How to Review Your Talent Insights® Results

For Managers:

Share the full report with your employees 2-3 days prior to your one-on-one meetings.

It is important to let your employees know:

- You are investing in their success
- These results are designed to help them become the most effective and engaged employees possible.
- The results will help you understand how best to communicate with them
- The results will help them better understand themselves
- You will use this feedback together to ensure that they are assigned the work that naturally fits their style

Optional:

1. When you have the assessment feedback conversation with them you may want to be prepared for a discussion about how best to modify their current role or duties.

   You may also choose to ask them in advance of your meeting, to reflect on their current role from their perspective, to consider what activities/responsibilities would be the best fit for them based on their Talent Insights feedback.

2. Consider how you might work with them to complete the **Professional Development Action Plan** page found at the end of the results summary during your meeting or assign it as homework (for them to complete) prior to a follow up meeting.