

10 TIPS FOR INTEGRATING ASSESSMENT RESULTS INTO CAREER CONVERSATIONS



- 1. Choose wisely.** Think ahead to the goals for your career conversation (e.g., planning next steps, finding balance, solving a performance issue, choosing between various options). Each assessment tool is designed for a different purpose - [choose relevant tools](#) that are complementary.
- 2. Prepare.** Allow sufficient time before your meeting to read the assessment reports, supporting documentation (e.g., technical manuals), client/employee files, and other relevant information.
- 3. Integrate.** Make sense of assessment results by looking at them holistically. Consider assessment goals, contextual information, and themes or contradictions across the individual reports. Use post-its to identify key points and organize into themes; make notes or highlight key points on assessment reports or profiles.
- 4. Reflect.** Consider the potential impact of the assessment results and/or your feedback. Ponder the most effective way to communicate key points (e.g., charts, examples, metaphors).
- 5. Focus the conversation.** It's much more effective to interpret assessment results with a specific purpose in mind. However, avoid being so narrowly focused that you miss other relevant insights. For great resources to support career conversations, see: <https://www.careers.govt.nz/assets/pages/docs/career-conversations-toolkit.pdf>
- 6. Don't overinterpret.** Most career assessment tools are self-assessments (i.e., the individual is providing information about him/herself) – they are not objective measures of a static reality.
- 7. Don't "test and tell."** A conversation is two-way, not a presentation. Engage in dialogue about the assessment results and their career applications.
- 8. Establish "SMART" goals.** Based on assessment results, ensure that the resulting goals are Specific, Measurable, Achievable, Relevant, and Timelined. Find more info on SMART goals at <http://www.yourcoach.be/en/coaching-tools/smart-goal-setting.php>
- 9. Identify action steps.** Make immediate use of the assessment results. Identify steps to maximize identified strengths, enhance competencies where required, or enrich work experiences.
- 10. Facilitate appropriate sharing.** In most circumstances, the individual "owns" the results of his or her assessments. However, it may be helpful to share the results with significant others (e.g., managers, supervisors, co-workers, instructors, mentors, or coaches). Leave time in the career conversation to explore who to share results with, which results to share, and how to communicate results most effectively.



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