

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

☐ **Step 1: Select the S.P.A. for the Position:** Select the **SUPERIOR PERFORMANCE ATTRIBUTES** important to success in the role by using the S.P.A. worksheet, attached.

The S.P.A. worksheet will help you think about the priorities for success in the position and then guide you to select:

- THE TOP SEVEN **Personal Skills** that must be mastered in the job
- TOP THREE **Rewards/Motivators** for the job and THE TOP THREE descriptors of **communication (behavioral style)** most needed on the job five days a week.

☐ **Step 2: R. & M.** - Check Assessment **RELIABILITY*** of the Candidate's Assessment and Review S.P.A. Areas that **MATCH or MIS-MATCH** between the Job (from the attached Worksheet) and the Candidate's Assessment

MORE ABOUT RELIABILITY: *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.

MORE ABOUT MATCH AND MIS-MATCH: Compare the Candidate's Results to the S.P.A. you selected as key for the job. Review how the Candidate scored, above or below population mean, on these pages in their report:

Personal Skills. (Candidate's Results - Pages 4 - 8)
Motivators. (Candidate's Results – Page 9)
Behaviors. (Candidate's Results - Pages 10 & 11)

If there are mis-matches and use the [TriMetrix Interview questions](#), for each area, in your next interview. *(Interview questions are in alpha order, and grouped by each science.)*

☐ **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.

___ **STOP?** Candidate Notified on this date: _____

___ **CONTINUE** – Follow Up Potential Mis-Match Areas Are:

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.'s) needed for success on the job:

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

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

1. ☐ **Conceptual Thinking** - The ability to analyze hypothetical situations or abstract concepts to compile insight.
2. ☐ **Conflict Management** - Addressing and resolving conflict constructively.
3. ☐ **Continuous Learning** - Taking initiative in learning and implementing new concepts, technologies and/or methods
4. ☐ **Creativity** - Adapting traditional or devising new approaches, concepts, methods, models, designs, processes, technologies and/or systems.
5. ☐ **Customer Focus** - A commitment to customer satisfaction.
6. ☐ **Decision Making** - Utilizing effective processes to make decisions.
7. ☐ **Diplomacy & Tact** - The ability to treat others fairly, regardless of personal biases or beliefs.
8. ☐ **Empathy** - Identifying with and caring about others.
9. ☐ **Employee Development/Coaching** - Facilitating and supporting the professional growth of others
10. ☐ **Flexibility** - Agility in adapting to change.
11. ☐ **Futuristic Thinking** -Imagining, envisioning, projecting and/or predicting what has not yet been realized.
12. ☐ **Goal Achievement** - The ability to identify and prioritize activities that lead to a goal.
13. ☐ **Interpersonal Skills** - Effectively communicating, building rapport and relating well to all kinds of people.
14. ☐ **Leadership** - Achieving extraordinary business results through people.
15. ☐ **Negotiation** - Facilitating agreements between two or more parties.
16. ☐ **Personal Accountability** - A measure of the capacity to be answerable for personal actions.***
17. ☐ **Persuasion** - Convincing others to change the way they think, believe or behave.
18. ☐ **Planning & Organizing** - Utilizing logical, systematic and orderly procedures to meet objectives.
19. ☐ **Presenting** - Communicating effectively to groups.
20. ☐ **Problem Solving Ability** - Anticipating, analyzing, diagnosing, and resolving problems.
21. ☐ **Resiliency** -The ability to quickly recover from adversity.
22. ☐ **Self-Management** - Demonstrating self control and an ability to manage time and priorities.***
23. ☐ **Teamwork** - Working effectively and productively with others.
24. ☐ **Understanding & Evaluating Others** - The capacity to perceive and understand the feelings and attitudes of others.
25. ☐ **Written Communication** - Writing clearly, succinctly and understandably.

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 Traits: DRIVING STYLE - PICK THREE OF THE BEHAVIORS MOST NEEDED IN THE JOB 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)

Measuring Job Fit in Three Areas:

