HUMANOSTICS®

WELCOME !

THIS ONBOARDING GUIDE IS THE NEXT STEP TOWARDS CHANGED AND EVEN BETTER HUMAN CAPITAL MANAGEMENT IN YOUR COMPANY

START ONBOARDING

BROUGHT TO YOU BY HUMANOSTICS

- YOUR PI CERTIFIED ELITE PARTNER

INTRODUCTION

WELCOME:

We are very exited to welcome you to the world of PI and to introduce you to our team and what we have to offer you. You will work closely with us, and we look forward to establishing a close partnership.

HOW TO NAVIGATE ?

This onboarding folder is interactive and by clicking on the static menus located to the left you can quickly access the relevant topic. We would love you to work your way through the entire folder, but the index to the left is your shortcut.

WHY SHOULD YOU READ THIS ?

With this onboarding guide we aim to get you up and running as fast as possible, making sure that you are introduced to all relevant aspects of PI and Humanostics.

WE ARE DELIGHTED TO HAVE YOU ONBOARD AND OUR TEAM OF PI EXPERTS IS READY TO ASSIST YOU

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ENJOY OUR HUMANOSTICS ONBOARDING

OUR TEAM – MEET THE PI EXPERTS

Founded in 2009, Humanostics consists of a team of dedicated and passionate PI experts. Our unique expertise within recruitment, personal development, establishing the right teams and organisational analysis and development, takes offspring in distribution rights to market-leading assessment tools, which this guide will tell you a lot more about.

We are located in Hellerup, Denmark, and apart from Denmark we operate in UK, Norway, Poland, Iceland, Benelux, Germany, South East Asia, and Australia

WE LOOK FORWARD TO WORKING WITH YOU AND ETABLISHING A LONGLASTING PARTNERSHIP

JESPER PRÆSTENSGAARD	PERNILLE FLENSTED-JENSEN	MIE SCHEUER NÆBLERØD	KAREN LYSHOLM	IMAD BELKACEM	CHRISTA LYSHOLT	PARIA PEYMAN	MORTEN LØKKEGAARD	MILANIE MARTINEZ
Humanostics Europe	Humanostics Europe	Humanostics Europe	Humanostics Europe	Humanostics Europe	Humanostics Europe	Humanostics Europe	Humanostics Asia	Humanostics Asia
JEP@humanostics.com	PFJ@humanostics.com	MSN@humanostics.com	KLY@humanostics.com	IMB@humanostics.com	CLL@humanostics.com	PPE@humanostics.com	MOL@humanostics.com	MEL@humanostics.com
+45 6066 9721	+45 2293 2327	+45 5386 0535	+45 2938 1404	+45 5387 0535	+45 6110 6686	+45 6110 6685	+65 8182 2443	+65 9299 0532

THIS TIMELINE GIVES YOU AN OVERVIEW OF STEPS TO TAKE TO BEGIN THE PI JOURNEY. BE SURE TO REACH OUT WHEN YOU'RE READY FOR THE GRAND SYSTEM TOUR

Week 0 **1-2 Weeks** **1 Month** **Onwards …**

SIGN

the contract. System access is provided shortly after the agreement is in place.
You will need to decide who your super user should be.

ATTEND

PI Training. Key HR personnel attend 'Predictive Index Seminar'. In-house training for hiring managers is scheduled.

FAMILIARISE

yourself with the assessments. Practice giving feedback and study the PI Software guide - provided by the Humanostics team.

PARTICIPATE

in WebEx to learn the administration aspects of PI JA, BA, and CA. Reach out when you are ready for this online demonstration.

JOIN

annual refreshers. During this networking activity we discuss old and introduce new aspects of PI and you get a chance to connect with other PI Practitioners.

BUILD

your skills through the use of the learning platform LEARN and register for our LinkedIn group to stay updated on new aspects of PI.

USE

the Humanostics team when you are in doubt or need advice etc.

We are here to help!

WHO SHOULD ATTEND?

We recommend that HR professionals and selected managers register to attend the PI workshop 'Predictive Index Seminar'.

The training covers PI Job Assessment, PI Behavioral Assessment and PI Cognitive Assessment, and the application of the tools.

Read more about the course here

WHAT WILL YOU GET OUT OF IT?

Leverage the Hire, Inspire framework to accurately define the true requirements of a specific role, hire top performers who naturally have what it takes to deliver on your business plan and keep them engaged and inspired through the use of PI across the entire employee life cycle.

FIND TRAINING DATES

We conduct workshops in Denmark, Germany, France, Netherlands, Poland and Singapore regularly as well as virtual workshops.

Contact your consultant or training@humanostics.com if you need training outside these areas.

Find workshop dates and book your seat now ...

| Drive Results with Talent | HR PROFESSIONALS, EXECUTIVES | Covers all aspects of PI and how to utilise the tools in the organisation for business challenges by uncovering the people challenges that lie behind them. Provides hand-on practice with PI tools. | ❖ Gain in-depth understanding of the PI BA pattern
❖ Obtain skills to analyse needs and predict behaviour
❖ Obtain skills to provide guidance to others regarding management, hiring, coaching and team development
❖ Giving feedback on a PI profile | 2 days or 6 x 2.5 hrs | |

WE HAVE OTHER WORKSHOPS AVAILABLE - READ MORE HERE

YOU NOW HAVE ACCESS TO APPLY THE "HEAD" ASSESSMENTS PI BA & PI CA SUPPORTED BY PI JA.

PI JOB ASSESSMENT (PI JA)
The online questionnaire helping you define the role and the associated personality profile and cognitive capacity matching this job, i.e., a person who will be motivated and thrive in this job.
Completion time: 10-15 minutes.
Completed by: stakeholders for the job
Languages available: 21

PI BEHAVIORAL ASSESSMENT (PI BA)
The psychometric personality profiling tool, measuring the individual's motivational drives and work-related behaviour associated herewith.
Completion time: 5-10 minutes.
Completed by: candidates, existing employees.
Languages available: 68

PI COGNITIVE ASSESSMENT (PI CA)
The cognitive test, measuring the individual's ability to attain new knowledge on the job, the degree of turnover from experience, problem solving, adaptation and discernment based on complex information.
Completion Time: 12 minutes
Completed by: Candidates
Languages available: 64

BRIEFCASE ASSESSMENTS (COMPETENCIES)

LEADERSHIP PERFORMANCE INDEX (LPINDEX)
360 assessment consolidating input from self, manager, peer and direct reports. Available for Leading Others, Leading Leaders, Functional Leaders and Business unit leaders.
Completion Time: 20-25 minutes.
Completed by: Leaders.
Languages available: 15

SELLING SKILLS ASSESSMENT TOOL (SSAT)
Selling skills assessment evaluating the sales force providing individual and company-wide insight into strengths and areas of growth within the 5 aspects of all selling processes. Open, Investigate, Present, Confirm, Position.
Completion time: 20-25 minutes.
Completed by: Existing sales force. Languages available: 19

HEAD

HEART

BRIEFCASE

© Predictive Index, LLC

"BRIEFCASE" ASSESSMENTS ARE SUPPLEMENTARY. FIND MORE INFORMATION ABOUT THE ASSESSMENTS ON OUR WEBSITE.

WHAT DOES THE IDEAL RECRUITMENT PROCESS LOOK LIKE IN YOUR COMPANY ?

The process presented here is our recommendation supported by the PI software.

Applying assessments early in the process ensures objectivity and reduces the risk of mirror-hiring.

To get the most out of the software this is the process to approximate.

Make job description – high level

Create job target (PI Job Assessment (PI JA))

Reach consensus and identify non-negotiables

Make detailed job description and advertisement

Review applications and resumés – select candidates

Pre HR interview – Send PI BA & PI CA

Create Interview Kit for 1st interview

1st interview + onsite PI CA

Post 1st interview - selection

2nd & 3rd interview

Final hiring decision

Hire and onboard

THIS IS OUR RECOMMENDATION, WHICH ENSURES OBJECTIVITY EARLY IN THE PROCESS

REMEMBER THAT YOU NEED TO FIND OUT WHAT WORKS FOR YOU

ASK YOURSELF: WHICH BEHAVIOURAL TRAITS AND COGNITIVE CAPACITY ARE REQUIRED IN THIS JOB?

Hiring successfully depends on a number of factors, but the ideal starting point is agreement on what it takes to be successful in the job. By applying the job profiling tool PI JA (PI Job Assessment) you can define the work-related needs and motivational drives and the cognitive capacity necessary to succeed in a given position.
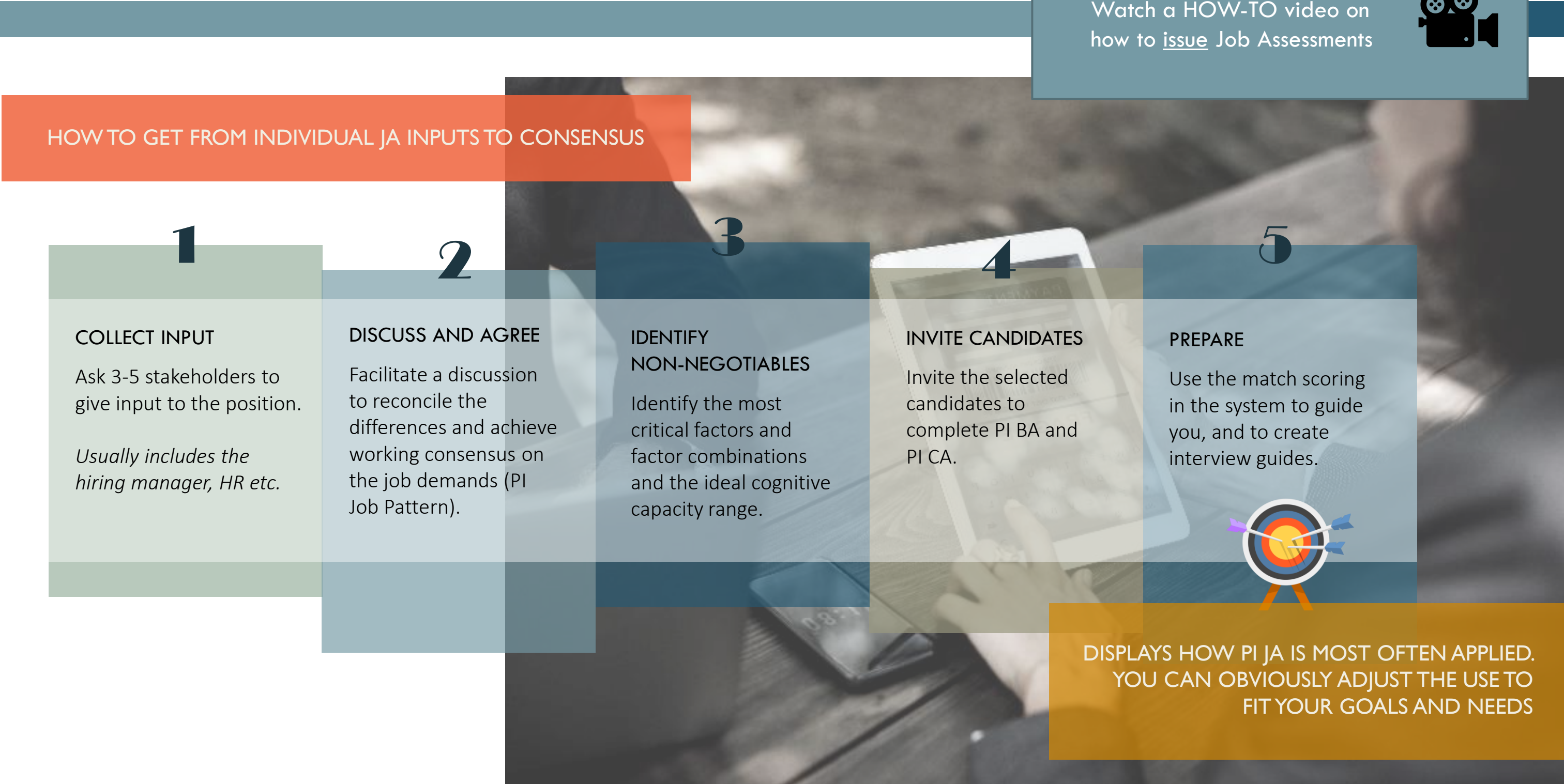
You compare the output to the candidate's profile (PI BA) and cognitive score (PI CA) and identify fits and gaps. The interview guide helps you structure the interview and ask the right questions.

PI JA HELPS YOU IDENTIFY THE CANDIDATE THAT FITS THE JOB IN QUESTION

PI USED HERE

Watch a HOW-TO video on how to _issue_ Job Assessments

HOW TO GET FROM INDIVIDUAL JA INPUTS TO CONSENSUS

1

COLLECT INPUT

Ask 3-5 stakeholders to give input to the position.

Usually includes the hiring manager, HR etc.

2

DISCUSS AND AGREE

Facilitate a discussion to reconcile the differences and achieve working consensus on the job demands (PI Job Pattern).

3

IDENTIFY NON-NEGOTIABLES

Identify the most critical factors and factor combinations and the ideal cognitive capacity range.

4

INVITE CANDIDATES

Invite the selected candidates to complete PI BA and PI CA.

5

PREPARE

Use the match scoring in the system to guide you, and to create interview guides.

DISPLAYS HOW PI JA IS MOST OFTEN APPLIED. YOU CAN OBVIOUSLY ADJUST THE USE TO FIT YOUR GOALS AND NEEDS

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PI JA HELPS YOU ASSESS HOW WELL THE CANDIDATE FITS THE JOB IN QUESTION

PI BA: IDENTIFY AN INDIVIDUAL'S MOTIVATIONAL DRIVES (A,B,C,D) RELATED NEEDS AND ASSOCIATED BEHAVIOUR

Watch a HOW-TO video on how to issue PI BA and collect reports

The core drives and their complex interconnectedness constitute a PI Behavioral Pattern that help you predict certain types of behaviour tied to success in the job.
Your candidates and employees have different needs and preferences for the type of work that invigorates them, and they are driven to succeed in different ways – you will be able to understand these needs and motivations by applying PI BA.

A PI Pattern is mapped in a graphical output (presented to the right) and displays the intuitive (SELF), adapted (SELF-CONCEPT) and observable behaviour (SYNTHESIS)
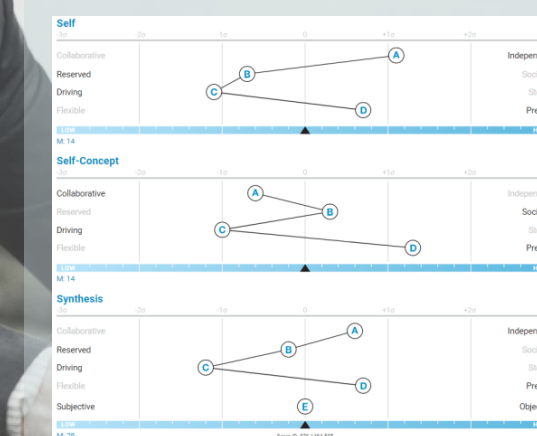
SELF: THE INDIVIDUAL'S BASIC DRIVES AND NEEDS, 'WHAT COMES NATURALLY'

SELF-CONCEPT: THE INDIVIDUAL'S PERCEIVED NEED TO ADAPT IN THE CURRENT ENVIRONMENT

SYNTHESIS: THE OBSERVABLE BEHAVIOUR

DON'T SPEND HOURS GETTING TO KNOW A CANDIDATE. APPLY PI BA EARLY AND GET MORE INSIGHT

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PI BA IDENTIFIES MOTIVATIONAL DRIVES AND NEEDS

What is The Predictive Index?
PLAY VIDEO

PI BA: ANALYSING A PI PATTERN AND IDENTIFYING RELATED NEEDS AND ASSOCIATED BEHAVIOURS

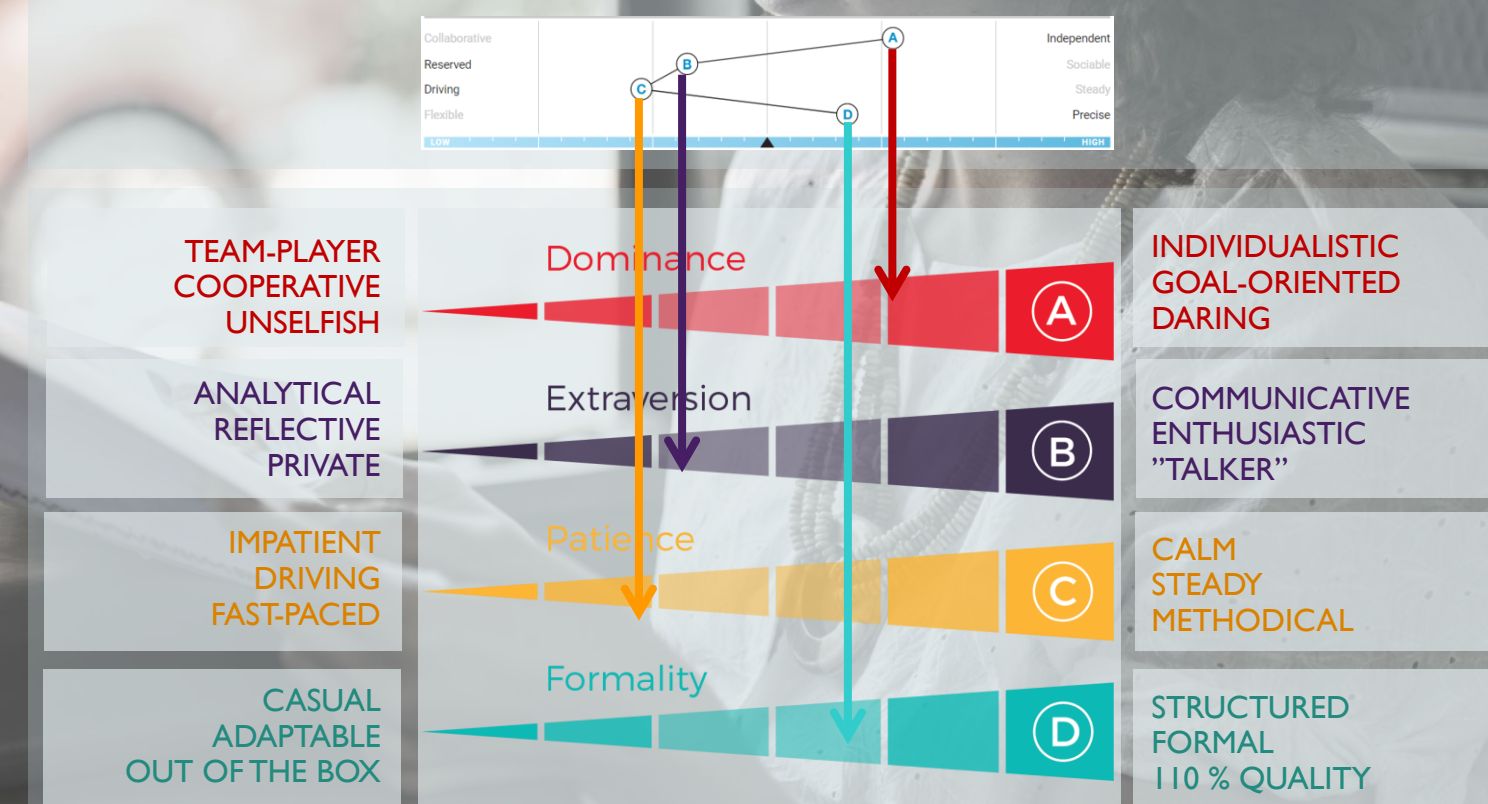Upon certification you will start analysing PI Patterns.

STEP 1: FACTOR PLACEMENT

The triangle (middle of the pattern) is your starting point, and factors to the right are high, whereas factors to the left are low. Don't worry! You will quickly memorise behaviour associated with a factor being either high or low.

STEP 2: FACTOR COMBINATIONS

This includes diving into the complex interconnectedness of the factors to learn how these affect the behaviour of the individual you are analysing.

THE DRIVES ARE ANALYSED AND ASSOCIATED BEHAVIOUR IS EVIDENT

TEAM-PLAYER COOPERATIVE UNSELFISH	Dominance	A — INDIVIDUALISTIC GOAL-ORIENTED DARING
ANALYTICAL REFLECTIVE PRIVATE	Extraversion	B — COMMUNICATIVE ENTHUSIASTIC "TALKER"
IMPATIENT DRIVING FAST-PACED	Patience	C — CALM STEADY METHODICAL
CASUAL ADAPTABLE OUT OF THE BOX	Formality	D — STRUCTURED FORMAL 110 % QUALITY

YOU WILL SOON LEARN THAT PI BA PROVIDES COMPLEX INSIGHT IN A SIMPLE WAY

PI BA IDENTIFIES MOTIVATIONAL DRIVES AND NEEDS

What is The Predictive Index?
PLAY VIDEO

ANALYTICAL PROFILES

ANALYZER
An Analyzer is intense, with high standards and a disciplined and reserved personality

CONTROLLER
A Controller is detail-oriented and conservative, with a preference for high quality and technical expertise

SPECIALIST
A Specialist is a highly precise worker, who remains skeptical while respecting authority

STRATEGIST
A Strategist is results-oriented, innovative and analytical with a drive for change

VENTURER
A Venturer is a self-starting, self-motivating, and goal-oriented risk-taker

SOCIAL PROFILES

ALTRUIST
An Altruist is congenial and cooperative with an efficient, precise work ethic

CAPTAIN
A Captain is a problem solver who likes change and innovation while controlling the big picture

COLLABORATOR
A Collaborator is a friendly, understanding, willing and patient team player

PERSUADER
A Persuader is a risk-taking, socially poised and motivating team builder

MAVERICK
A Maverick is an innovative, "outside the box" thinker, who is undaunted by failure

PROMOTER
A Promoter is a casual, uninhibited, and persuasive extravert with a tendency for informality

STABILIZING PROFILES

ARTISAN
An Artisan is accommodating and analytical, while producing highly precise and accurate work

GUARDIAN
A Guardian is unselfish and approachable with a preference for detailed, skill-based work

OPERATOR
An Operator is a patient, conscientious, relaxed and cooperative team worker

ADAPTER
An Adapter is a bridge-builder, comfortable with changing situations

PERSISTENT PROFILES

INDIVIDUALIST
An Individualist is highly independent and persistent, while remaining results-oriented

SCHOLAR
A Scholar is accurate, reserved, imaginative and seeks a high level of technical expertise

USING REFERENCE PROFILES IS AN EASY WAY TO ESTABLISH A COMMON LANGUAGE AROUND PI PATTERNS

Use reference profiles for a quick overview and a common language around something as complex as personality profiles. An individual's PI Behavioral Pattern fits into one of these 17 reference profiles.

REFERENCE PROFILES HELP YOU TO GET A QUICK OVERVIEW

REMEMBER TO CREATE JOB TARGET RANGES FOR POSITIONS. ASK YOURSELF HOW COMPLEX IS THIS JOB?

BY APPLYING PI CA YOU ASSESS THE CONSTRUCT MOST LIKELY TO PREDICT JOB PERFORMANCE

PI CA greatly improves your odds of selecting individuals who catch on quickly, figure things out on their own, and are able to meet or exceed performance expectations.

PI CA measures the individual's general cognitive ability in just 12 minutes. The assessment is timed and measures on numerical, abstract and verbal questions.

The result is presented as a scaled scale from 100-450 with an average of 250. The score represents the no. of correct answers. The higher CA score, the greater cognitive capacity to expect and the higher cognitive stimulation required to engage the individual.

If you have used the PI Job Assessment the software can provide a cognitive threshold which you should evaluate your candidate's CA score up against.

JOB A   JOB B

| 0.1% | 2% | 13% | 34% | 34% | 13% | 2% | 0.1% |

HIGHER COGNITIVE ABILITY

No. of correct   0   20   50
Scaled Score   100   250   450

Steeper learning curve
Better at problem-solving
Better at transferring job knowledge
Better at combining and selecting relevant information
Better at handling numerous and various activities simultaneously

PI CA HELPS YOU MEASURE THE BEST PREDICTOR OF TRAINING SUCCESS AND JOB PERFORMANCE

GENERATING REPORTS WILL MAKE IT EASIER FOR YOU TO COMMUNICATE AND DISCUSS RESULTS

We offer a number of different report. We recommend that you establish internal company guidelines for sharing results.

We emphasise that assessed candidates and employees have the right to gain insight into their results. This may be provided by sharing reports and or giving feedback.

SAVE TIME AND USE REPORTS TO GET A QUICK OVERVIEW OF YOUR CANDIDATES

Understand a Person
Discover behavioral drives and needs

Manager Development Chart
Increase Manager self-awareness

Relationship Guide
Guide People to work better together

Management Strategy Guide
Target strategies to manage a Person

Coaching Guide
Mentor a Person's development

START OUT WITH THIS MINDSET:
I WILL INVEST TIME EXPLORING THE SOFTWARE BECAUSE I AM DETERMINED TO USE THE SOFTWARE TO ITS FULL POTENTIAL

We recommend that you appoint a super user in your company.
The super user is typically the person who creates internal user guidelines and organises and educates new users of the systems. A web session will be scheduled to get the super user and additional users up and running. You will also be provided with written guides to the systems.

The software is designed to help you easily match candidates to positions, and the software will soon be your new best friend helping you analyse and communicate results quickly.
We operate with a main system and a learning portal (accessible via PI Software)

MORE THAN 30 MILLION USD INVESTED OVER THE PAST 5 YEARS TO PROVIDE STATE-OF-THE-ART SOFTWARE

URL
PI SOFTWARE
administer PI Job Assessment
PI Behavioral Assessment &
PI Cognitive Assessment

URL
LEARN
access videos, articles etc. to help apply and implement PI

ADD AS MANY USERS AS YOU PLEASE - AT NO ADDED COST

CLICK THE VIDEO ICON TO WATCH A SHORT VIDEO INTRODUCTION TO PI SOFTWARE

PI Software has a navigation panel which allows you to easily navigate between different functions.

To enter a complete software guide and overview elaborating all elements and functions of the software go the the learning portal PI LEARN.

CLICK TO ENTER THE SUPPORT PORTAL.

THE PREDICTIVE INDEX | Learn

VIDEO DEMO

HOW TO VIDEOES
Click on the video icon to watch a series of short how to videos for specific functions in PI Software.

Assessment Center:
Invite candidates by email or create an open link (URL). From the URL your candidates can register to complete the PI BA and upon completion receive the PI CA automatically. 100% without administration or involvement from your side.

HIRE – Start a Recruitment Process Here

Step 1 – Create the job and send job assessments to stakeholder(s)

Step 2 – Review stakeholder input and reach consensus to set the job target (the ideal profile)

Step 3 – Send assessments to job candidates

Step 4 – Watch how the system ranks your candidates according to their match scores to the job

Step 5 – Generate interview guides to focus and structure interviews

Step 6 – Generate an onboarding kit to the new employee

INSPIRE & DESIGN – Work with Existing Employees Here

Work with and generate reports on people, managers or teams.

Explore the Relationship Guide to reveal how two individuals work effectively together, the Manager Development Chart and Management Strategy Guide, Coaching Guide etc.

Team Discovery compares a team's behavioural make-up with their strategic objectives and provides science-backed recommendations to improve the team's work style and build a culture to reach their goals. Analytics provides a visual overview of the team's PI profiles.
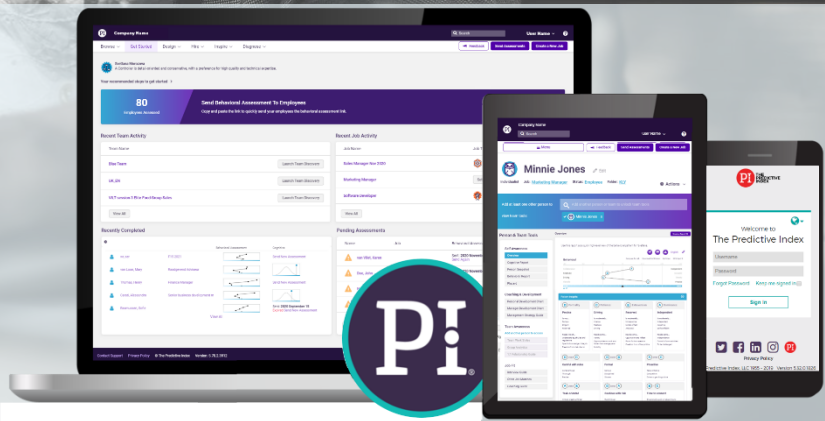
IT ALL BEGINS WITH A PI JOB ASSESSMENT FOLLOWED BY A BEHAVIOURAL ASSESSMENT
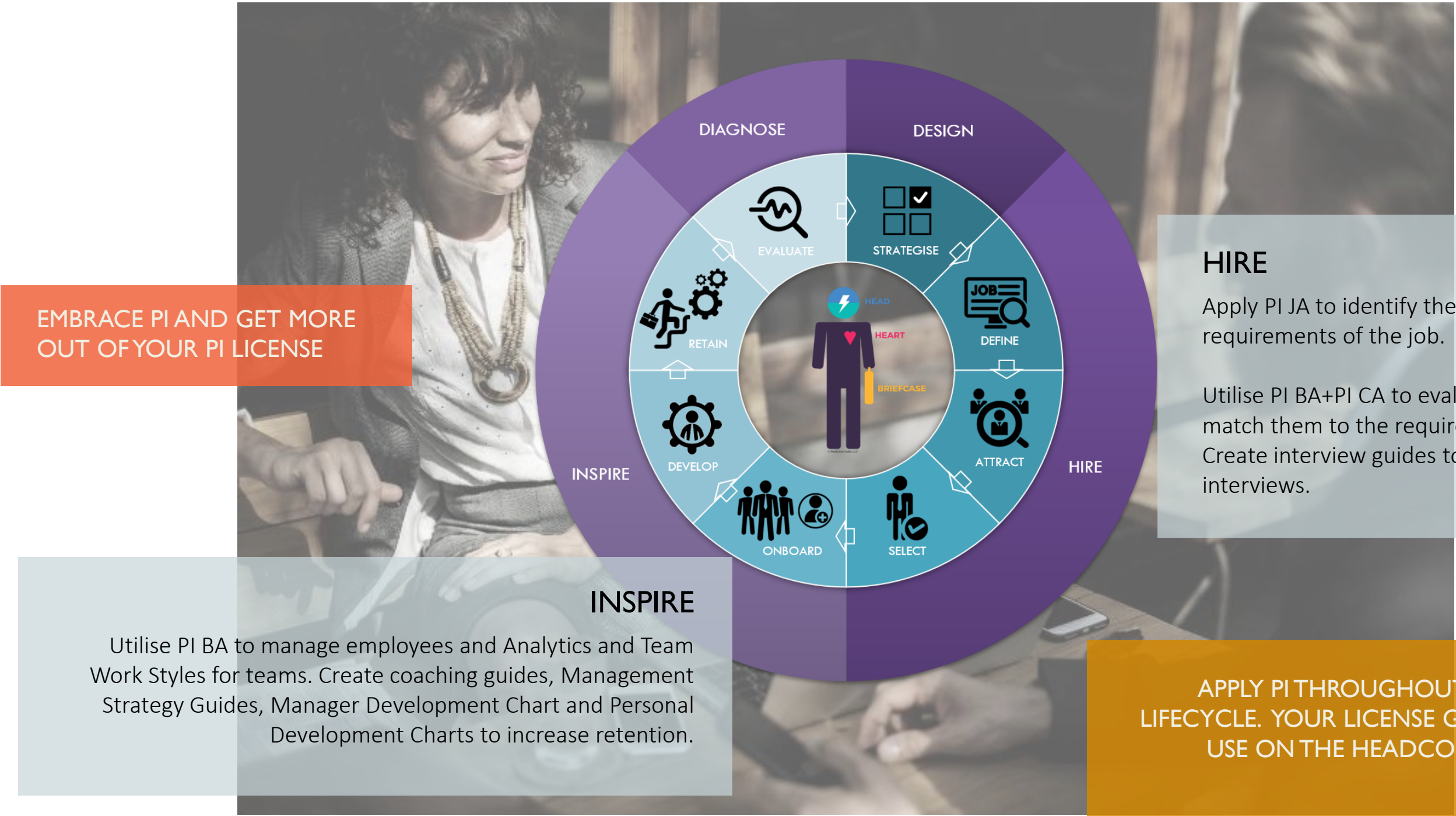
EMBRACE PI AND GET MORE OUT OF YOUR PI LICENSE

HIRE

Apply PI JA to identify the behavioural and cognitive requirements of the job.

Utilise PI BA+PI CA to evaluate your candidates and match them to the requirements of the job. Create interview guides to help structure the interviews.

INSPIRE

Utilise PI BA to manage employees and Analytics and Team Work Styles for teams. Create coaching guides, Management Strategy Guides, Manager Development Chart and Personal Development Charts to increase retention.

APPLY PI THROUGHOUT THE ENTIRE EMPLOYEE LIFECYCLE. YOUR LICENSE GRANTS YOU UNLIMITED USE ON THE HEADCOUNT COVERED IN YOUR CONTRACT.

READ MORE ABOUT LIFECYCLE UTILISATION OF THE ASSESSMENTS ON OUR WEBSITE

TRAINING WILL HELP YOU IMPLEMENT PI AND GET EVERYONE ON BOARD

Once HR professionals have been trained you are ready to start implementing PI in your organisation.

We offer various workshops to help you spread the word in your company, and we can tailor the training to fit the needs of your specific organisation.

PI FUNDAMENTALS	Introductory crash course to essential aspects of PI. Provides insight and basic knowledge about behavioural patterns and motivational needs affecting workplace behaviour.	❖ Reach a better understanding of individual drives and needs ❖ Obtain more self awareness ❖ Identify your own preferences and utilise strengths ❖ Create a common language around PI ❖ Understanding factor combinations	**ENTIRE ORGANISATION**	½-DAY
MANAGING WITH PI	Includes the PI Fundamentals and adds the managing aspects to it. Provides tools to help managers understand the people that report to them in order to manage and coach them to become top performers.	❖ Gain insight into the drives and needs of employees ❖ Identify management strategies addressing individual needs to help each individual become more engaged and productive in the workplace ❖ Create a strategy to identify the requirements of the different roles in the team	**FRONT-LINE MANAGERS, SUPERVISORS**	1-DAY
HIRING WITH PI	Includes the PI Fundamentals and adds the hiring aspects to it. Provides tools to define and artfully craft the job description, attract candidates, select and ultimately hire the ideal candidate and ensure appropriate onboarding.	❖ Work with DASH Method™ (Define, Attract, Select and Hire) ❖ Obtain tools and strategies to discuss and reach consensus amongst stakeholders for the position ❖ Familiarise with the entire suite of recruitment tools: Job profiling, cognitive and behavioural + Interview-guide	**RECRUITERS, HIRING MANAGERS**	1-DAY

IF YOU PREFER FOR US TO INTRODUCE PI TO THE MANAGEMENT TEAM, WE ARE HAPPY TO SET UP A MEETING

WE WILL HELP YOU GET THE PI MESSAGE ACROSS

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CONSISTENT USE OF ASSESSMENTS IN A GLOBAL ORGANISATION

GLOBAL USAGE
can be implemented in different tempi, but our recommendation is a global launch which will kickstart the usage and create a common language around PI along with consistent use of the assessments.

TRAINING
First step is to gather HR personnel for 'Predictive Index Seminar' training. This ensures that PI is launched simultaneously across the organisation and helps to ensure consistent use of the assessments. Second step is gathering hiring managers to introduce them to the assessments and how they can benefit from actively applying the assessments. *(see previous slide for different workshops)*

BEST PRACTICE
Throughout the process we will be available in regard to best practice recommendations from our many clients around the world. This includes best practices for recruitment,. development of the existing organisation, management, succession planning etc.

INTERNAL 'ETHICAL GUIDELINES' / SOP

We advise you to consider the following areas and formalise your ethical guidelines

How are the tools applied and for which purposes?
HIRE - INSPIRE
At which stage of the recruitment process should the assessments be applied?
Who is allowed to see the results and what is handed out to candidates?
Who should have access to the software?
How to ensure that data is handled responsibly?

WE OPERATE IN SEVERAL COUNTRIES, AND WE ARE A PART OF A GLOBAL PI NETWORK WHICH ENABLES PI TRAINING WORLDWIDE

CONTRACTUAL PARTIES

The relation between you and us (Humanostics) is captured in the contract already signed by you and Humanostics acting as PI Certified Partner.

The Predictive Index is the main **Data Processor** and we have an agreement with The Predictive Index as their sub processor.

You are the **Data Controller**, and as data controller you are obligated to stay up-to-date with the relevant data protection legislation (GDPR in Europe).

Read more about your obligations as Data Controller, the contractual parties and the Data Processing Agreement here

OBLIGATIONS

You are obligated to anonymise results exceeding the period to which you have consent to store candidate/employee data. This entails that you set up a process to ensure compliance.
You are also obligated to offer assessment takers insight into their results. Insight can be obtained in different ways (no options exclude the others).

1) You offer the assessment taker to consult you if they want insight.
2) You provide the assessment taker with the applicable written reports and ask them to consult you if they have questions.
3) You provide personal feedback (in-person, web or telephone based)

FAIRNESS

The Predictive Index assessments and recommended practices have been developed in a manner consistent with all critical standards and guidelines. These standards provide a framework for proper use of assessments and other selection procedures and prevent discriminatory employment practices.

The Predictive Index assessments comply with standards and guidelines set by:

- ❖ Equal Employment Opportunity Commission (EEOC)
- ❖ Uniform Guidelines on Employee Selection Procedure (1978)
- ❖ American Psychological Association (APA)
- ❖ Society for Industrial and Organizational Psychology (SIOP)
- ❖ International Test Commission (ITC)

SET UP PI SOFTWARE TO ANONYMISE DATA AUTOMATICALLY. DOWNLOAD THE GUIDE HERE

REACH OUT FOR HELP SETTING UP A COMPLIANCE PROCESS FOR ANONYMISING DATA

PI BEHAVIORAL ASSESSMENT (PI BA)

The PI Behavioral Assessment was developed and introduced by Arnold S. Daniels in 1955 and has since then been in widespread commercial use. PI BA is a theory-based self report measure of normal (non clinical) adult personality, built and validated extensively and exclusively for use within occupational and organisational populations. Revisions, iterations and updates of the assessment are ongoing and have occurred in 1958, 1963, 1988, 1992 and 2016.

METHODOLOGY: PI BA is untimed (takes app. 6 min. to complete) and employs a free-choice response format. Assessees are presented with two pages each containing a question followed by the same 86 adjectives. The question on page 1 asks the assessee to endorse adjectives that they feel describe the way they are expected to act by others (the Self-Concept domain) and the question on page 2 asks them to endorse adjectives they feel really describe them (the Self domain). The responses are tallied to obtain scores for the appropriate factor to produce the Self, Self-Concept and Synthesis patterns which are displayed graphically. The three common standard methods applied to evaluate assessment tools are: Reliability, Validity and Fairness.

THERE HAS NEVER BEEN A SUCCESSFUL LAWSUIT AGAINST PI SINCE 1955 WHEN IT WAS COMMERCIALISED

Reliability – The precision of scores (internal consistency) and their consistency across testing instances (test-retest). PI BA demonstrates coefficient alpha levels (reflecting the extent to which item scores on a measure covary) of 0.85 or higher indicating sufficient precision, and acceptable to strong test-retest coefficient of stability (r=around 0.80).

Validity – Does an assessment measure what it intends to measure (construct validity) and does it predict what it is supposed to predict (criterion validity)? Construct validity studies (comparing PI BA to NEO-PI-R, 16PF etc.) demonstrate solid evidence that PI BA measures what it intends to measure. Hundreds of criterion studies demonstrate that PI BA predicts job performance, thereby supporting the validity of its use for making people decisions.

Fairness – Does the assessment measure members of the population the same way and are there any risks of adverse impact when using the assessment? In employment settings large differences in average scale scores across demographic (protected) groups can result in lower rates of selection of ethnic minorities, women, or older applicants. This is what is referred to as adverse impact. Studies demonstrate that PI BA does not produce adverse impact based on gender, age, or race.

PI BA IS A FAIR, RELIABLE AND VALID ASSESSMENT TOOL

PI COGNITIVE ASSESSMENT (PI CA)

The PI Cognitive Assessment was developed in 2010 by CEB Valtera for Predictive Systems Pte. Ltd. and became a part of The Predictive Index suite in 2015. PI CA is a cognitive assessment tool that measures an individual's general cognitive ability and primarily serves as an assessment tool in recruitment and talent management processes. The three common standard methods applied to evaluate speeded assessment are: Reliability, Validity and Fairness.

METHODOLOGY: PI CA is a speed test (12 minutes) which consists of 50 multiple-choice questions from three content categories (verbal, numerical, and abstract reasoning) and nine subcategories. The sum of the scores from the three categories (the number of correct answers) is converted to a scaled score which represents the PI Cognitive Assessment score, a measure of *g (general cognitive ability)*. PI CA employs a linear-on-the-fly testing (LOFT) design, which is marketed as a "dynamic assessment design". LOFT is a computer-based test format where items are randomly selected from predetermined subsets (or buckets) every time a test is issued, resulting in unique combinations of the questions.

Reliability – The consistency across testing instances (test-retest) and the unidimensionality of the assessment (Principal Axis Factoring). Test-retest studies reveal an acceptable level of the coefficient of stability (r= around 0.75) and PAF analyses reveal unidimensionality which translates to 1 component (g/PI CA score) as the optimal number to extract from the responses to all of the nine subcategories of questions.

Validity – Does the assessment measure what it intends to measure (construct validity) and does it predict what it is supposed to predict (criterion validity)? Construct validity studies (comparing PI CA to Wonderlic, Cubiks, Raven etc.) demonstrate solid evidence that PI CA measures what it intends to measure. Criterion-related validity is demonstrated by studies revealing that cognitive assessment scores (like PI CA score) are associated with a number of positive outcomes (performance at work, training ability etc.) and the predictive value of g in job performance increases with job complexity. When seen in isolation, a cognitive test score is the construct with the most predictive value in terms of successful job performance.

Fairness – Does the assessment measure members of the population the same way and are there any risks of adverse impact when using the assessment? In employment settings large differences in average scale scores across demographic (protected) groups can result in lower rates of selection of ethnic minorities, women, or older applicants. This is what is referred to as adverse impact. Studies demonstrate that PI CA does not produce adverse impact based on gender, age, or race.

RESEARCH SHOWS THAT PI CA IS A FAIR RELIABLE AND VALID ASSESSMENT

## HOW WE HELP YOU

FREE SUPPORT

- Support and guidance on the use of the PI tools and reports and PI Software, as well as advice on how to implement and communicate PI in your organisation
- Included free-of-charge in all PI license agreements

COURSES

- Fundamental courses in the use of PI, equipping you to administer assessments and interpret the results, and to understand the underlying science
- Courses in how PI can be used to work with teams, collaboration, employee and manager development, incl. tips for integrating PI into your HR processes

CONSULTANCY

- Custom consulting services, courses, programmes, coaching etc. based on your specific needs
- E.g. team sessions, workshops for leadership teams, train-the-trainer programmes, tailored guidance on integrating in your HR processes
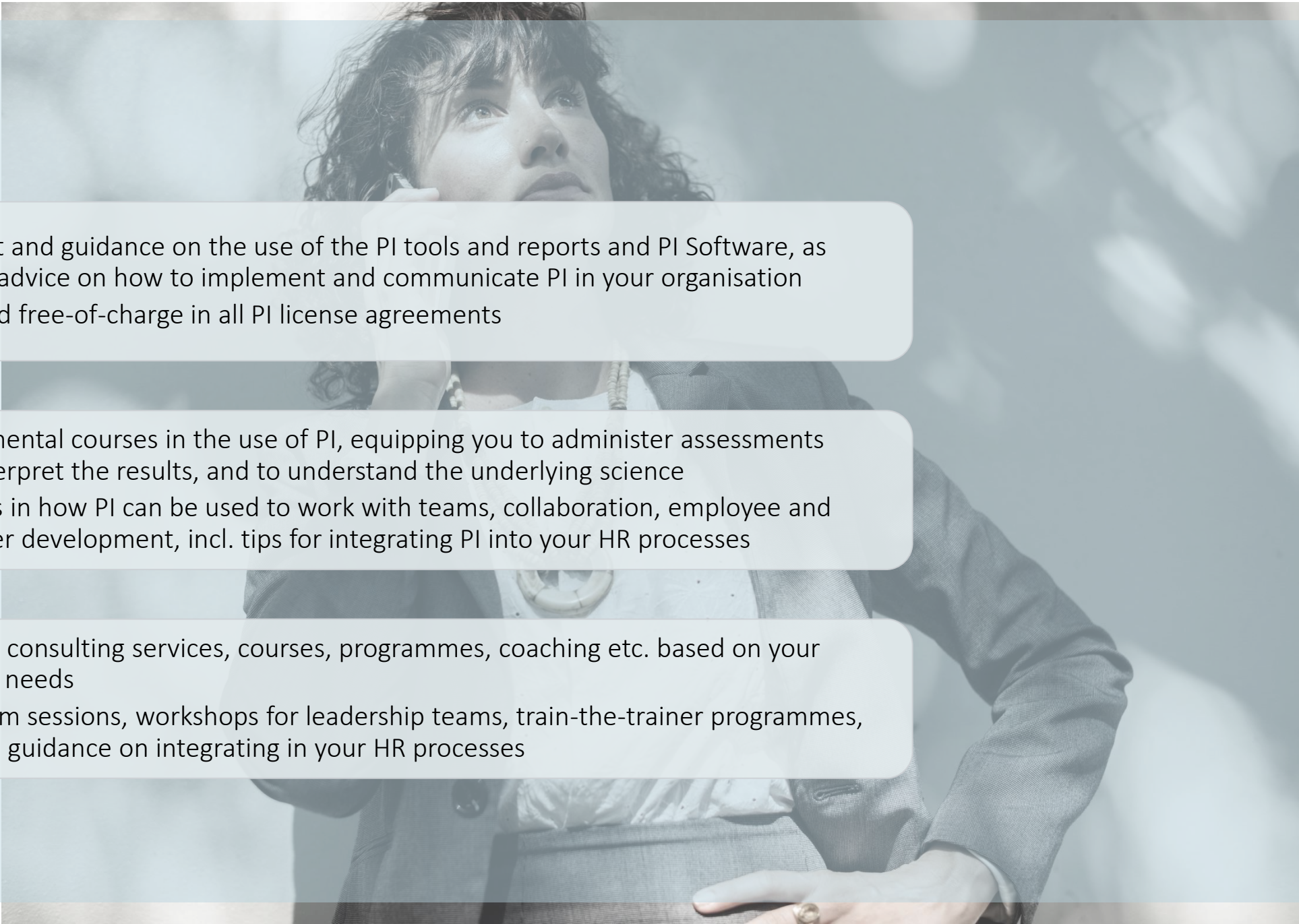
REACH OUT IF YOU HAVE ANY QUESTIONS

ARE YOU LOOKING FOR INSPIRATION ON HOW TO USE PI FOR DEVELOPMENT AND COLLABORATION?

To get even more out of your PI license, register for one of our 'Leverage PI' workshops. In addition to our foundational courses where you learn about the PI tools, we offer training in how PI can add even more value to your organisation.

Learn how PI can be used to develop your employees and leaders, and how the PI tools can help teams collaborate, deliver results and become more engaged.

You will also get inspiration on how to integrate PI into your HR processes.

HIRE - ADVANCED

In this 1-day workshop for PI Practitioners, we will focus on how PI can support an optimal recruitment process, and on how the tools' features can help you get maximum value from your candidate dialogue.

DESIGN - ADVANCED

In this 1-day workshop for PI Practitioners, you will learn to use Team Discovery to shed light on differences and create insight, acceptance and recognition of the diversity, all seen through the lens of the team's strategic objectives.

INSPIRE - ADVANCED

In this 1-day workshop for PI Practitioners, we will focus on using PI for personal and leadership development in terms of motivation, self-awareness, collaboration skills, communication preferences, and much more.

THE 1-DAY COURSES ARE OFFERED AS OPEN-ENROLMENT AND CAN ALSO BE ARRANGED IN-HOUSE

IN ADDITION TO FREE SUPPORT INCLUDED IN YOUR LICENSE WE OFFER CONSULTING SERVICES TAILORED TO YOUR SPECIFIC NEEDS

Humanostics can assist you whether you are looking for help to implement PI in your organisation and integrate PI into your HR processes, or whether you wish to assess the organisational bench strength, empower your leaders, engage your teams, structure interviews or simply define what it takes to make people thrive in your organisation.

Our consulting services can range from tailored courses, team sessions or coaching to more extensive programmes, based on your specific needs

Humanostics' consultants are skilled and highly experienced leaders, HR Professionals, change agents and PI experts, and together we will find the right consultant match for your organisation to accommodate your specific needs.

STANDARD SUPPORT IN USING YOUR PI LICENSE IS ALWAYS INCLUDED COMPLETELY FREE OF CHARGE

CONTACT US TODAY TO LEARN MORE ABOUT OUR CONSULTING SERVICES!

THE PI JOURNEY CONTINUES

We hope that this guide helps to prepare you for the new tomorrow, where PI is a natural part of your day.

To ensure that you are up-to-date on your PI knowledge we advise you to use LEARN and to join us on LinkedIn

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(ENGLISH)

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DANISH GROUP

JOIN NOW

WE LOOK FORWARD TO WORKING WITH YOU

DON'T BE A STRANGER AND BE SURE TO REACH OUT WHEN YOU NEED HELP!

- WE ARE HERE TO HELP

THE HUMANOSTICS TEAM

CONTACT DIRECTORY

Name	Contact
Jesper Præstensgaard	JEP@humanostics.com +45 6066 9721
Pernille Flensted-Jensen	PFJ@humanostics.com +45 2293 2327
Imad Belkacem	IMB@humanostics.com +45 5387 0535
Mie Scheuer Næblerød	MSN@humanostics.com +45 5386 0535
Karen Lysholm	KLY@humanostics.com +45 2938 1404
Christa Lysholt	CLL@humanostics.com +45 6110 6686
Paria Peyman	PPE@humanostics.com +45 6110 6685
Morten Løkkegaard	MOL@humanostics.com +65 8182 2443
Milanie Martinez	MEL@humanostics.com +65 9299 0532

Training	training@humanostics.com +45 5389 0535
Accounting	accounts@humanostics.com +45 5389 0535

HUMANOSTICS APS
STRANDVEJEN 72
2900 HELLERUP
DENMARK
+45 5389 0535

WE ARE HERE TO HELP - DO NOT HESITATE TO REACH OUT