## Steps to do a NBI profile

- 1. The address to do the assessment is: <u>http://questions.nbiprofile.com</u>
- 2. Type in your e-mail address or use your Name as reference
- 3. Use the code you were provided with and click on 'Submit'.

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Please enter the profile code you were provided with to complete the questionnaire.	



4. Read the instructions and click the box 'I have read the instructions' and then 'Continue'.

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Instructions
You will be presented with thirty questions. Each question has four options.
You have to select from these options the one you think is most appropriate and click on it first.
You should then select your second option and click on it. You should then select your third option and click on it.
Your fourth option will then be the only remaining option and will therefore be selected automatically. You will then be presented with the next question.
All you need to do now is repeat the procedure for each question until you have completed the thirty questions.
PLEASE REMEMBER - There are no correct or incorrect answers, only answers which reflect your preferences.
Please click on the 'continue' button to proceed.
I have read and understand the instructions
Continue
If at anytime during this process, you lose your connection with our server, please log on again with your same code, typing in your name, surname and email address as before, and you will be able to continue with the questionnaire.

- 5. It will then take you to Question 1.
- 6. Please note that you have to make 3 choices before the system will select your last choice and only then you can click on Next to proceed to the next question.

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Question 1: When making decisions I prefer to	
do it alone	undo your last choice back to previous question
involve others	
make very sure I am following procedure	
consider different options	
next	

7. If you cannot complete the questionnaire the first time round, you have to use the same code and email address (or Name); the system will then take you to the question after the last one you successfully completed.

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