**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** forthe 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-matchesand use the TriMetrix Interview questions, for each area, in your next interview*. (Interview questions are in alpha order, and grouped by each science.)*

**0.70 – 0.70 or higher…**

**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:
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