



*Personal Potential
Index*

ADEA

THE VOICE OF
DENTAL EDUCATION

***ETS*[®] Personal Potential Index**

Evaluator User's Guide

ADEA version

May 2014 – April 2015



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ADEA PASS Customer Service

If you have questions, please call ADEA PASS Customer Service at
1-617-612-2065 or email passinfo@passweb.org.



Overview

The *ETS*[®] Personal Potential Index (*ETS*[®] PPI) for the American Dental Education Association (ADEA) is a web-based system for evaluating the personal attributes of applicants to advanced dental education programs. The ETS PPI for ADEA allows applicants the opportunity to provide evidence of a broader range of their capabilities. They select evaluators — typically faculty members or supervisors — to evaluate them on the following six dimensions that are considered critical for success in graduate or professional school:

- Knowledge and Creativity
- Communication Skills
- Teamwork
- Resilience
- Planning and Organization
- Ethics and Integrity

There are 24 statements (four for each of the six dimensions), plus an overall evaluation rating. Evaluators provide ratings for each of the statements and for the overall evaluation. In addition, they provide comments for each dimension and for the overall evaluation.

After all evaluators for an applicant have submitted their evaluations, the applicant directs ETS to create an ETS PPI Evaluation Report that incorporates the ratings and comments and sends it to ADEA Postdoctoral Application Support Service (ADEA PASS). Applicants are advised to include 3–5 evaluations in their Evaluation Report.

System Requirements

The ETS PPI for ADEA system supports the browser versions Internet Explorer[®] 7 or higher, Firefox[®] 3.0 or higher and Safari[®] 3.2 or higher. If you access the ETS PPI for ADEA system without meeting these requirements, some functions may not perform optimally or may be disabled.

ETS[®] PPI for ADEA Pass: Steps at a Glance

Step 1: The process begins when an ADEA PASS applicant enters your name and email address into the ETS PPI for ADEA PASS system. This 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 individual.

Within the email, there are links that allow you to accept or decline the request to evaluate the individual. Click “Accept” to accept the request or “Decline” to decline the request. An email confirmation of your decision will be sent to the individual.

Step 2: When you click “Accept” in the email, 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 the applicant’s strengths and weaknesses in regard to each of the dimensions. The evaluation should take between 10 and 15 minutes to complete.

Step 4: When your evaluation is complete, save and submit it. 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.

Receiving a Request to Complete an ETS PPI Evaluation

You will receive an email each time an ADEA PASS applicant enters your name and email address into the ETS PPI for ADEA system and indicates that they would like you to provide an ETS PPI for ADEA evaluation of their personal attributes. The email will include information about the individual requesting the evaluation as well as links that allow you to accept or decline the evaluation request.

To accept the evaluation request, click the “Accept” link in the email. This will connect you to the Evaluator Sign-In page (below) at www.ets.org/ppi/adea-pass-evaluator. You can also copy and paste the URL from the email into your web browser to accept the evaluation request. If you already have a PPI account, simply sign in to your account to accept the request.

Help | Contact

ETS Personal Potential Index **ADEA THE VOICE OF DENTAL EDUCATION**

Sign In to Accept ETS® Personal Potential Index (ETS® PPI) Evaluation Request

Return To Please sign in to your ETS PPI Evaluator account or create a new account to accept the evaluation request from **FFirst FLast**.

[ADEA PASS](#)

Returning Users

User Name:

Password:

(case sensitive)

Forgot your [user name](#) or [password](#)?

New Users

Sign up to:

- Create your ETS® PPI evaluator account
- Evaluate an applicant
- Manage your evaluation requests
- View completed evaluations

Important Information

- ETS® PPI is a web-based evaluation system designed to provide a more complete picture of an applicant's potential for success in an advanced dental education program.
- You can only evaluate applicants who have requested an ETS® PPI evaluation from you.

Please use Internet Explorer®, Firefox®, or Safari™ to browse this site. For security reasons, your session may time out after 30 minutes of inactivity.

To decline the evaluation request, click the “Decline” link in the email or copy and paste the link from the email. You will be directed to the Evaluator Sign-In page. If you already have an ETS PPI for ADEA Evaluator account, you may sign in to decline the request. If you do not have an account, you may click “Decline Request Without Signing In.” You will be directed to decline the request and an email message will be sent to the applicant informing them that their request has been declined.

ETS encourages applicants to contact evaluators in advance of entering their information into the ETS PPI system so that the evaluation request from ETS does not come as a surprise to the evaluator.

Using the ETS PPI for ADEA System

Logging In

To log in to the ETS PPI for ADEA system, visit www.ets.org/ppi/adea-pass-evaluator and click “Evaluator Sign In” at the top of the screen. This will take you to the sign-in screen (see page 4).

ETS Personal Potential Index

ADEA THE VOICE OF DENTAL EDUCATION

Help | Contact

ETS® Personal Potential Index (ETS® PPI) Sign In for Evaluators

[Return To](#)

[ADEA PASS](#)

Returning Users

User Name:

Password:

(case sensitive)

Forgot your [user name](#) or [password](#)?

New Users

Sign up to:

- Create your ETS® PPI evaluator account
- Evaluate an applicant
- Manage your evaluation requests
- View completed evaluations

Important Information

- ETS® PPI is a web-based evaluation system designed to provide a more complete picture of an applicant's potential for success in an advanced dental education program.
- You can only evaluate applicants who have requested an ETS® PPI evaluation from you.

Please use Internet Explorer®, Firefox®, or Safari™ to browse this site. For security reasons, your session may time out after 30 minutes of inactivity.

Creating an Account

Click “Sign Up” in the **New Users** box to create a new ETS PPI for ADEA account. Write down your user name and password and keep it in a secure location. It is important that you create only one Evaluator Account — do not create multiple accounts for each applicant request. You only have to create a new Evaluator Account for the first evaluation request received.

To create your ETS PPI for ADEA Evaluator Account, you will be asked to provide personal information, contact information, and user name and password information. Note that an asterisk indicates a required field. A green check mark will appear as each field is completed.

Complete all of the necessary information and then click “Continue.” If a required field was not completed or completed in an invalid format, you will receive an error message. If you receive this error message, check each field for either a red asterisk or a small red triangle and re-enter the information in the correct format.

Take note of the “Reminder” box. If you checked this box, automatic email messages are sent to you when one or more of your evaluation requests are nearing their requested completion dates and have not yet been submitted. You can stop the reminder messages by going into “Update Personal Information” and removing the check mark from “Reminder – Send me a reminder before the applicant’s requested completion date.”

Terms and Conditions

When you use the ETS PPI for ADEA system, all information provided to you will be electronic. To use the system, you will need Internet access and an email account. You will be asked to e-sign a statement confirming your identity and acknowledging that impersonating an evaluator may subject you to legal and other consequences. Check the “Terms and Conditions” box and click the “Submit” button to complete your account creation.

Once an account has been successfully created, you will be directed to log in as a returning user. Enter your user name and password and click the “Sign In” button. Be sure to add @ets.org to your address book or safe sender list to ensure that you receive email messages from ETS.

ETS PPI for ADEA Evaluator Home Page

You can perform the following tasks on the ETS PPI for ADEA home page:

- **View Evaluation Requests and Completed Evaluations** – View applicant evaluation requests and completed applications.
- **Evaluate the Applicant** – Respond to 24 statements and provide comments. You can complete the entire evaluation or save the evaluation and return at any time to finish.
- **Manage Account** – Update personal information in your account profile and change your password or security questions.
- **More Information** – Access Frequently Asked Questions (FAQs), the *ETS PPI for ADEA Information Bulletin*, the *ETS PPI for ADEA Evaluator Guide* and the *ETS PPI for ADEA Steps At A Glance* document. Your home page will look similar to the following screen:

The screenshot shows the ETS Personal Potential Index Home page for an evaluator. The page features the ETS Personal Potential Index logo and the ADEA logo (The Voice of Dental Education). The user is identified as LFirst LLast. The page is titled "My ETS® Personal Potential Index Home" and includes a welcome message. The main content area is divided into three columns: "Getting Started" with four steps (Select your applicant, Evaluate the applicant, Review your evaluation, Submit your evaluation) and a "Evaluate Applicant Now >>" button; "Evaluation Requests and Evaluations" with a link to "View Evaluation Requests and Completed Evaluations"; "Manage Account" with links for "Update Personal Information" and "Change Password or Security Question"; and "More Information" with links for "Frequently Asked Questions (FAQs)", "ETS PPI for ADEA Evaluator Guide", "ETS PPI for ADEA Information Bulletin", and "ETS PPI for ADEA Steps At A Glance".

Sign Out | Home | Help | Contact
ETS PPI Evaluator: LFirst LLast

My ETS® Personal Potential Index Home

Welcome, LFirst LLast

The ETS® Personal Potential Index (ETS® PPI) is a web-based system designed to provide a more complete picture of an applicant's potential for success in an advanced dental education program. You have been asked to rate one or more applicants in relation to others who have applied to advanced dental education programs. The evaluation consists of 24 questions on 6 personal dimensions: Knowledge and Creativity, Communication Skills, Teamwork, Resilience, Planning and Organization, and Ethics and Integrity. You will also be asked to provide an overall evaluation of the applicant.

Getting Started

- **Step 1. Select your applicant.**
View your list of evaluation requests and select the applicant you would like to evaluate.
- **Step 2. Evaluate the applicant.**
The evaluation consists of both numerical ratings and written comments. The evaluation should take about 15 minutes. You will be able to save your evaluation and return later if you cannot complete it in one sitting.
- **Step 3. Review your evaluation.**
Review your evaluation for accuracy before submitting.
- **Step 4. Submit your evaluation.**
Once you submit your evaluation, you're done.

[Evaluate Applicant Now >>](#)

Evaluation Requests and Evaluations

- [View Evaluation Requests and Completed Evaluations](#)

Manage Account

- [Update Personal Information](#)
- [Change Password or Security Question](#)

More Information

- [Frequently Asked Questions \(FAQs\)](#)
- [ETS PPI for ADEA Evaluator Guide](#)
- [ETS PPI for ADEA Information Bulletin](#)
- [ETS PPI for ADEA Steps At A Glance](#)

Getting Started

Click “Evaluate Applicant Now” to begin the evaluation. Click the name of the applicant from the available list; requests that have been declined or already completed will not be listed.

ETS Personal Potential Index ADEA THE VOICE OF DENTAL EDUCATION Sign Out | Home | Help | Contact ETS PPI Evaluator: LFirst LLast

1. Select Applicant 2. Evaluate Applicant 3. Review Evaluation 4. Evaluation Complete

Begin Evaluation: Select Your Applicant

Select the applicant you would like to evaluate by clicking the applicant's name below.

Applicant	Evaluation Request ID	Requested Completion	Status	Status Date
FLast, FFirst	100067277	May 01, 2014	Request Accepted	Apr 29, 2014

[Back to My ETS PPI Home](#)

You will be linked to a screen with the applicant's information. Note that this screen indicates whether the applicant has waived their rights under the Federal Educational Rights and Privacy Act (FERPA) to inspect copies of their evaluations held as education records by their evaluators and their ETS PPI for ADEA Evaluation Reports held as education records by any institution they now or later attend as a student. Click “Continue” to indicate that you would like to evaluate this applicant.

ETS Personal Potential Index ADEA THE VOICE OF DENTAL EDUCATION Sign Out | Home | Help | Contact ETS PPI Evaluator: LFirst LLast

1. Select Applicant 2. Evaluate Applicant 3. Review Evaluation 4. Evaluation Complete

Verify Applicant Information

Review the applicant's information below to make sure you have the correct applicant.

Applicant:	FFirst M. FLast
E-mail Address:	lsbarro@ets.org
Waived rights under FERPA to see completed ETS® PPI Evaluation Report:	Yes
Evaluation Request ID:	100067277

[Back](#) [Continue](#)

Next, you will be asked questions about how long you have known the applicant and in what capacity.

ETS **Personal Potential Index** ADEA THE VOICE OF DENTAL EDUCATION

Sign Out | Home | Help | Contact
ETS PPI Evaluator: LFirst LLast

1. Select Applicant | **2. Evaluate Applicant** | 3. Review Evaluation | 4. Evaluation Complete

Relationship To Applicant	Knowledge and Creativity	Communication Skills	Teamwork	Resilience	Planning and Organization	Ethics and Integrity	Overall Evaluation	Self-Evaluation
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Relationship to Applicant **Applicant: FFirst M. FLast**

Please answer all the questions below. The entire set of evaluation questions is also available for reference purposes only in the following languages: [Mandarin Chinese](#) and [Spanish](#) (PDF format; requires [Adobe Reader](#)).

How long have you known the applicant?

1-5 months 6-11 months 12-24 months 25-48 months More than 4 years

In what capacity have you known the applicant? (Select all that apply)

- Faculty member associated with clinical experience
- Faculty member associated with academic experience
- Department Chair of a Specialty program
- Faculty member associated with a dental specialty
- Dental school faculty member
- Research supervisor
- Student affairs faculty or staff member
- Other (please specify)

If you selected other, please specify:

Back Save and Return Later Continue



Rating the Applicant

You will be asked to rate applicants on six dimensions by responding to 24 statements (four for each dimension). Below is the complete list:

Knowledge and Creativity

- Has a broad perspective on the field
- Is among the brightest persons I know
- Produces novel ideas
- Is intensely curious about the field

Communication Skills

- Speaks in a clear, organized and logical manner
- Writes with precision and style
- Speaks in a way that is interesting
- Organizes writing well

Teamwork

- Supports the efforts of others
- Behaves in an open and friendly manner
- Works well in group settings
- Gives criticism/feedback to others in a helpful way

Resilience

- Accepts feedback without getting defensive
- Works well under stress
- Can overcome challenges and setbacks
- Works extremely hard

Planning and Organization

- Sets realistic goals
- Organizes work and time effectively
- Meets deadlines
- Makes plans and sticks to them

Ethics and Integrity

- Is among the most honest persons I know
- Maintains high ethical standards
- Is worthy of trust from others
- Demonstrates sincerity

You will use a five-point rating scale to respond to the four statements for each dimension. Note that the reference group is other applicants who have applied to advanced dental education programs in the last two years. If you feel that you do not have enough information to respond to a statement, you can answer “Insufficient Opportunity to Evaluate.” These responses are not calculated in the rating for that dimension.

For each dimension, you are also required to provide written comments in the text box at the bottom of the screen. There is room for 150–200 words

Note that at any point in the evaluation you can click “Save and Return Later” or “Continue.”

A sample screen for the Knowledge and Creativity dimension follows:





[Sign Out](#) | [Home](#) | [Help](#) | [Contact](#)
 ETS PPI Evaluator: LFirst LLast

1. Select Applicant
2. Evaluate Applicant
3. Review Evaluation
4. Evaluation Complete

Relationship To Applicant

Knowledge and Creativity

Communication Skills

Teamwork

Resilience

Planning and Organization

Ethics and Integrity

Overall Evaluation

Self-Evaluation

Knowledge and Creativity Applicant: FFirst M. FLast

Please rate the applicant relative to other applicants who have applied to advanced dental education programs in the last two years. "Insufficient Opportunity to Evaluate" responses are excluded from the ETS® PPI Evaluation Report.

Has a broad perspective on the field

Below Average
 Average
 Above Average
 Outstanding (top 5%)
 Truly Exceptional (top 1%)
 Insufficient Opportunity to Evaluate

Is among the brightest persons I know

Strongly Disagree
 Disagree
 Agree
 Strongly Agree
 Very Strongly Agree
 Insufficient Opportunity to Evaluate

Produces novel ideas

Below Average
 Average
 Above Average
 Outstanding (top 5%)
 Truly Exceptional (top 1%)
 Insufficient Opportunity to Evaluate

Is intensely curious about the field

Below Average
 Average
 Above Average
 Outstanding (top 5%)
 Truly Exceptional (top 1%)
 Insufficient Opportunity to Evaluate

Next, add examples and general comments on Knowledge and Creativity by typing directly into the box or by pasting text copied from another document. Comments should illustrate strengths and weaknesses of the applicant in regards to Knowledge and Creativity (1,000 character maximum; approximately 150-200 words). Note that copied text will lose its formatting when pasted into the box.

{1000} characters left

Back
Save and Return Later

Continue

Overall Evaluation

You will be asked to provide an independent overall rating of the applicant. This page is very similar to the individual dimension rating pages. The overall evaluation is a separate rating. It is not the average of the other ratings. This increases reliability of the evaluations.

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Sign Out | Home | Help | Contact
ETS PPI Evaluator: LFirst LLast

1. Select Applicant | 2. Evaluate Applicant | 3. Review Evaluation | 4. Evaluation Complete

Relationship To Applicant | Knowledge and Creativity | Communication Skills | Teamwork | Resilience | Planning and Organization | Ethics and Integrity | Overall Evaluation | Self-Evaluation

Overall Evaluation Applicant: FFirst M. FLast

Please rate the applicant relative to other applicants who have applied to advanced dental education programs in the last two years. "Insufficient Opportunity to Evaluate" responses are excluded from the ETS® PPI Evaluation Report.

Given your evaluation of the applicant on each of the 6 personal dimensions, please provide an overall evaluation of the applicant.

Below Average Average Above Average Outstanding (top 5%) Truly Exceptional (top 1%)

If there is additional information about this applicant that would be useful in the admissions process, please feel free to provide it below by typing or pasting unformatted text into the text box. (1,000 character maximum; approximately 150-200 words)

{1000} characters left

Back Save and Return Later Continue

Self-Evaluation

You will be asked to complete a self-evaluation. Check the appropriate button that best denotes your rating tendencies. There is also the opportunity to add additional text to elaborate on any examples and add general comments.

Review Your Evaluation

You will have an opportunity to review and update your personal information and all of the information you have entered in the applicant's evaluation before you submit your evaluation. Once you complete your review, you have the option of saving the evaluation and returning later, or submitting the evaluation. When you are ready to submit your evaluation, click "Submit the Evaluation."

Once the evaluation is submitted, the following window will pop up indicating the evaluation was submitted successfully.

The screenshot shows the 'Evaluation Complete' screen. At the top, there are logos for ETS Personal Potential Index and ADEA (The Voice of Dental Education). Navigation links include Sign Out, Home, Help, and Contact. The user is identified as 'ETS PPI Evaluator: LFirst LLast'. A progress bar shows four steps: 1. Select Applicant, 2. Evaluate Applicant, 3. Review Evaluation, and 4. Evaluation Complete. The main message reads: 'Thank you for submitting an ETS® Personal Potential Index evaluation. An e-mail will be sent to the applicant indicating that you have completed your evaluation.' Below this, the applicant's name is 'FFirst M. FLast', the Evaluation Request ID is '100067277', and the Evaluation Completed date is 'Apr 29, 2014'. A button labeled 'Go to My ETS PPI Home' is at the bottom.

The applicant will automatically receive an email confirming that your evaluation has been submitted. Click "Go to MY ETS PPI Home" to return to the home page or "Sign Out" to log out.

Timing Out of Your Session

Your session will time out after 30 minutes of inactivity. You will receive a session expiration warning message after 25 minutes of inactivity. This message will flash on the top and bottom of the screen. If you want to extend your session time, click the "Click Here" link on the flashing message. If no action is taken, the session will close, a message will appear and you will need to sign in again. Your evaluation will be saved up to the point where the session ended.

Managing Evaluation Requests

To view evaluation requests and completed evaluations, click "View Evaluation Requests and Completed Evaluations" on the home page. You will see a list of all evaluation requests that have been sent to you and for which you have taken action (accepted, rejected, etc.).

The screenshot shows the 'My Evaluation Requests' screen. It features the same ETS and ADEA logos and navigation links as the previous screen. The user is identified as 'ETS PPI Evaluator: LFirst LLast'. The main heading is 'My Evaluation Requests'. Below this, a message states: 'To view applicant information, evaluate an applicant, view saved evaluations, or change your decision to accept or decline a request, click the applicant's name.' A table lists the evaluation requests:

Applicant	Evaluation Request ID	Requested Completion	Status	Status Date
FLast, FFirst	100067277	May 01, 2014	Request Accepted	Apr 29, 2014

A button labeled 'Back to My ETS PPI Home' is located at the bottom of the table.



Account Updates

To update personal information, click “Update Personal Information” on the home page. Update the relevant personal information fields and then click the “Update Profile” button.

Changing Passwords

To change your password or security questions, click “Change Password or Security Question” on the home page. You will be asked to enter your current password, enter a new password, re-enter the new password, select a security question and answer the security question. Once you have entered this information, click “Submit.”

For security purposes, ETS will automatically send you an email message confirming that you have successfully changed your password and/or security question. You will receive a similar email notification if you have contacted an ADEA PASS customer service representative and a temporary password was generated.

If you forget your user name and/or password, go to the sign-in page, click “Forgot your user name or password?” in the “Returning Users” section of the page, and follow the instructions provided on the screen.

Applicant Evaluation Data

Evaluation data may also be used in analysis samples, interpretation data and research studies. In each instance, all identifying information will be removed.