



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.



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