User Manual:

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Introduction

- This document defines the user manual for using AMCAT Recruiter's portal for administering tests to candidates, inviting new applicants to appear for tests, manage invited candidates. Following slides cover the typical recruiter flow on the portal

- AMCAT is a platform developed by Aspiring Minds, which is a company within the SHL Group. In that regard, while the platform is badged as Aspiring Minds, you are using SHL product, supported by SHL

- Throughout the document, possible actions on each page have been identified on the page screenshots using a legend. Each numbered legend represents a possible action which has been explained in detail on subsequent slides

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- Login
- Dashboard
- Create Assessments
- My Assessments
- Schedule Assessments
  - Single Scheduling
  - Bulk Scheduling
- Candidate Details
- User Management

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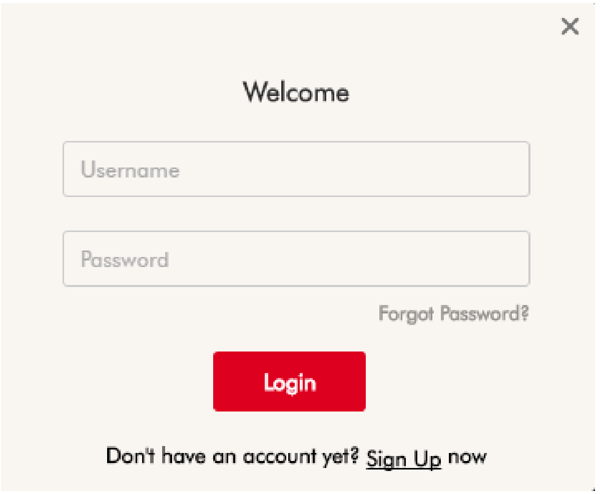
Accessing the portal and Login

- The AMCAT Recruiter's Portal can be accessed at the following URL "https://www.employer.aspiringmins.com/"

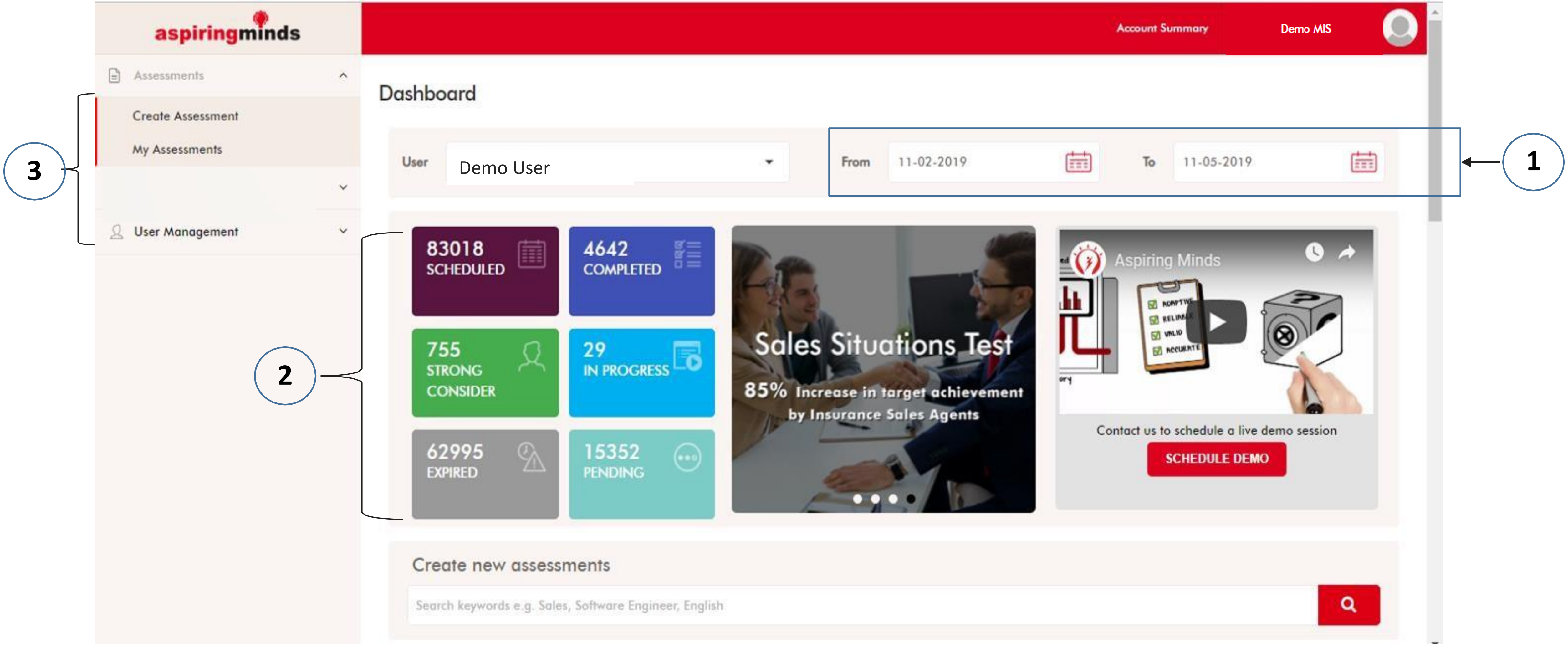
- Please use Chrome 50 and above / Firefox 40 and above browser to access the portal

- Click on "Login" and enter login credentials provided to access the account.



- Successful login would redirect the user to the account Dashboard, which presents a summary view of the usage for particular period.

Dashboard (1/2)



1 The assessment statistics on the dashboard are displayed for the selected date range.
E.g. If user selects date range (From: 11th Feb 2019 to 11th May 2019), then the dashboard will display all the assessment usage and candidate statistics for this selected date range.

2 The user gets an overview about the account by looking at the assessment statistics provided in 6 tiles. Each section (tile) has been explained in detail below.

a)Scheduled: Total number of candidates that have been scheduled across different assessments within the selected date range

b) Completed: This tile represents number of candidates who have completed the test within the selected date range.

c)In Progress*:* Number of candidates who are currently taking the test (i.e. their test is in progress within the selected date range.

d) Pending *:* Number of candidates who are yet to start their test within the selected date range.

e)Expired *:* Number of candidates, who did not attempt the test within the stipulated timeframe within the selected date range.

f)Strong Consider*:* Number of candidates who have completed the test and cleared the cut off set for that assessment.

3

1. Menu Options:

   A. <u>Assessment</u>

      i. *My Assessments :* Click here to view list of all the assessments created by you OR the assessments created by other users that have been marked as visible to you. User can perform following functions on the assessments under this category:

         a) Schedule candidates to take assessment and send them the login credentials to attempt the test

         b) View details/scores/reports of the candidates who have completed the test

Note: The Menu options visible to a user may differ on basis of the role/permissions assigned to that user. e.g. The option to "*User Management*" will not be active for a user who does not have the permission to create a test.

Dashboard (2/2)

Candidate Statistics

2

Representation of Candidate status Details of all the tests from Mon Feb 11 2019 to Sat May 11 2019

	Strong Consider	May Consider	Not Consider	Completed
GAT Assessment	338	0	27	365
CNX Autoview Practitioner	369	154	2180	2734
CNX Autoview Senior Practitioner	24	31	229	289
Autoview_Fresher_Pilot	20	77	164	552
Autoview (Fresher)	0	0	0	489
Total	751	262	2606	4451

1

3

GAT Assessment

Tests: Semi Tech, Numerical Ability, Grammar, Logical and Analytical Reasoning

338 0 27

797 365 147

SCHEDULE MORE

CNX Autoview Practitioner

Tests: SVAR, Autoview (Concentrix - Fresher)

369 154 2180

78903 2734 61133

SCHEDULE MORE

CNX Autoview Senior Practitioner

Tests: SVAR, Autoview (Concentrix - Experienced)

24 31 229

1025 289 680

SCHEDULE MORE

Autoview_Fresher_Pilot

Tests: Autoview_Fresher_Pilot

20 77 164

1135 552 582

SCHEDULE MORE

1 The table shows an assessment wise count of the number of candidates who have completed that assessment. Further, if cut off has been applied to a particular assessment, user can view the number of candidates who fall under the following categories:

A. Strong Consider (Candidates who performed good in the test)

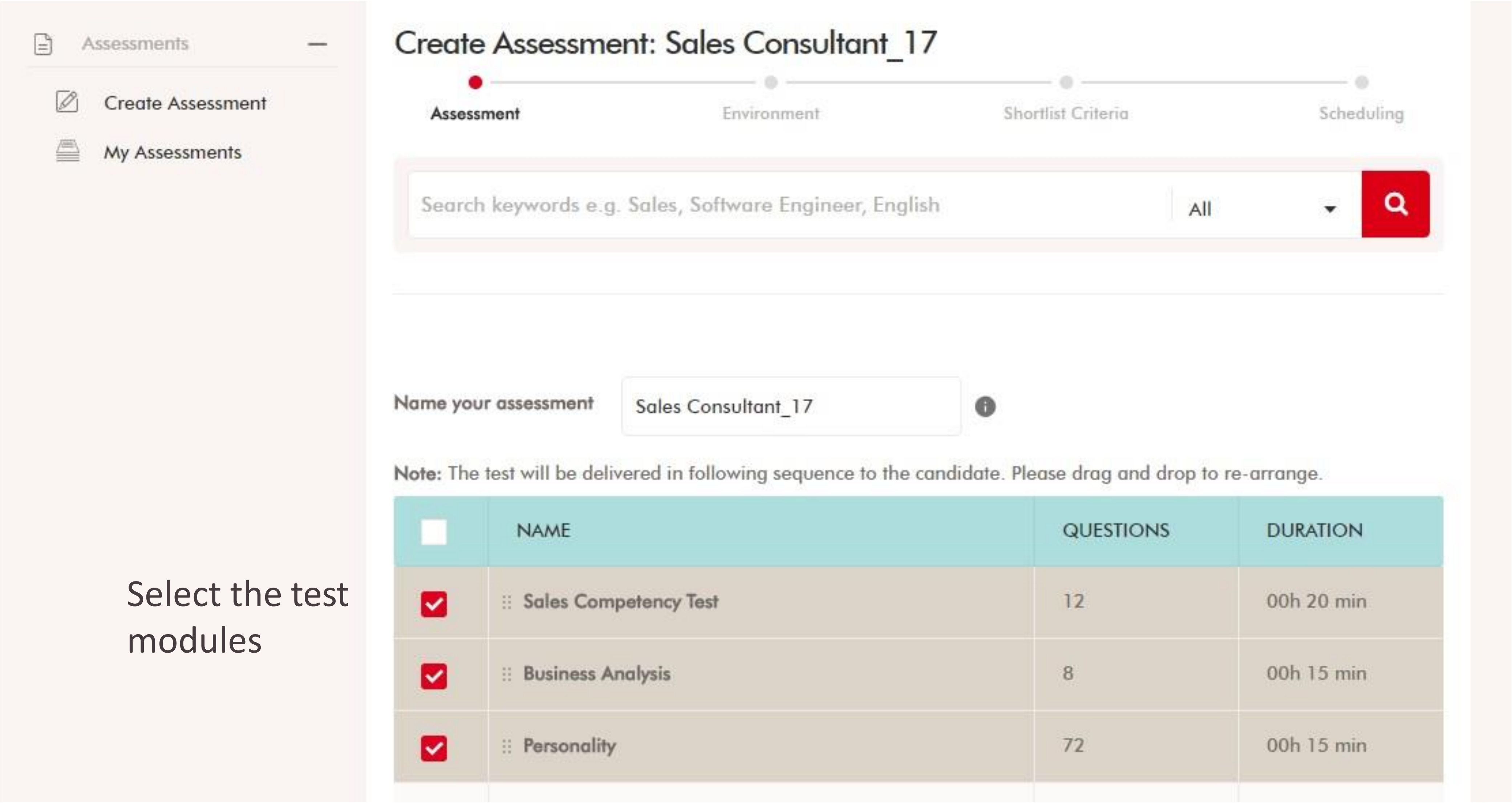
B. May Consider (Candidates who performed average in the test)

C. Not Consider (Candidates who did not perform well in the test)

2 The pie chart is a graphical representation of the candidate funnel amongst the three categories namely candidates who fall under strong consider, may consider and not consider

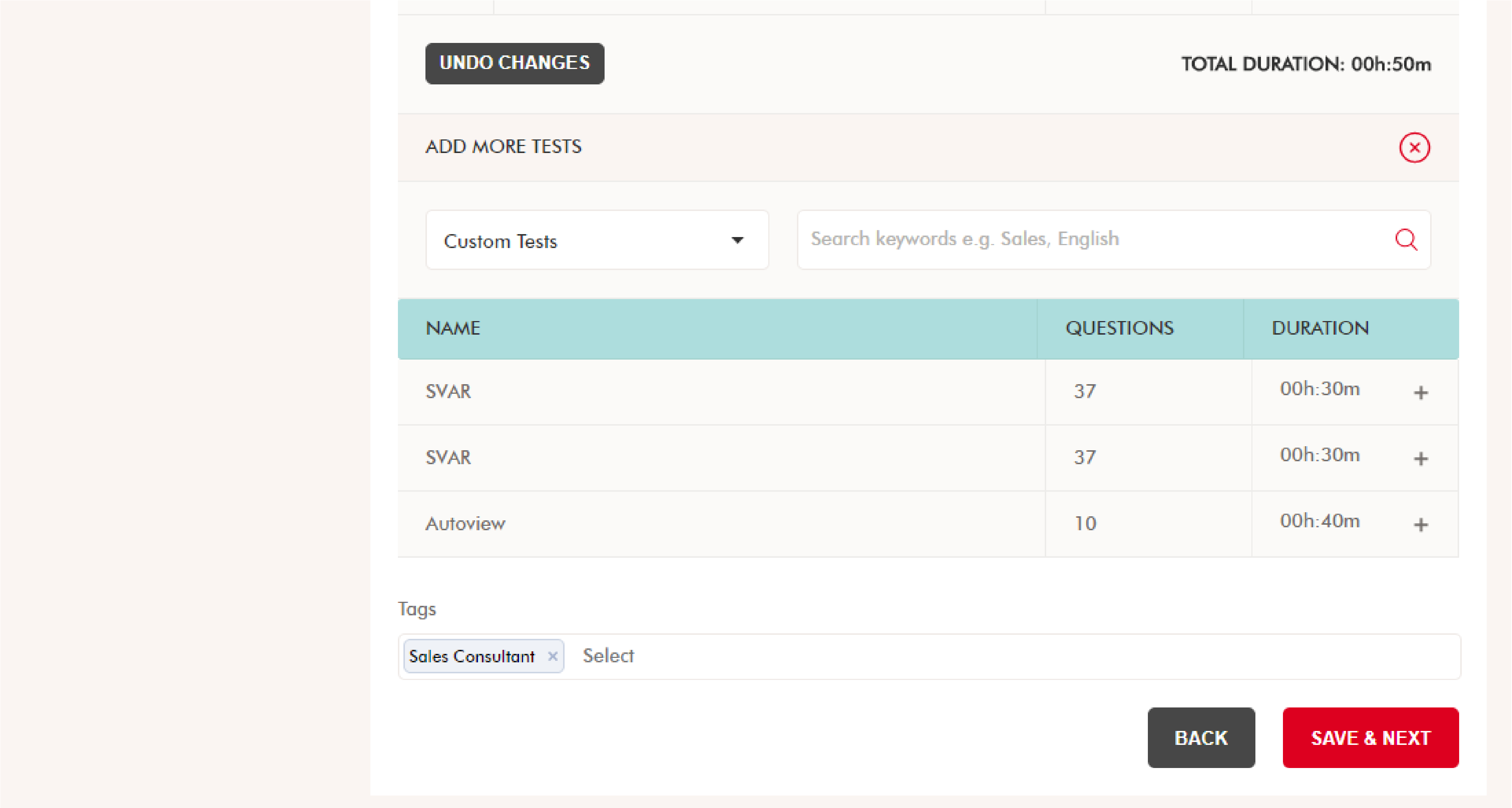
3 This section shows a list of most recently used assessments. User can view the stats for these tests in this section and schedule more candidates into the assessments by clicking on the “Schedule” button.

Create Assessments (1/6)



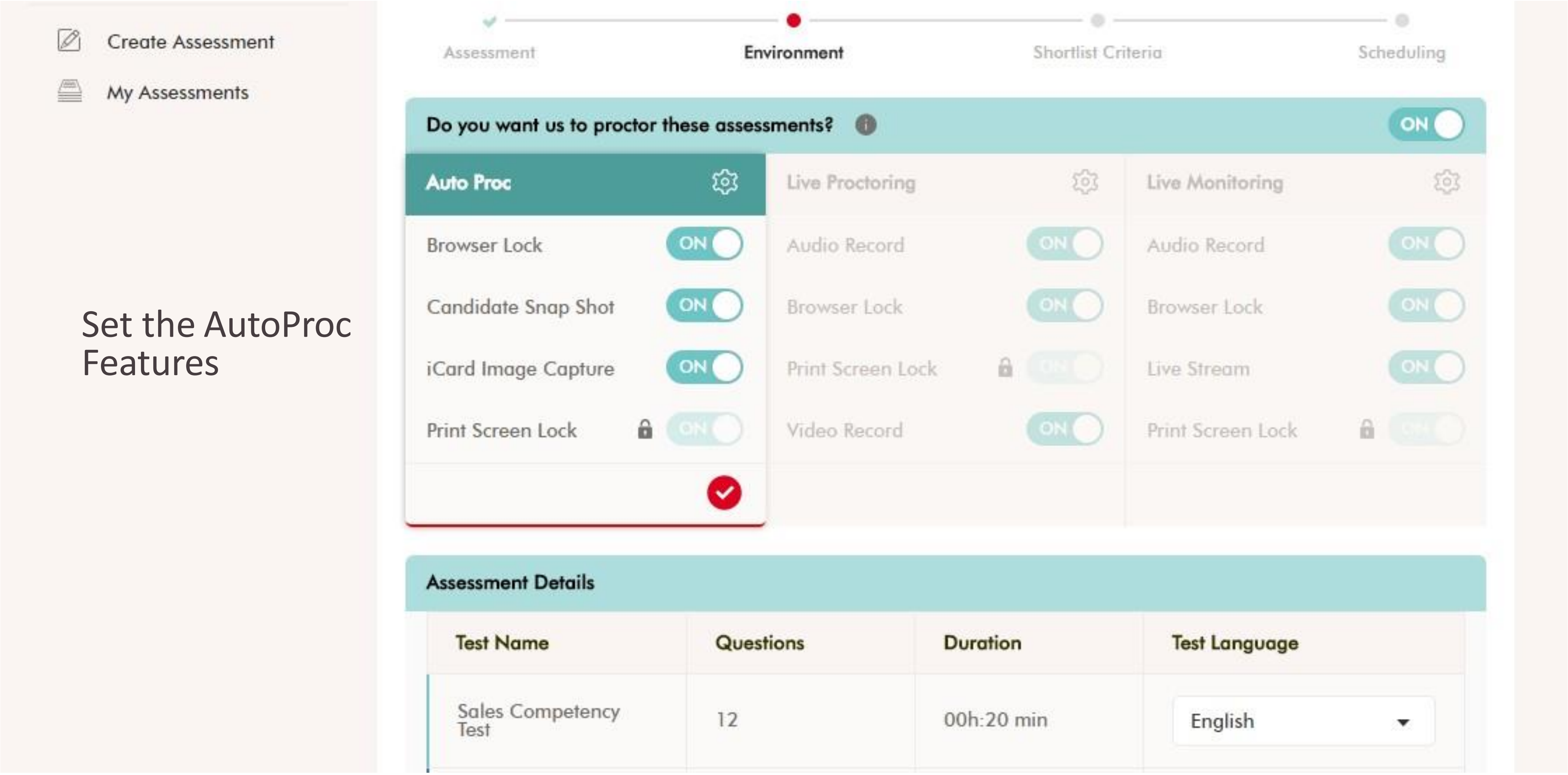
Select the test modules

Create Assessments (2/6)



Create Assessments (3/6)

Set the AutoProc Features



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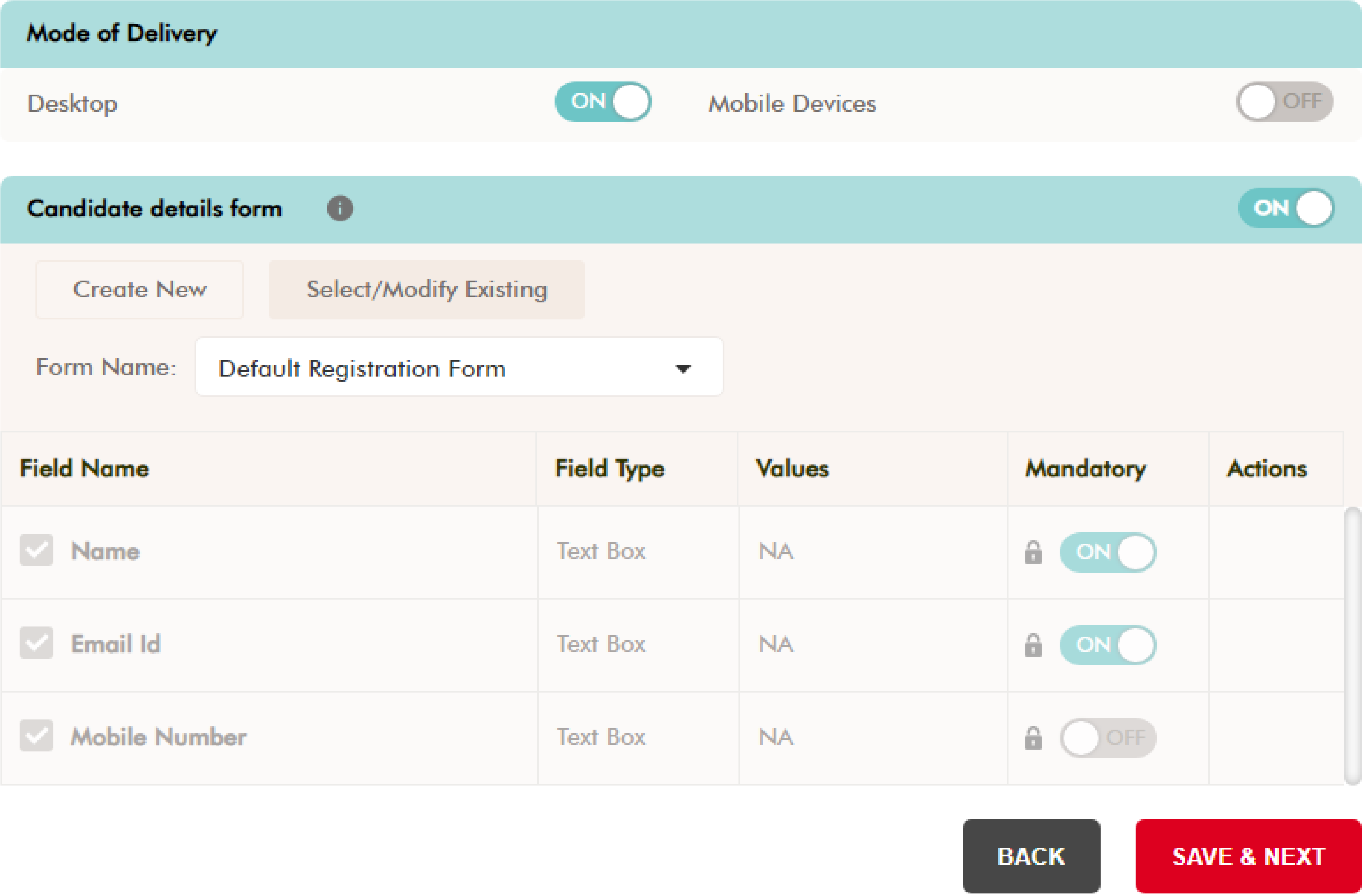
Create Assessments (4/6)

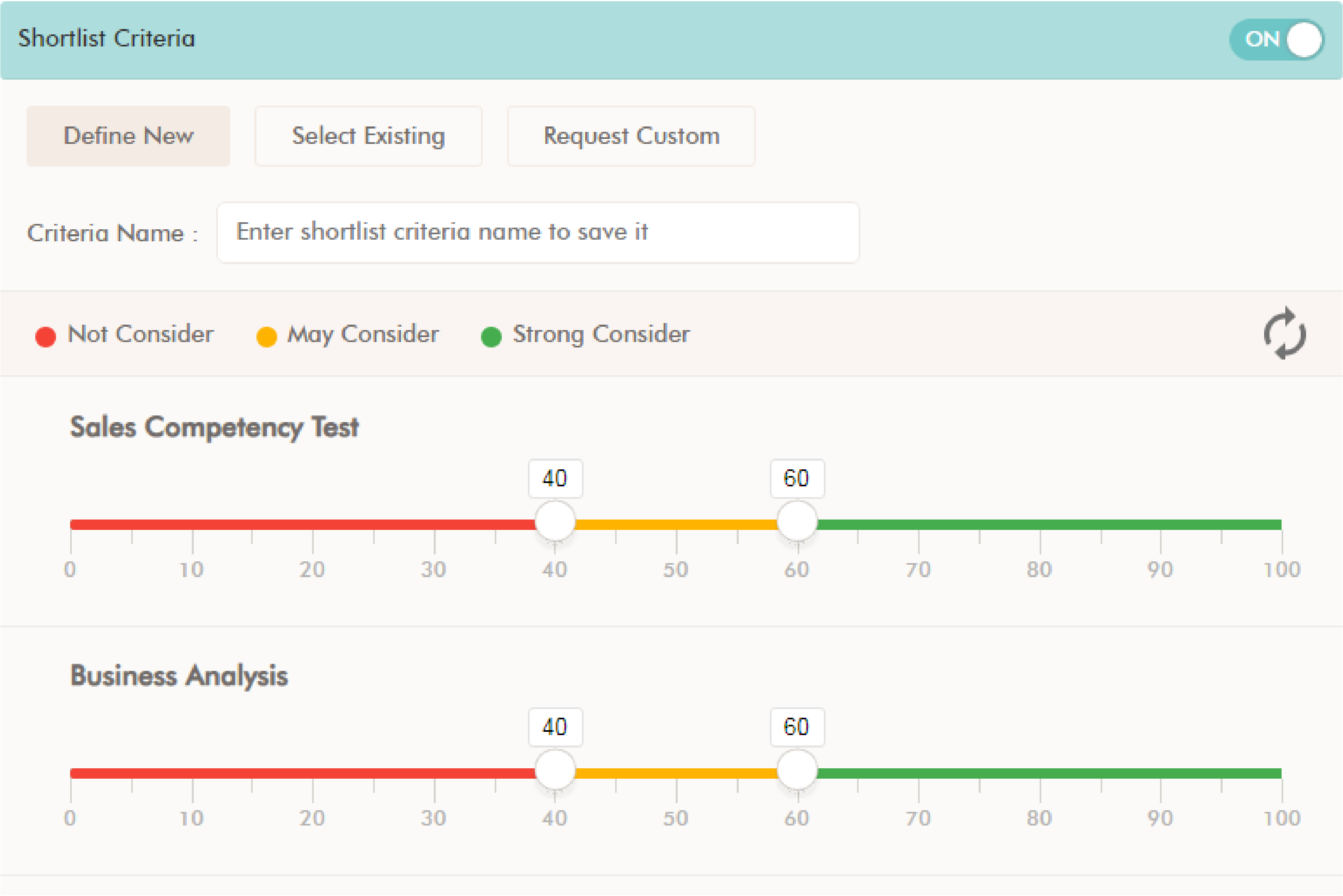
Select the Test Delivery Mode

Create Test Registration Page or select the Default Form



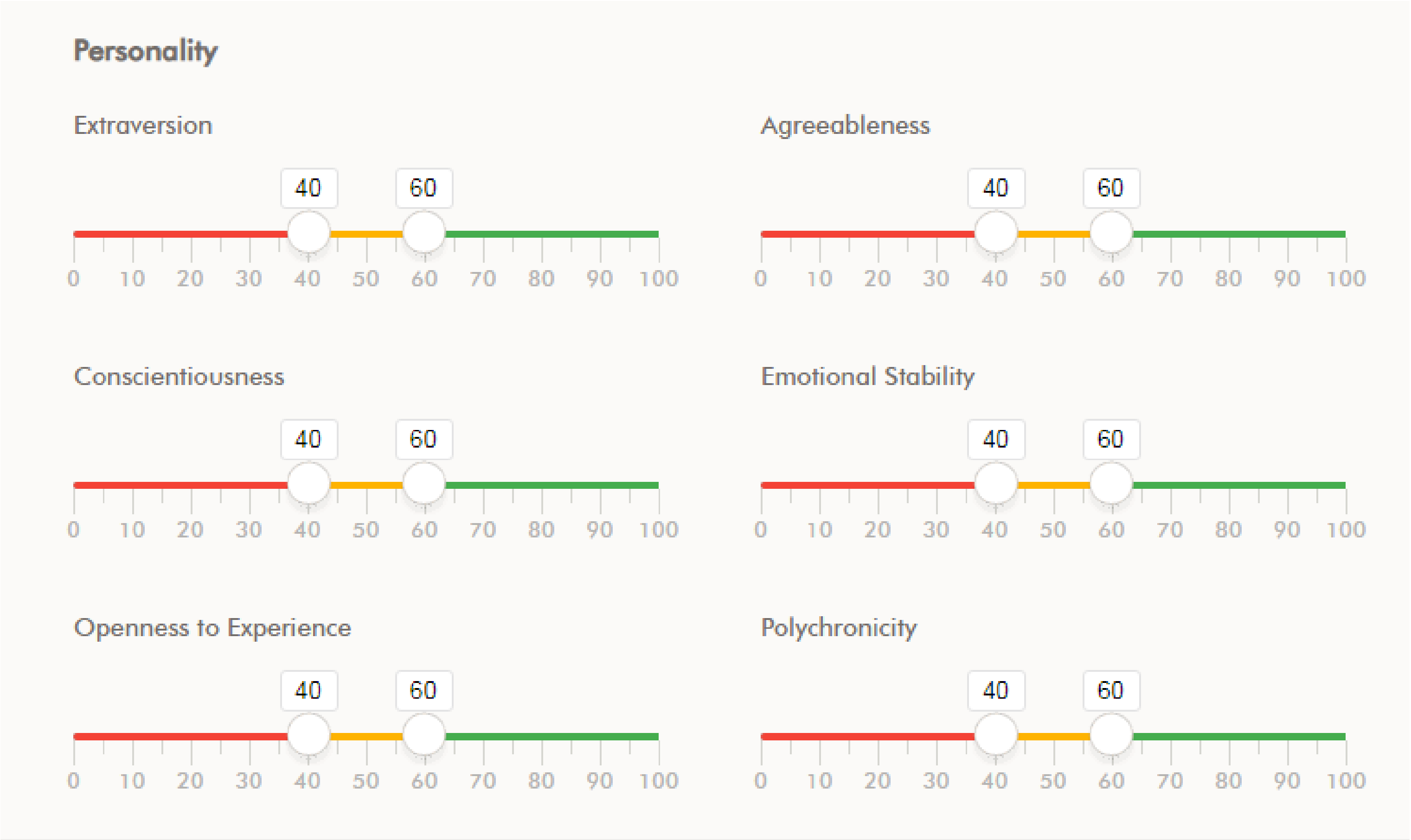
Create Assessments (5/6)

User Management



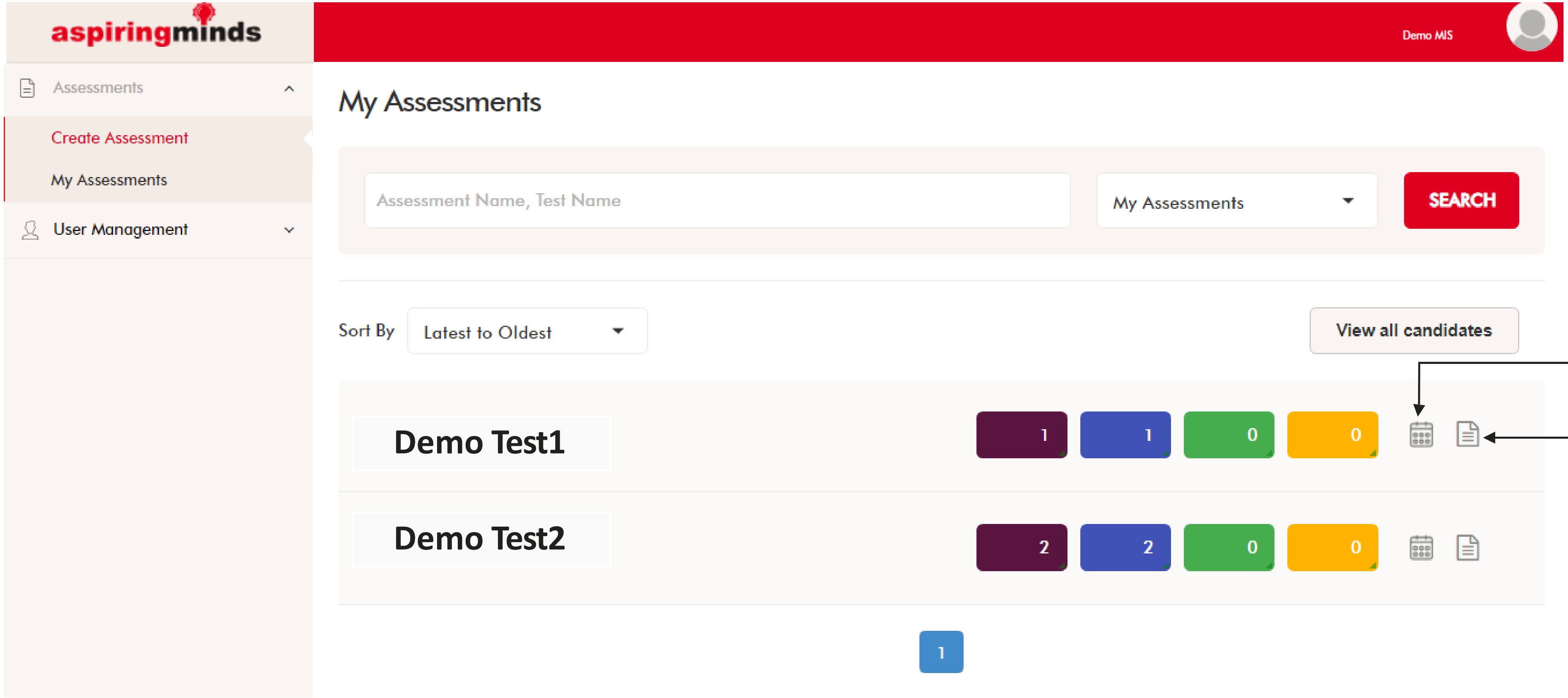
Set the test cut offs (Optional)

Create Assessments (6/6)



To save assessment click on
Schedule Later/Schedule Now

My Assessment (1/2)



Click here to schedule Test for candidate

Click here for candidate details

My Assessment (2/2)

1

User can search for assessments on 2 categories

a) ***Assessment Name/Test name*** **:** Select "Assessments" from the drop down next to search bar and type an assessment name or a test section name.

b) ***Candidate name*** **:**

   i. Select "*Candidates*" from the drop down next to search bar and search a candidate name.

   ii. System displays the list of tests in which a candidate with the searched name has been scheduled.

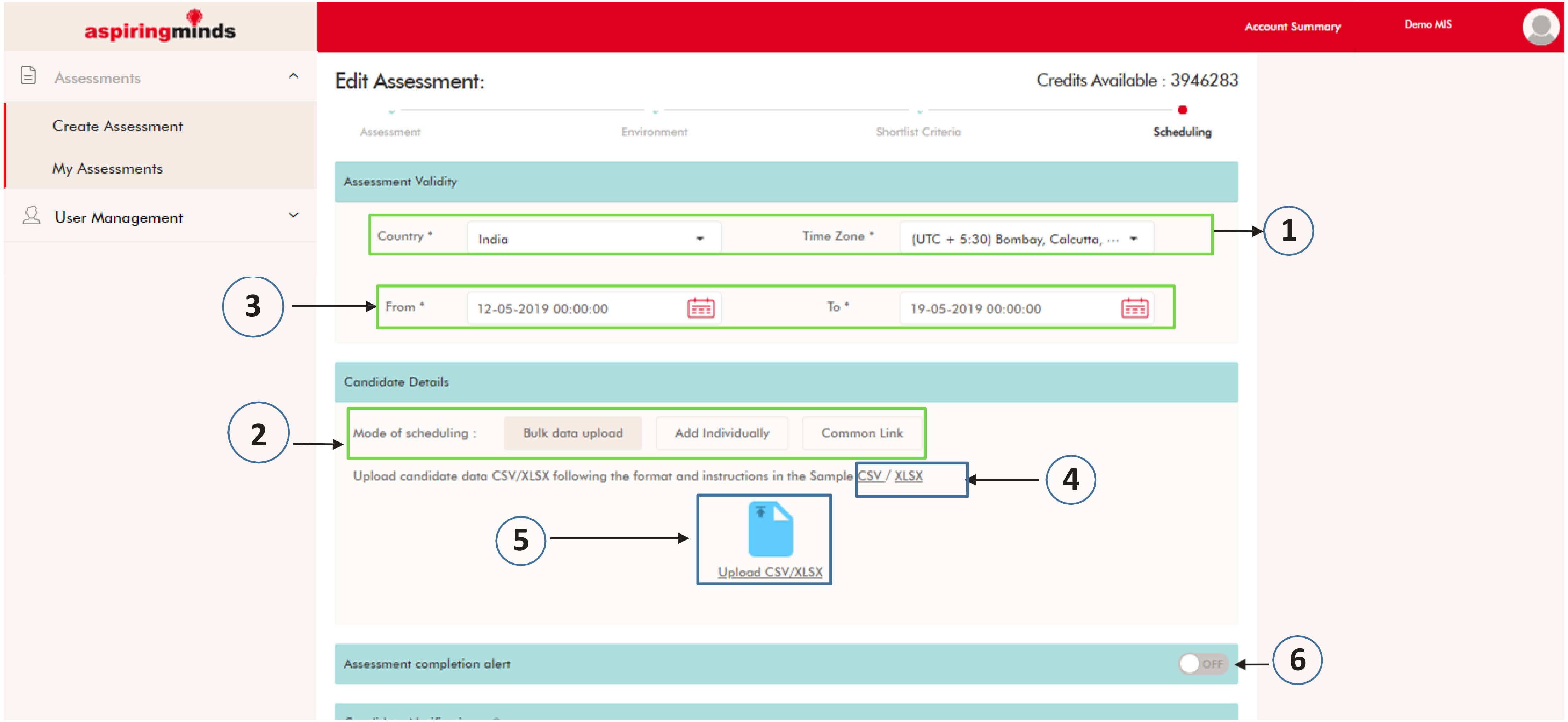
2

User can perform two different actions against an assessment, namely:

a) ***Schedule Test***: Schedule candidates under the assessment and send them the test login credentials.

b) ***Candidate details***: View the candidate details/scores/reports of the candidates who have completed the test OR reschedule the tests for candidates who have not yet attempted the test.

Schedule Assessment:
Bulk Scheduling (1/2)



1. Select the **country and time zone** from the given options.

2. Recruiters can use either of the following 2 methods to schedule/invite candidates for an assessment
   - **a) Bulk Schedule** : Select this option to schedule large number of candidates in one go, by uploading an excel sheet
   - **b) Single Schedule** : Select this option if you want to schedule a few (1-5) candidates at a time

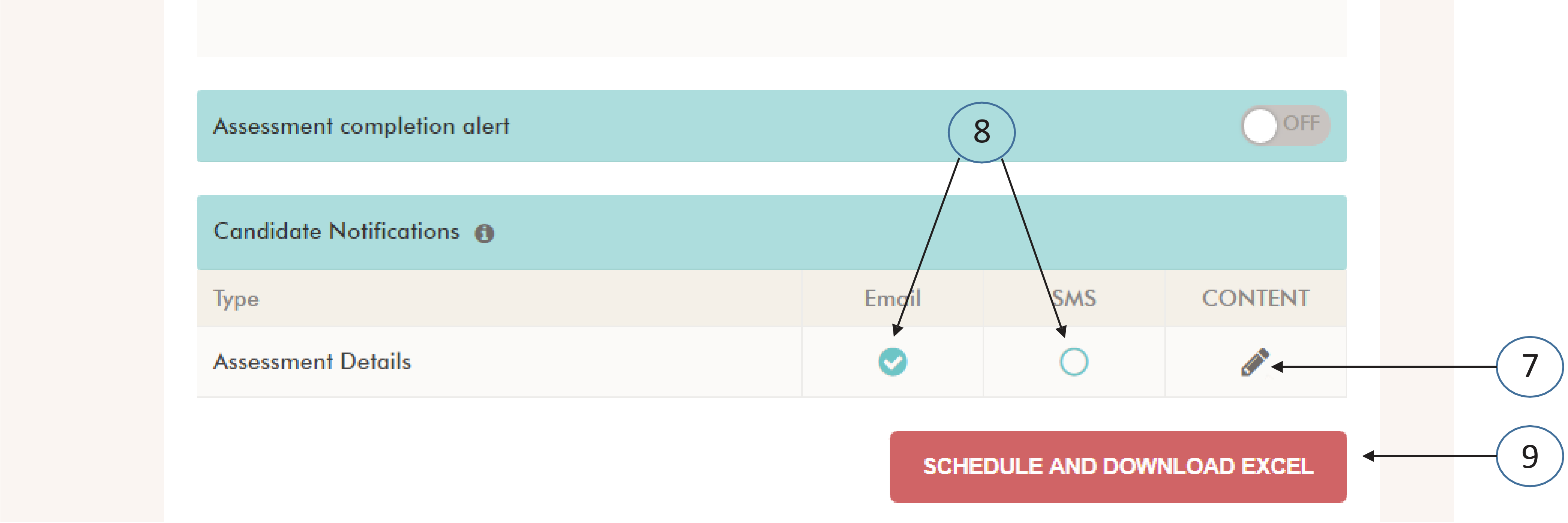
3. Select the **date and time range** for which you want the scheduled tests to be valid.
   The login credentials generated for a candidate are valid only within the date and time range selected (i.e. a candidate can not use the login credentials to attempt the test once the schedule date and time range has expired OR the schedule date and time range has not started yet)

4. Click on the download sample file to download the sample .csv and .xlsx file formats in which the candidate data needs to be uploaded for bulk scheduling.

5. Click on this button to upload the list of candidates for whom you want to schedule the assessment.
   Note:
   1) The data should be in the same format as the sample file, else the upload may NOT be successful.
   2)The system ensures that each user should have a unique username. If the username is not unique, the system will auto edit the username to make it unique.

6. Switch "On" the toggle button to receive an email notification whenever a candidate completes the test. User can provide a list of comma separated email id's . Email notifications will be triggered to all these email ids, once a user completes the test.

Schedule Assessment
Bulk Scheduling (2/2)

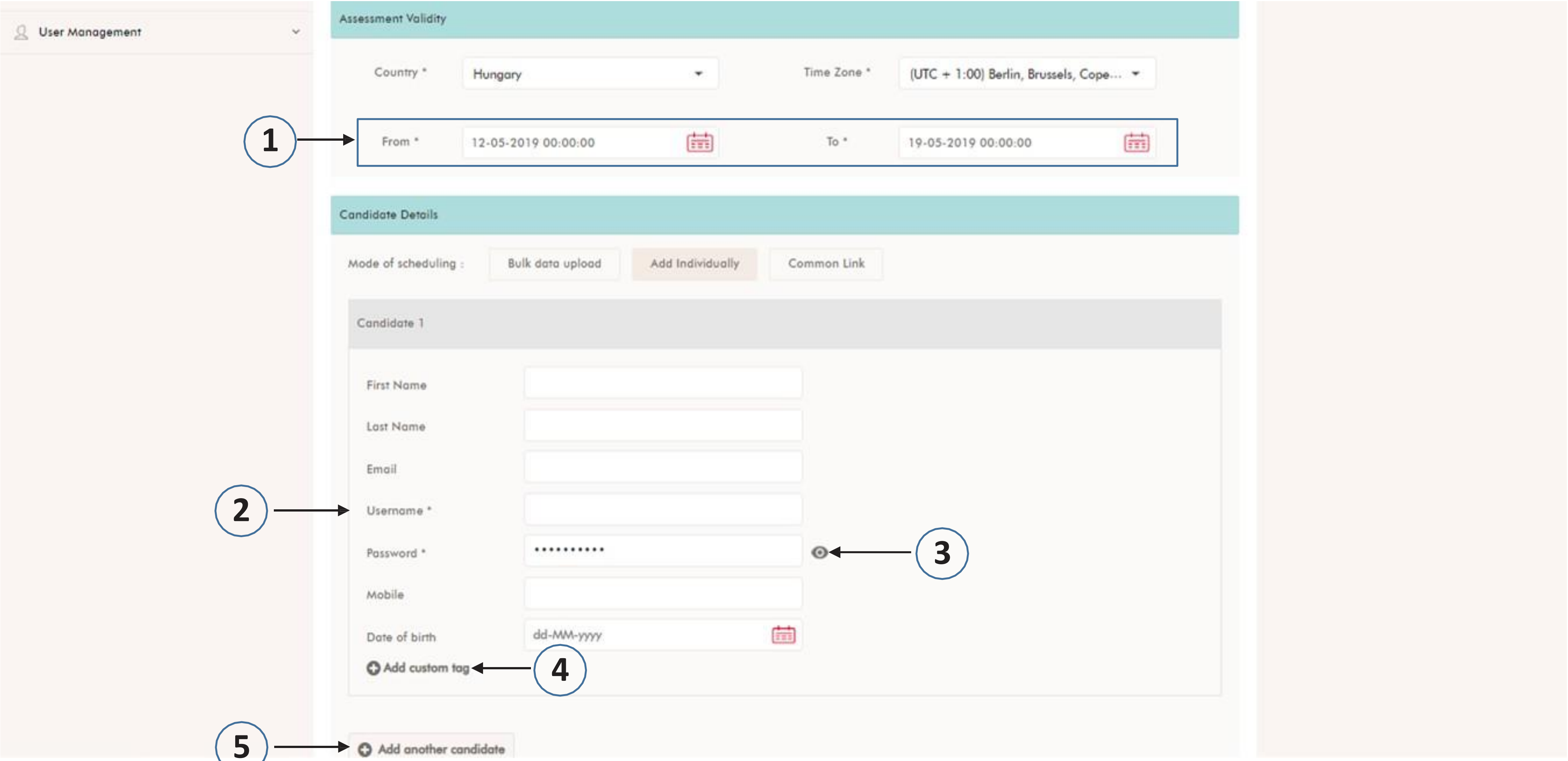


7 Select the respective check boxes to send email/sms notification to candidates. Also, edit the email/sms content to be sent to candidate.
Note: *Email/sms notifications will be sent to only those candidates whose valid email id and contact details have been provided in the uploaded excel.*

8 Select the respective check boxes to send email/sms notification to evaluator. Also, edit the email/sms content to be sent to candidate.

9 Save and download excel : Click on this button to successfully schedule the test. This button will become active only once the mandatory fields required to schedule a test have been filled.

Schedule Assessment
Single Scheduling



1 Select the **date and time range** for which you want the scheduled tests to be valid.
The login credentials generated for a candidate are valid only within the date and time range selected (i.e. a candidate can not use the login credentials to attempt the test once the schedule date and time range has expired OR the schedule date and time range have not started yet)

2 Fill in the candidate detail form. Please ensure the following while filling these details

a) Username must be unique
b) Password must be at least 6 characters long and should contain at least 1 character, 1 number and 1 special character

3 Click on the button to see the password (if required).

4 User can also add custom tag fields.(Any other information which you want to capture: e.g. Company Id etc)

5 Click on this button to schedule more candidates and enter their details.

Rest of the options are same as bulk scheduling.

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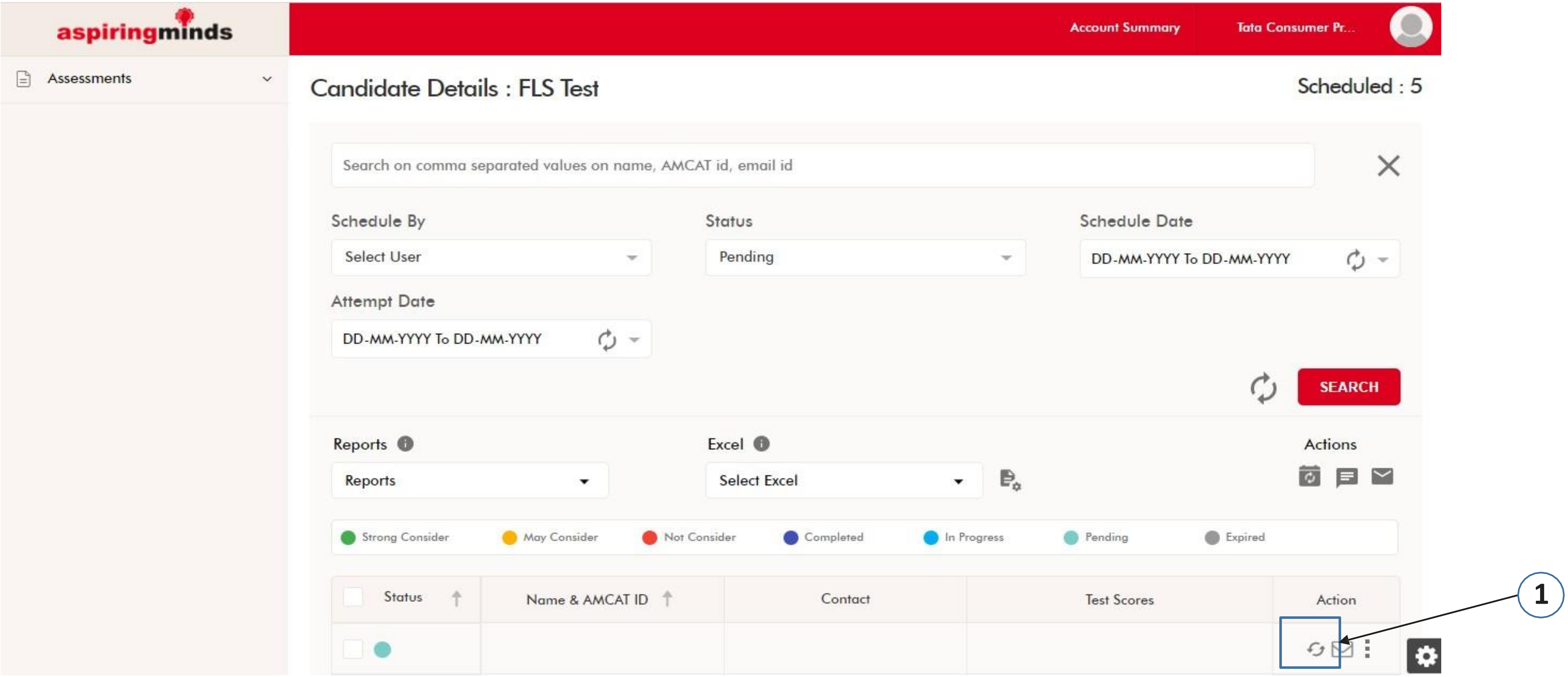
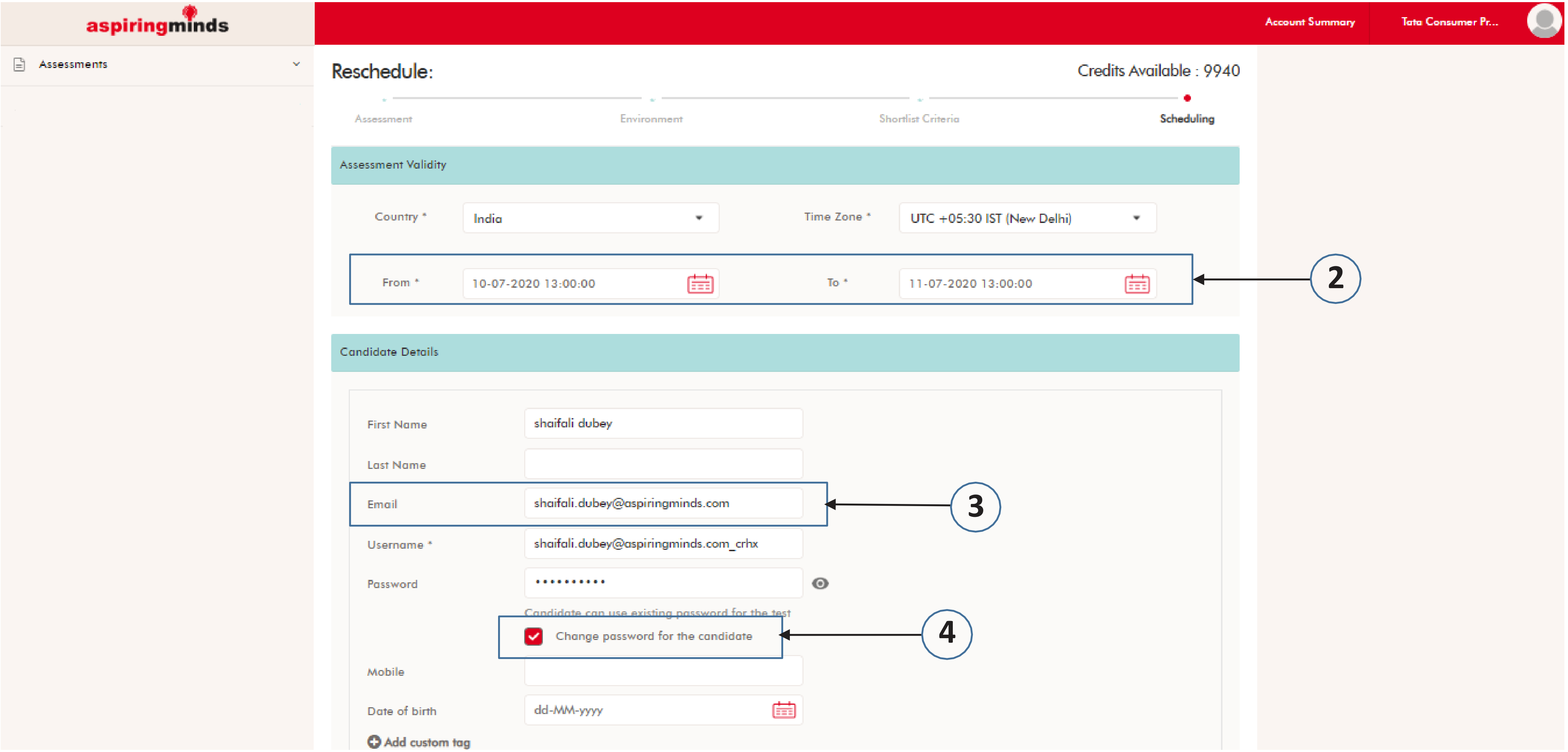
Rescheduling (1/2)

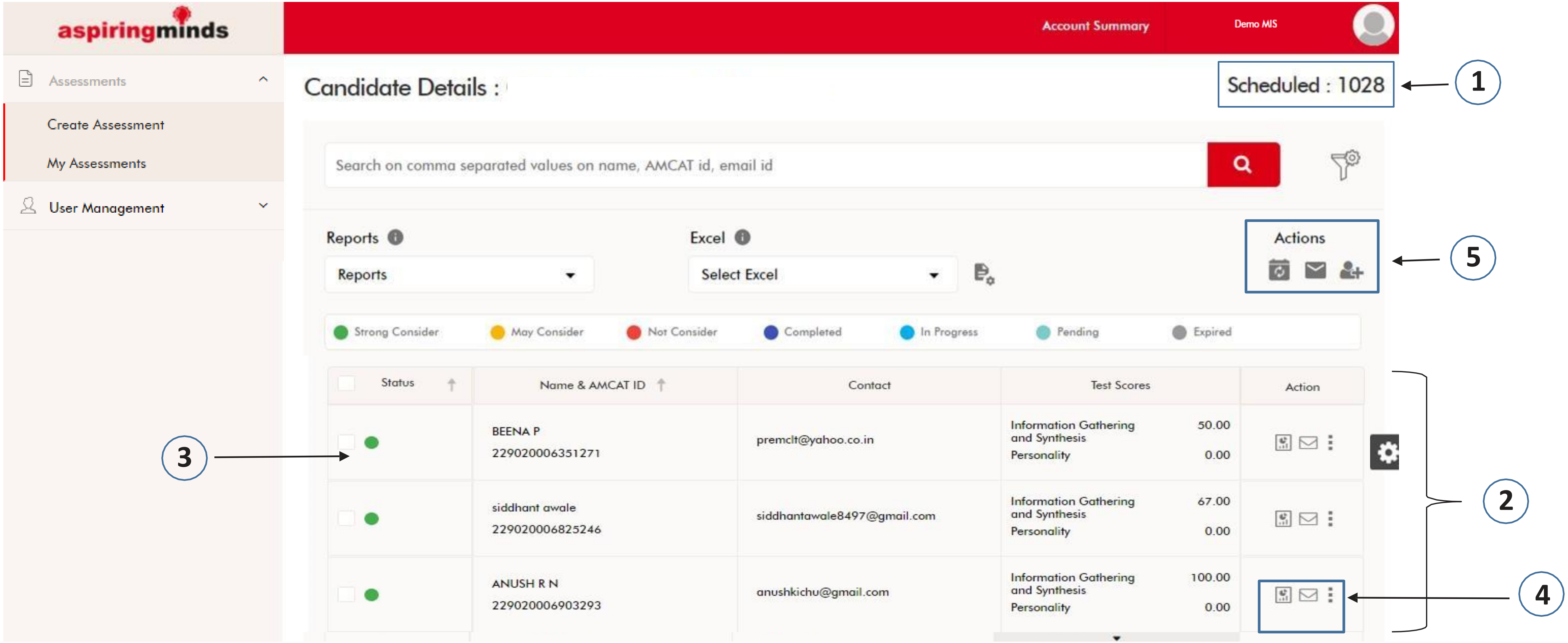


Rescheduling (2/2)



1. Under the ‘**Action’** Column, a reschedule icon is displayed for the candidate whose test is either pending or expired. Click on the icon to rescheduled the test.
2. Select on date range for which you want to reschedule the test. The login credentials will be valid only in that date & time range.
3. User can change the email address of the candidate while rescheduling the test (Credentials will be triggered to the mentioned email address only)
4. While rescheduling please click on change password icon other wise candidate will received a message password as previous instead of a password in his rescheduled mail.

Candidate Details (1/3)



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1 This status counter displays the total number of candidates scheduled under this assessment.

2 List of candidates that have been scheduled under this assessment. You can select the columns you want to view in this table by clicking on the setting icon (First name, Last name , Email id , Scores etc)

3 “Status” column represents the test status of the candidate (Completed, In Progress, Pending, Expired)
If a candidate has completed the test and cut off has been applied for the assessment, candidate category is display here(Strong consider, may consider, not consider) based on the performance in the test

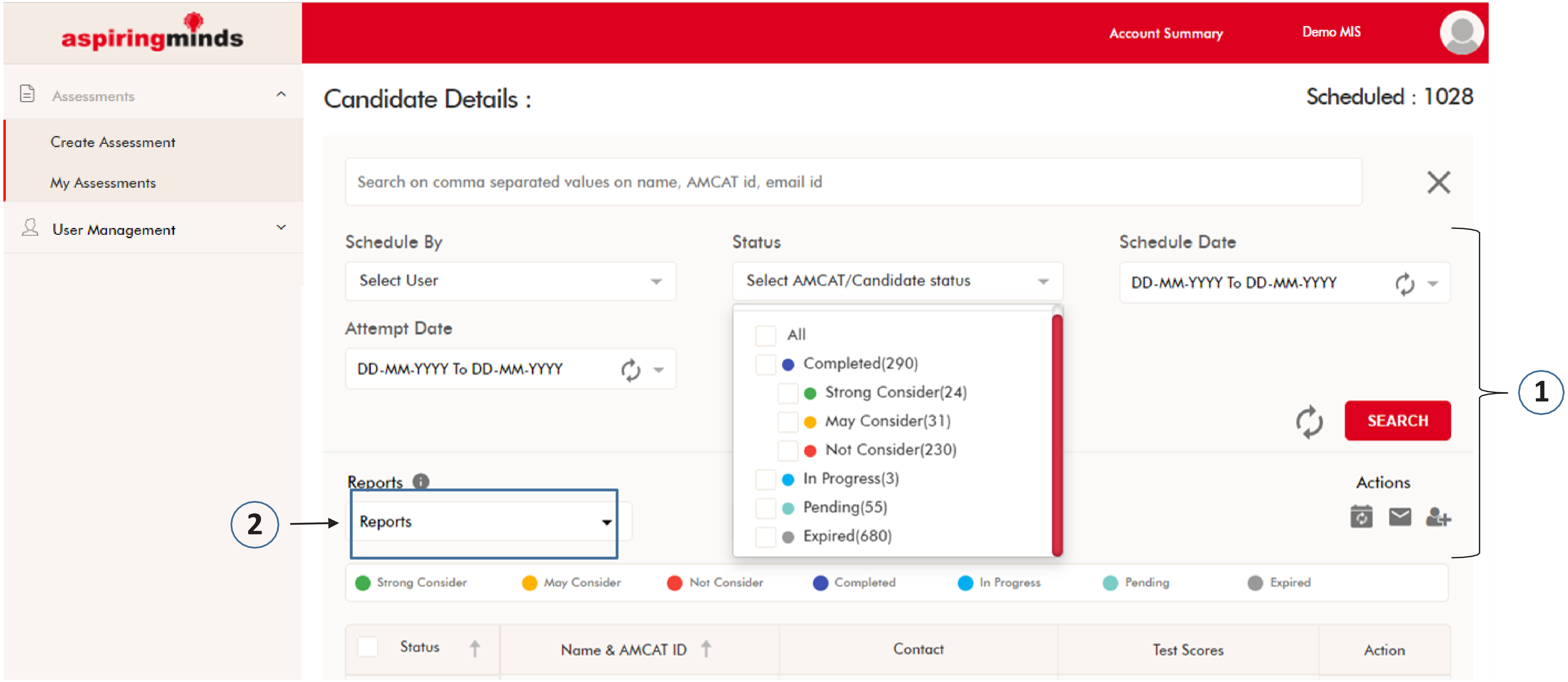
4 Under the “Actions” column, a report icon is displayed for the candidates who have completed the test. Clicking on this report icon will open the required report for the candidate

For candidates whose test status is pending, an icon to reschedule test is displayed. User can click on this icon to reschedule the test for that particular candidate

5 Actions

a) Bulk Reschedule : To reschedule the test for more than 1 candidate
For each case, select the candidates from the list, for whom these actions are to be performed

Candidate Details (2/3)



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Search Functionality

a) User can search a candidate on one of the following fields (First name, Contact number, Email id or AMCAT id)
b) In order to search multiple candidates simultaneously, please input comma separated list of candidate details for searching. All the comma separated values must belong to the same field type (First name, Contact number, Email id or AMCAT id)

Advanced Search (Can perform advanced search on following 3 fields)

a) Date Range: Apply date range filter on
   i. Candidate schedule date : Only those candidates will be displayed which were scheduled within the set date range
   ii. Candidate Attempt date: Only those candidates will be displayed who attempted the test within the set date range

b) Test status: Apply filter based on candidate's test status (Completed, In Progress, Pending, Expired)
   e.g. If the user selects "Completed", only those candidates will be displayed who have completed the test

c) Candidate status: Apply filter based on candidate's performance in test (Strong consider, may consider, not consider)
   e.g.: If the user selects "Strong consider", only those candidates will be displayed who have completed the test and have clearedthe cut off to be classified as strong consider candidates.

Note: A combination of all the filters is applied to generate the final search results.

2

Reports:

a) Select the candidates for whom you want to download the report
b) Select the report you want to download, from the dropdown
c) Once you select a report, a download icon appears. Click on this icon to download the report
d) If you select all candidates by checking the check box next to column "Status" and download a report, that particular report will be downloaded for all the candidates present on that page

3

Excel: User can use this option to download candidate results (section wise scores) in an excel file

a) Select the candidates for whom you want to download the excel.
b) Select the excel you want to download, from the dropdown.
c) Once you select a excel, a download icon appears. Click on this icon to download the excel.

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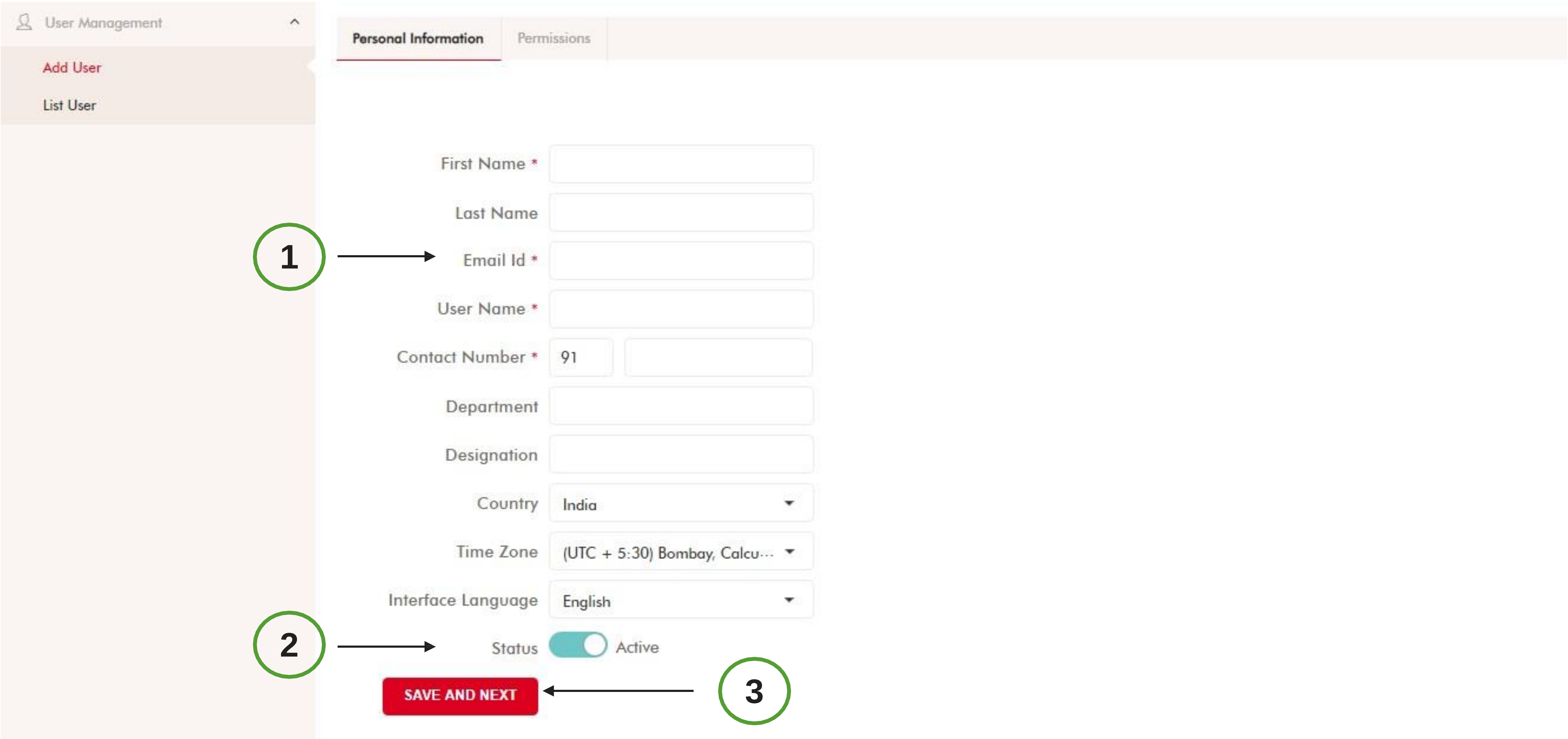
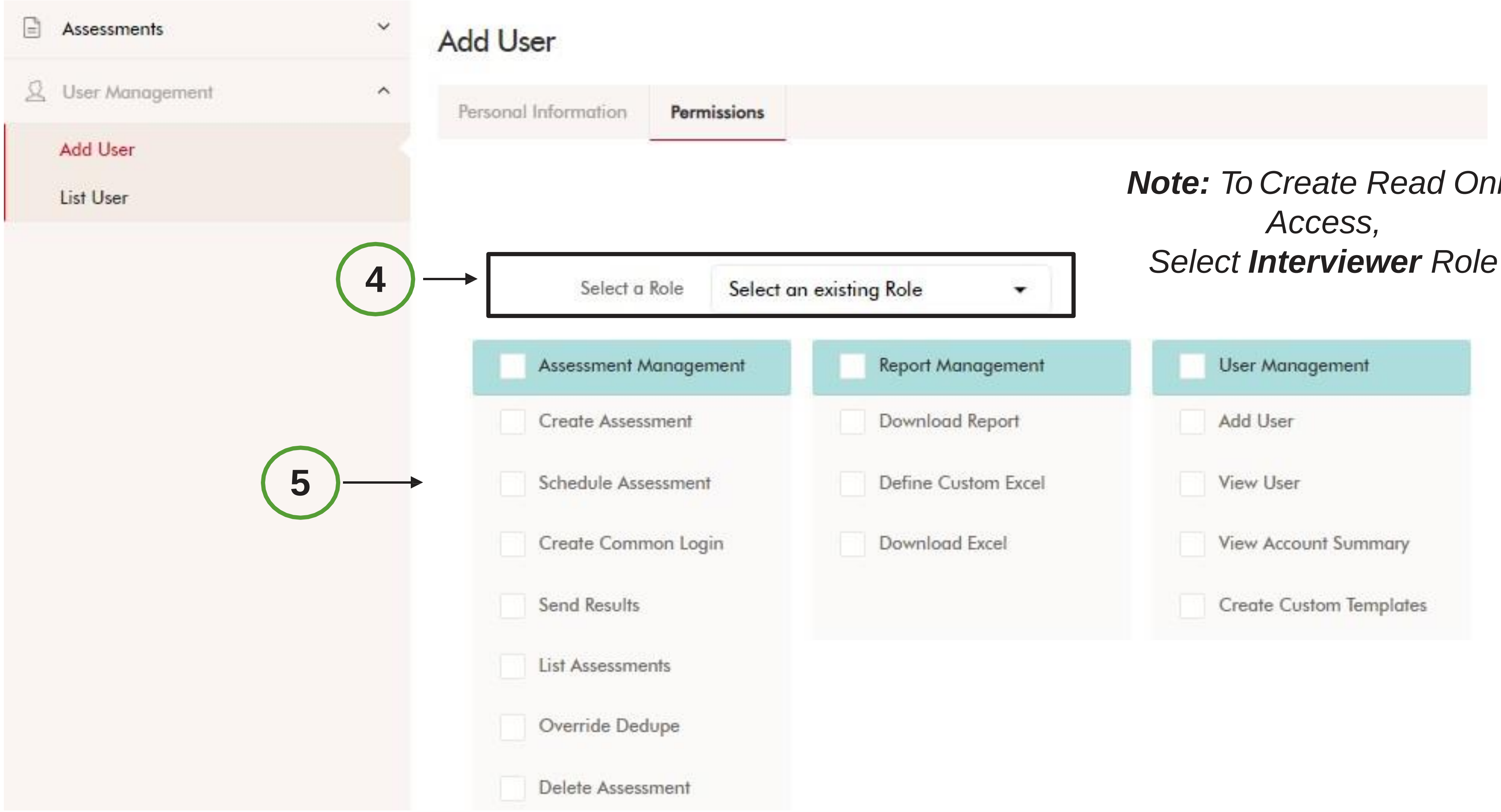
User Management (1/2)



User Management (2/2)



Note: *To Create Read Only Access,*
Select ***Interviewer*** *Role*

The system supports the functionality to create multiple users with different set of permissions.
e.g. we can define a Central/HQ Recruiter role which has the permissions to create a test, schedule tests, view candidate details and download reports. At the same time we can create a user at Recruiter level, who only has the permissions to schedule the assessments and view candidate reports.

To create a new user please follow the below steps

1. **Personal Information:** Fill in all the required fields (Follow the below instructions while filling the information)
   a) Username must be unique. The system will show a prompt if the username entered is not unique.
   b) By default email id is marked as the username, but user has the choice to edit it.
   c) The login credentials for the account will be sent to the email id entered in the form

2. By default a user's status is active. However, if a user's status is marked as inactive, he/she can not use the login credentials to access the account.

3. Click on **SAVE AND NEXT** and assign a role (Set of permissions) to this user.

4. User can either select an existing role from drop down or can choose to create a new role. There are 4 default roles defined in the system which can not be edited.

5. While creating a new role, user can assign custom permissions to that role.
Note: Only the user who has created a particular role can edit that role. Although this role will be visible in the drop down to all other users, who can use it and assign it to a user.

6. Click on **RESET** button, to reset to the default permissions

Note:
a) While creating a new user, user can assign only those permissions, which are available with the current user login.
b) User can not edit the default roles but can create a new role with custom permissions.

Thank You

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