

Checklist for using the Report in Interviews

1. Prepare: form hypothesis the Interview	
Read the Report, chose multiple interesting results related to the role	
Form Hypothesis about the candidate that need testing in the interview (see step 3)	
Combine a few of the results	
2. Introduction: Setting the scene	
Introduce yourself and break the ice	
Relax the candidate and build rapport	
Explain why they were asked to complete the personality questionnaire	
Explain why the questionnaire was used and what it measures	
Explain the self-report nature of the questionnaire – there are no rights or wrongs	
Explain the reliability of the results – not infallible	
Explain how the questionnaire is scored – norm comparison used	
Describe boundaries of confidentiality for the assessment results	
3 & 4. Discussion and Exploration	
Describe scale results accurately and meaningfully	
Use the right interpretation language and avoid using scale labels – describes behaviours	
Balance your share of the talking and help the candidate develop insights	
Emphasise self-report and norm-based status of the information	
Ensure understanding of the results	
5. Conclude	
Summarize discussion and reflect back	
Invite reactions to the results and thank the candidate	