

# MEET

## USING CRYSTAL JOBS

### FOR HIRING

*How to be more confident in your hiring*



By Greg Skloot, President of **Crystal** 

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# MAKING HIRING MORE EFFICIENT

The hiring process can take a toll on everyone involved. Investing time, money, and energy into searching for the right fit for your specific job is taxing if you don't have help. Worst of all, making the wrong decision can be costly.

Fortunately, Crystal Jobs can help you find the best person for each role. By helping you identify the specific behaviors expected for each position and providing insights that speed up the get-to-know-you process with each candidate, you can reduce the search time and feel more confident in every hire.

## WHY LEARN MORE ABOUT THEIR PERSONALITY?

It's important to know how a person will naturally fit within a role. Each person has their own strengths, weaknesses, energizing behaviors, stressors, and more. When people are placed in positions that don't quite fit, they can feel frustrated and exhausted. However, when they work in roles that align with their personality, they're more likely to thrive.

That's not to say that someone outside of the ideal personality type won't do well in the position, but it does mean they'll likely have to step outside of their comfort zone a lot and may feel drained in the role.

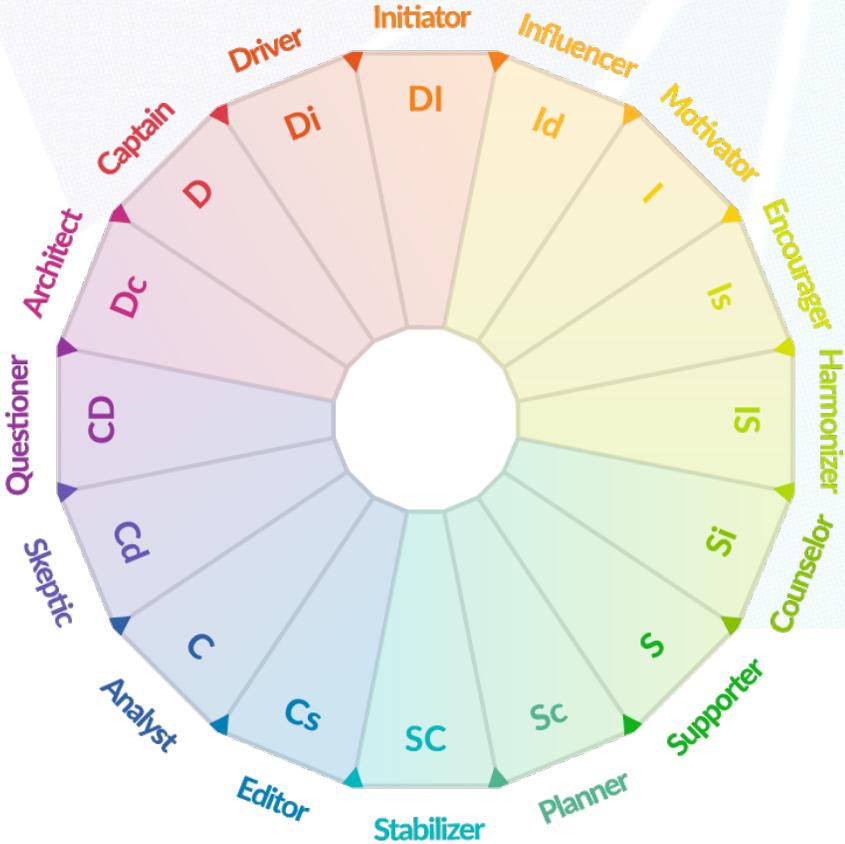


# UNDERSTANDING PERSONALITY

When working with others, it's important to have a good understanding of who they are. We built our product, Crystal, to enable anyone to identify personalities online to improve their communication and build stronger relationships, all based on the core principle of empathy. With Crystal, you can invite anyone (like a candidate) to take a free personality test to help you learn more about them. By understanding people better, you can communicate with them in an empathetic way that accounts for the uniqueness of their personality. When you have access to insights, provided by tools like Crystal, you can better understand how someone else tends to think, act, communicate, and in this case, work.

Without getting too technical, Crystal uses a framework called DISC to classify personalities into a few categories that we refer to as D (dominance), I (influence), S (steadiness), and C (conscientiousness). Each of us has a primary DISC type in one of these categories and sometimes a secondary DISC type in another. To keep things simple, we separate these into easy-to-remember labels called Archetypes.

**You can see them all on this graphic called the Personality Map:**



## Below is a breakdown of common personality traits within each of the categories in DISC.



### **D Personality Types:** *Captains, Drivers, Initiators, Architects*

- Motivated by control over the future and personal authority
- Tend to prefer instant, concrete results and having an advantage over competition
- Communicate clearly and succinctly

### **I Personality Types:** *Influencer, Motivator, Encourager, Harmonizer*

- Motivated by innovative, unique, creative ideas and excited by the future
- Tend to prefer building new relationships and experiences
- Communicate in a casual, expressive way



### **S Personality Types:** *Counselor, Supporter, Planner, Stabilizer*

- Motivated by peace, safety, and others' wellbeing
- Tend to prefer security, reliability and trust
- Communicate in a friendly and genuine way

### **C Personality Types:** *Editor, Analyst, Skeptic, Questioner*

- Motivated by logic, information, and problem solving
- Tend to prefer accurate information and quality solutions (quality over quantity)
- Communicate in a business-like, fact-based way



These differences are extremely important for your approach to every hiring decision. For example, someone who is a warm, people-oriented Supporter (S) is less likely to thrive in a role that requires them to focus their time and energy on digging up data. They'd usually prefer work that allows them to engage with and help other people. An Analyst (C), on the other hand, tends to enjoy working alone and utilizing specific facts and figures.



# USING CRYSTAL JOBS

Crystal Jobs can help you approach each hire with knowledge. By understanding how each candidate compares to a position's ideal fit, you can make the best decision for everyone involved. Here's how you can get started:

## 1. CREATE A NEW JOB

The first step is to visit the [Jobs page](#) to create a new job. Here, you can copy-paste your job description into Crystal to generate an "Ideal Personality Type". When you paste the description, including some of the expected responsibilities of the role, Crystal can predict the personality type that is most likely to be skilled in the right areas and feel energized by the required tasks. You can edit this description at any point, even after you've already created the job.



## 2. TAKE THE JOB EXPECTATIONS SURVEY



For each role you create in Crystal Jobs, you'll have the opportunity to take a survey that will help assess the most important expected behaviors for the role.

Each member of your team who is a stakeholder in the hiring process, such as the hiring manager, recruiter, and key co-workers, should complete this brief survey.

The survey allows them to rate a list of behaviors on a five-point scale from Unimportant to Very Important. It gives each person a chance to offer input on what behaviors the ideal candidate should possess.

For example, let's say you are looking to fill a Product Designer position at your company. The hiring manager and anyone who needs to work alongside this person would complete the survey to outline the

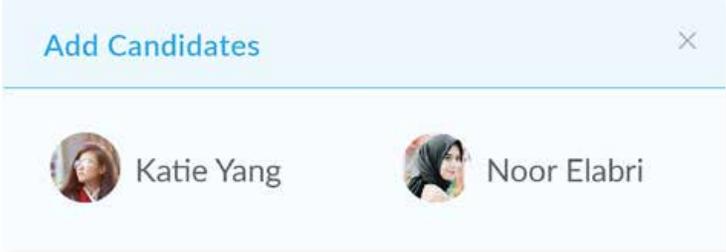


expected role behaviors. While some stakeholders may think it's important that the Product Designer follow specific routines and processes each day, other stakeholders may think those behaviors are less important than, say, being really adaptable. The survey can help identify the behaviors that are most universally important and ensure those traits are considered.

Crystal's analysis will then adapt, based on both the job description and the team's survey results, to find the personality type that would best fit your specific needs.

### 3. ADD CANDIDATES

Once you've created the job, you can start adding candidates. You can do this by clicking "Add Candidates" and either sharing the invite link to have people take Crystal's personality assessment or searching for an existing Crystal profile. This profile can either be one they've previously created by taking the assessment or one that you've created by predicting their personality from a resume or LinkedIn profile using [Crystal's Chrome Extension](#).



When you add candidates to the Job page, you'll see how they compare to the Ideal Personality Type. Just because a candidate has a different personality type than the "Ideal" doesn't necessarily mean they'd be a bad fit. They'd likely have responsibilities that may not come as naturally to them, but if they're experienced and have enjoyed similar jobs, they may do well in the role. The best way to truly test this is in the interview.

### 4. BUILD PLAYBOOKS

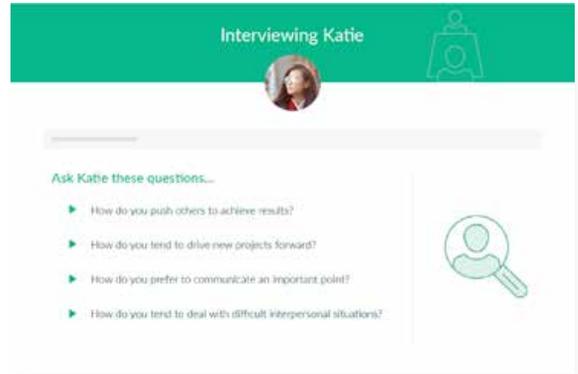
Once candidates are added to the Job, you'll be able to build Playbooks with them. You can do this easily from the Job page, by clicking one of the Playbook links around the page to either interview a candidate, understand the ideal candidate, or compare all candidates. By clicking one



of these links, you'll automatically be taken to the Playbook builder to create the Playbook and view more specific insights.

### Interview a Candidate

The "Interview a Candidate" playbook offers more information about how this candidate compares to the ideal candidate, what questions to ask them, and what responsibilities tend to energize and drain them. Building a Playbook like this before interviewing potential candidates can help you make the most of each interview so you can further determine the best fit for the job. See an example [here](#).



### Understand the Ideal Candidate

The "Understand the Ideal Candidate" playbook offers insight into what you should be looking for in your hiring decision. You can see more about what the ideal candidate's potential strengths should be, how they likely prefer to communicate, what should come naturally to them, and more. See an example [here](#).

### Evaluate Candidates

Using Playbooks to "Evaluate Candidates" provides you with more information about each candidate, how they compare to the ideal candidate, and what role they would likely play on a team. By learning more about candidates' natural work style, you can help ensure you find the best fit for your role. See an example [here](#).



## FIND THE BEST FIT WITH EASE

Hiring doesn't have to be so difficult. Rather than spending your time overthinking each decision, you can feel more comfortable and confident by using Crystal's personality insights to your advantage. By using Crystal Jobs and understanding each candidate's personality, you can approach hiring with wisdom and empathy.



# Unlock your team's *full potential*

Thousands of leaders globally use Crystal to understand the behavioral dynamics of their team and help each person become more effective.



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