

A Checklist for Debriefing the ADVanced Insights Profile:

Step 1: Select the Superior Performance Attributes (S.P.A.) most critical to success in the role by completing the attached S.P.A. Worksheet.

The S.P.A. worksheet will help you to 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
- TOP descriptor each **communication (behavioral style)** most needed on the job five days a week. Pick one in each category.

Step 2: Check the reliability of the Candidate's assessment and determine the matches and potential gaps, as compared to the Position's S.P.A. Worksheet

MORE ABOUT RELIABILITY: *To check Reliability - Look at the Dimensional Balance Page Graph reliability scores on Page 4, top right, in the Candidate's assessment.

- 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:

Attributes/Personal Skills. (Review Candidate's Results Pages 65 – 70)
Value and Motivation, (Review Candidate's Results Page 31)
Four Components of Behavior. (Review Candidate's Results Pages 6, 11-14)

If there are mismatches, use the [ADVanced Profile Insights Interview Questions](#) in your follow-up interviews. *(Interview questions are in alpha order and grouped by each science.)*

Step 3: 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:

List the three to five priorities in the job. Refer to this list as you select the Superior Performance Attributes (S.P.A.) most needed for success.

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

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

1. ___ **Accountability For Others** - The ability to be responsible for the consequences of the actions of those one manages. (GETTING RESULTS)
2. ___ **Attention To Detail** - The ability to see and to pay attention to details. (GETTING RESULTS)
3. ___ **Attitude Toward Others** – The ability to maintain a positive, open, and objective attitude towards others. (INTERPERSONAL SKILLS)
4. ___ **Balanced Decision Making** - The ability to make consistently sound and timely decisions in one’s personal and professional life. (WORK ETHIC)
5. ___ **Concrete Organization** - The ability to understand essential factors of a situation and bring together all necessary resources. (MAKING DECISIONS)
6. ___ **Conceptual Thinking** – The ability to see the big picture, determine direction, and how resources should be used to attain future goals. (MAKING DECISIONS)
7. ___ **Consistency and Reliability** - The capacity to regularly and dependably engage in and complete tasks or processes in personal or professional efforts. (GETTING RESULTS)
8. ___ **Following Directions** – The ability to hear, understand, and follow directions with a willingness to postpone making personal decisions until one has listened to what they are being asked to do. (MAKING DECISIONS)
9. ___ **Freedom From Prejudices** - The ability to prevent prejudices from affecting an interpersonal relationship. (INTERPERSONAL SKILLS)
10. ___ **Intuitive Decision Making** - The ability to accurately turn intuitive perceptions about a situation into a decision or action. (MAKING DECISIONS)
11. ___ **Job Ethic** - The ability and level of personal commitment to the execution of a specific task. (WORK ETHIC)
12. ___ **Meeting Standards** - The ability to see and to understand the standard requirements established for a job and one's commitment to meeting them. (WORK ETHIC)
13. ___ **Project and Goal Focus** - The ability to stay on target regardless of circumstances. (GETTING RESULTS)
14. ___ **Personal Commitment** - The ability to focus and to stay committed to a task: a measure of internal, personal commitment. (GETTING RESULTS)
15. ___ **Realistic Expectations** - The ability to set realistic time frames and well-defined standards of quality performance and production for others to follow. (INTERPERSONAL SKILLS)
16. ___ **Respect For Policies** - The ability to appreciate the value of conducting business affairs according to the intent of company policies and standards. (WORK ETHIC)
17. ___ **Results Orientation** - The ability to identify the actions necessary to complete tasks and to obtain results. (GETTING RESULTS)
18. ___ **Surrendering Control** - The ability to surrender control of a given situation or outcome to another person or a group of people. (GETTING RESULTS)(INTERPERSONAL SKILLS)
19. ___ **Theoretical Problem Solving** – The ability to mentally envision a situation, then manufacture the appropriate response to resolve the problem. Can identify future problems and formulate the appropriate steps, which would be needed to correct them. (MAKING DECISIONS)
20. ___ **Using Common Sense** - The ability to focus on practical thinking, to see the world clearly, and to make common-sense decisions. (MAKING DECISIONS)

Values and Motivation: GAS IN TANK– PICK WHAT THE JOB MOST REWARDS - #1, #2, #3**

1. ___ **Aesthetic** - Rewards those who value balance in their lives, creative self-expression, beauty, nature, and focusing on how things look and feel.
2. ___ **Economic** - Rewards those who value practical accomplishments, bottom-line results, and return on time, resources, energy, and investments.
3. ___ **Individualistic** - Rewards those who value personal recognition, freedom, standing apart, and freedom of personal expression.
4. ___ **Political** - Rewards those who value being the leader and having influence and control over one's environment or destiny.
5. ___ **Altruistic** - Rewards those who value opportunities to serve others, remove pain and suffering, and contribute to the progress and well-being of society.
6. ___ **Regulatory** - Rewards those who value traditions with a drive to establish order, routine, and structure through standards and protocols.
7. ___ **Theoretical** - Rewards those who value continuing education, intellectual growth, rational thinking, reasoning, and problem-solving.

Behavioral Traits: DRIVING STYLE - PICK ONE IN EACH CATEGORY, MOST NEEDED ON THE JOB, FIVE DAYS A WEEK**

PROBLEMS:

- a. ___ **Higher D** - The position requires that new problems are quickly and assertively solved with an active and direct approach. Must be willing to take risks.
- b. ___ **Lower D** - The position requires that new problems are solved in a controlled and organized manner by thinking things through carefully before acting.

PEOPLE:

- a. ___ **Higher I** - The position requires that one meets new people in an outgoing, gregarious, talkative, and socially assertive manner.
- b. ___ **Lower I** - The position requires that one meets new people in a controlled, quiet, reflective, and reserved way.

PACE:

- a. ___ **Higher S** - The position requires a deliberate, predictable, disciplined, and steady pace.
- b. ___ **Lower S** - The position requires a flexible, dynamic, high-activity pace with lots of change.

PROCEDURE:

- a. ___ **Higher C** - The position requires someone who adheres to rules, standards, policies, and protocol, with a focus on quality control.
- b. ___ **Lower C** - The position requires someone who operates independently from the rules and standard operating procedures, with a focus on the bottom line.