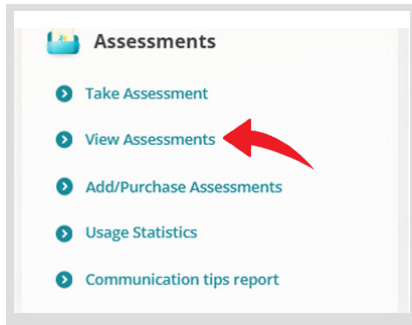
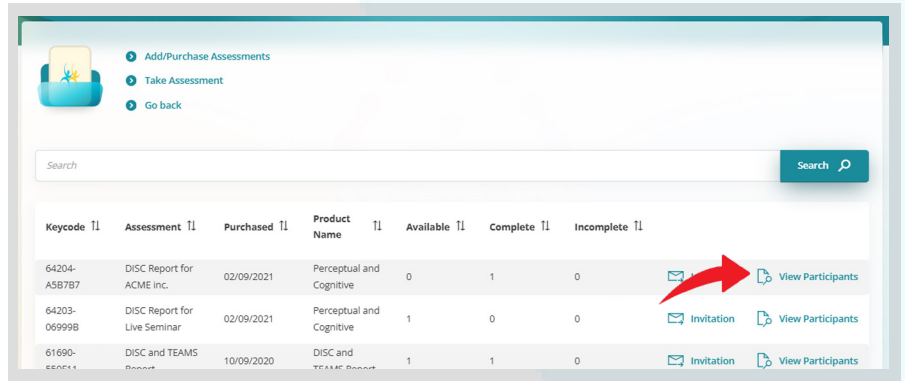


APPLYING A PERFORMANCE BENCHMARK

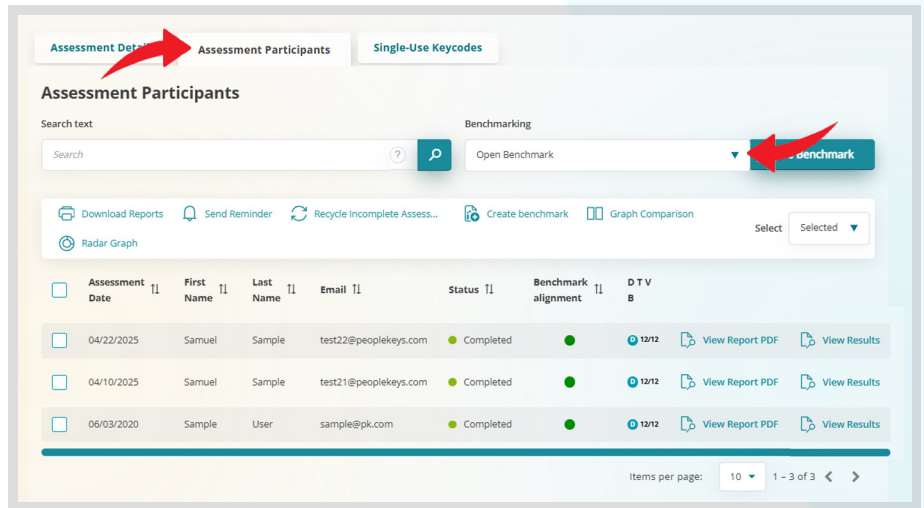
- From your home page, look for the **Assessments Box** and click **View Assessments**.



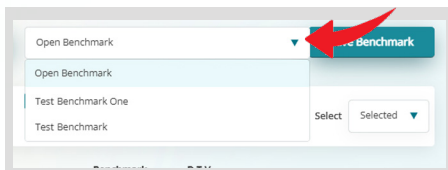
- On the View Assessments page, find the relevant assessment and keycode then click **View Participants**.



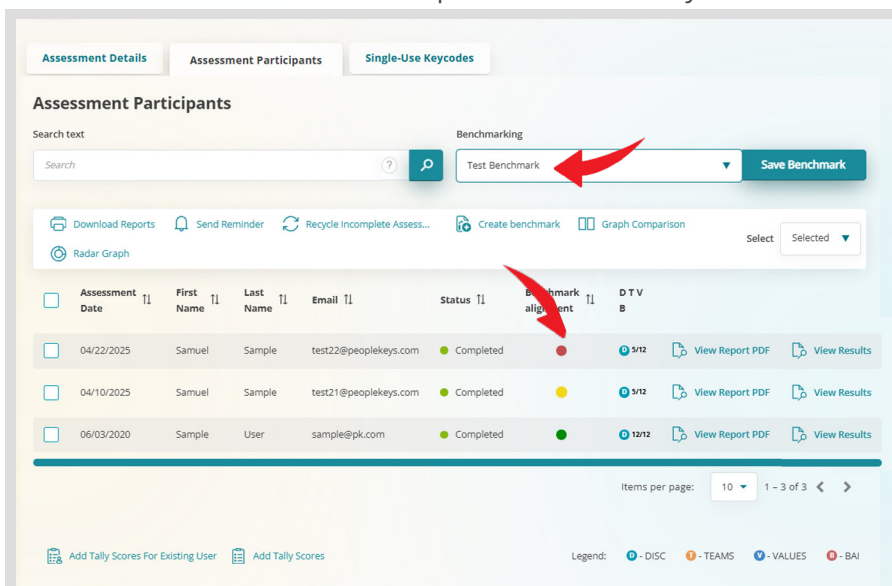
- The following screen click the **Assessment Participants** tab, then look for Benchmarking. The name of the benchmark currently applied to this keycode will be displayed in the box. (Currently Open Benchmark.)



- Click the **Down Arrow** to see the list of available benchmarks.



- Highlight and click the benchmark you want to apply to this keycode. Once selected the list will be updated automatically.



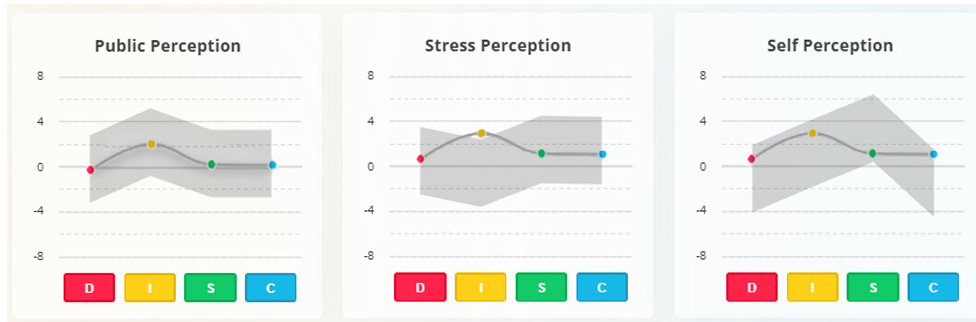
- You will see your indicators change.

Those who are the best behavioral match will be **GREEN**

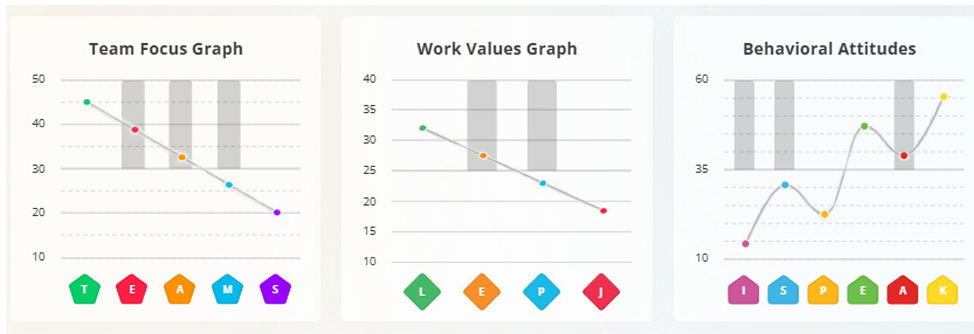
Those who are slightly out of the range will be **YELLOW**

Those who are a poor behavioral match will be **RED**

7. Benchmarks will also be visible on the graphs page of each participant's report. Benchmarks for the DISC assessment will be expressed as a range from minimum to maximum acceptable score and will be represented by the grey/shaded area in each graph. You will be able to see which scores plot outside of the benchmark, and which scores fall within the acceptable range.



8. Benchmarks for the TEAMS, Values, and BAI 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.



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.