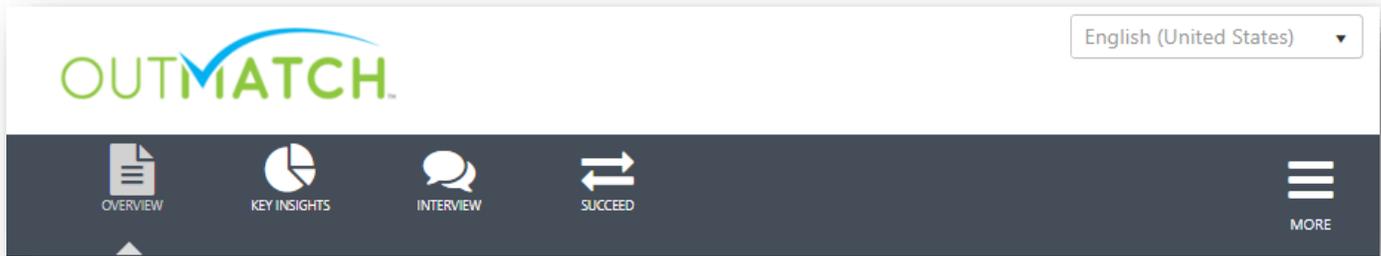


OutMatch Assessment Report Guide

for Professional & Management Roles - Behavioral Match

Welcome to your **OutMatch Report Guide for Professional and Management Roles!** OutMatch reports provide insight into an individual's innate style and tendencies as well as provides competency-based interview guides and development suggestions and resources. The following guide will walk you through the process of reviewing and leveraging these results as part of your talent selection and employee development initiatives. There are several different components or sections available in your report.



- ✓ **Overview:** Provides an overall snapshot of the results
- ✓ **Key Insights:** Provides additional detail and interpretation
- ✓ **Interview:** Competency based interview questions
- ✓ **Succeed:** Provides additional insight into potential of individuals against other positions
- ✓ **More:** Access the full **Development Report**, and **Download** or **Share** selected sections of the Assessment Report with others

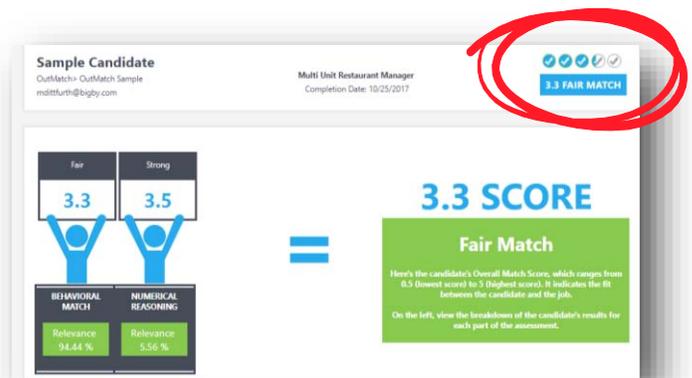
OVERVIEW

Review overall score, strengths, and weaknesses.

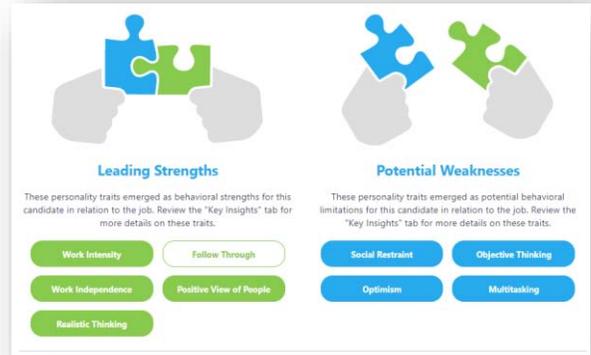
The overall recommendation will always be on the top right corner of the report. Though the labels may change, individuals can have an overall recommendation between 0.5 and 5.0. For talent selection, leverage the overall recommendation to quickly screen out low scoring candidates and prioritize others.

Matchings (i.e., the blue figures) will break down overall scores by measure and relevancy.* Review the results for each measure to help you understand whether the individual was particularly strong in one area or if a certain measure impacted the overall score more than another.

*Relevancy is the weight of that measure when calculating the overall score. Surveys with only one measure will not display Matchlings and will have a relevancy of 100%.



The Overview will also provide you with information about where this person ranks relative to other individuals who have taken the assessment for the same job within the last 60 days. Not only is this a great way to gain insight into the job-match quality of each individual, but it also provides insight into the quality of your applicant or employee population. This number is dynamic and may change as the number of assessments for this job increases. *Note: This graphic will only display after a minimum of 10 assessments have been completed for that job.*



The assessment measures a wide variety of traits to gauge the individual’s likelihood for success in a specific role. The Leading Strengths and Potential Weaknesses section provides an at-a-glance summary of the traits which fall within and outside of the ideal ranges. Clicking on the name of each trait will provide you with a definition below. On the Key Insights screen, you will see additional details for each of the measured traits, as well as important competencies for this job.

KEY INSIGHTS
Review job fit by trait and competency.

The Key Insights section provides detail about all competencies and traits that were measured in the survey. It is divided into two sections: Job-Match and Competencies.



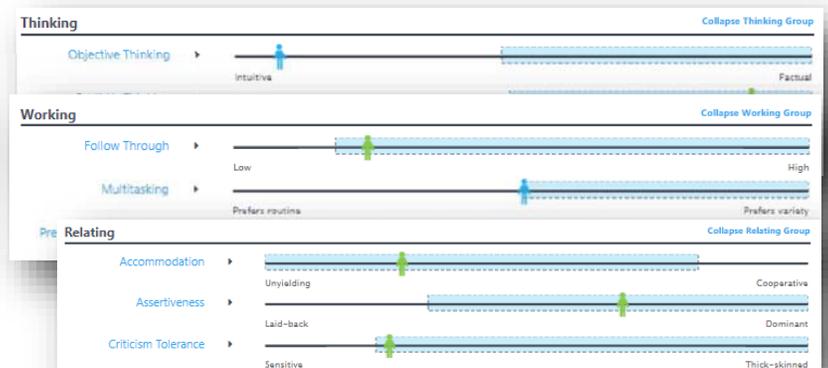
Within **Job-Match**, you will see how each person measured on various traits assessed in the survey. The individual’s score for each trait is noted by a Matchling icon. The Matchling’s position along the scale is an indicator of the individual’s score relative to a general population: **Green Matchlings** indicate a score within the ideal range (i.e., the blue shaded region) for that trait, and **Blue Matchlings** indicate a score outside of the ideal range. High scores are not necessarily better; low scores are not necessarily bad. The optimal range will depend on the impact of that characteristic on overall job fit for each role. Only the traits which impact the overall recommendation will display with a match range on the report.

Traits will fall into one of three categories:

Thinking: This section scores personality traits which impact thought processes and decision-making.

Working: This section scores personality traits which impact work approach and task accomplishment.

Relating: This section scores personality traits which impact interactions with others.



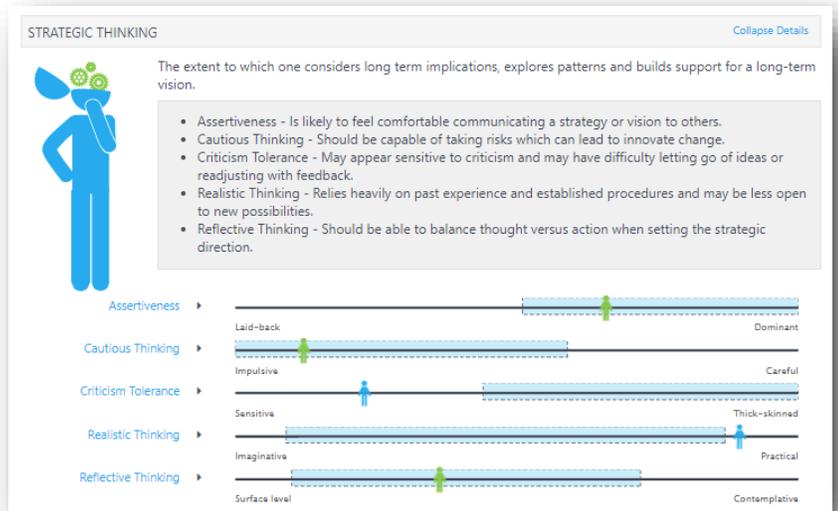
By clicking on the name of each trait or clicking

Expand All, you can see the definition for each trait and the subsequent Key Insight Narrative. Key Insights are descriptive interpretations of the results. The narrative will differ based on each person’s score.

The **Competencies** tab delves deeper into how the individual performed on each competency. Each competency has a series of underlying personality traits which have been identified as contributing to success in that competency area. The shaded range for each trait is the ideal scoring range on that trait for that competency.

Like the Job-Match tab, **Green Matchlings** indicate that an individual scored within the ideal range and **Blue Matchlings** indicate an individual scored outside of the ideal range. The Matchling's position indicates the person's score relative to a general population.

For example, in the picture to the right, the individual has scored near the 10% mark on Cautious Thinking. This means that 90% of test takers scored higher on that scale. In addition, the Matchling is green and inside of the shaded area indicating that the individual's score is within the ideal range for this competency.



INTERVIEW
Prepare for and conduct the interview.

The purpose of the interview section is to provide a guide for the interview itself. Using a standard interview guide ensures that your organization is using a consistent interview process.

There are three main components within the Interview section of the report:

- ✓ Opening Questions
- ✓ Competency Questions
- ✓ Follow-Up Questions

Opening questions set the stage for the interview and ask questions to capture general information about the candidate, such as work history or interest in the role.

Competency questions are based on the hiring profile and are focused on gathering information to help hiring managers effectively evaluate a candidate's strengths in particular competency areas.

INTERVIEW

Are you as prepared as your candidate for the interview? Great interviews always include these three things: a structured format, job-related questions, and consistency across candidates.

Use the structured interview questions below to gather additional insights into this candidate's match to the job. Follow this process for other job candidates. This creates a level playing field, enabling you to compare candidates using the same standard.

[Interested in learning more? Interview Best Practices](#)

OPENING QUESTIONS

1. Please tell me about your work history. How has your previous work experience prepared you to take on the challenges of this role?
2. Tell me about what attracted you most to this position. What prompted you to apply for this job?
3. Describe your ideal work environment. In what type of situation and office culture do you feel you perform best?
4. We all have preferences when it comes to supervisory style and the type of manager with whom we work most effectively. What type of oversight and interaction do you prefer from a manager? Why do you feel this helps you work most effectively?

DEVELOPING LEADERS

Tell me about a time when you acted as a mentor or coach to someone. How did you influence that person, and what improvements did you see in that person's knowledge or skills? What, if anything, did you gain from the relationship?

Tell me what things you have done in the past to ensure people who worked for you were given the resources and opportunities to grow. How did you decide which employees received which growth or development opportunities?

Follow up questions are based on each candidate’s assessment results. There will be a follow up interview question generated for each trait which scored outside of the ideal range. These questions help hiring managers evaluate the impact of the development opportunities identified in the assessment. In many cases, candidates may have developed work patterns or behaviors to overcome those weaknesses in a business environment.

FOLLOW-UPS

For the following competency(ies): **Influencing**, the candidate scored **below** the match area for Accommodation.

Tell me about a time when you had to respond to a request that seemed unreasonable. What was the request? How did you respond?

(Listen for an attempt to meet the need to the best of their ability.)

SUCCEED
View individual potential for other roles.

Succeed is a powerful tool for comparing assessment results for candidates and high potential employees across similar jobs and for potential future roles within your organization. Navigating the Succeed module is easy and can be completed in just a few clicks when viewing an individual’s assessment report.

1. Navigate to the Succeed module on the Assessment Report.
2. Click **Choose Job** to view eligible job profiles in your account.
3. Select up to 4 other scoring profiles and click **Start**.
4. The Succeed module will show an overview of the individual’s Match Scores, Top Scoring Competencies, and/or Leading Strengths and Potential Weaknesses* for the selected Jobs.
5. To review results for a specific Job in more detail, **View Report** to open a full Succeed Report, containing shareable Overview, Key Insights, and Interview sections, as well as a full Development Report.

The screenshot shows the Succeed module for a candidate named Cassie. It displays scores for five roles: Market Sales Coordinator (3.2), Sales Consultant (4.3), District Sales Manager (3.8), Sales Account Executive (3.2), and Business Development (2.9). Below the scores, there are sections for '3 TOP SCORING COMPETENCIES' (Work Organization, Delivering Results, Relationship Management) and 'LEADING STRENGTHS' (Critical Thinking, Great Interest, Follow Through, Positive View of People, Work Tenacity). It also lists 'POTENTIAL WEAKNESSES' (Cautious Thinking, Social Network, Optimism).

DEVELOPMENT
Set your new hires and employees up for success.

Under the **MORE** menu, the full employee-facing **Development Report** provides onboarding and development tips based on the individual’s responses on the assessment. New hires, high potentials, and leaders alike can learn to better leverage their strengths and focus in on opportunities for improvement.

The Development Report is unique to each person based on the assessment results, and contains real world tips and development content designed to be shared directly with the employee. The dynamic report can be emailed to the employee or downloaded and printed to be provided as a hard copy.

The screenshot shows the Development Report for Sally Supervisor. It includes an 'Overview' section with a message: 'Your development journey begins here! You recently completed the OutMatch Assessment, a work-related measure of your unique strengths. This Development Report will help you to discover more about those strengths, and how they influence the way you work. Start by reviewing the summary details below before moving on to the next page.' Below this are two main sections: 'Leading Strengths' (with tips like Accommodate, Empower, Provide Feedback) and 'Potential Weaknesses' (with tips like Practice for Success, Transition Slowly, Build Resilience, Work Intensity).



SHARE and DOWNLOAD
 Configure reports to share via email or download as PDF.

Collaboration is a key part of the selection process, and sharing tips and resources with your talent is essential for individual development and personal growth. It is crucial to get the right information into the right hands quickly and simply. Efficiently send copies of the reports through the **Share** and **Download** features on each report.

To ensure that only the most relevant information is shared, you also have the ability to select which parts of the report to distribute.

Recipients will receive a link to the report through email. Please keep in mind that once a link is sent to an individual, it cannot be recalled or deactivated. This is an especially important consideration when providing employees access to a development report. Avoid accidentally sending individuals the selection pieces by always double checking your recipient list prior to sending.

To send reports to multiple recipients, separate emails with a comma.

Choose whether to show scores

Show Score
Include match information and scores to share
 Note: Match information and scores must be included for the 'Succeed' option to be available.

Choose the pages you want to share

Overview

Key Insights

Interview

Succeed

Recipient(s) Email Address

Separate multiple recipients with a comma or semicolon.

Subject

Assessment Report of {CandidateFirstName} {CandidateLastName}

Body

B I U ☰ ☰ ☰ ☰

Insert Tokens ▾

Assessment Report of {CandidateFirstName} {CandidateLastName} has been shared with you, for the Job: {JobName}.
 Click the link below to access your report.