

Instructions for Completing the Personality Questionnaire (called the CPI 434)

Step 1

You will be going to another website to complete the CPI 434 questionnaire. **Your internet browser needs to meet the following requirements:**

Device – PCs, Macs, Androids, iOS devices

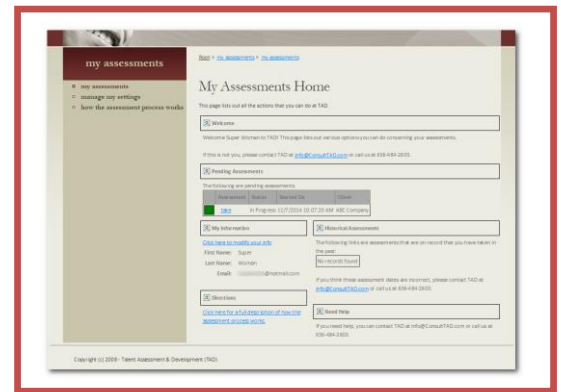
Supported Browsers

- Internet Explorer version 10 or above
- Safari version 6 or above
- Google Chrome (version is not important)
- Firefox (version is not important)

If your computer does not meet the above standards, please contact TAD immediately, at info@consultTAD.com

Step 2

You were looking at the “My Assessment” page of the TAD website when you downloaded these instructions. If you left the site, please return there. The page should look like the picture to the right. Once you are on the page, **Click the “take” link under Pending Assessments**



Step 3

Wait – Please read all of this step BEFORE you click the link!

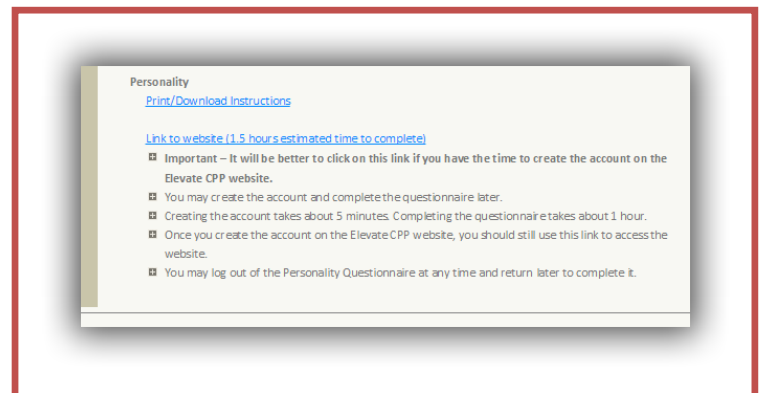
This is different from the motivation tests you may have completed earlier.

You may re-use this link to access the personality questionnaire again.

It will be easier if you take the time to create an account on the Elevate/ CPP site, once you land on their web page.

Elevate/ CPP will not send you an email with your login information. You will need to write down the password and return to this link to access the Elevate/ CPP site again.

You can set up the account and come back to the questionnaire later, if you like. Setting up the account takes about five minutes. Actually taking the CPI 434 takes about one hour. Scroll down to the personality questionnaire and click the link that will take you to the login page for the CPI 434.

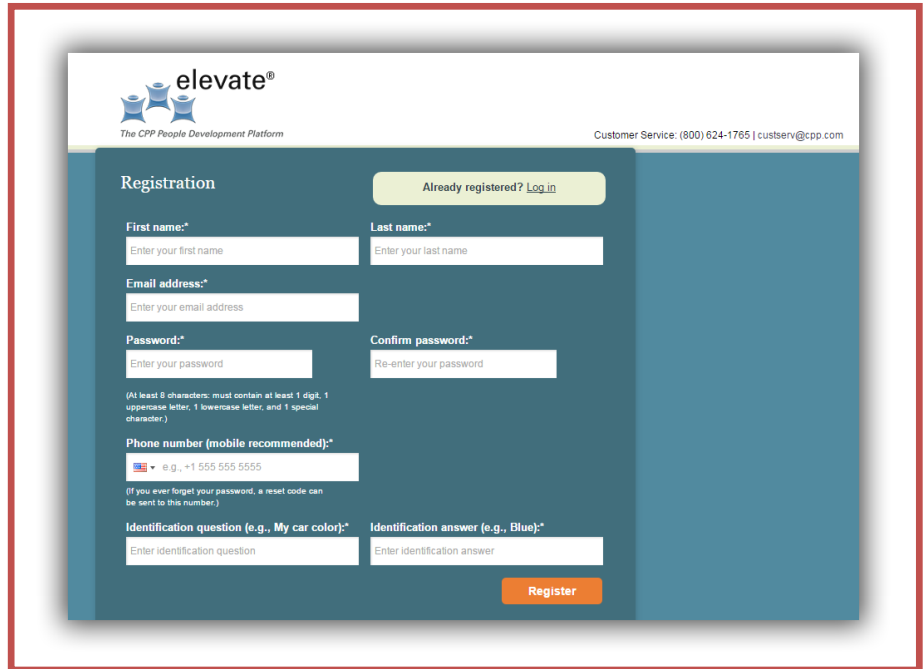


Step 4

The next page should look like this.
Please create an account on the Elevate/ CPP website.

This account will allow you to log back in to complete the questionnaire if you do not finish it now.

When you have filled in all the information, please click the **Register** button.



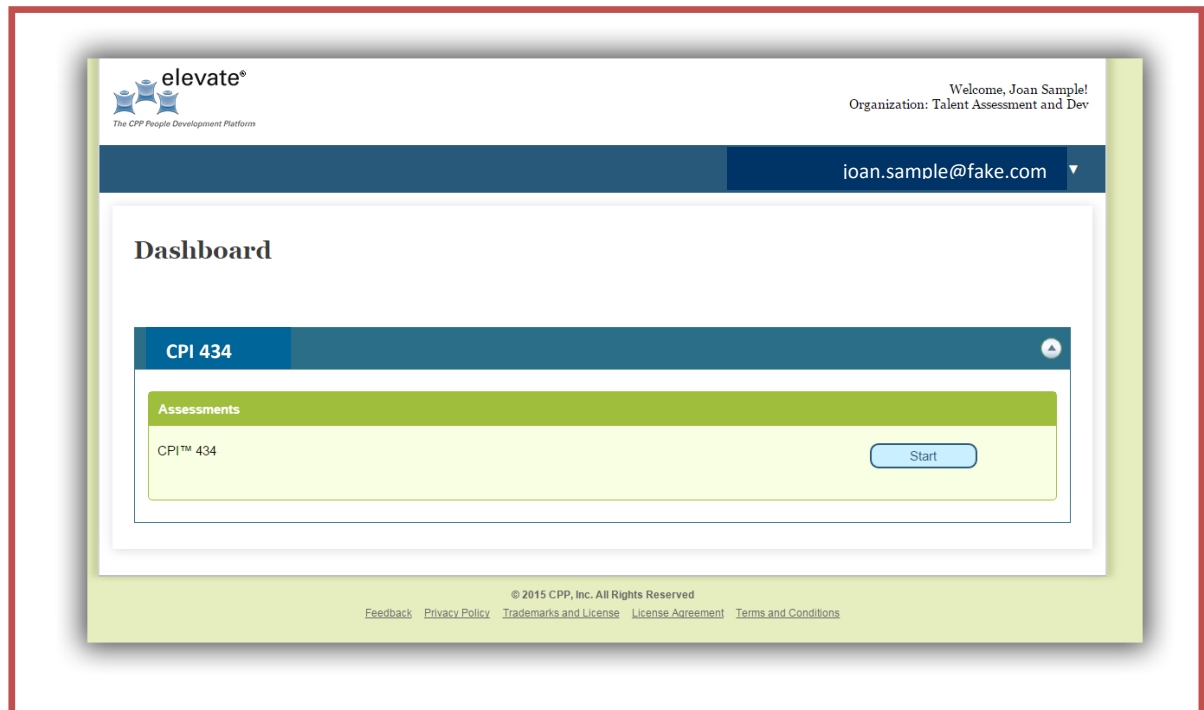
The screenshot shows the Elevate registration page. At the top left is the Elevate logo with the tagline "The CPP People Development Platform". At the top right is the customer service contact information: "(800) 624-1765 | custserv@cpp.com". The main heading is "Registration". To the right of the heading is a button that says "Already registered? Log in". The form contains several input fields: "First name:" (with a subtext "Enter your first name"), "Last name:" (with a subtext "Enter your last name"), "Email address:" (with a subtext "Enter your email address"), "Password:" (with a subtext "Enter your password"), and "Confirm password:" (with a subtext "Re-enter your password"). Below the password fields is a note: "(At least 8 characters: must contain at least 1 digit, 1 uppercase letter, 1 lowercase letter, and 1 special character.)". There is also a "Phone number (mobile recommended):" field with a subtext "Enter your phone number" and a note: "(If you ever forget your password, a reset code can be sent to this number.)". At the bottom of the form are two fields for "Identification question (e.g., My car color):" and "Identification answer (e.g., Blue):", both with subtexts "Enter identification question" and "Enter identification answer" respectively. A prominent orange "Register" button is located at the bottom right of the form.

Step 5

Once you are registered, you will move to the dashboard page. It should look like this.

The **CPI 434** should be listed on the list of **Assessments**.

Click the **Start** button.



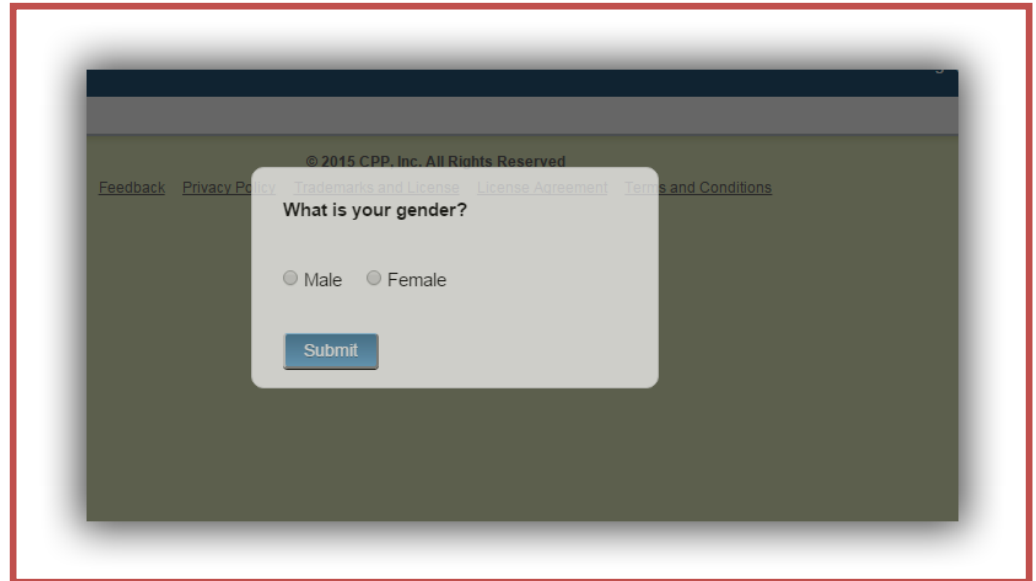
The screenshot shows the Elevate dashboard. At the top left is the Elevate logo with the tagline "The CPP People Development Platform". At the top right, there is a welcome message: "Welcome, Joan Sample!" and "Organization: Talent Assessment and Dev". Below this is a dark blue navigation bar with the email address "joan.sample@fake.com" and a dropdown arrow. The main heading is "Dashboard". Below the heading is a card for "CPI 434". Inside this card, there is a sub-section titled "Assessments" which lists "CPI™ 434" and a "Start" button. At the bottom of the dashboard, there is a footer with the copyright notice "© 2015 CPP, Inc. All Rights Reserved" and several links: "Feedback", "Privacy Policy", "Trademarks and License", "License Agreement", and "Terms and Conditions".

Step 6

The system asks you to choose a gender. This is taken into account in the scoring of the questionnaire. All personality questionnaires have small differences between people who identify themselves as female or male. So, the results are provided by gender and by the total population.

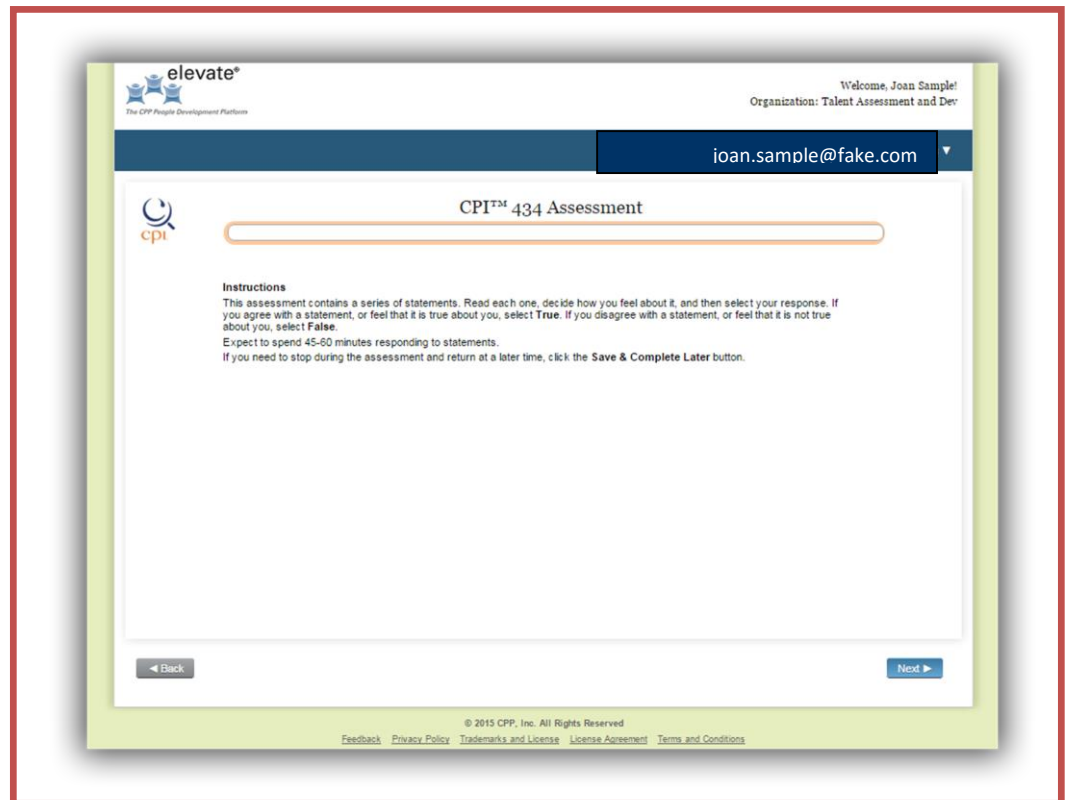
For example, if a participant identifies as female, then the results are provided relative to other females, AND to the total population of females and males.

TAD only uses the scores that are based on the total population.

A screenshot of a web application showing a modal dialog box. The dialog box has a white background and rounded corners. At the top, it says "© 2015 CPP, Inc. All Rights Reserved". Below that, it asks "What is your gender?". There are two radio button options: "Male" and "Female". At the bottom of the dialog box is a blue "Submit" button. The background of the web page is dark green and shows some navigation links like "Feedback", "Privacy Policy", "Trademarks and License", "License Agreement", and "Terms and Conditions".

Step 7

The next page looks like this. These are the instructions for completing the questionnaire.

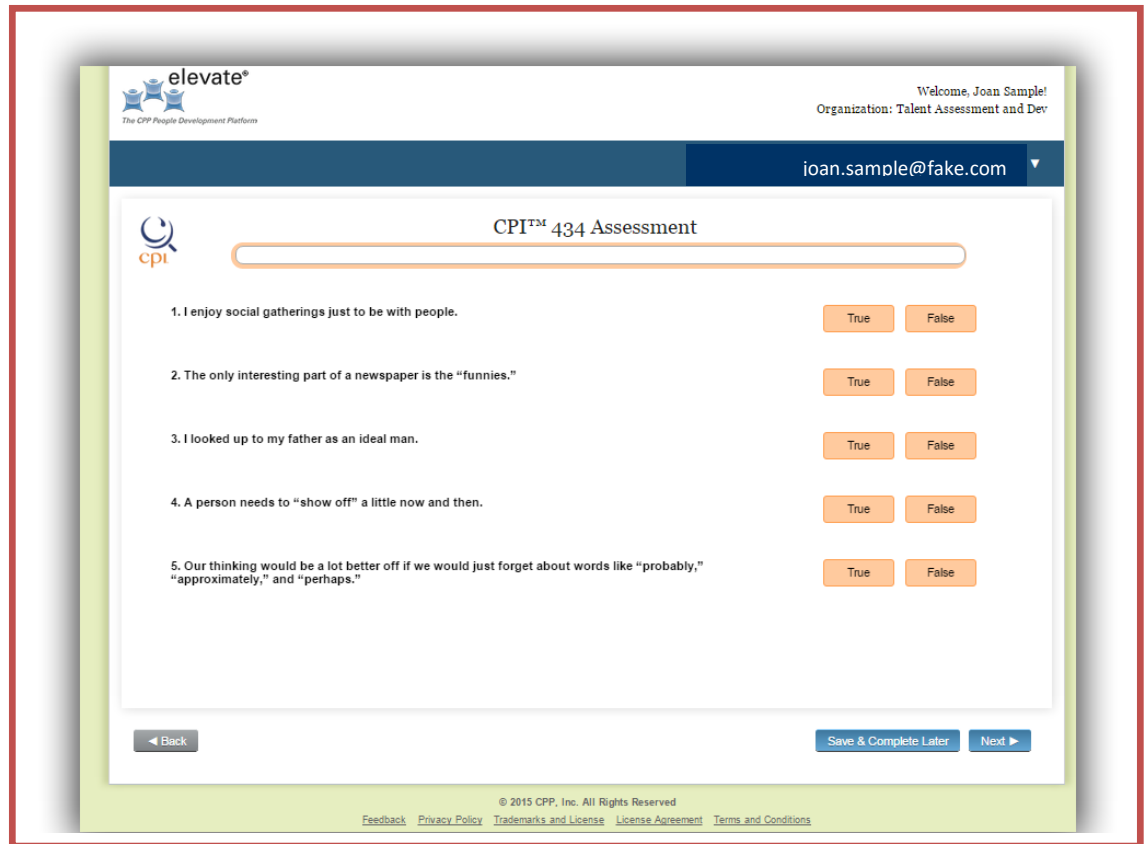
A screenshot of a web application showing the instructions for the CPI 434 Assessment. The page has a white background with a blue header. The header includes the "elevate" logo and the text "The CPP People Development Platform". On the right side of the header, it says "Welcome, Joan Sample!" and "Organization: Talent Assessment and Dev". Below the header, there is a dark blue navigation bar with the email address "joan.sample@fake.com" and a dropdown arrow. The main content area has a white background with a blue border. It features the "CPI" logo and the title "CPI™ 434 Assessment". Below the title is a progress bar. The instructions section reads: "Instructions: This assessment contains a series of statements. Read each one, decide how you feel about it, and then select your response. If you agree with a statement, or feel that it is true about you, select True. If you disagree with a statement, or feel that it is not true about you, select False. Expect to spend 45-60 minutes responding to statements. If you need to stop during the assessment and return at a later time, click the Save & Complete Later button." At the bottom of the page, there are "Back" and "Next" buttons. The footer includes "© 2015 CPP, Inc. All Rights Reserved" and navigation links for "Feedback", "Privacy Policy", "Trademarks and License", "License Agreement", and "Terms and Conditions".

Step 8

The next page looks like this.

These are the first several questions. Once you have answered all the questions on this page, the website will automatically move you to the next page.

You may skip questions and come back to them later by using the **Back** button.



The screenshot shows the 'elevate' logo at the top left and 'Welcome, Joan Sample! Organization: Talent Assessment and Dev' at the top right. The user's email 'joan.sample@fake.com' is displayed in the top right navigation bar. The main heading is 'CPI™ 434 Assessment'. A progress bar is partially filled. Five questions are listed, each with 'True' and 'False' buttons:

1. I enjoy social gatherings just to be with people.
2. The only interesting part of a newspaper is the "funnies."
3. I looked up to my father as an ideal man.
4. A person needs to "show off" a little now and then.
5. Our thinking would be a lot better off if we would just forget about words like "probably," "approximately," and "perhaps."

At the bottom, there are buttons for 'Back', 'Save & Complete Later', and 'Next'. The footer contains copyright information and links for Feedback, Privacy Policy, Trademarks and License, License Agreement, and Terms and Conditions.

Step 9

Stop and complete later

At any point, you may stop and return later to complete the questionnaire.

To do this, just click the **Stop and Complete Later** button on the bottom-right of the screen.



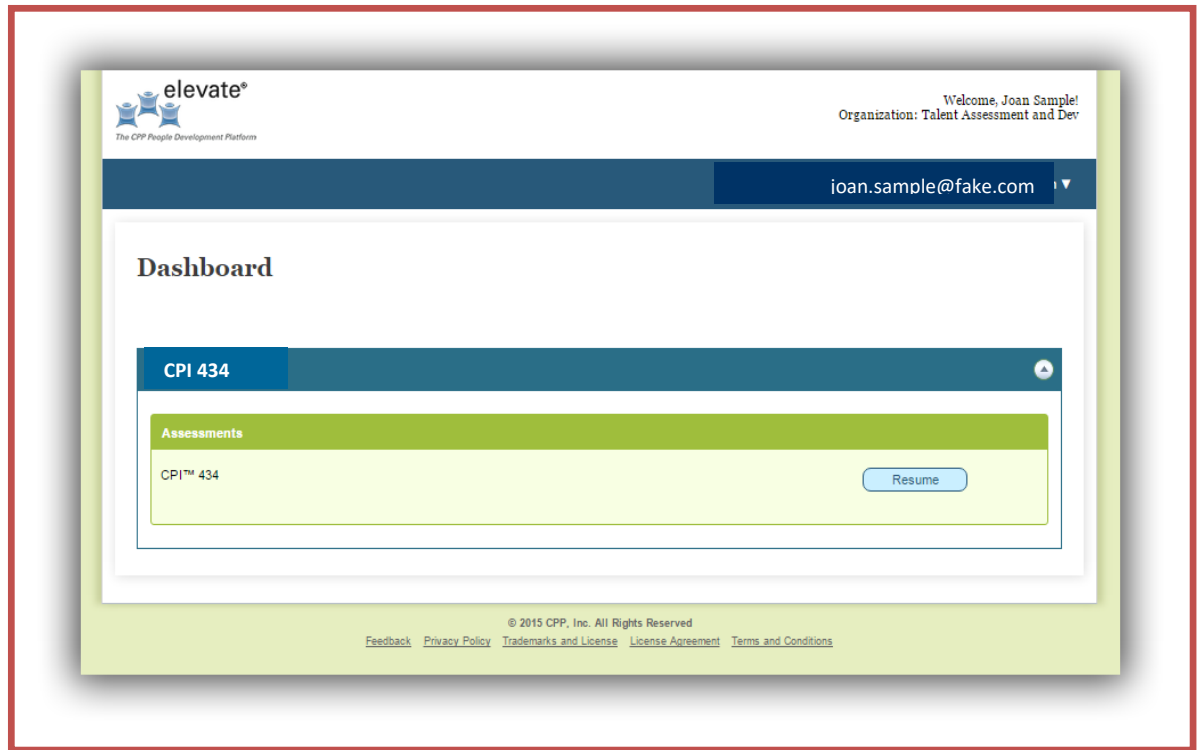
The screenshot shows the 'elevate' logo at the top left and 'Welcome, Joan Sample! Organization: Talent Assessment and Dev' at the top right. The user's email 'joan.sample@fake.com' is displayed in the top right navigation bar. The main heading is 'CPI™ 434 Assessment'. A progress bar is partially filled and labeled '15 of'. Five questions are listed, each with 'True' and 'False' buttons:

16. There's no use in doing things for people; you only find that you get it in the neck in the long run.
17. I would like to be a journalist.
18. A person who doesn't vote is not a good citizen.
19. I think I would like the work of a building contractor.
20. I have had very peculiar and strange experiences.

At the bottom, there are buttons for 'Back', 'Save & Complete Later', and 'Next'. The footer contains copyright information and links for Feedback, Privacy Policy, Trademarks and License, License Agreement, and Terms and Conditions.

Step 10

You may resume the questionnaire.
or
You may log out by clicking the down-arrow to the left of your email address at the upper-right of the page.



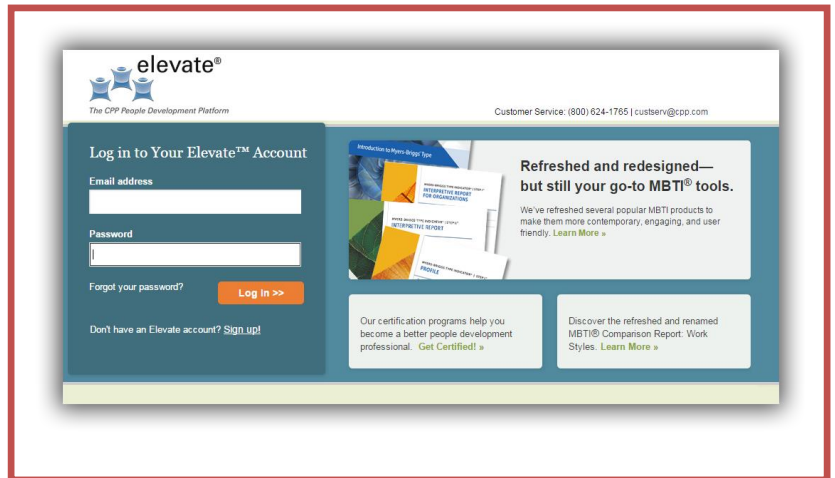
Step 11

There are 2 ways to return to the Elevate CPP login page to complete the questionnaire.

1. Use your browser history to find the page
2. Go back to the TAD website. Login to the TAD website. Then click Take under Pending Assessments. Then find the list of the questionnaires on the TAD site. Then click the link under the Personality section.

Once you login, you will be back to the page from Step 10 above.

Click the **Resume** button.



Step 12

Question 434 is the last question. When you have reached the last page, you have two options:

1. Use the Back button to review your answers or finish un-answered questions.
2. Finish the questionnaire.

The screenshot shows the 'elevate' logo and 'The CPP People Development Platform' in the top left. The top right displays 'Welcome, Joan Sample!' and 'Organization: Talent Assessment and Dev'. A dark blue navigation bar contains the email 'ioan.sample@fake.com'. The main content area is titled 'CPI™ 434 Assessment' with a progress bar indicating '430 of 434 Items Completed'. Four questions are listed, each with 'True' and 'False' buttons:

- 431. As a child in school, I used to give the teachers lots of trouble. (True, False)
- 432. I am not afraid of picking up a disease or germs from doorknobs. (True, False)
- 433. It is more important that a father be kind than that he be successful. (True, False)
- 434. It seems that people used to have more fun than they do now. (True, False)

Below the questions, a message states: 'You have reached the end of the assessment. If you have completed the assessment, click the Next button.' At the bottom, there are buttons for 'Back', 'Save & Complete Later', and 'Next'. The footer includes copyright information for 2015 CPP, Inc. and links for Feedback, Privacy Policy, Trademarks and License, License Agreement, and Terms and Conditions.

The screenshot shows the 'elevate' logo and 'The CPP People Development Platform' in the top left. The top right displays 'Welcome, Joan Sample!' and 'Organization: Talent Assessment and Dev'. A dark blue navigation bar contains the email 'ioan.sample@fake.com'. The main content area is titled 'CPI™ 434 Assessment' with a progress bar indicating '434 of 434 Items Completed'. The section is titled 'Submitting Your Responses' and contains the text: 'Thank you for completing the CPI™ 434 assessment. Click Done to submit your responses, or click Back if you wish to review them.' At the bottom, there are buttons for 'Back' and 'Done'. The footer includes copyright information for 2015 CPP, Inc. and links for Feedback, Privacy Policy, Trademarks and License, License Agreement, and Terms and Conditions.

Step 13

The CPI 434 should be listed as **Complete**.

Log out of this website and return to the TAD site to complete any other questionnaires on your list.

When you return to the TAD site, the

personality questionnaire may be listed as linked clicked, rather than completed. It may be 1-2 hours before TAD has uploaded the results, particularly if you are completing this outside of business hours. The TAD site will send you an email when the results of this test are uploaded. If you become concerned about this, just contact TAD.

