



## Insights Discovery Online Evaluator – Completion Instructions

This Online Evaluator forms the basis of your Insights Discovery profile. It is not a pass or fail test. It simply records your perception of your work preferences.

- Find a time and place where you will not be interrupted.
- Please, only click on the link below to locate the Insights Discovery Preference Evaluator at  
<http://online.insights.com/evaluator/IridiumHRDConsulting/discovery>
  - Once you are on this web page, **decide which language you would like to complete the Evaluator in** and select the appropriate option button. The default language is English. It is best to complete in the language you feel most comfortable with. You will always get a profile in the language you take the questionnaire in plus English. Please read the instructions for completion of the Evaluator and click acceptance of the privacy policy. Click **Next**.
- Enter the referral code 1138/MAC/20052019
- Enter your Personal Details. Once you have entered all the appropriate details, click with the left mouse button on the **Next** button near the bottom of the windows.
- Select your response to each question, thinking about how you are **at work**, choosing the weightings as described in the instructions for completion (listed again below) by selecting the appropriate option button. To progress through or to return to previous questions, click with the left mouse button on the buttons **Next** or **Back**.
  - In each frame of 4 statements, read each statement carefully. Choose the one statement that most describes you in your work environment and select M (most).
  - From the remaining three statements, choose the statement that least describes you in your work environment and select L (least).
  - For each of the remaining two statements, select a weighting from the values 1, 2, 3, 4 and 5, where 1 represents "not likely to describe me" and 5 represents "very likely to describe me". Please do not choose the same weighting twice. Choose those weightings which you believe best represent the relative intensity of the description in your working personality.
- Proceed until you have completed all 25 frames and click on the **Next** button. Check your email address is correct, then click on the **Send** button. You will receive a confirmation email which should be kept as proof of completion.
- Remember, this is not a test! There are no right or wrong answers.
- Respond to the Online Evaluator based on your perception of yourself. Do not discuss your choices with others.
- Choose your responses quite quickly, as your first impression is often best. As a guide, this Online Evaluator typically takes about 20 minutes to complete.

If you should experience problems when completing the Evaluator please contact Colin Graves our Insights Discovery provider at Iridium HRD Consulting Limited on +44 7881 636538.