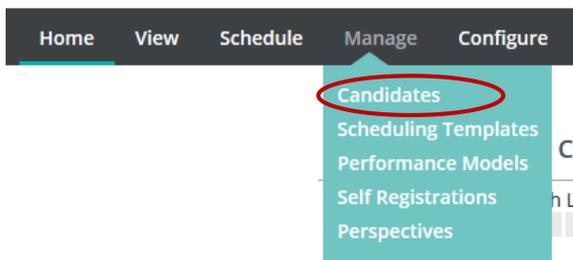# How to Create A PXT Select™ Manager-Employee Report

When you are considering hiring a new employee it can be useful to compare them to their manager to see how well they will work together. You can also use the report to diagnose and optimize the relationship of any existing employee and manager.

Once someone has completed the PXT Select and been scored, they don't need to retake the assessment and there is no additional cost to include them in this (or any other) report.

This report is designed to compare a manager to an employee, not two employees to each other.

1. **(a) Log into your Assessment Center account**
(b) Select "Candidates" from the Manage menu

2. **Find your manager and employee**

3. **Check the boxes next to the manager and the employee you want to include in the report**

The row will highlight in yellow if they are selected

	Action	First Name	Last Name
☑	🔍 📄	Oliver	Chase
☑	🔍 📄	Sally	Sample
☐	🔍 📄	Desiree	Ackerman

4. **Once you have selected the manager and employee for the report, click the More Actions button at the top and select Candidate Reporting**

Selections (2) Schedule ▾ More Actions ▾ View

	Action	First Name	
☑	🔍 📄	Oliver	**Candidate Reporting**
☑	🔍 📄	Sally	Candidate Export
☐	🔍 📄	Desiree	Performance Model Match
☐	🔍 📄	eren	Edit Candidates
☐	🔍 📄	CARLOS	Extend Expiration Dates
☐	🔍 📄	David	Send Reminders
☐	🔍	Cuneyt	Send Invitations
		Aker	Archive selected Candidates
			Un-archive selected Candidates

5. **This will bring you to the report selection screen**

Candidates

Add   Delete

The manager and employee will be listed here

	Name	Email Address	PXTS
☑	Janice Allen	janice@hometutoringplus.co...	✓
☑	Shannon Anderson	shannon@turntoteran.com	✓

Totals: 2

Reports

Selected assessment: PXT Select
Report Language: English

☐ Reports ☑ Show Sales Reports
☐ Sales Coaching Report (One person. One...
☐ Multiple Positions Report (One person. Mu...
☐ Multiple Candidates Report (Multiple people. O...tion.)
☐ Team Report (Multiple people)
☑ Manager-Employee Report (One employee. One manager.)

Select the Manager-Employee report from the report list

Continue

Click the Continue Button

6. **Select the manager**

Delivery Options

Select which of the two people is the Manager

Send All: ✉

Candidates | Reports

Janice Allen
Shannon Anderson

Report: Manager-Employee Report (employee. One manager.)
Manager: Janice Allen

🖶 ✉

Send All: ✉

Click The SEND ALL Button

How To Get The Most Out Of The Report

1. Review the summary on page 2. This summary is different from the typical results summary in two ways: it only includes the Behavioral Traits scales and it also places the manager on each scale, along with the employee or candidate.

   This summary graph gives you a visual comparison of the behavioral characteristics of the manager and the employee, so you can quickly see where they are alike and where they are different. It's important to remember that being different is not necessarily bad because the behaviors of the manager and employee might offset each other and create a strong team.

   Example: If an employee is more outgoing than their manager, it makes sense to assign tasks and responsibilities that require more a more outgoing approach. At the same time this difference in sociability might cause friction between the employee and the manager so the report contains actionable information the manager can use to most effectively manage the employee.

2. On pages 3 through 11, you will find a full page narrative for each Behavioral Trait scale, including an explanation of both the manager's and the employee's tendencies and a tip, or idea for each behavioral characteristic, for working with the employee more effectively.

   Use these ideas to optimize the manager-employee relationship.

3. The report also includes a Summary and Reflection worksheet on page 12. Use these questions to help the manager and employee apply what they've learned about each other.

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