

ASSESS CANDIDATES

Send Behavioral and Cognitive Assessments to applicants and attach them to Jobs

- 1) Click “Send Assessments” in the top right corner of the software.

Send Assessments

- 2) Choose your invitation method (Invite by Email is the most common and sends a personalized invitation to the recipient; Invite by Link allows you to copy a static link to send off that any recipient may click on to take a PI assessment/s).
- 3) Enter the Person’s Job in the top field and begin with their name or email address in the field below

Send Assessments For Which Job?

Search jobs



Who would you like to send assessments to?

Start typing a name or email...

NEXT

- 4) Fill out the rest of the recipient’s information (Email address, Name, What type of person is this?, Save in Folder).

Manage Person Details

Email address:

john.doe@acmecompany.com

Name:

John

Middle name(Optional)

Doe

What type of person is this?

Candidate

Employee

Other

Save in folder:

\PI Midlantic Demo\Manufacturing

Set as default folder

Link this person to a job:

Accountant 2019 November 19

Add new job

Cancel

Create New Person

- 5) Click “Create New Person” to finalize their contact and record information
- 6) Enter another recipient if you wish to send to multiple, or select “Next.”
- 7) Choose the assessments you’d like to send: Behavioral Assessment, Cognitive Assessment, or both.
- 8) Alter the invitation language, email Subject Line or Message if you wish, and then click “SEND NOW”.

