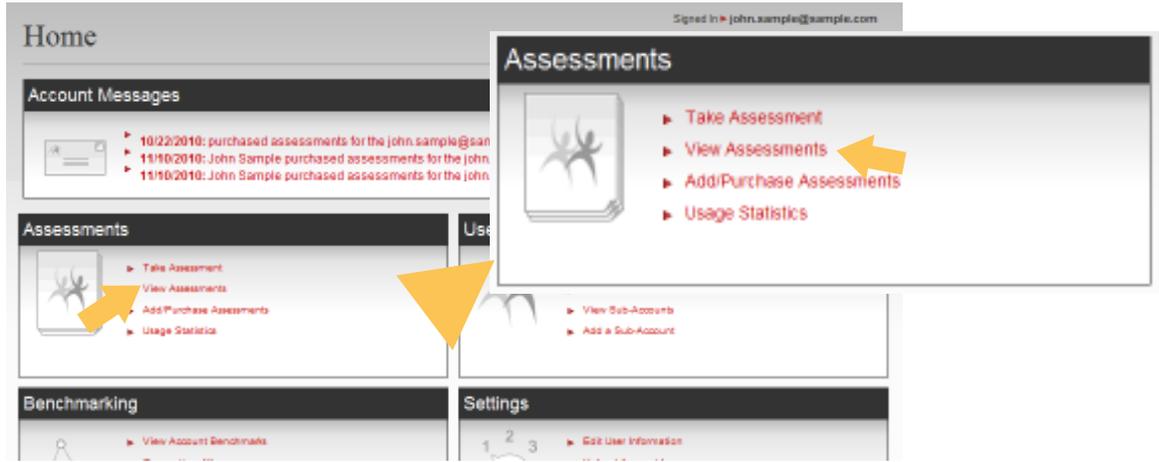
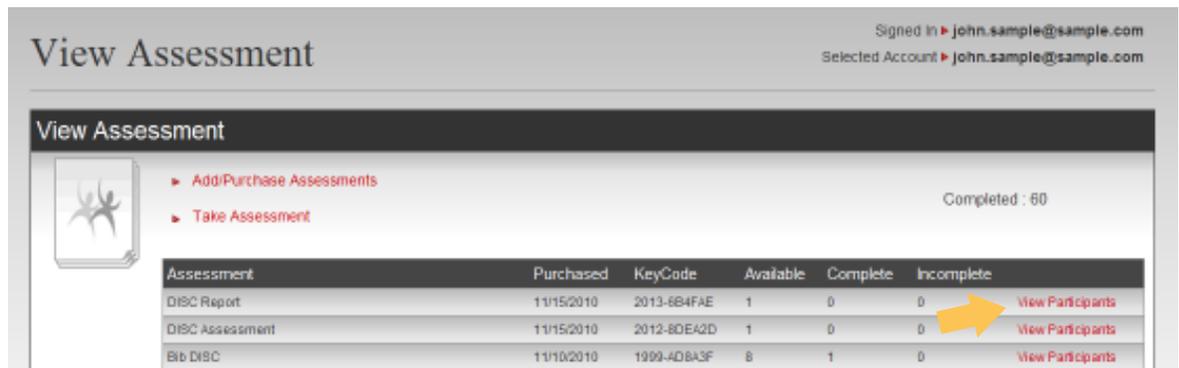


Applying A Performance Benchmark

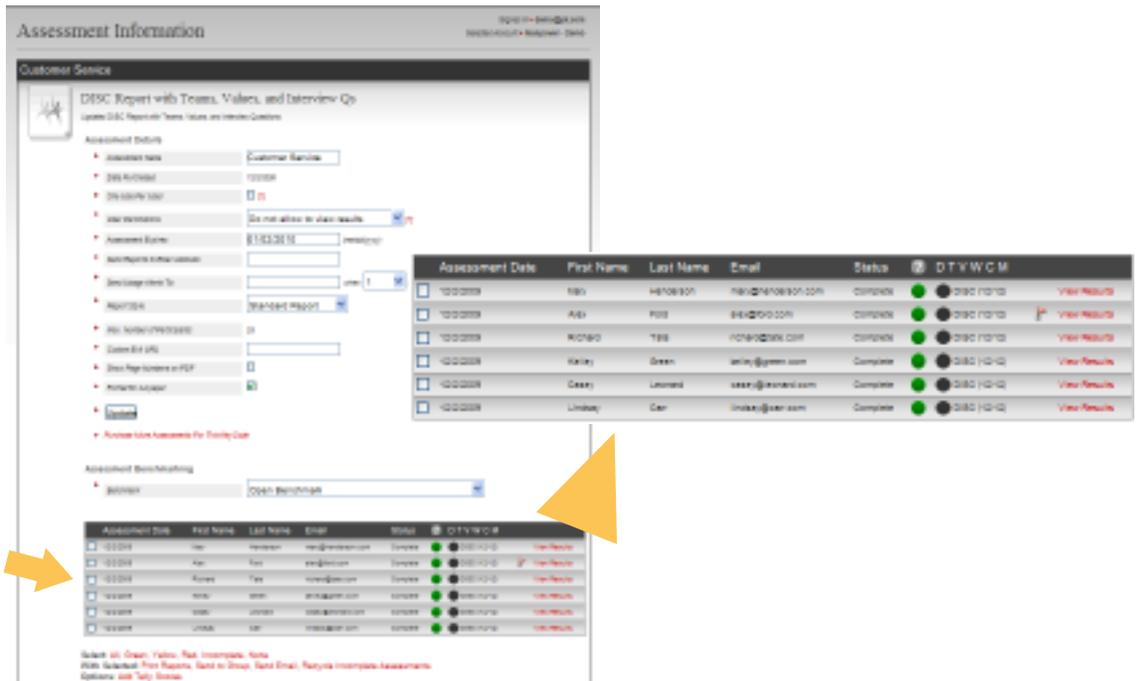
1. You will need to apply a performance benchmark to each KeyCode in your account. From your account homepage, in the Assessments Box, click on **View Assessments**



2. The **View Assessment** page, will display the list of Assessment titles and KeyCodes available in your account. Find the relevant Assessment and KeyCode and click **View Participants**.



3. The following screen will display Assessment Information. You will need to scroll down to the bottom of the page to view the list to participants.



4. Directly above the list of completed assessments, you will see “Assessment Benchmarking”



Assessment Date	First Name	Last Name	Email	Status	DTVWCM		
<input type="checkbox"/>	6/24/2009	Joe	Roberts	joe@abccoaching.com	Complete	● ● DISC (12/12)	View Results
<input type="checkbox"/>	6/24/2009	Jamie	O'Conner	jamie@abccoaching.com	Complete	● ● DISC (12/12)	View Results

Select: All, Green, Yellow, Red, Incomplete, None

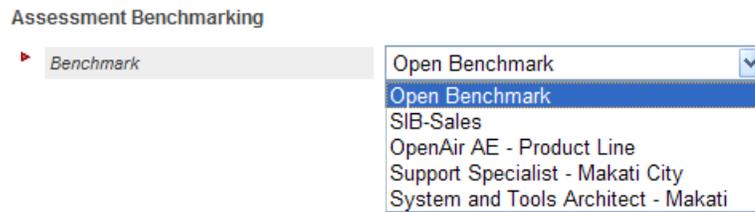
With Selected: Print Reports, Send to Group, Send Email, Recycle Incomplete Assessments

Options: Add Tally Scores

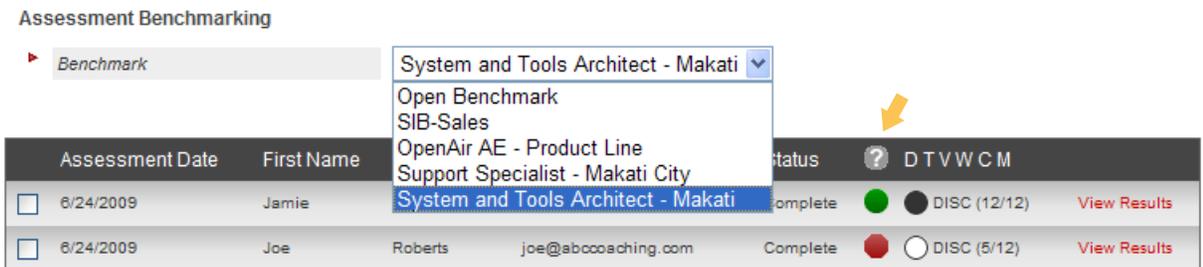
5. The name of the benchmark currently applied to all of the participants in this KeyCode will be displayed in the box.



6. Clicking the  will bring up the list of available benchmarks.



7. Highlight and click the benchmark you want to apply to the reports associated to this KeyCode.



8. Applying a benchmark will automatically update the list of participants in this KeyCode. (You will see your indicators change).

Those who are the best behavioral match to the applied benchmark will be **GREEN**
Those who are a good behavioral match to the applied benchmark will be **YELLOW**
Those who are a poor behavioral match to the applied benchmark will be **RED**

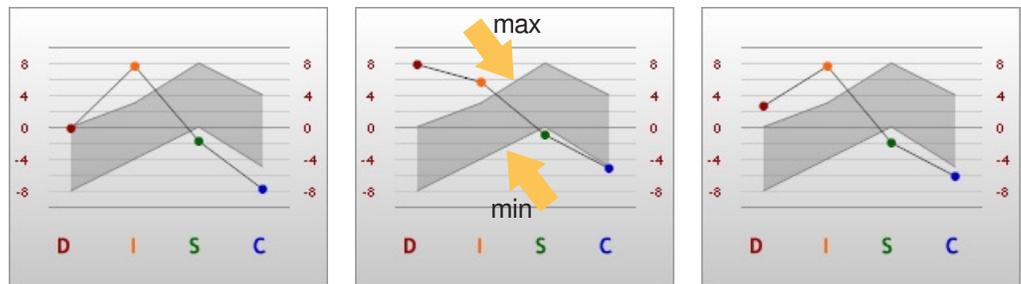
Note: You can sort candidates from *worst fit to best fit* by clicking  *one time*.

You can sort candidates from *best fit to worst* by clicking  *a second time*.

9. Benchmarks will also be visible on the graphs page of each participant's report.
(See View Assessment By KeyCode)

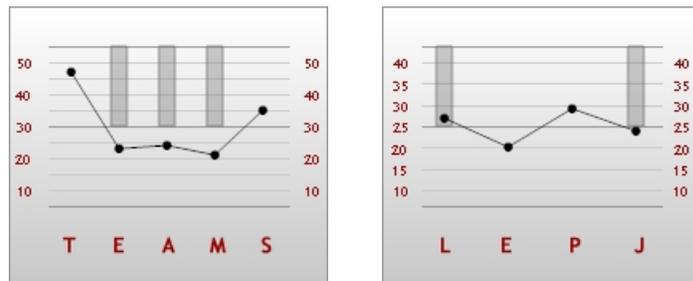
Assessment Date	First Name	Last Name	Email	Status	DTVWCM	
<input type="checkbox"/> 12/2/2009	Mary	Henderson	mary@henderson.com	Complete	● D I S C (12/12)	View Results
<input type="checkbox"/> 12/2/2009	Alex	Ford	alex@ford.com	Complete	● D I S C (12/12)	View Results
<input type="checkbox"/> 12/2/2009	Richard	Tate	richard@tate.com	Complete	● D I S C (12/12)	View Results
<input type="checkbox"/> 12/2/2009	Kelley	Green	kelley@green.com	Complete	● D I S C (12/12)	View Results
<input type="checkbox"/> 12/2/2009	Casey	Leonard	casey@leonard.com	Complete	● D I S C (12/12)	View Results
<input type="checkbox"/> 12/2/2009	Lindsay	Carr	lindsay@carr.com	Complete	● D I S C (12/12)	View Results

10. Benchmarks for the DISC Assessment will be expressed as a range from minimum acceptable score to maximum acceptable score and will be represented by the grey/shaded area in each graph. Note that the shaded area for an Open Benchmark will extend from the bottom to the top of the graph.



Note: You will be able to see which scores plot outside of the performance benchmark and which scores fall within the acceptable range.

11. Benchmarks for the TEAMS and Values Assessments will be expressed as either on or off. Benchmarks will appear as a solid verticle column extending from the midline to the top of the graph. Scoring occurs when a candidate's score appears in any of the identified benchmarks.



Note: In the example above, we are looking for the following TEAM thinking styles, Executor (E), Analyzer (A), and Manager (M). None of the candidate's scores fall within the benchmark.

In the example above, we are looking for the following Values, Loyalty (L) and Justice (J). Only one of the candidate's scores (Loyalty) falls within the benchmark - notice that the Justice (J) value is plotted below the benchmark range.