

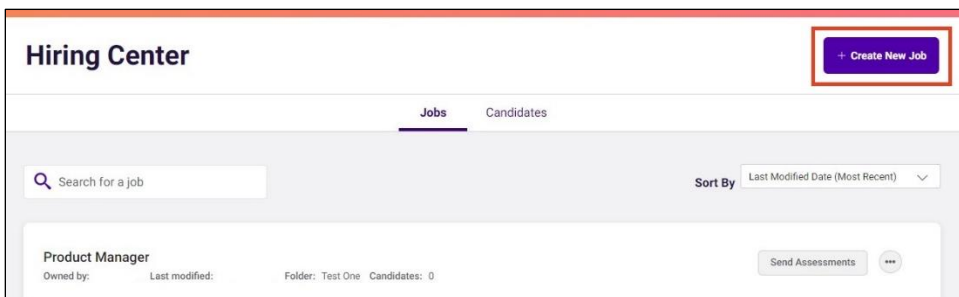
Creating The Predictive Index® Job Target

A Job Target establishes the personality and demands of a job to reveal how a person's behavioral and cognitive results align with the job. The **Collaborative Target** is The Predictive Index (PI) software tool that collects job data from stakeholders and creates a unified Job Target.

- Before using the Collaborative Target it's essential to **identify ideal stakeholders**.
 - Select 3 to 5 people in your organization who know the job well. This may be a high performer currently in the job, a past high performer who has moved to another internal position, the supervisor, or any other employee who knows the job well.
- Use the **template language** below (page 4) to introduce this tool to stakeholders and share why stakeholder input is critical.

Creating a New Job Target:

- From the Hire home page (Hiring Center) select the **Create New Job icon**
- Enter the job title and select the folder



What's the title of one of your open roles?

Job Title *

Folder (optional)

Select a folder

ⓘ Users with access to this folder will be able to view this job

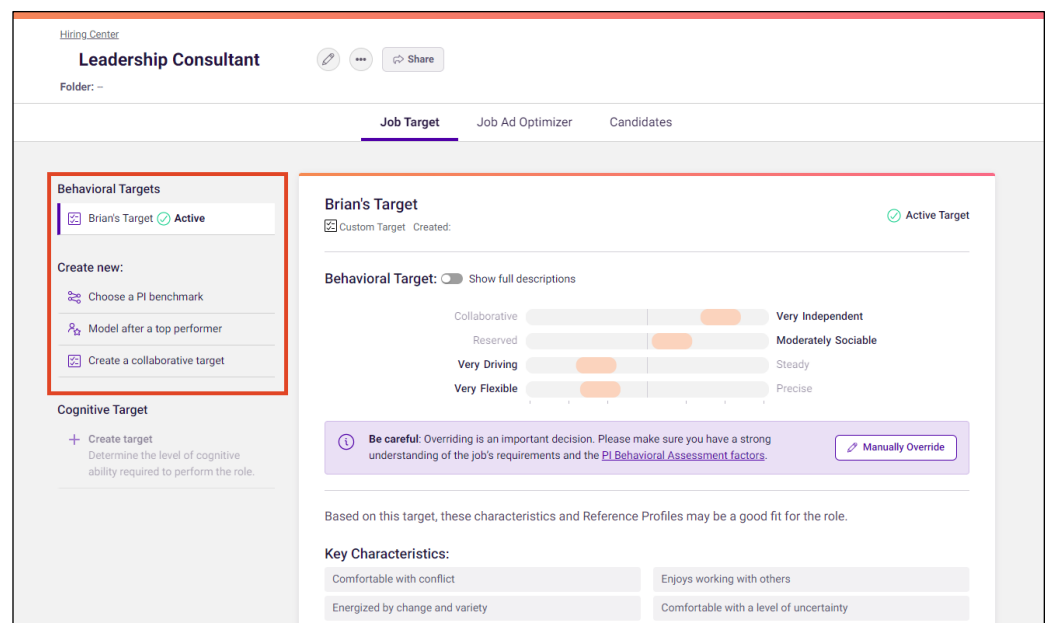
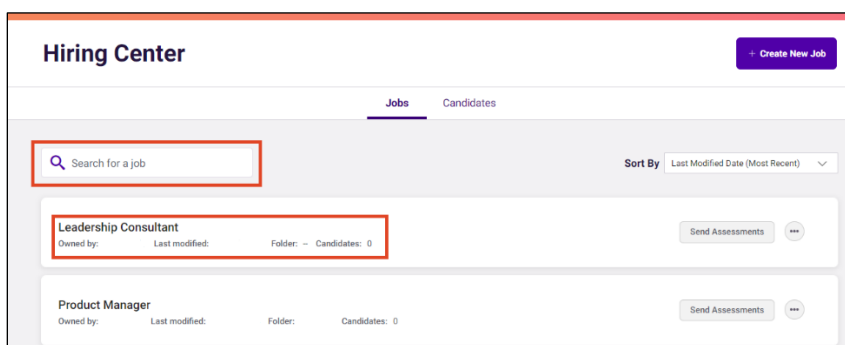
Cancel
Continue

Three options for creating a Job Target will populate under **Select a target type**. Select the best option for your needs. *ADVIS A recommends using the custom target option.

- **Choose a PI benchmark:** This populates a Job Target based on the job title entered. Data is pulled from additional Job Targets in the software with similar titles.
- **Create a custom target:** This populates two options for completing the Collaborative Target.
 - *Create your own:* generates the Collaborative Target for stakeholders to complete together.
 - *Create a Collaborative Target:* allows a user to send the Collaborative Target to each stakeholder to complete independently. Users may also select themselves as a contributor. Stakeholders will receive an email from The Predictive Index with instructions for completing the Collaborative Target.
 - Once at least one stakeholder has completed the Collaborative Target, select the **Manage Inputs icon** to view each stakeholder's input in relation to the Job Target. Select **View contributor selections** to see each stakeholder's individual responses to the Collaborative Target. Use the **Add another contributor field** to enter email addresses of additional stakeholders you'd like to complete the Collaborative Target.
 - Work with your ADVISA consultant to review the Collaborative Target results and set your active Job Target.
- **Model after a top performer:** This generates an option to create a Job Target based on a current employee's Behavioral Assessment (BA) pattern and bypasses the Collaborative Target. Enter the employee's name in the designated field to generate their pattern. If the employee has not completed the BA, enter the employee's email and name to send the BA to the employee.

Editing a Job Target:

- From the Hire home page (Hiring Center), click on the **job title** from the list of created jobs or search for the job by entering the job title in the search field.
 - Review the active Job Target under **Behavioral Targets**.
 - Create a new job target by selecting one of the three options* listed under **Create new**.
- *See details listed on page 2.*



Introducing the The Predictive Index Collaborative Target

A Job Target establishes the personality and demands of a job to reveal how a person's behavioral and cognitive results align with the job. The **Collaborative Target** is the PI software tool that collects job data from stakeholders and creates a unified Job Target.

- Before using the Collaborative Target it's essential to **identify ideal stakeholders**.
 - Select 3 to 5 people in your organization who know the job well. This may be a high performer currently in the job, a past high performer who has moved to another internal position, the supervisor, or any other employee who knows the job well.
- Use the **template language** below to introduce this tool to stakeholders and share why stakeholder input is critical.

Introducing the PI Collaborative Target to employees:

"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 Predictive Index® Collaborative Target to clearly define the personality and the demands of this job.

You will receive a separate email from The Predictive Index with instructions for completing the Collaborative Target. It should take no more than 10 to 15 minutes to complete.

As you consider each activity listed on the Collaborative Target, ask yourself if that activity is **both CRITICAL** (not just nice to have) and **FREQUENT** (think at least 3x's 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."