







## More Information About How Applicants Take Tests:

### Performance Profile Testing Process

The Performance Profile questionnaires are administered in the Assessment Center at our web site for the convenience of both the individual who is completing them and the company that is evaluating them. In addition, the Performance Profile questionnaires can be emailed, faxed or delivered.

Access to the Assessment Center at our web site is by ID and password, which are assigned to companies that use our testing services. If you are a hiring manager at a company that is interested in learning more about our testing services, please call our toll-free information hotline **(800-886-4356)** or contact us at [khelm@helmtest.com](mailto:khelm@helmtest.com).

Here's a brief description of the Performance Profile process:

-  Give the individual to be tested a Web Instruction Sheet that contains a unique Log-In ID and password, and includes detailed instructions about how to find our web site, complete the questionnaires there, and get help if it is needed.
-  The individual will complete the Performance Profile questionnaires at our web site. This usually takes between 45 and 60 minutes.<sup>1</sup>
-  The individual's responses are transmitted confidentially and electronically to us for processing.
-  The individual's responses are analyzed and evaluated by Dr. Helm, and the Results Report and Professional Development Guide are prepared.
-  Reports are delivered to the designated recipient within the company within 4 hours, and a follow-up confirmation is sent 24 hours later to make certain the reports were received.
-  Telephone consultation is available with Dr. Helm.

<sup>1</sup> Performance Profile questionnaires may also be delivered as email attachments, via fax, or via overnight package service.