



# AIP 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.  |
| <b>Attributes – ‘Under the Hood’, ‘Horsepower’, Acumen</b>   |  |   |
|  |  | Personal Skill Notes:   |
|  |  |   |
|  |  |   |
|  |  |   |
|  |  |   |
|  |  |   |
|  |  |   |
| <b>Top Motivators – ‘Gas in the Tank’, Drivers</b>   |  |   |
|  |  | Motivators Notes:   |
|  |  |   |
|  |  |   |
| <b>Top Behaviors – ‘How Job/Person Drive’, Communication Style</b>   |  |   |
|  |  | Behavior Notes:   |
|  |  |   |
|  |  |   |
| LEVEL OF RISK NOTES**-><br>-Lowest Risk = 5<br>-Fair Risk = 3<br>-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 <a href="#">AIP Interview Questions</a> and the <a href="#">Hiring Manager Debrief Conversation process.</a> |
| **Assessment results are <30% of any management decision.  |  |   |



### SAMPLE Candidate Compared to Account Manager Benchmark:

Candidate's Name: Conner the Candidate

Position: Account Manager

Reviewer's Name: Suzie Price

Date: 3-2-2022

| 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> |                                      |                         |
| Account Manager SPAs:  | Conner the Candidate's Match to SPAs | Reviewer Notes:         |
| <b>Personal Skills – 'Under the Hood', 'Horsepower', Acumen</b>  |                                      |                         |
| Diplomacy and Tact   | Fair Match                           | Personal Skills Notes:  |
| Conflict Management  | Fair Match                           |                         |
| Interpersonal Skills   | Fair Match                           |                         |
| Leading Others   | Good Match                           |                         |
| Planning & Organization  | Good Match                           |                         |
| Self-Management  | Strong Match                         |                         |
| Problem Solving  | Good Match                           |                         |
| Customer Focus   | Good Match                           |                         |
| <b>Top Motivators – 'Gas in the Tank', Drivers</b>   |                                      |                         |
| Social/Altruistic  | Fair Match                           | Motivator Notes:        |
| Utilitarian/Economic   | Good Match                           |                         |
| Individualistic/Political  | Strong Match                         |                         |
| <b>Top Behaviors – 'How Job/Person Drive', Communication Style</b>   |                                      |                         |
| People-Oriented  | Good Match                           | Behavior Style Notes:   |
| Interaction  | Strong Match                         |                         |
| Versatile  | Strong Match                         |                         |
| LEVEL OF RISK NOTES**-><br>-Lowest Risk = 5<br>-Fair Risk = 3<br>-Highest Risk = 1                                   |                                      |                         |
| **Assessment results are <30% of any management decision.  |                                      |                         |