



 AchieveWORKS®
Personality

Criteria Checklist

AchieveWORKS Personality

If you haven't already read it, please begin with the [introduction](#).

The following guidelines will assist you in helping individuals understand the results of their AchieveWORKS Personality report. By the end of this process the individual will have a criteria checklist that summarizes the information that will help them define their personal requirements for an ideal academic or career experience.

This assessment is designed to offer valuable insights that confirm knowledge of talents and strengths, build confidence and empower the individual. The user has the ability to drill down on their own, inspiring greater involvement in what they are reading and learning. The assessment report allows you to see which strengths and challenges the individual has selected and other supporting information that appeals to them. This benefits you, the professional, as well, because the more engaged the individual is in the experience, the further along in the process they will move prior to your intervention.

Your Personality

To begin using personality type to identify unique strengths and talents, we suggest you start with Your Personality Profile, a summary of the personality type results in narrative form. The profile is a critical component in confirming the appropriateness of the assessment result.

Have the individual review the profile and the rest of the Your Personality section to verify accuracy. You may wish to have them highlight or underline any words that they feel closely describe themselves and, using a different color, those that do not. Examine the items they've marked to determine whether the assessment results look solid enough to move forward.

If there is any confusion or concern regarding accuracy, it is essential that you revisit and discuss the descriptors in the individual's report before going any further. Use the drop-down explanation page of descriptors for each of the four dichotomies to see if perhaps another type might be a better match. Through your professional account, you can change the type result. If you decide to do this, it's good practice to print and save a PDF of the original result first.

Keep in mind that the graphic of the type results represents a continuum; the midpoint is the boundary between the two extremes in each dichotomy. While everyone uses both sides, the closer the type indicator is to one end of the scale or the other, the stronger the intensity of that preference.

Ask the individual to assign a percentage of accuracy to the overall description and compare that to the accuracy rating in the report. Once you're satisfied that the rating is high enough, you can proceed.

Strengths and Challenges

The information in the Strengths sections can be used to explore further and probe into what really brings satisfaction to the individual. This is essential in identifying what they consider to be their top priorities in finding the perfect fit!

Once they have checked the statements they agree with, have the individual rank the statements they have checked on a scale of 1 to 5, with 5 being most accurate *and* those that bring them gratification or satisfaction. If a person is good at certain things but does not enjoy them, you can eliminate those ones.

Ask the individual if any of the statements they have checked in the Challenges sections resonate with them – perhaps they relate to problems in the past or to concerns about future obstacles. If they've encountered a challenge before, ask if they were satisfied with how they handled the situation and whether they would use the same approach again.

If the individual has found an acceptable coping mechanism, ask if they see that same strategy working as they move forward. If not, discuss whether they feel the need to continue to explore alternate or better strategies to try; discussion and solutions could be offered, if desired. In some cases, it may be helpful to suggest recommendations and practical programs for additional learning and support.

How to Use the AchieveWORKS Personality Criteria Checklist

A good way to get started is to take an example and break it down on the [criteria checklist](#). Have the individual write down, in their own words, their talents or strengths, and then begin brainstorming examples of these from any aspect of their life – school, work, volunteerism, and so on. They should continue to add examples as they recall them. The more examples they can generate, the better.

This exercise helps the individual begin to see how their unique talents and strengths are used in everyday situations, in ways that set them apart. Encourage them to consider situations where they have been complimented or recruited because of a special talent they have which has been noticed by someone else (such as a teacher, employer, coach, family member or peer).

Next, ask them to select the talents and strengths that bring them gratification or satisfaction when used, but *not* those they can do well but don't enjoy.

On the AchieveWORKS Personality Criteria Checklist, have the individual use their own words to transfer the strengths they've identified to the section titled Understanding You and to record the personal instances under Examples. Paraphrase the examples to confirm key areas of strengths and illustrate specific talents.

This information will be helpful in formulating questions for evidence.

Have the individual identify and rank their top three or four "most essential elements" from all the strengths listed in each section. The reason for this is that an individual rarely gets to use all of their strengths in any one experience. By prioritizing their most essential criteria, they will find experiences that should provide a solid sense of satisfaction and gratification.

Once they have their top choices in their own words, the information can be used to develop evidence questions to pose to appropriate professionals when researching prospective opportunities. When preparing for a high value opportunity, the examples can be polished to concisely convey a selected accomplishment, which is useful in presenting the individual as a top-quality candidate.

By learning and integrating this skill, the individual can use it effectively for the rest of their life. It is invaluable because it teaches them how to promote their unique skills and talents in a very natural and confident manner.

The Career Essential and Cultural Fit categories on the checklist are specifically designed to give the individual a concise version of what they have learned in naming their talents, skills and interests. Therefore, if someone confirms creativity as a strong component, then creativity would appear in the Career Essential list.

Likewise, if a desire for flexibility, spontaneity or diversity is inferred in an example, it needs to be consciously recognized as important and included under Cultural Fit in describing an environment with words like casual, flexible or diverse.

Sample Questions and Points for Discussion

- Put the language in this report into your words. How you would speak when describing yourself?
- Describe an example of one or a group of descriptors and write about that situation. Share any compliments you have received from others about one of these or a related descriptor.
- Which of these characteristics bring you the most satisfaction or gratification when you use them?
- Rank the top three or four characteristics you would want to find reflected in the... (college, career, program, position, etc.) you select.
- Rank the top three or four characteristics you would want to find valued in the... (college, career, program, position, etc.) you select.
- Consider the activities and places where you spend non-work/school time, such as volunteering, athletics, organizations, faith-based events, etc. Rank the top three or four characteristics that you think are essential in those situations.
- What characteristics do you value in leaders and peers, such as... (supervisors, instructors, classmates, colleagues, etc.)?
- How can your strengths in "x" and "y" be further developed in this... (college, program, career, etc.)?
- Are your characteristics of "x" and "y" valued in the (department, major, position, career, etc.) you are pursuing?
- Are there people you can contact in the (major, program, career, department, etc.) for their feedback?
- If you want to combine areas of interest, is it possible to pursue a (major, career, etc.) that offers that kind of flexibility? What are some examples of ways in which others have done this to create a unique (role, academic program, etc.)?

Please consider registering for one of our free webinar sessions for this assessment where we discuss the criteria checklist in detail. For details, visit www.humanesources.com/professional-development.

Criteria Checklist



Translate the language in your results to descriptors that you would use to describe yourself

Understanding You	Examples	Questions for Evidence

Strengths	Examples	Questions for Evidence

Challenges	Leadership Opportunities	Questions for Evidence

Career Essentials	Leadership Opportunities	Questions for Evidence

Cultural Fit	Proactive Strategies	Questions for Evidence