PXT Select™ Implementation Checklist

	TARGET DATE	COMPLETED
IMPLEMENTATION CALL		☐
Who are your key stakeholders, users, and other contacts?		☐
What is the client trying to solve, improve, or avoid?		☐
What are their expectations? (e.g., Decrease turnover by 10% in one year) *Client's expectations should be realistic and achievable*		☐
How will success of the program be measured?		☐
Does the client foresee any potential challenges implementing PXT Select?		☐
What is the client's current selection process?		☐
Where will the assessment be used and how will it be used in the client's process?		☐
Decide on Performance Model development – positions and methods of model creation		☐
Who needs access to the Profiles Assessment Center (PAC)?		☐
Who needs to be trained on the product and PAC?		☐
CREATING THE PLAN		☐
PAC – How does the account need to be set up? (e.g., Self-registration, optional codes, etc.)		☐
Performance Models – What data do you need from the client?		☐
Develop communication plan and timeline for employees who will be assessed		☐
Establish training schedule – Executive overview, product use, PAC		☐
Set up schedule for touch calls		☐
PUTTING THE PLAN INTO ACTION		☐
Set up the PAC		☐
Collect data from client for model development (if applicable)		☐
Schedule assessments for employees who will be used to build model (if applicable)		☐
Refine and activate models		☐
Conduct Training – In person or via webinar		☐
• Executive Overview		☐
• PAC Training		☐
• Product Training		☐

ONGOING RESOURCES AND SUPPORT

PXT Select Research Report	PXT Select Report Guide
Client Resource Page	PAC - References
PXT Select FAQs	PXT Select Performance Model Descriptions
PXT Select Quick Reference Guide	Wiley Client Services