Using the Predictive Index® in Talent Acquisition

When you receive a requisition for a hire, please follow these steps:

**Step 1: Create the Behavioral Job Profile (PRO)**

✓ Ask the hiring manager for 3-5 people who can provide feedback about the position.
✓ Send the PRO checklist to those individuals; it will take them no more than 15 minutes to complete.
✓ When the PRO results have been returned to you, examine the responses for consistency.
✓ Create a final Job Pattern in accessPI by combining the PRO responses you received from the group.
✓ Produce the PRO Summary Report to assist with your evaluation; send this to the hiring manager.

**Step 2: Collect Data from Final Candidates (PI)**

✓ Send the PI survey to as many candidates as you feel is appropriate.
✓ Produce the PI Summary Report for each candidate to assist with your evaluation.

**Step 3: Compare the Person to the Job**

✓ Compare the PRO to the SELF (top) graph of each candidate's PI results; note significant differences.
✓ Create a PI Interview Guide for each candidate that will be invited to an in-person interview.

**Step 4: Provide Documentation to Hiring Manager**

✓ **I. Before the interviews, produce from accessPI:**
  - PRO Summary Report: The requirements of the job, as defined by the hiring manager and other PRO participants.
  - PI Summary Report(s): Easy-to-understand report of candidate behaviors, work preferences, and management strategies.
  - PI Interview Guide(s): A set of eight interview questions for each candidate, based on comparison to the PRO.

✓ **II. After a hiring decision, produce from accessPI:**
  - PI Coaching Guide: A set of twelve 1-on-1 coaching/development topics for the manager and new hire.