



INTRODUCING THE PI JOB ASSESSMENT (JA)

The PI Job Assessment (JA) helps gather data to pinpoint, with input from those who know the job well, the personality and demands of the job. The inputs gathered from the JA will result in a Job Target. Having these critical targets in place before you send behavioral or cognitive assessments to candidates is a best practice and will allow you to make full use of all the resources and tools in the PI software platform.

Before sending out the Job Assessment, consider who the ideal participants will be. Select 3 to 5 people in your organization who know the job well. It could be a high performer currently in the job, a past high performer who has moved on to another internal position, the supervisor, or any other employee who knows the job well.

Use the template language below to compose an email to let participants know that the JA will be emailed to them shortly, what it is, and how their participation is critical to getting it right.

“You are a valuable member of our team and your input on the **[ENTER JOB NAME HERE]** position is important to us. You have been selected to complete the PI Job Assessment to clearly define the personality and the demands of this job. You will be receiving a separate email from noreply@mail.predictiveindex.com with instructions on completing the PI Job Assessment. It should take no longer than 15 minutes to complete.

As you consider each activity listed, ask yourself if that activity is both **CRITICAL** (not just nice to have) and **FREQUENT** (think at least 3x a week) in this position. If both apply, check the box. Otherwise, leave the box unchecked.

Thank you for your participation as we look to make smarter and more strategic decisions by gathering and using this critical data.”