



# Persona.fit Quickstart





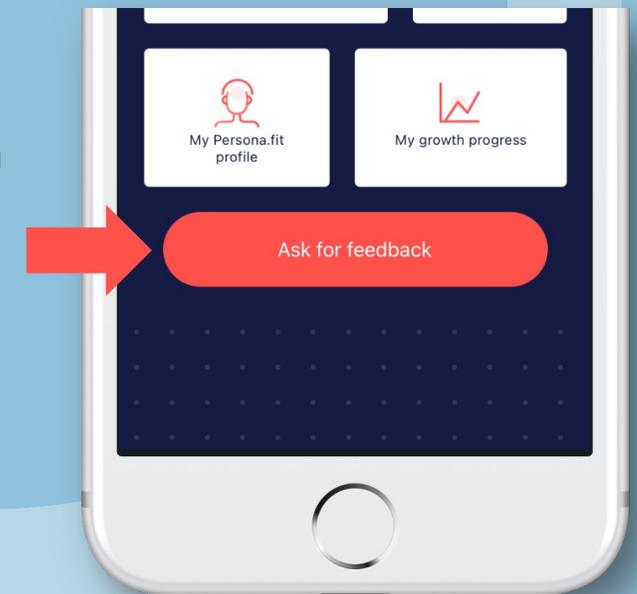
# Table of contents

- 1. Introducing the Persona.fit app as a feedback method**
- 2. Getting started**
- 3. Start exploring your personal profile**
- 4. Collecting feedback**
- 5. Where to find my results**
- 6. Performance & perception(s) of work**



# Persona.fit as a feedback method

- Persona.fit allows you to ask for feedback on your roles, behaviors and competencies.
- First, it is important to understand who you are and who you want to be. You can **discover this by reviewing your personal profile**.
- Have a look at the input of your colleagues to discover in which areas you perform well and in which you can still improve.
- **Think about what your personal goals are.** Ask yourself who you want to be in a few months.
- **Ask for feedback** on the topics of your choice. It is best to do this **regularly** and make it **part of your daily and weekly routines**.
- The app **provides an insight into your development**. This will allow you to actively monitor your growth.





# Bottom line

### Check your baseline



1 / 3

Discover your potential and focus - learn who you are and what you want to be

Continue

### Collect and grow



2 / 3

Collect valuable feedback from your colleagues which will allow you to grow and progress

Continue

### Be your own boss



3 / 3

Take control of your performance by tracking your results, moods and success

Got it!



## *Getting started*

In the invitation you will find a link. Once you open it on your smartphone, the app will be downloaded.

You can also choose to download the app from the App Store or Play Store.





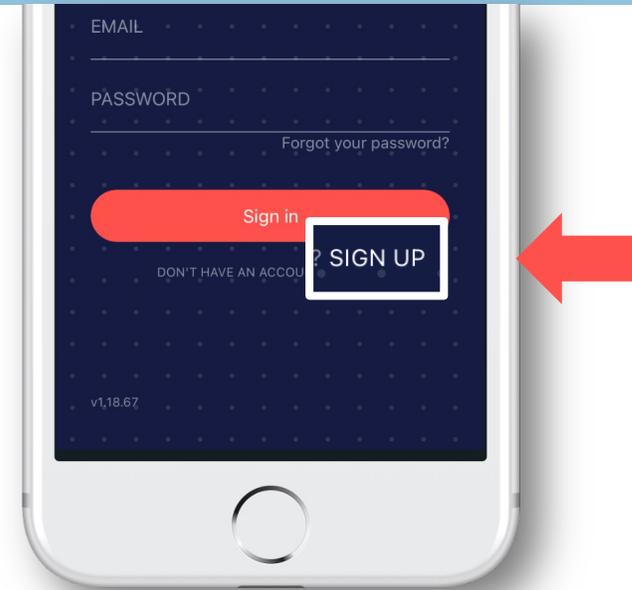
# Log in or sign up

## Log in

Did you already receive a username and password when you took the assessment? Use these to log in.



Have you forgotten your password?  
Click here to request a new one.

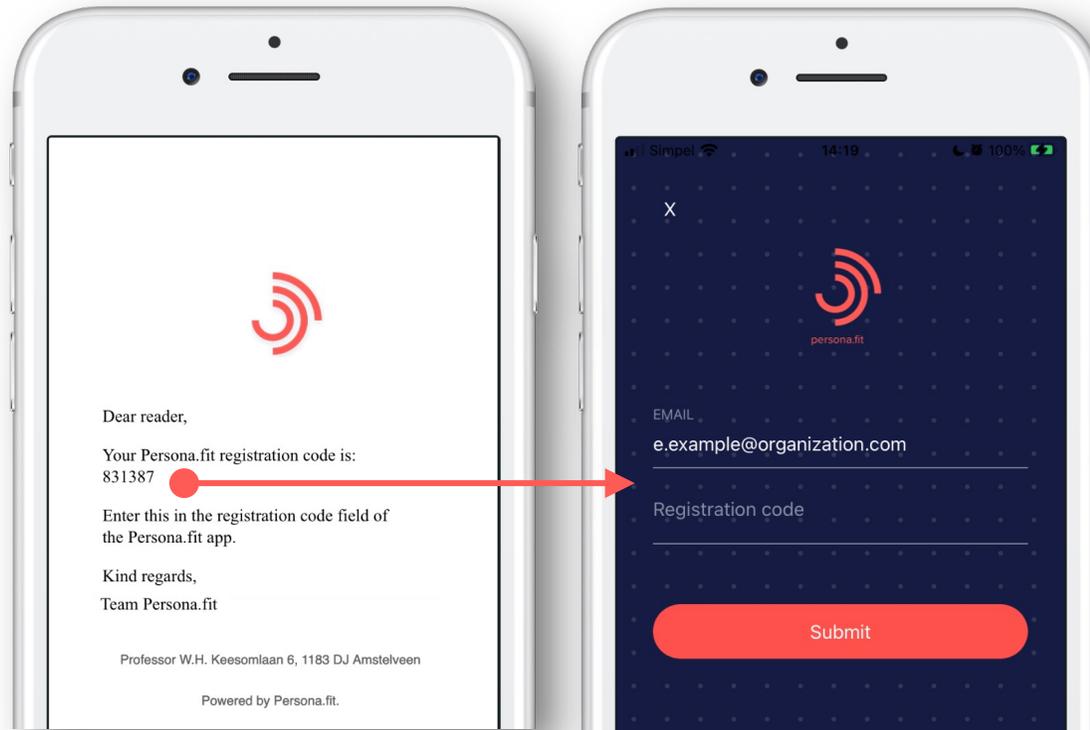


## Sign up

No account yet? Register by filling in your email address. After pressing send, you will receive a unique registration code.

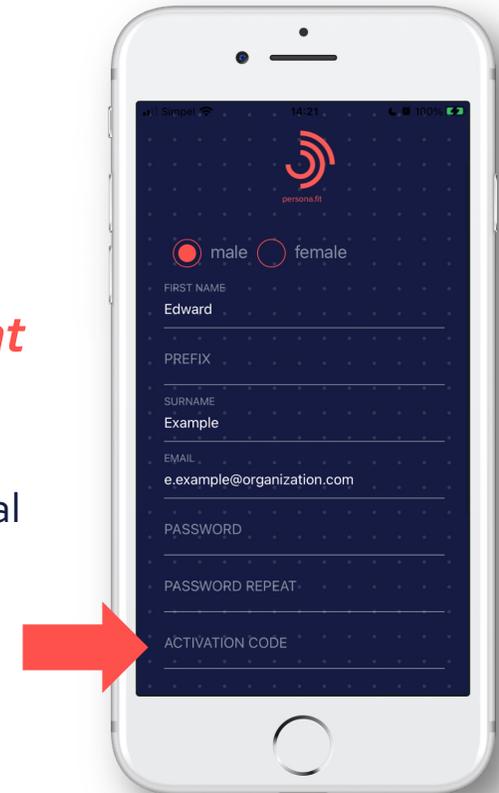


# Final steps to register



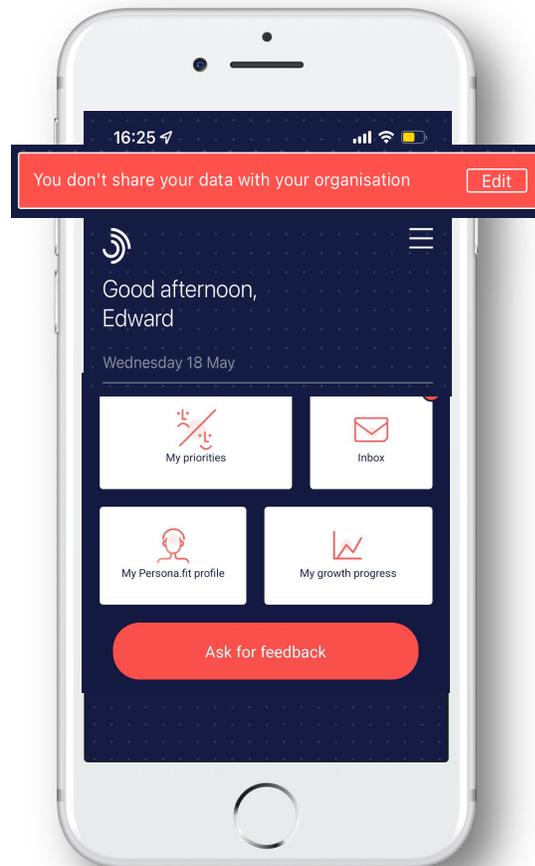
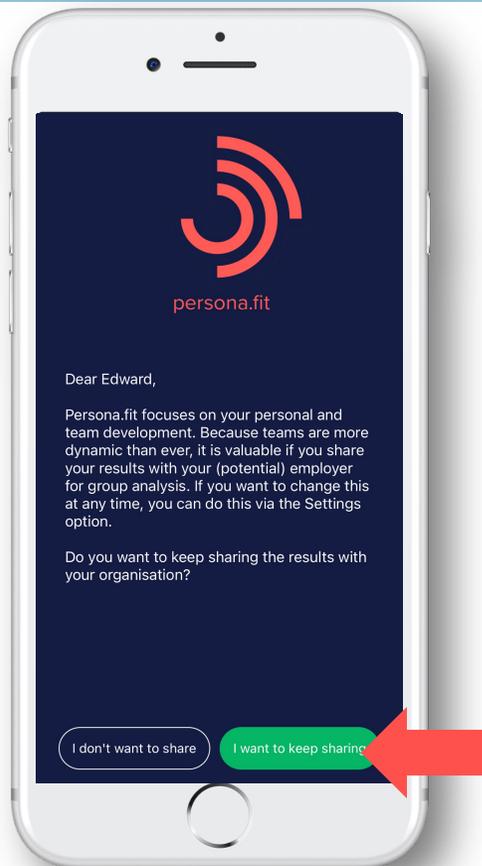
## *Activate your account*

Fill in your details, and finally enter the activation code found in your personal invitation email.





# Authorization



## *Authorize*

By giving permission, your data will be included in team reports and dashboards belonging to the relevant organisation.

You can change this preference at any time via the Menu (Settings: Privacy).



# Step 1

## Explore your personal profile

This is where you start, with your Persona.fit profile. This provides you with an overview of **your personality, drives and aspirations**. It not only creates a picture of who you are but also of who you want to be. In addition, you can ask others what they see of you **by doing a Reality Check**. A gap analysis of the differences between your Personality, Aspiration & Behavior scores serves as a starting point for your development.

Check your baseline





# Check out your Persona.fit profile

## *Personality, Aspirations & Behaviors*

Finding **the engine of your personal growth** starts with being able to understand who you are, who you want to be and how others see you. Thus, it enables you to recognize your strengths and the direction you want to go. By asking others how they see you, you become aware of unforeseen qualities and blind spots.

Profile based on your preferences



Profile based on personality questionnaire (Big 5, Working styles & Values)



Profile based on Reality Check, or 'how others see you'

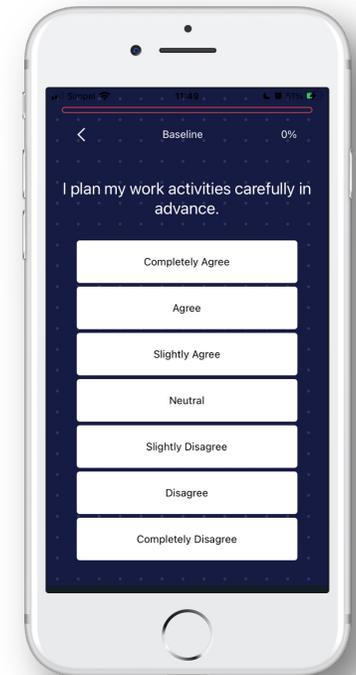
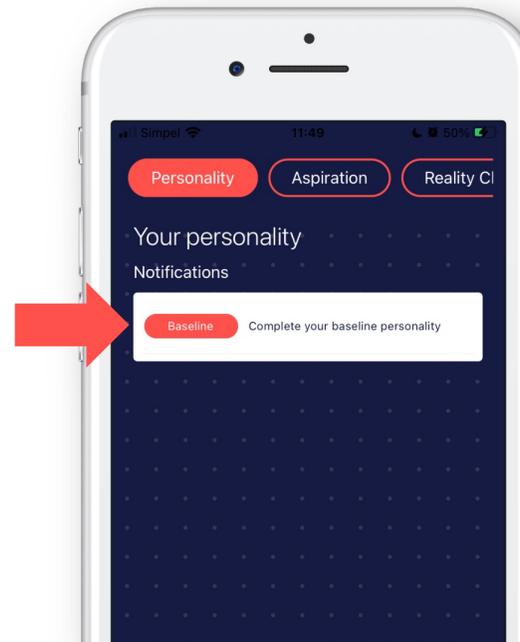
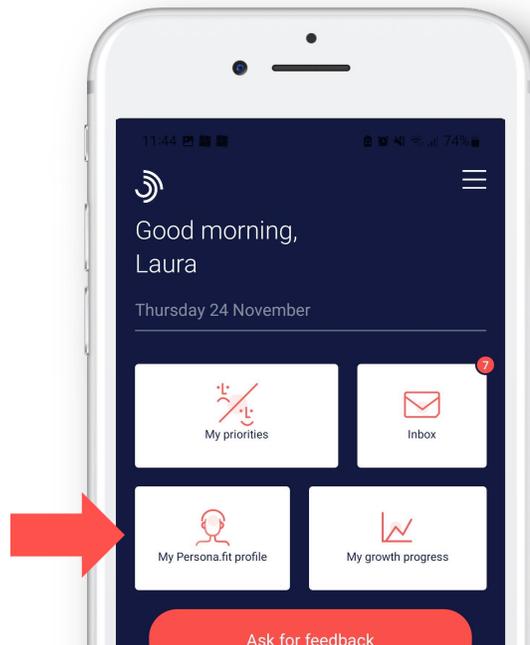


# Check out your Persona.fit profile

Press "My Persona.fit profile". **If you have already completed an assessment**, you do not need to fill out the baseline questionnaire. In that case, you will get immediate access to your personal rosettes & roles.

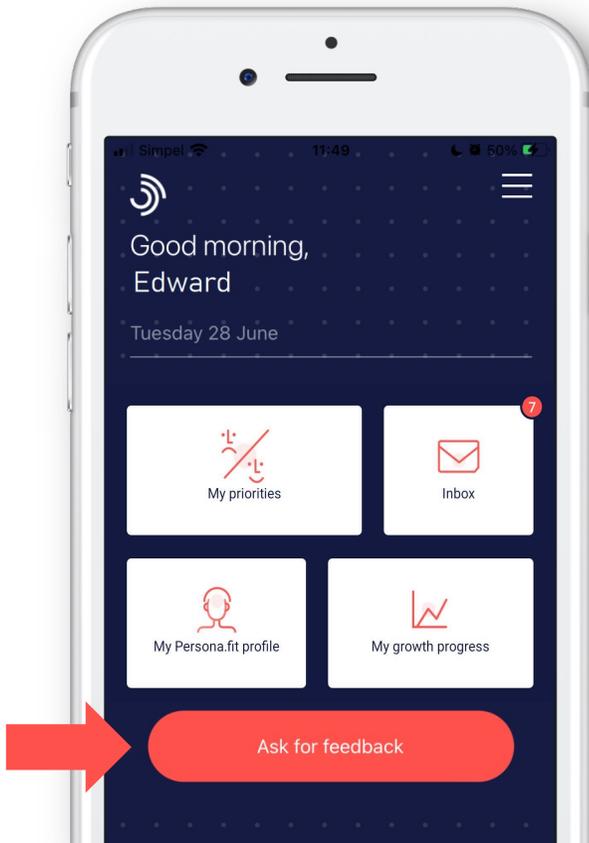
## *Fill out baseline questionnaire*

If you are using the app without having done an assessment first, you should start by filling out the baseline questionnaire about your personality and aspirations. Once you are done and the scores are calculated, you will get access to your personal rosettes & roles.





# Reality Check

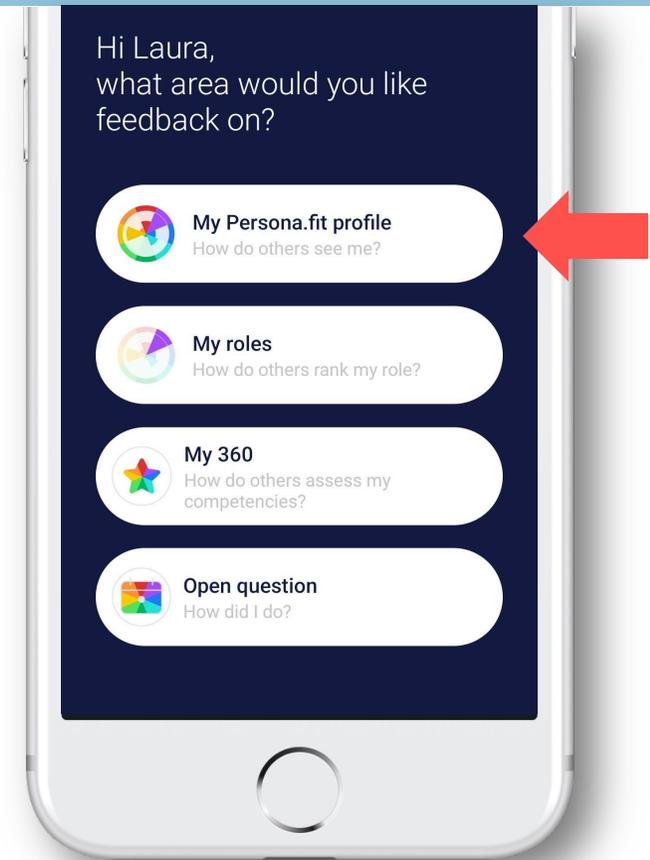


## *Ask for Reality Check*

In order to complete your personal profile, ask the people around you to carry out a Reality Check (feedback level 1).

As they do this, they are asked to rank your roles: from most present in your behavior, to least.

To request a Reality Check, simply enter the email addresses of those that you want to ask for feedback.



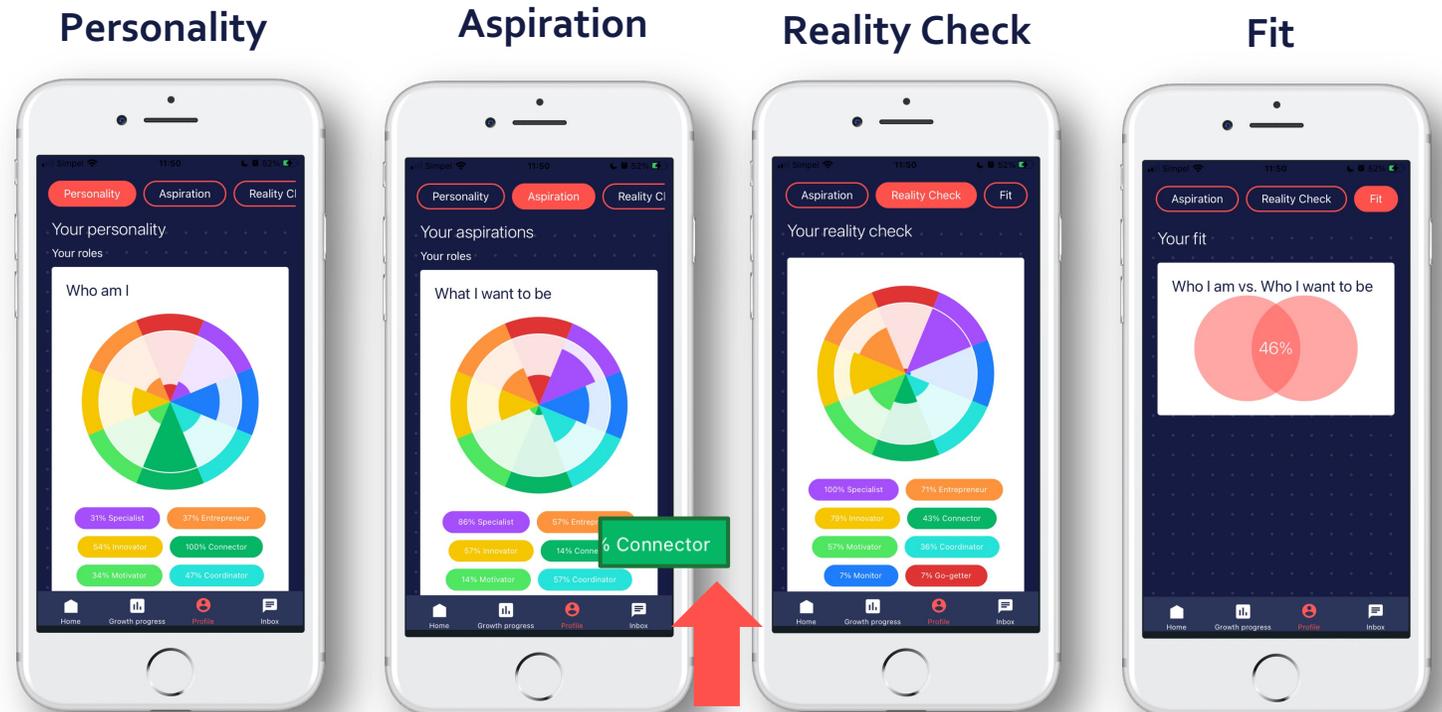


# Check out your Persona.fit profile Now it is complete!

## Explore your profile

Review your profile now that it is complete and try to reflect on your **Personality, Aspiration & Reality Check scores**. What role would you like to develop? This could be a role that you already naturally assume, or a role, for example, with a very low score. Also, try to look at what is causing the discrepancy between your Personality and Aspiration scores.

By clicking on the individual roles as indicated by the arrow, you will find out more about the characteristics and pitfalls typical of each psychological role.





## Step 2 Collecting feedback

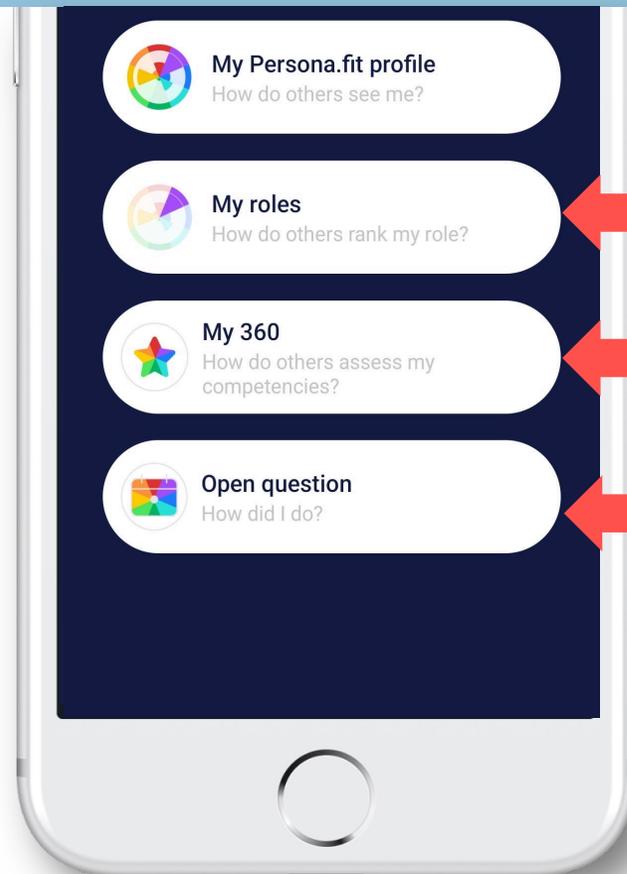
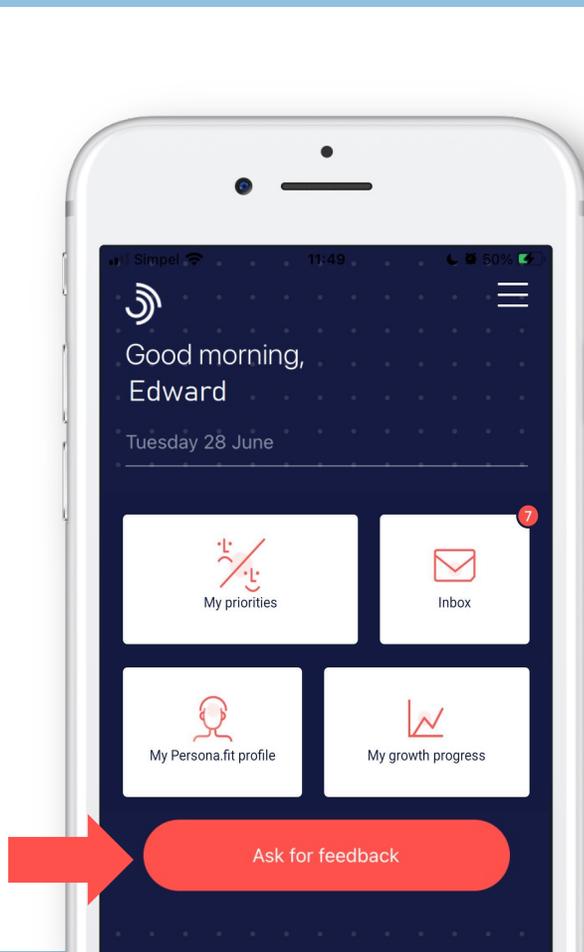
After an event at work (e.g. a meeting or presentation) you may ask your colleagues for feedback. Asking for feedback is easy and quick with your smartphone. Try to do **this as often and regularly as possible**. The person giving you feedback can rate the event, competencies (tags) and roles of your choice. They are also able to give you qualitative feedback.





# Collect feedback to grow

## Feedback levels 2, 3 & 4



### Feedback level 2: Roles

Ask for feedback on your preferred roles. Are you making progress?

### Feedback level 3: Competencies (360°)

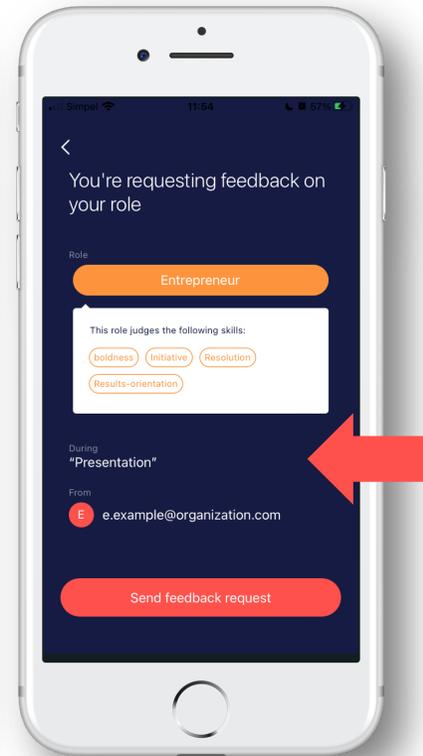
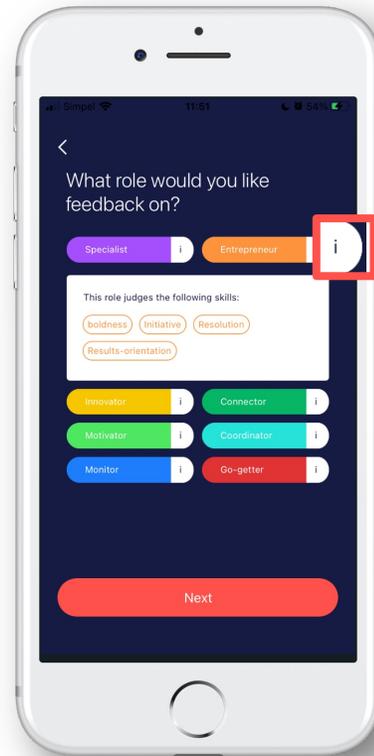
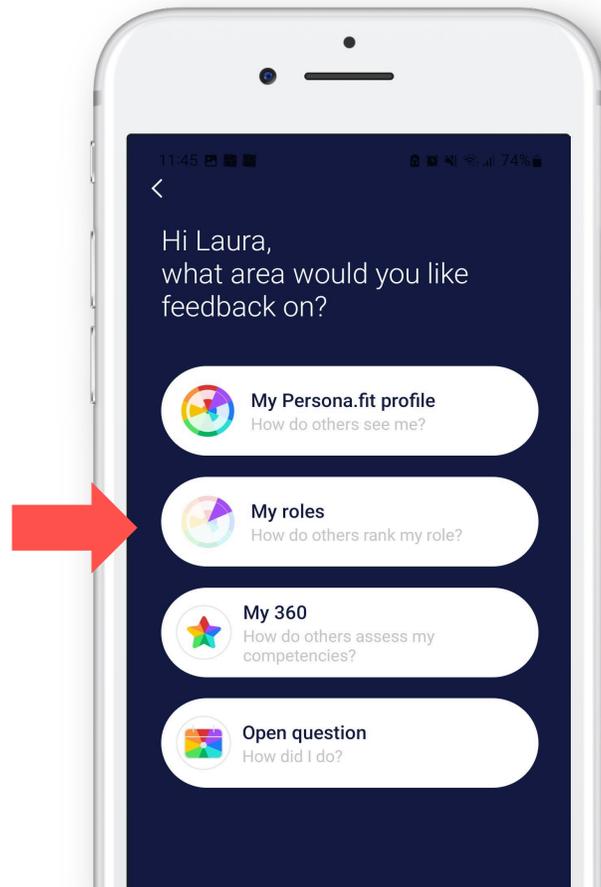
Ask for feedback on your competencies. Choose this option in case you are following a Forward Coaching program.

### Feedback level 4: Open question

Ask for feedback on actions and events that matter.



# Collect feedback to grow My roles



## *Ask for feedback on your roles*

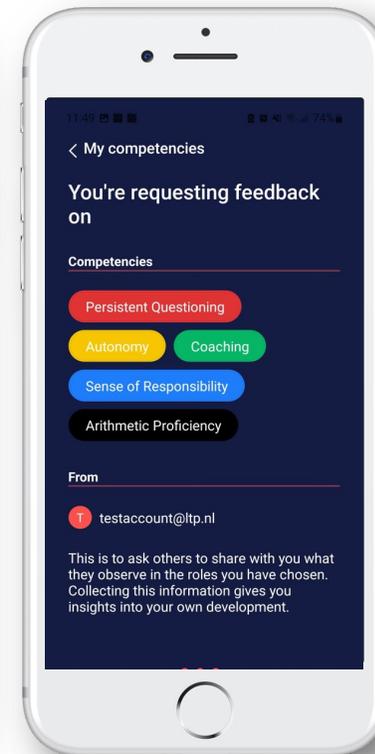
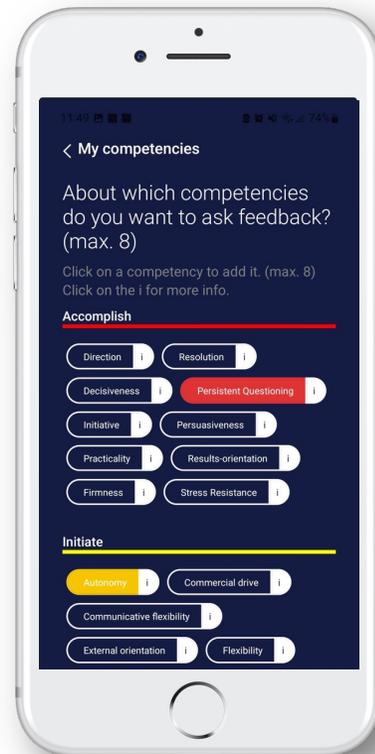
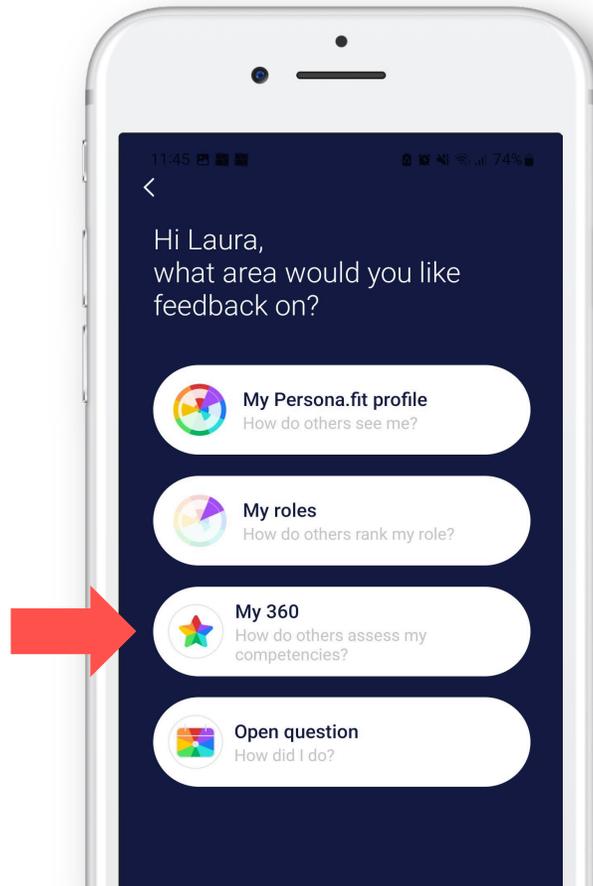
Press "My roles".

Each role is split into 4 tags that you will get feedback on.

You may also choose to ask for feedback **on one of your roles during a specific event**, such as during a presentation or meeting. **If you do not want this**, you can simply skip the question.



# Collect feedback to grow My competencies (360)



## *Run a 360 feedback request*

Press "My 360".

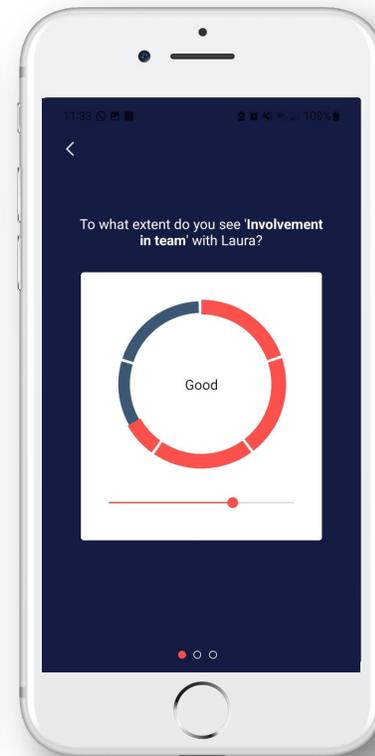
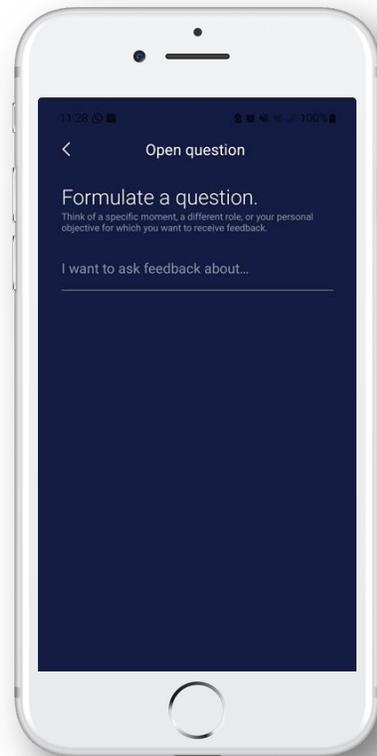
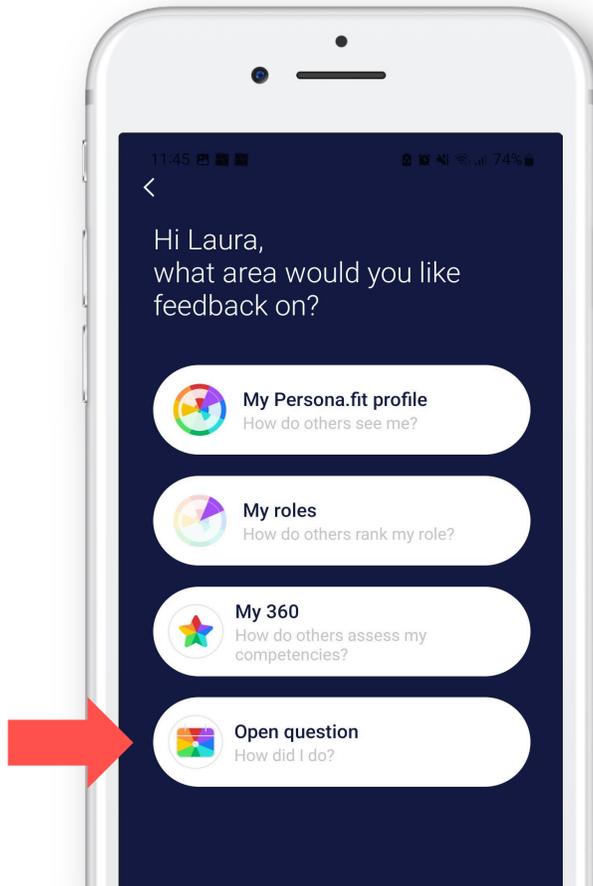
Choose up to 8 competencies from the following 5 domains:

Accomplish, Initiate, Connect, Excel & Think

As befits a 360° measurement, you will **also assess your own competencies.**



# Collect feedback to grow Open Question



*Ask for feedback on anything you like*

Press "Open question".

Request feedback on a specific event, a target or a different role.

You will get back a general answer and a tip and top.

Do you have any tips for Laura to develop further?

You could involve others even more. Other than that; keep up the good work!

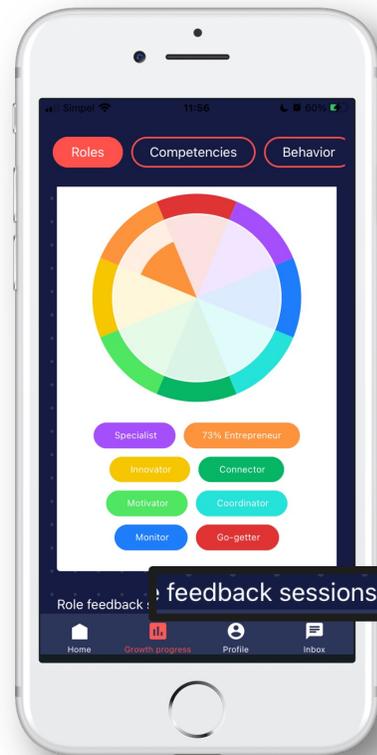
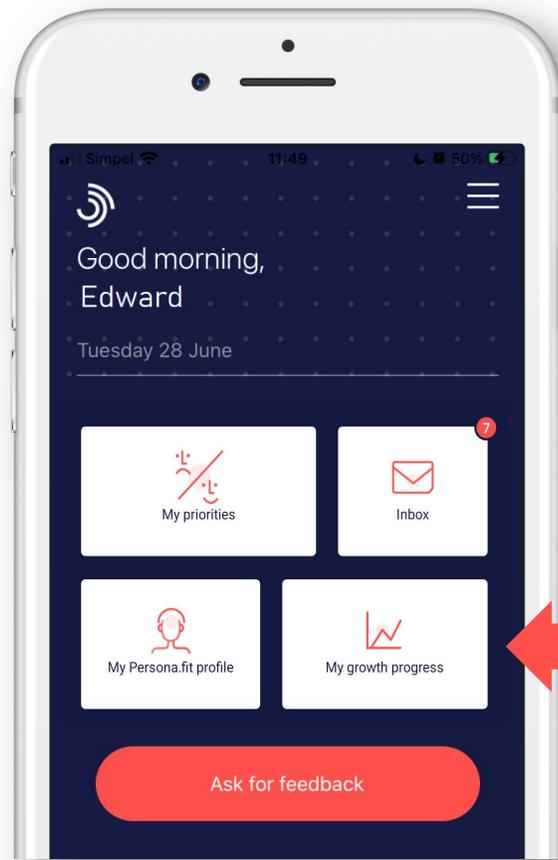


## Step 3 Where to find my results

Press **“My growth process”** to see the results of the feedback requests you have sent. Now you can reflect on how you could grow in your daily work, based on these outcomes. You will see what **qualities** others see in you and what **points of improvement** they have for you.

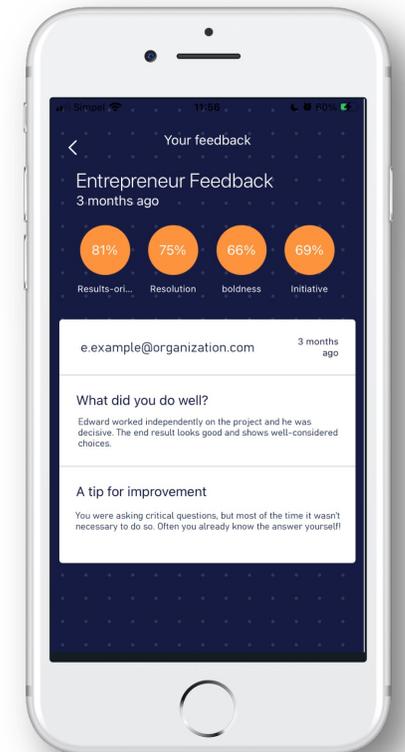


# Monitor your development



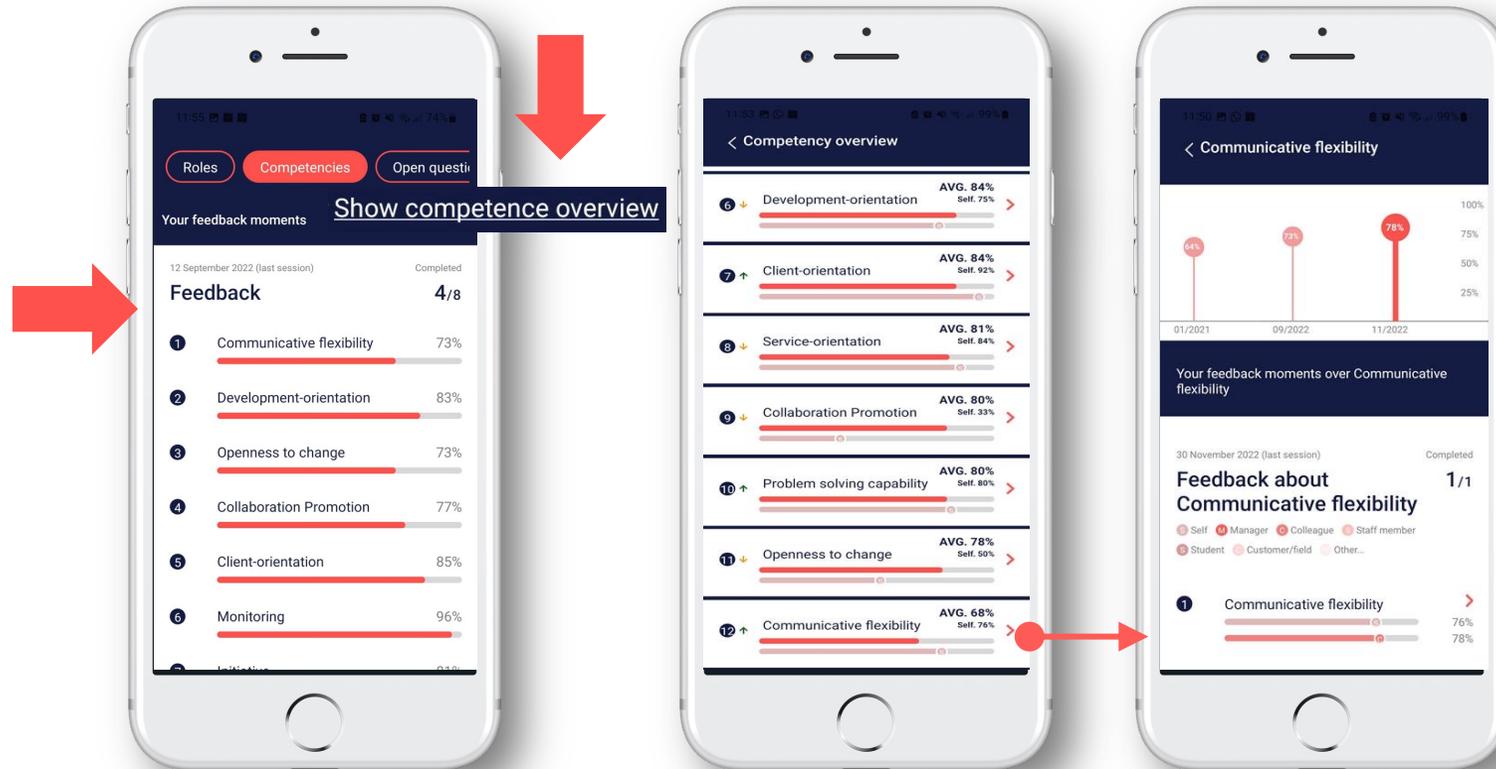
## Look into feedback sessions

Press "My growth process."  
You can select one of the following categories: roles, competencies & behavior. You can then **zoom in on individual feedback sessions.**





# Monitor your development



## Track your 360

In the “Competencies” category, you can pick one of **“Your sessions”** to see the scores of different people combined in a single session. Scroll down to read people’s tips & tops.

Press “Show competence overview” to see the scores for each competency. You will see what scores others have given you compared to your own judgement. Click on the individual competencies to get an overview of **your development over time**.



## Step 4 Performance & perception(s)

The app allows you to keep track of how you feel. By scoring your performance and mood weekly, you **strengthen your focus** and **become aware of what gives you energy**. The data you collect is yours and you only have to share this if you want to.





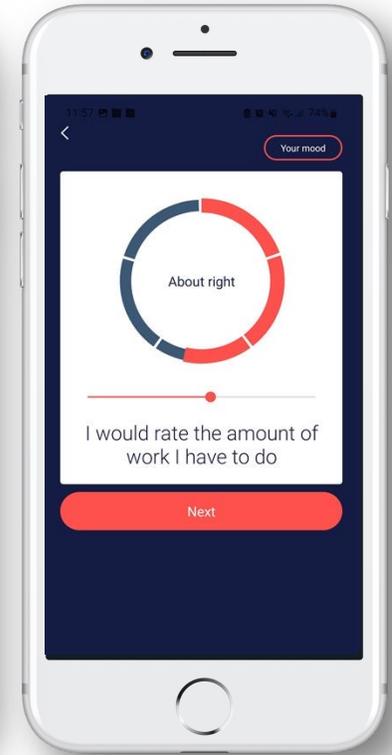
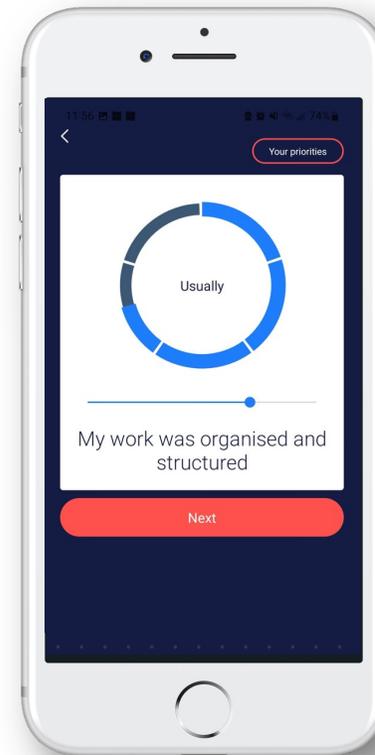
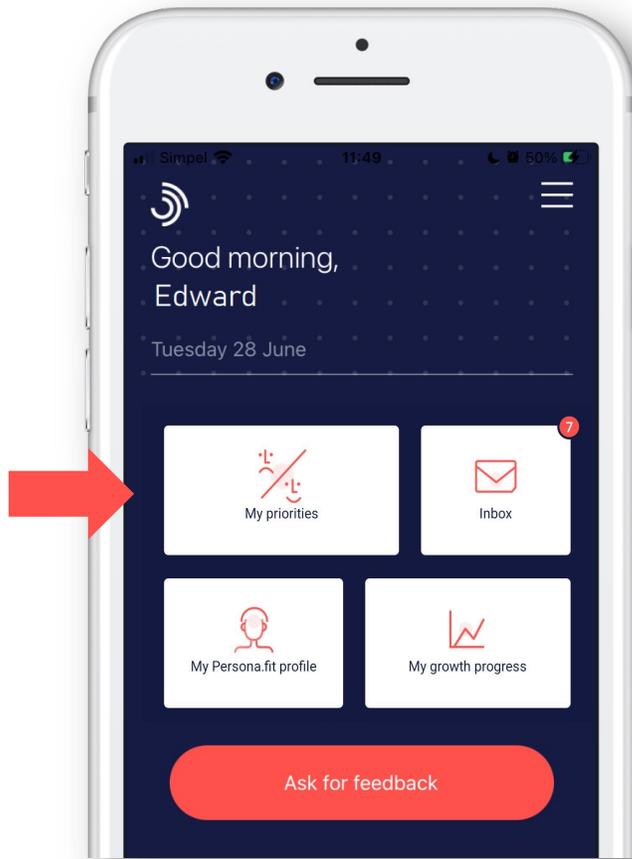
# Be in charge of your performance and satisfaction

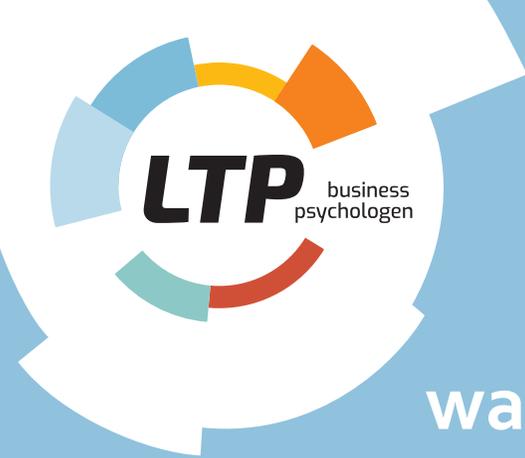
## *Rate your performance & mood*

Press "My priorities".

Every week you will receive a notification to fill in 8 questions, 4 about your performance and 4 about your mood.

If you press "My growth process" and swipe to "My priorities", you will find **your own work thermometer** there.





# Persona.fit

was developed by LTP Business Psychologists

## 90 years

Ample experience and expertise as business psychologists.

## Unlocking potential

We help people, teams and organisations get the most from themselves.

## Technology

A team developers works continuously to improve the app. They use feedback to add new features, such as a game element. Over time, they will make Persona.fit even more fun!

## Feedback? Yes, please!

We really appreciate your comments on the app.

Call our helpdesk if you run into any trouble: +31 (0)20 - 30 50 438