

FEEDBACK CHECKLIST

The below key considerations are meant as a guidance for test users in relation to general best practice for communicating test results and as a foundation to create a constructive dialogue with the candidate.

Introduction – establish rapport with test taker	✓
“How did you find completing the test?”	
Present yourself and the nature of the feedback	
Dialogue tool—no right and wrong answers	
(Inform the person about his/her rights under the applicable ethical guidelines and legislation).	

Presentation of OPTO – Apply introduction page in the reports	
Present the structure and content of the Test Taker Report	
Personality test with 8 Dimensions and underlying Aspects	
Score type	
Applied norm group	
Spotlight	
“Do you have any questions before we start?”	

Feedback – Apply Score Page, Interview Guide and/or Test Taker Report	
Describe the structure of the Test Taker Report and present the 8 Dimensions neutrally	
Present your intended structure – focus and interest	
Present the Test Taker’s score and use the Interview Guide for further inquiry	
Seek acceptance for the scores, e.g., “To what extent do you think that this description fits you?”	

Close the feedback	
Ensure the test taker’s questions about test result and feedback are answered	
Summarize your notes from the feedback	
Describe the next step in the recruitment process	