# **Wake Up Eager Hiring**

Hiring with TriMetrix - Step-by-Step Process and Resources

This step-by-step TriMetrix Hiring document will make it easy for any manager to understand how to put people in the right seats quickly. **This process is designed to help you match what the job needs for success to candidate strengths, helping you determine the level of job fit.**

In employee engagement research, when an employee can say that they “get to do what they do best” every day – they are six times more likely to be engaged and committed to the work. And if a twenty-five-person team can say the same, they have 44% higher customer services scores and 38% higher productivity scores.

Reference Notes:

* The Hiring Managers who make the best use of the assessment in hiring decisions are those who have applied these processes to themself and their team. (Take the TriMetrix assessment and use this process on yourself!)
* IMPORTANT: Remember and apply the [Five Areas of Job Fit](https://suzies-hard-drive.s3.amazonaws.com/Evaluating+Job+Fit-01_CatherineSMedia_USE.png) with [the Car Analogy](https://suzies-hard-drive.s3.amazonaws.com/Car_Analogy_for_Job_Fit-01_2022.png).
* Assessment results should be considered <30% of any management decision.
* The abbreviation **PWA** is the **person with the assessment.**
* Contact Suzie Price with questions or suggestions. [suzie@pricelessprofessional.com](mailto:suzie@pricelessprofessional.com)

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| **STEP 1:** **SEND ASSESSMENT INSTRUCTIONS AND LINK EMAIL:** Send the Candidate (internal or external) the following **sample email** instructions. Contact Suzie for the correct assessment link.  Sample Subject Line: Online Assessment Invitation for You– As a Part of the Hiring Process    Hi CANDIDATE NAME,  Thank you for your interest in and interviewing with COMPANY NAME for the position of TITLE. As a part of our Candidate Process, please complete online assessments.  To get the most accurate and helpful results, please follow these simple tips before you begin:   1. **Be yourself.** Complete the assessment in your typical state of mind. 2. **Stay focused.** Find a quiet spot and set aside 30+ minutes without interruptions. 3. **Use a computer or large device.** A bigger screen will make things easier. 4. **Choose your language.** If English is not your native language, select your preferred one from the top right-hand corner.   When you are ready, use this assessment response link: LINK  Please reach out to me if you have any questions. |
| **STEP 2: CREATE A HIRING TEMPLATE** (POSITION BENCHMARK) **FOR THE POSITION**  Work with the PWA’s\* Manager\*\* to create a Hiring Template, using the Superior Performance Attributes Worksheet. Use this [HUB Hiring Template Workbook](https://suzies-hard-drive.s3.amazonaws.com/A_2024_UPDATED_HiringTemplateFormsBooklet.pdf) (updated 2024)  *\*PWA stands for Person with the Assessment.*  *\*\*If the Manager is not available, use the Hiring Template Worksheet and your knowledge to select the Superior Performance Attributes (SPAs) for the position. Use this in hiring and development.* |
| **STEP 3: COMPARE PWA’S ASSESSMENT TO THE POSITION BENCHMARK – ASSESS STRENGTHS AND POTENTIAL GAPS**  Once the Superior Performance Attributes (SPAs) for the role have been selected, compare the PWA’S assessment results to them using this updated (9/25) [Debrief Notes Worksheet](https://f005.backblazeb2.com/file/WAKEUPEAGER/1_C_Hiring+Debrief+Worksheet-TriMetrix_2025.pdf). Assess candidate or employee matches, gaps, strengths, and blind spots. |
| **STEP 4: HIRING MANAGER DEBRIEF CONVERSATION PROCESS, REFERENCE CHECKS AND TOOLS FOR ADVANCED TRIMETRIX USERS\*\***  \*\* Watch this [two-minute video](https://www.loom.com/share/e46e1008f35345698c315acb0ee98329) overview on the process.  **ASK HIRING MANAGER:**   * What do you like about this candidate? * What concerns do you have?   **REVIEW:**   * The Position Benchmark – The Top Job Priorities and Superior Performance Attributes selected for the role. * Discuss candidate matches and potential gaps and potential level of risk, based upon fit.   **PROVIDE:**   * [TriMetrix interview questions](https://suzies-hard-drive.s3.amazonaws.com/Focus_on_Fit_Interview_Questions_2024rev1.pdf) for gap areas if a 2nd interview will be held.   HOW TO CONDUCT REVEALING REFERENCE CHECKS - Overcome useless reference checks. Get the information you need. [Use this process.](https://wakeupeager.s3.amazonaws.com/Conducting_Revealing_Reference_Checks_PPD_2022.docx)  QUICK, DETAILED SUPPORT GRAPH READING REFERENCE CARDS FOR ADVANCED TRIMETRIX USERS:   [Interpreting the Dimensional Balance Page Graph](https://wakeupeager.s3.amazonaws.com/DBPG_Acumen_MJCard_2021.pdf) [Understanding Motivators/Interests](https://wakeupeager.s3.amazonaws.com/Motivators_MJCard_2021.pdf)  [Reading DISC Graphs](https://wakeupeager.s3.amazonaws.com/DISC_GraphReading_MJCard_2021.pdf) |