

HOW SPOTLESSMIND ASSESSMENTS WORK

The SpotlessMind assessment process is fairly straightforward. To help avoid any confusion, here is a summary of what the process looks like, for the end-users who are taking the assessment. If at any point you have any questions, ask your company's Account Manager for your SpotlessMind partnership, or send an email to the SpotlessMind support team at: macgyver@spotlessmind.io

STEP 1: CHECK YOUR EMAIL FOR YOUR USER INFO

Upon the start of the partnership, your company's Account Manager for your SpotlessMind partnership will create users for in the SpotlessMind platform for you. Either our platform will send you an email with your login info, or SpotlessMind's account manager for your company will email you your login info, or your company's Account Manager for your SpotlessMind partnership will send you the login info. With the login info, you can login here: <https://spotlessmind.io/login/>

STEP 2: ANSWER THE BRIEFING QUESTIONS

Go through the various questions and answer all of them. There are approximately 15 questions, please write at least two sentences for each, and see our sister document to this one, "Tips to get the most out of your SpotlessMind Assessment" for more specific guidance on answering the questions.

STEP 3: READ YOUR BRIEFING!

Once you've answered the questions, your Briefing should be generated within approximately a minute. Wait on the screen for the Briefing to appear—and then read it, and enjoy! The Briefing will also be emailed to you.

STEP 4: SHARE YOUR BRIEFING

The URL of the Briefing is shareable, so you can send it to anyone whom you think might benefit from learning about you and how to work with you. Just send them the link to that page directly. You can copy the link easily at the bottom of your Briefing.

STEP 5: REMIX YOUR BRIEFING TEXT TO PERFECT IT (OPTIONALLY)

One way to make your Briefing even better—and to correct any analyses that you might want to use different wording for—is to click on the Remix icons next to any text. You can ask our platform to rewrite and regenerate any text. You can also ask it to rewrite text while giving it guidance on what to say differently.

STEP 6: GET FEEDBACK FROM COLLEAGUES (OPTIONALLY)

Another way to make your Briefing even better is to use another powerful functionality: to get Colleague Feedback. Near the end of your Briefing, you can use the Colleague Feedback option to send a different free-text questionnaire about working with you to your colleagues. Their responses will be suggested to you as suggestions you can review later and choose to incorporate into the Briefing. You will never have access to your colleague's feedback.

STEP 7: TELL COMPANY'S ACCOUNT MANAGER FOR SPOTLESSMIND WHAT OTHER REPORTS YOU'D LIKE TO SEE

The Briefing is only the tip of the iceberg; SpotlessMind can create any report regarding the personality and behavior of any individual or groups of individuals. Suggest to your company's Account Manager for SpotlessMind what other reports you would like to see, on the individual or group levels. Suggestion: our favorites include the "Crucial Conversation" report, and the "Team Communication Matrix" report.

Reminder: If you have any questions, ask your company's Account Manager for your SpotlessMind partnership, or drop us a line at macgyver@spotlessmind.io