISC Graph: High C, Low I)
9. ___ **Persistence** - The job requires finishing tasks despite challenges or resistance. (DISC Graph: High C, Over High S)
10. ___ **People Oriented** - The job requires building rapport with a wide range of individuals. (DISC Graph: High I & S, I Above S)
11. ___ **Urgency** - The job requires decisiveness, quick response, and fast action. (DISC Graph: High D, Low S)
12. ___ **Versatile** - The job requires adapting to various situations with ease. (DISC Graph: High I & D, Low S & C)