

# People Biz, Inc.



## BEHAVIORAL ASSESSMENT ORDER FORM

Please send completed form to [coach@peoplebizinc.com](mailto:coach@peoplebizinc.com) using the "Submit" button at the top of this document.

Manager Ordering the Assessment: \_\_\_\_\_ Email: \_\_\_\_\_

Respondent Information: Full Name: \_\_\_\_\_ Gender: M  F

Respondent's First Language: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Has the respondent completed this assessment in the past?  Yes  No

Payment Information: Pay with credit card on file?  Yes  No

Name on Card: \_\_\_\_\_ Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*Please note that your card will not be charged until the report has been completed.*

REPORT SELECTION	COST
<p><input type="checkbox"/> <b><u>DISC / PERSONAL PROFILE ANALYSIS (PPA) - THOMAS INTERNATIONAL</u></b> Deemed to be most accurate DISC Assessment available. Also includes <i>Strengths and Limitations</i> Report, <i>Candidate Feedback</i> Report, <i>Graphs &amp; Scores</i>, <i>Interviewer's Guide</i> and your choice of <u>one</u> of the following:</p> <p><input type="checkbox"/> <b>MANAGEMENT AUDIT</b> A succinct report that highlights and describes 6 management style areas giving key insights into how people will conduct themselves in a management capacity. If you are a manager or considering a candidate for a management role, this analysis will be extremely beneficial.</p> <p><input type="checkbox"/> <b>SALES AUDIT</b> Provides a critique of a person's selling style in six areas that include closing and customer service. This summary is very useful when selecting, developing, or coaching sales staff or in determining one's own strengths and weaknesses in sales.</p> <p><input type="checkbox"/> <b>TECHNICAL/ADMIN AUDIT</b> Designed to explore how we function in areas such as organizing work flow, meeting deadlines, problem solving and ensuring quality.</p> <p><input type="checkbox"/> <b>CUSTOMER SERVICE AUDIT</b> Outlines how the individual is likely to handle client needs and criticism. It describes their responsiveness, communication skills, problem solving style and goal orientation.</p>	<p>\$98.50 (Includes an Audit Report)</p> <p>Additional Audits are \$35.00 each</p>
<p><input type="checkbox"/> <b><u>HUMAN JOB ANALYSIS (HJA) - THOMAS INTERNATIONAL</u></b> Human Job Analysis (HJA) - Find your ideal candidate by determining the behavioral profile needed before you start to interview. With a well written job description that includes the most important behaviors or characteristics needed in the role we can create a choice of two ideal behavioral profile(s) at no charge. As each candidate applies, you can have them take the PPA/DISC Assessment and request the comparison report be included for one or both profiles for just \$20 each. This report will rate your candidate on a scale of 1-5 for goodness of fit, 5 being the most ideal. "Goodness of Fit" is a sophisticated and accurate measure of an individual's behavioral fit with the job based on the individual's Personal DISC being assessed against the Human Job Analysis. You can ask for the "Goodness of Fit Report Guide" if you would like more information.</p> <p><input type="checkbox"/> <b><u>HJA COMPARISON REPORT - THOMAS INTERNATIONAL</u></b> Once you have the ideal HJA behavioral profile, simply add this report every time you assess a candidate for "Goodness of Fit". You may also want to request a consultation from one of our consultants to make your final determination on the hire at our normal rate.</p>	<p>Free</p> <p>\$35.00 for each candidate</p>

<input type="checkbox"/> <b><u>COMPATIBILITY REPORT - THOMAS INTERNATIONAL</u></b> The compatibility report is designed to support communication and understanding between two people. The compatibility report summarizes the behavioral strengths, communication styles and potential areas for conflict. After both participants have taken the PPA (DISC Assessment), you can request this additional report. You can use this report to compare manager/employee, employee/employee or even spousal relationships.	\$35.00 w/ DISC
<input type="checkbox"/> <b><u>HOW TO EFFECTIVELY MANAGE - THOMAS INTERNATIONAL</u></b> It is always useful to have a strategic idea of how to manage a person. This guide is customized to reflect the unique strategies that are needed to effectively manage and is broken down into eight easy to read areas. If followed diligently, will produce outstanding results. It is an essential report to helping manage people, teams, peer-to-peer relationships and any one-on-one interactions.	\$35.00 w/ DISC  \$45.00 Separately
<input type="checkbox"/> <b><u>TEAM REPORTS - THOMAS INTERNATIONAL</u></b> A team has a personality too! <input type="checkbox"/> The <i>Actual Team Report</i> compiles all of the behaviors on a team and characterizes the team as a whole. You will see the likely strengths and weaknesses on the team, as well as the unique contribution that each team member brings. Each individual will need a DISC report to be included in the Team Report. <input type="checkbox"/> The <i>Ideal Team Report</i> is created through a consultation with each team manager to ascertain their ideal team, and looks similar to the Actual Team Report.	Actual - \$99 + \$25 for each individual  Ideal - \$200 consultation
<input type="checkbox"/> <b><u>CAREER GUIDE - THOMAS INTERNATIONAL</u></b> This guide provides a summary of people's key behaviors, motivation and job emphasis and then lists specific functions and job types that are best suited to their characteristics and the occupation level selected. When considering reassignment or reorganization within the company, this guideline will help define the strengths this person will bring to other positions.	\$35.00 w/PPA  \$40.00 Separately
<input type="checkbox"/> <b><u>PIAV - WORKPLACE MOTIVATORS - TARGET TRAINING INTERNATIONAL</u></b> We love this tool! It measures a person's responses to determine motivators in each of these six attitudes: <i>Theoretical, Utilitarian, Aesthetic, Social, Individualistic, and Traditional.</i>	\$75.00
<input type="checkbox"/> <b><u>REFERENCE CHECK REPORT</u></b> Hiring new employees will be smoother with the information from a pre-hire review. By understanding a candidate's strengths and weaknesses, you'll be able to target job-training and accelerate the time it takes to be most productive. Our in-depth report supplies you with more accurate information about a candidate, so you can avoid a bad hire and reduce lost productivity and turnover. The reference report provides you with more information than a blind interview, LinkedIn endorsement, or reference call could ever offer. The pre-hire review helps you get the truth about a candidate's performance and cultural fit, while saving you from the cost of bad hires.	\$150.00
<input type="checkbox"/> <b><u>360 FEEDBACK REPORTS - CHECKSTER</u></b> A simple online survey that provides constructive, anonymous 360 feedback, affordable for every team member in your organization. The traditional 360 feedback process is often limited to the executive team due to the cost and time, but limiting to executive staff doesn't help the rest of your organization develop, promote teamwork, and achieve results.  Now, you can provide 360 feedback for everyone without the administrative burden. Anonymous 360 feedback gives employees insight into their strengths, impact and areas of development. Providing this feedback promotes development and job satisfaction, along with accountability for results.	\$150.00

<p>It is delivered online and ready to use in minutes. Highly graphical and intuitive reports make key feedback accessible to all recipients at-a-glance. The graphically-rich reports are designed to inspire the recipient to take action based on the results, not just learn more about themselves. The presentation of the results is designed to motivate the recipients to take proactive steps towards self-improvement. Here are the types of surveys available. Plus, we can quickly customize a survey based on your particular needs, see pricing below.</p> <p><input type="checkbox"/> <b>PROFESSIONAL</b> Delivers work on time Consistently provides quality results Effectively deals with complex situations Is widely trusted and seen as truthful Effectively handles pressure and stress Is seen as a team player Understands companies strategic vision Keeps promises, is dependable</p> <p><input type="checkbox"/> <b>MANAGEMENT</b> Capacity to recruit/retain strong team members Sets relevant performance goals for team members Consistently drives team to goal attainment Optimize the existing organizational structure Good at handling pressure and stress Thinks strategically to benefit the company Is seen as direct, truthful, and with integrity Discipline to keep budget and monitor performance metrics</p> <p><input type="checkbox"/> <b>TECHNICAL</b> Delivers work on time Ability to be a team player Talent to suggest process improvement Follows required technical procedures &amp; process Ability to analyze/solve complex problems Shares knowledge and documents work Consistently focused on quality of results Up-to-date with relevant technologies</p> <p><input type="checkbox"/> <b>SALES</b> Ability to meet quota target Proactive in finding new potential customers Aptitude to listen to customer needs Ability to address customer questions Appropriately decides when to engage colleagues Effectively negotiates price and terms Keeps accurate customer records Consistently has a drive to succeed or win</p> <p><input type="checkbox"/> <b>ENTRY LEVEL OR HOURLY WORKERS</b> Is rarely late or absent from work Takes personal pride in quality &amp; output of work Rapidly learns new information Gets along with others (co-workers, customers) Remains controlled during pressured events Always works hard and usually exceeds goals Always follows work policies and procedures Is a trusted associate with information, goods, or money</p> <p><input type="checkbox"/> <b>CUSTOMIZE THE COMPETENCIES</b> Before ordering the 360's, take advantage of a consultation with an Organizational Coach. They will guide you through the process of customizing the key competencies of the competencies of the group for which you are using the 360 reports.</p> <p><input type="checkbox"/> <b>TAKE CARE OF THE EMPLOYEE</b> After the 360 report is received, the Organizational Coach can meet with the key employees to debrief them on their results, leaving the employees ready to build their personal development plans.</p>	<p>\$195.00 per 50-min phone session</p> <p>\$375.00 for two 50-min phone sessions</p>
<p><input type="checkbox"/> <b>EMOTIONAL INTELLIGENCE - THOMAS INTERNATIONAL</b> IQ (Intelligence Quotient) measures an individual's intellectual, analytical, logical and rational abilities. As such, it is concerned with verbal, spatial and mathematical skills. Cognitive intelligence or the capacity to understand, learn, recall and think rationally solve problems and apply what one has learned.</p> <p>Alternatively, the Emotional Intelligence (EI) assesses one's ability to perceive emotions, to access and generate emotions so as to assist thoughts, to understand emotions and emotional meaning and to reflectively regulate emotions in ways that promote emotional and intellectual growth.</p>	<p>\$300.00</p>
<p><input type="checkbox"/> <b>DISC - TARGET TRAINING INTERNATIONAL</b> We do not find that it is as accurate as Thomas International. It can be a good tool for teambuilding and hiring for positions that are not key to organizations. Measures above AND below the energy line to individualize behavioral styles. Validated as a predictor of stress based on disparity between natural and adapted behaviors.</p>	<p>\$50.00</p>