



STRENGTHS ASSESSMENT PROCESS

Gallup's CliftonStrengths assessment (formerly known as StrengthsFinder) is the first step in helping people identify their talents. The results give people a way to discuss and develop their unique combination of skills, talents, and knowledge -- also known as strengths. An awareness of strengths is the perfect foundation in creating an organizational culture where strengths thrive and people can do what they do best.

People who use their strengths every day are 6 times more likely to be engaged on the job. Teams that focus on their strengths are 12.5% more productive.

SELF-SERVE INSTRUCTIONS:

1. Navigate to <https://www.tyannosborn.com/buy-codes> and select the report type that is right for you/your group. Most choose either the Top 5 or Full 34 report. The assessment is the same, it is just the level of report detail that differs.
2. Add the number of assessments (1 per person) you need to your cart and complete the buying process. **Be sure to create a new account and DO NOT use the Guest account.**

A screenshot of the Gallup website's checkout and sign-in interface. The page is titled 'GALLUP' in the top left and 'English (USA)' in the top right. The main content is divided into two columns. The left column is for 'Guest Checkout' and includes an email address input field, a note about account creation, a 'Please note' section about tax-exempt purchases, a green 'CHECK OUT AS GUEST' button, and a 'Secure Checkout' section with a lock icon and text 'Pay safely with SSL technology.' The right column is for 'Sign In' and includes a link for 'New to Gallup? Create an account.' (highlighted with an orange arrow), a 'Username' input field, a 'Password' input field with an eye icon, a 'Need help with your username or password?' link, a green 'SIGN IN' button, and a 'Login to your Organization's Portal' section with a 'SINGLE SIGN ON' button.

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WIN AT WORK & LIFE



- Then select “business purchase” when asked for the type of account (not “personal”).

GALLUP Store

Account Cart Billing Review Complete

Yes, please save this account and payment information for future purchases.


Billing Address

Fields marked with an asterisk (*) are required.

Shopper Type: * Personal purchase Business purchase

* First Name * Last Name

Order Summary [Edit Cart](#)

 Top 5 CliftonStrengths Qty: 2	\$39.98
Estimated Tax	\$2.50
Sub-Total	\$42.48

- You will receive a purchase confirmation and receipt. Click on the “Manage my digital reports” green button.

GALLUP Store

Account Cart Billing Review Complete

Thank you for your purchase! You have successfully submitted your order.

Your order number is: **1028262494839**
You will receive an email confirmation with the details of your order at lisacummings@protonmail.com

Your reports are ready to redeem and use on Gallup Access.

Digital Reports [How to redeem](#)

Top 5 CliftonStrengths | Qty: 2

MANAGE MY DIGITAL REPORTS

Order Summary

Product Total	\$39.98
Shipping	\$0.00
Tax	\$3.30
Order Total	\$43.28

[View & print my order details](#)
[Visit FAQs](#)



5. This next part isn't super obvious -- click on the order that you just created.

Code Management

All Codes CliftonStrengths

Quick Actions

- Distribute Codes
- Manage Bundles
- View Distributed Codes
- View all In Progress Codes
- View Used Codes

Bundles

Favorites Only

Code Type: All Usage: All

EXPORT

Search Bundle

NAME	CODE TYPE	CODE USAGE	AVAILABLE	PENDING / IN PROGRESS	USED	
Top 5 Code(s) - Order #1028262494839	Top 5 Strengths	Single-Use	2	0	0	⋮

Show 10

6. Now click the green "Distribute codes" button.

Top 5 Code(s) - Order #1028262494839

Code Type: Top 5 Strengths

Bundle Owners: Lisa Cummings

DISTRIBUTE CODES TRANSFER CODES MORE


CODE USAGE	AVAILABLE	PENDING/IN PROGRESS	USED
SINGLE-USE	2	0	0



7. Great job so far! Let's get the codes to the right people. Click the "Email codes" button. **DO NOT USE THE EXPORT CODES** option on the right. Trust me – it will be a lot more work.


Distribution Method

Select how to distribute access codes.



Provide a list of recipients for Gallup to email the codes to.

EMAIL CODES



Export a list of codes as a CSV file to distribute to individuals yourself.

EXPORT CODES

8. Now enter each person individually.

Email Codes to Recipients

Bundle: **Top 5 Code(s) - Order #1028262494839**

Available Codes: **2**

Add recipients by typing their email addresses.

Add Recipient

* Email Address

* Language English

SAVE

0 recipients added

BACK

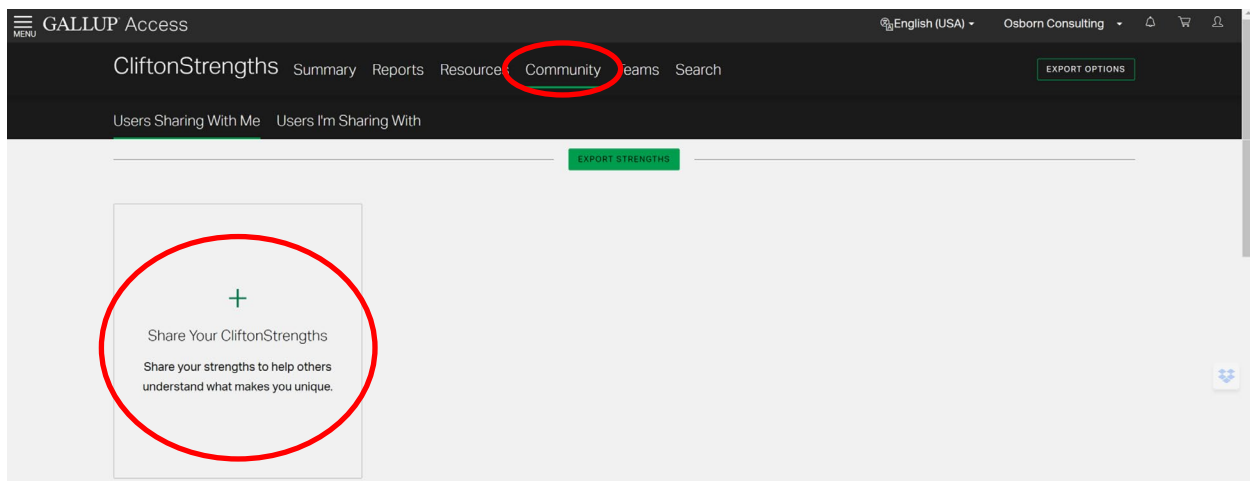
NEXT



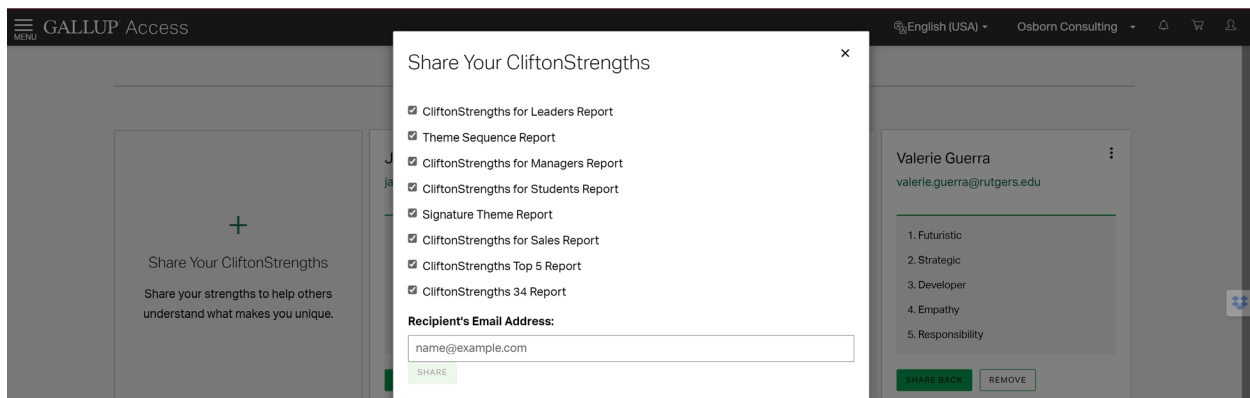
9. Whew -- the hard part is done! Each person will get a code and instructions on how to use it. The actual assessment only takes around 20 minutes to complete, but it is important to take it all at once, when you can concentrate, rather than starting and stopping. Each person will get their results immediately after taking the assessment. They can share them with you (see step 1 below) if desired.

IF OUR TEAM IS CONSOLIDATING THE GROUP INFO FOR YOU (FOR AN EXTRA \$):

1. Once complete, each person needs to use the “Share Results” function by navigating to the Community tab and clicking the “Share Your CliftonStrengths” big button:



2. Then fill in the recipient email address box as: **strengths@tyannosborn.com**





3. Our team will compile your group's results into a team grid similar to this:

Name ▲	Executing ①								Influencing ①							Relationship Building ①							Strategic Thinking ①										
	Achiever	Arranger	Believer	Consistency	Deliberative	Discipline	Focus	Responsibility	Restorative	Activator	Command	Communication	Competition	Maximizer	Self-Assurance	Significance	Woo	Adaptability	Connectedness	Developer	Empathy	Harmony	Includer	Individualization	Positivity	Relator	Analytical	Context	Futuristic	Ideation	Input	Intellection	Learner
Overall	1							3																	2							4	5
Jennifer	3							5																	1								2
Jenny					5			1																							4	3	2
Erika																			4								1	2	3		5		
Rachel	1			2														3							3						4		
Theresia	5																						2	4					1				3

4. We will place your information in a Google drive folder and send you the link.

Gallup's system can be a bit tricky to navigate. If you have any questions send us a note at strengths@tyannosborn.com and we'll help you out.

TyAnn R. Osborn, Founder and Principal Consultant of Osborn Consulting Group, LLC, has been a strengths evangelist since 2007. One of the very first in Texas to earn the certified Gallup Strengths® Coach designation, she loves working with organizations to enable greatness and engagement through the awareness, understanding, and integration of strengths.