

ETS[®] Personal Potential Index (ETS[®] PPI) for ADEA Steps at a Glance for ADEA PASS Applicants

- Step 1: Click the *ETS[®] Personal Potential Index (ETS[®] PPI) for ADEA* link inside your personal ADEA Postdoctoral Application Support Service (ADEA PASS) application account at **portal.passweb.org**.
- Step 2: Create your ETS PPI for ADEA account.
- Step 3: Identify three to five evaluators to complete an ETS PPI for ADEA PASS evaluation for you. Enter each evaluator's contact information.
- Step 4: ETS will send an email to each evaluator you designate. The email will contain a link enabling the evaluator to log in to the ETS PPI for ADEA PASS system to evaluate you. Evaluators can choose to accept or decline the invitation. You will be notified via email of their decision.
- Step 5: Each evaluator that accepts the invitation will log in to the ETS PPI for ADEA PASS system and evaluate you on six dimensions and then submit the evaluation. You will be notified via email when all evaluations have been submitted.
- Step 6: After all the evaluations have been submitted, you will log in to your ETS PPI for ADEA PASS account, select the evaluations that are to be included in your ETS PPI for ADEA Evaluation Report, and submit your report to ADEA PASS.
- Step 7: ETS will create your ETS PPI for ADEA Evaluation Report and make it available through ADEA PASS to all programs you have designated. The ETS PPI for ADEA PASS system is then closed to further activity within your ADEA PASS account.

For more detailed information, download the ADEA Version *ETS[®] Personal Potential Index Information Bulletin*. For more detailed information for your evaluators, download the ADEA Version *ETS[®] Personal Potential Index Evaluator's User's Guide* at **www.adea.org/PASSapp/ETS-PPI.aspx**.

ETS[®] Personal Potential Index (ETS[®] PPI[®]) for ADEA Steps at a Glance for ADEA PASS Evaluators

Step 1: The process begins when an ADEA Postdoctoral Application Support Service (ADEA PASS) applicant enters your name and email address into the ETS[®] PPI for ADEA PASS system and indicates that they would like you to provide an ETS PPI for ADEA Evaluation of their personal attributes. You will then receive an email from ETS requesting that you complete an evaluation for the applicant.

Within the email, click “ACCEPT” or “DECLINE” to accept or decline the request to evaluate the applicant. An email confirmation of your decision will be sent to the applicant.

Step 2: When you click “ACCEPT,” you will link to the ETS PPI for ADEA Evaluator login screen, where you will select “New User” from the menu. (The directions apply both to new users and to evaluators who have used the system in an application cycle prior to May 1, 2014.)

Step 3: Once you are in the ETS PPI for ADEA PASS system, click “Evaluate Applicant Now.” Select the applicant from the list and answer questions about your relationship to them. Then respond to the 24 statements about the applicant (four for each dimension), and provide comments for each dimension. Next, provide an overall rating of the applicant and comments to support your overall rating. Comments should illustrate strengths and weaknesses of the applicant for each dimension.

Step 4: When your evaluation is complete, save and submit your evaluation. The applicant will be notified via email that your evaluation has been submitted.

Step 5: Click “Back to My Evaluation Requests” to view the status of your evaluations.

For more detailed information, download the ADEA Version ETS[®] Personal Potential Index Evaluator’s User’s Guide at www.adea.org/PASSapp/ETS-PPI.aspx.