



Profile 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: _____ Position: _____

Reviewer's Name: _____ Date: _____

Match Color Code Key:		
Very Strong Match	Good Match >Pop. Mean	Fair Match, < Pop. Mean
Poor Match, < 68% Pop.		
<i>Match is the candidate's score compared to 68% of the population's score, the red bar in each Hierarchy list.</i>		
Column 1: List Benchmark Attributes for the Role.	Column 2 – Compare Candidate to Benchmark.	Column 3 – Note Matches and Gaps. Determine Next Steps.
Attributes – ‘Under the Hood’, ‘Horsepower’, Acumen		
		Personal Skill Notes:
Top Motivators – ‘Gas in the Tank’, Drivers		
		Motivators Notes:
Top Behaviors – ‘How Job/Person Drive’, Communication Style		
		Behavior Notes:
LEVEL OF RISK NOTES**-> -Lowest Risk = 5 -Fair Risk = 3 -Highest Risk =1		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 Interview Questions and the Hiring Manager Debrief Conversation process.
**Assessment results are <30% of any management decision.		