

— THE 6 TYPES OF — Working Genius

A SIMPLE PROCESS GUIDE

The Working Genius Assessment is a simple and practical automated tool designed to help you identify the gifts you bring to work. This process was designed to make it easy for individuals and teams to take the assessment, utilize the report and put their natural talents to use at work.

There are a few steps required for setting up a Working Genius Assessment:

- 1. Purchase Working Genius Assessment(s):** During the checkout process, you will be prompted to create an account with an email and password. After ordering your assessment(s), you can begin your assessment immediately or send the assessment to others by clicking the blue button on the purchase confirmation page. You can return to manage your licenses at WorkingGenius.com/client/login.
- 2. Enter Console to Manage Your Assessment(s):** The console is where you take or share the Working Genius Assessment. You can return to your console at any time to retrieve a completed report or check the status of assessments that were sent to others. Unused assessment licenses never expire and will remain in your account until distributed or used.
- 3. Send to Another Person or Group:** From your console, select the “Send Assessment to Others” button and fill in the details of the individual or group. Once the setup is complete, you will receive a unique link you can distribute to an individual or group/ team in order to take the assessment.

You can return to your console at any time to check the status of your assessments or to make any necessary edits or changes.