



## Proper Administration = Valid Profile Results

- AVA completion is virtually self-explanatory to participants. Not a lot of explanation is needed beyond what we recommend on this page.
- Avoid calling AVA a “test”. Keep in mind there are no right or wrong answers.
- Use the term “profile” or “behavioral profile” to describe AVA completion.

## Where and How to Administer AVA to Participants

- Completing the AVA profile onsite at your company is ideal, but not necessary.
- We provide your company the URL ([www.completeava.com](http://www.completeava.com)) with logon credentials as well as a custom link for your organization. (See your AVA Admin doc.)
- When emailing a request to a participant, use the custom link and instructions. You can copy/paste the information from your admin doc into your email.
- Any ATS or HRIS your company may be using can integrate this custom link as well.
- For now, encourage participants to use a computer, laptop or tablet rather than a phone for completion. By 2021, online completion will be more mobile-friendly.

## Some Talking Points to Use

- As standard procedure, we ask all applicants to complete an online profile.
- There are no right or wrong answers. This is not a pass/fail assessment.
- The profile tells us more about your work style and your ideal work environment.
- We believe this profile will help us learn more about you, which will help us both.

## Possibility for Invalid Profile Results

Although rare, occasionally a participant is evasive in completing the AVA. The AVA assessment consists of 102 descriptive adjectives. Using a “free response” format, AVA allows participants to select as many words as desired to describe their behavioral style. The following is a rare outcome and our recommendation for re-administering the AVA:

### Too Few Words Selected

- Most participants select between 25 and 75 words from the list of 102.
- Occasionally, a participant may select a very low number of words.
- Less than 20 selected is considered the cutoff for a valid profile.
- Know that the online system will prompt the person to mark more words when 22 or less are marked. The system does not *require* more to be selected, only suggests.

### Suggested Dialogue for a Second Completion

“John, we notice you selected a modest number of words on the AVA profile to describe yourself. May I ask why? OK, well, the result was a very limited profile. Therefore, would you mind completing the AVA again? Take the time needed to select all words that apply. Please keep in mind the most accurate profiles occur with 25 or more words selected.”