

## Pearson Talent Assessment

Assignment – **New** Process

Release: 20/01/2013

Developed by: Joan St John

**Note:** The current assign process will be retired

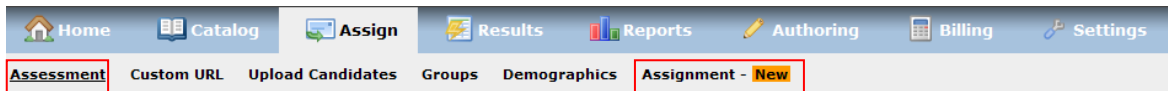
3 March 2013

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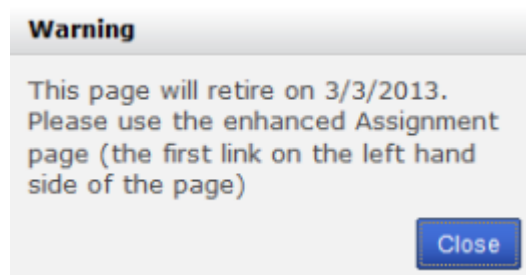
## New Assign Process

There is a new assign process available in the 20/01/2013 release. Under the *Assign* tab, you will have the current process 'Assessment' and the new process 'Assignment - **New**' available.

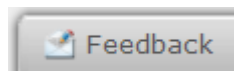


Both assignment processes will run in parallel until 3 March 2013 when the old assignment process 'Assessment' will be removed from the platform.

Commencing 21 January 2013 the following warning message will be displayed each time the old assignment process 'Assessment' is used.



We encourage you to start using the new process and provide any feedback by using the *Feedback* button located on the Talentlens platform in the bottom right hand corner of the screen.

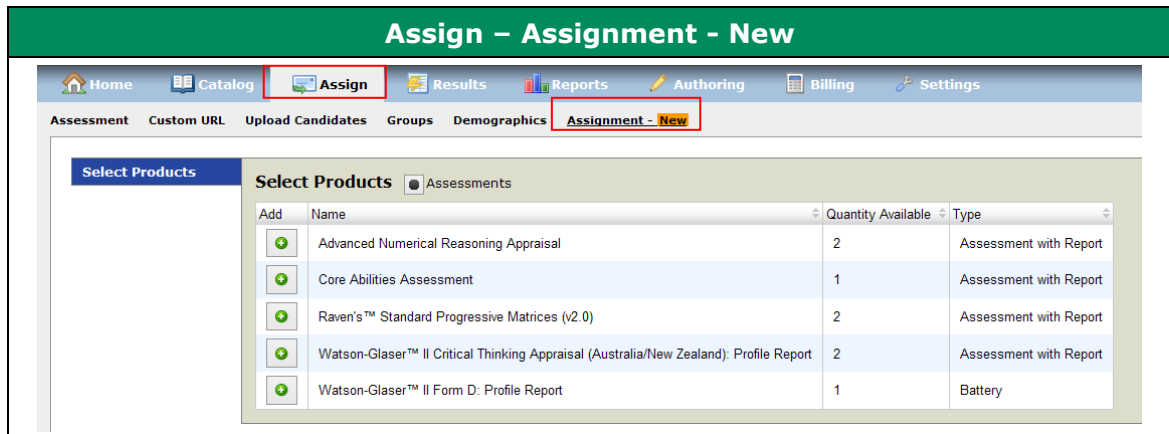


The benefits of Assignment - **New**:

- Ability to assign multiple assessments to a candidate without creating a battery.
- "Do not send assessment invitation email to candidates" new option to allow assignment of assessments to candidates to be sent out at a later date
- Ability to create a new group of candidates or add candidates to an existing group at the assign stage.

## Assignment – New

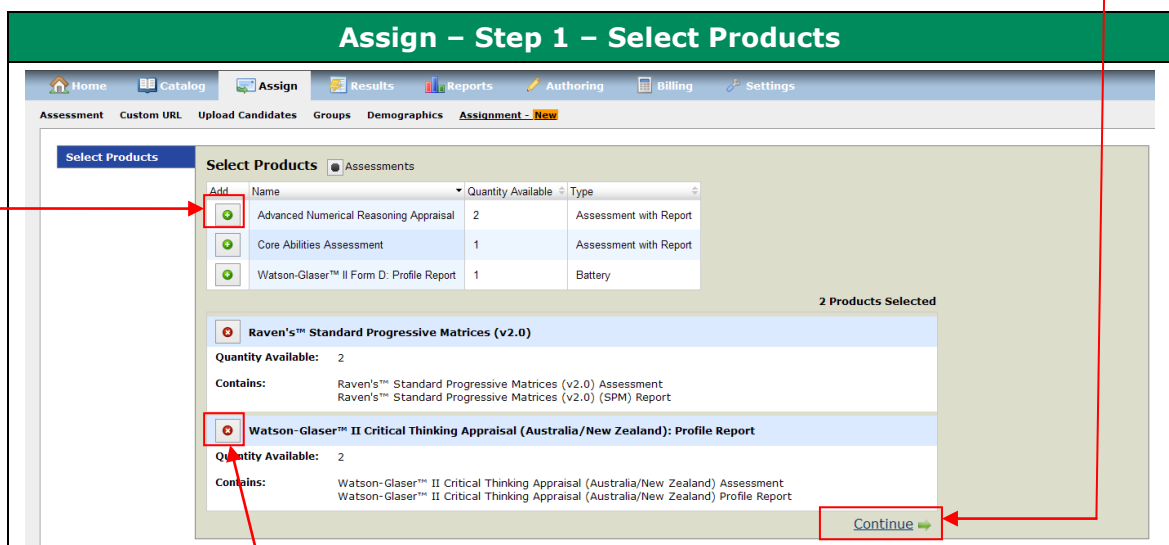
To assign assessments, click on the *Assign* tab then *Assignment – New*.



### Step 1 - Select Products

Select the assessment(s), by **clicking** the *Add* button next to the assessment(s) you would like to assign to the candidate then **click** *Continue*

**Note:** only products that you have in your inventory will appear. The quantity available will also display.

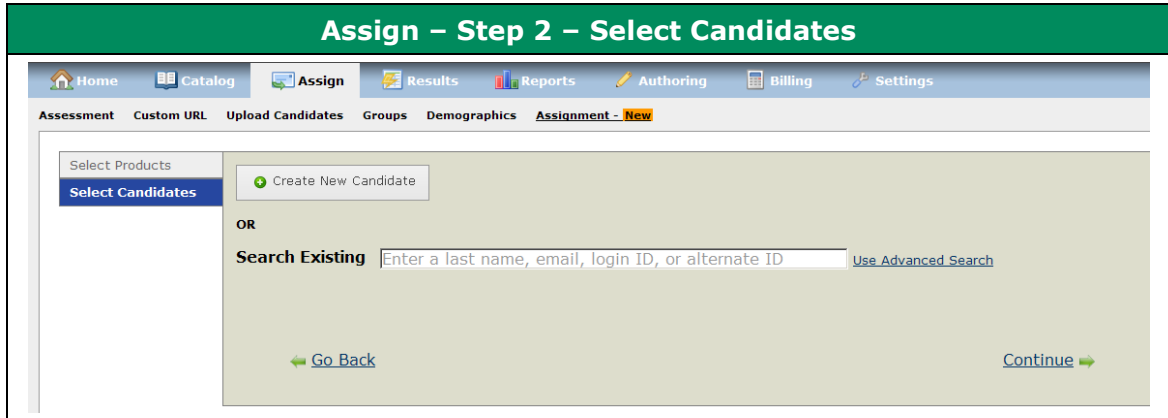


If you wish to remove an assessment, you can do so by **clicking** the red 'x'; button.

**Note:** Multiple assessments can be assigned to each candidate. If multiple assessments are selected the candidate will receive a separate email for each assessment containing individual links for each assessment.

If you want the candidate to receive one email and have the assessments administered consecutively from one link, a battery must first be created (please refer to page 17 in the Standard User Guide for Batteries).

## Step 2 - Select Candidates

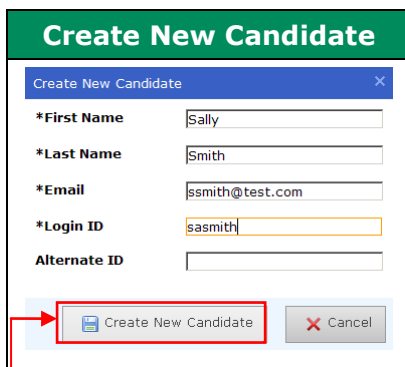


You can either:

- 1) Create a new candidate, or
- 2) Search for an existing candidate

### Option 1 – Create New Candidates

To add candidates one at a time, **click** on *Create New Candidate*. Under this option, there are required fields that must be entered:



**Required** fields:

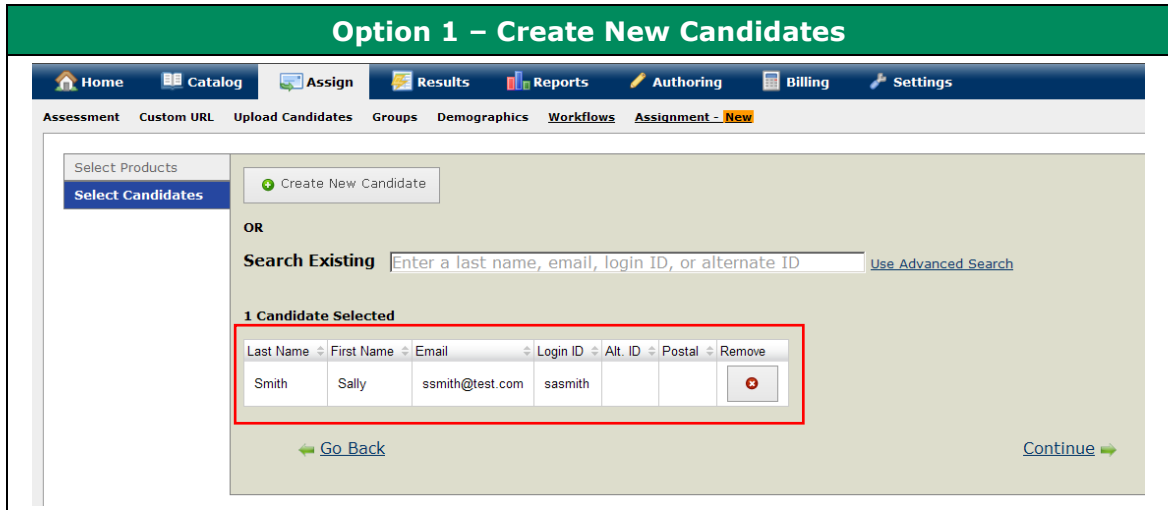
- \* First Name
- \* Last Name
- \* Email Address
- \* Login ID –

**Important** – the login ID must be unique for each candidate. We recommended using their email address or a combination of their first name / last name. e.g. sasmith or ssmith@test.com

*Optional* fields:

- Alternate ID

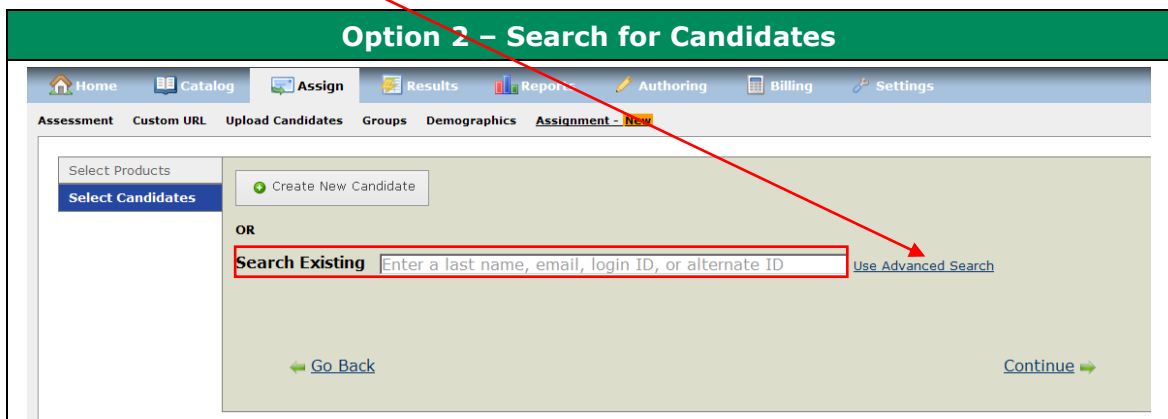
**Select** *Create New Candidate* and the following screen will appear displaying the candidate created.



## Option 2 - Search for an existing candidate

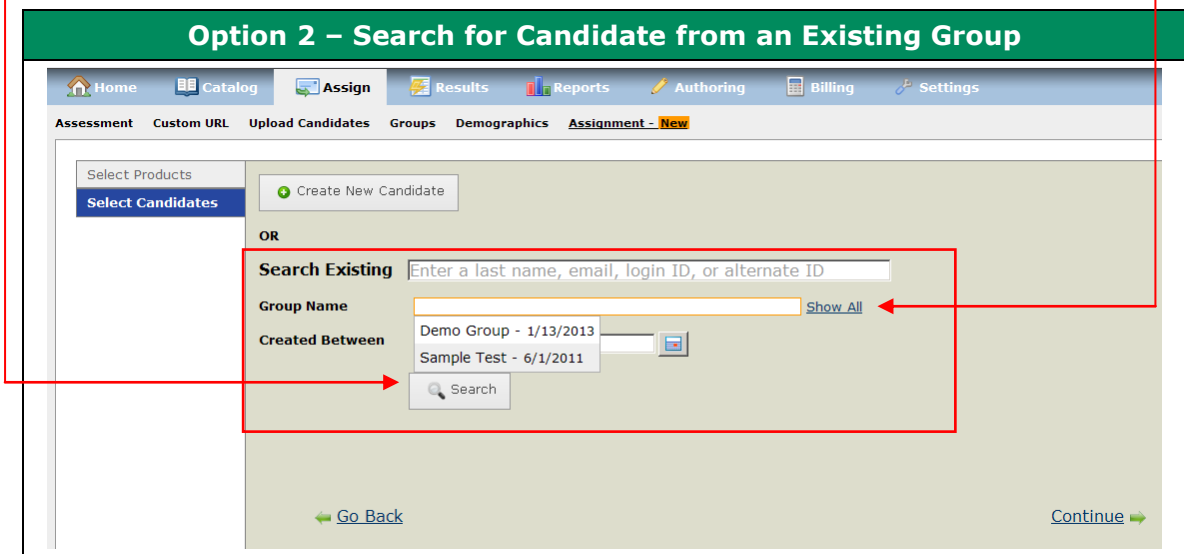
To select from existing candidates, **click** in the box next to *Search Existing*.

You can search by last name, email, login ID or alternate ID. You can also search by Group Name or candidates Created Between a specific date range by **clicking** on *Use Advanced Search*.

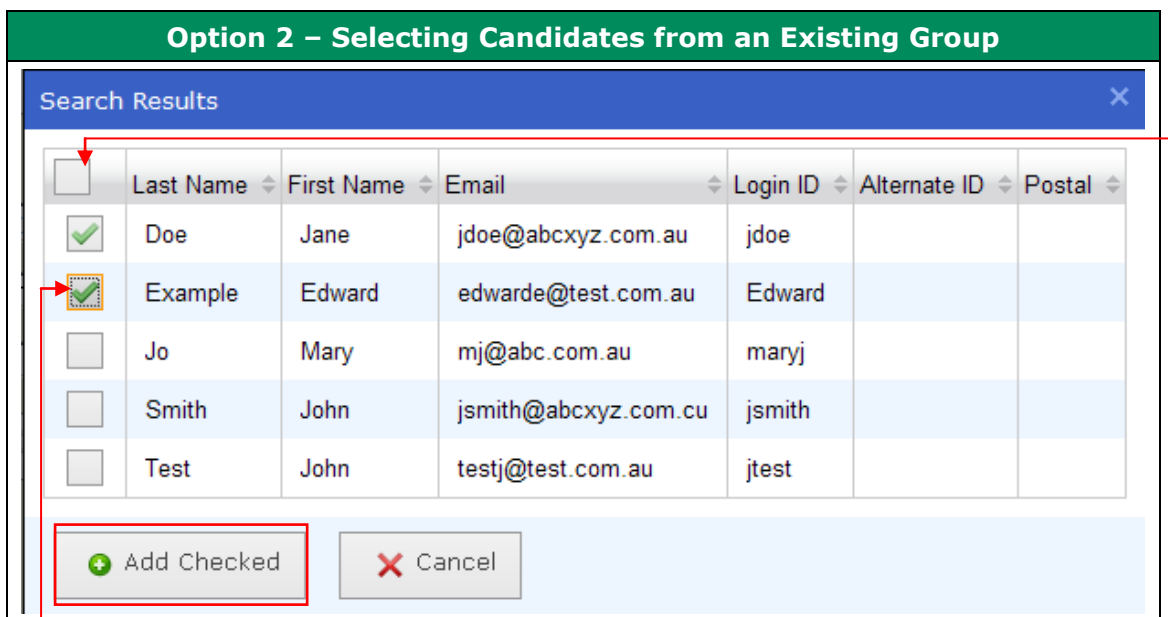


To add candidates from an existing group, **click** *Show All*.

A screen will display with all groups available to choose from. **Select** the group then **click** *Search*.



The following screen will display:

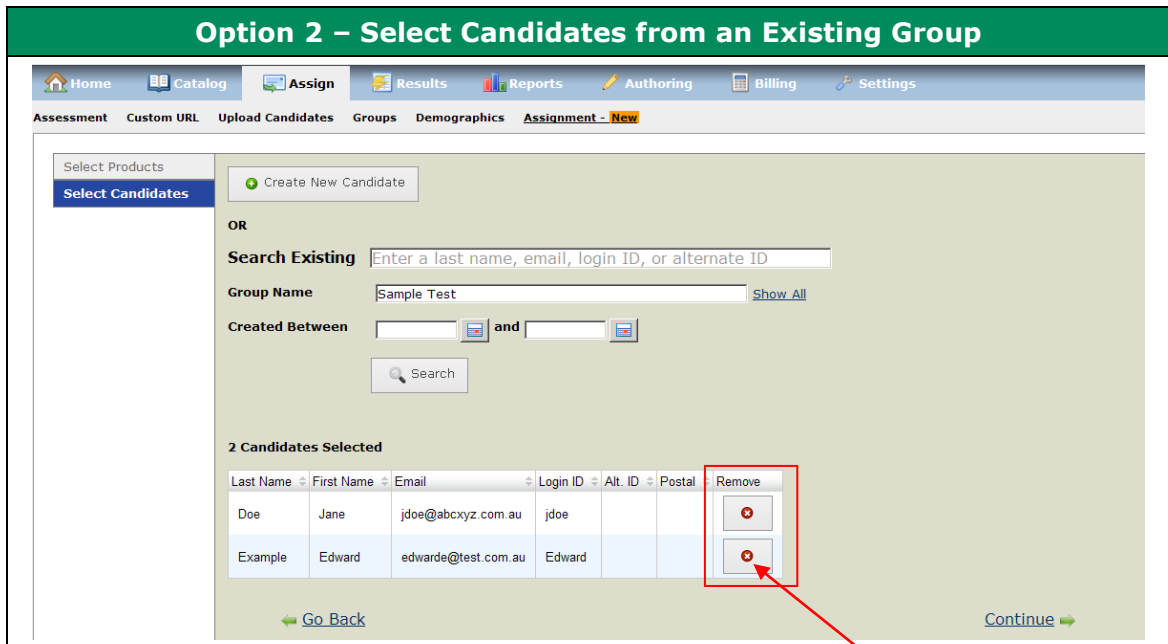


**click** the box next to the candidates name to select individual candidates or **click** the box in the title row to select all candidates then **click** *Add Checked*.

To add candidates from another group **click** *Show All* again select the new group and repeat the steps.

The following screen will display:

The candidate(s) selected will appear at the bottom of the screen. At this point you have the option to remove any candidates before moving to the next step.



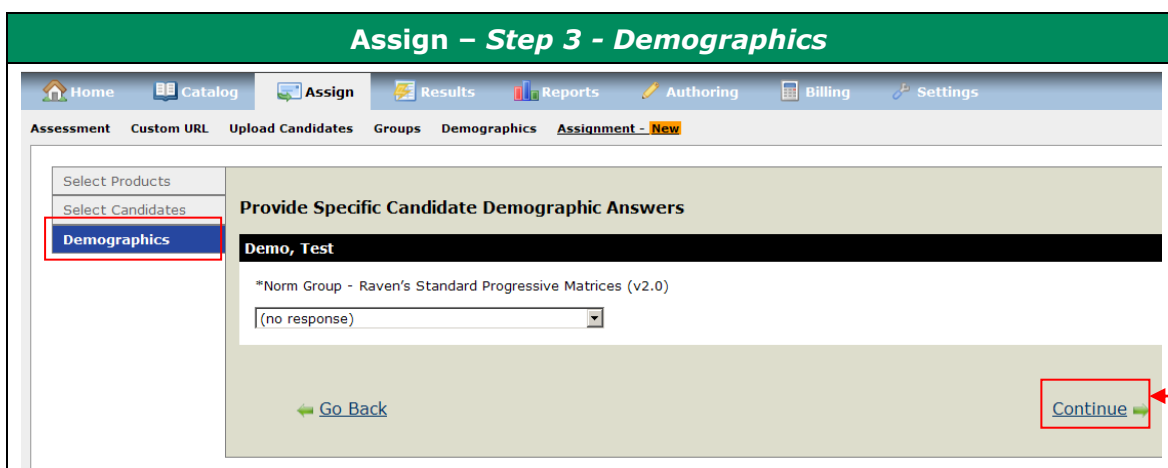
If you wish to remove a candidate you can do so by **clicking** the red 'x' button under 'Remove'.

### Step 3 - Select Default Demographics / Demographics

If an assessment has administrator demographics and/or multiple norm groups, *Step 3-Default Demographic / Demographics* will appear after *Step 2 - Select Candidates*. If the assessment does not have administrator demographics and/or multiple norm groups - proceed to Step 4

Scenario 1 - *Demographics*:

If a single candidate is assigned an assessment with multiple norm groups **Select** the norm group then **click Continue**.

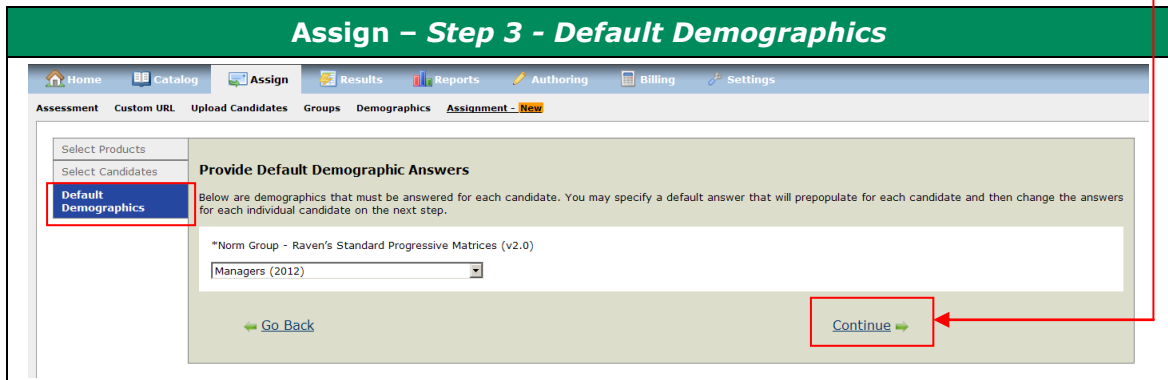


Proceed to Step 4.

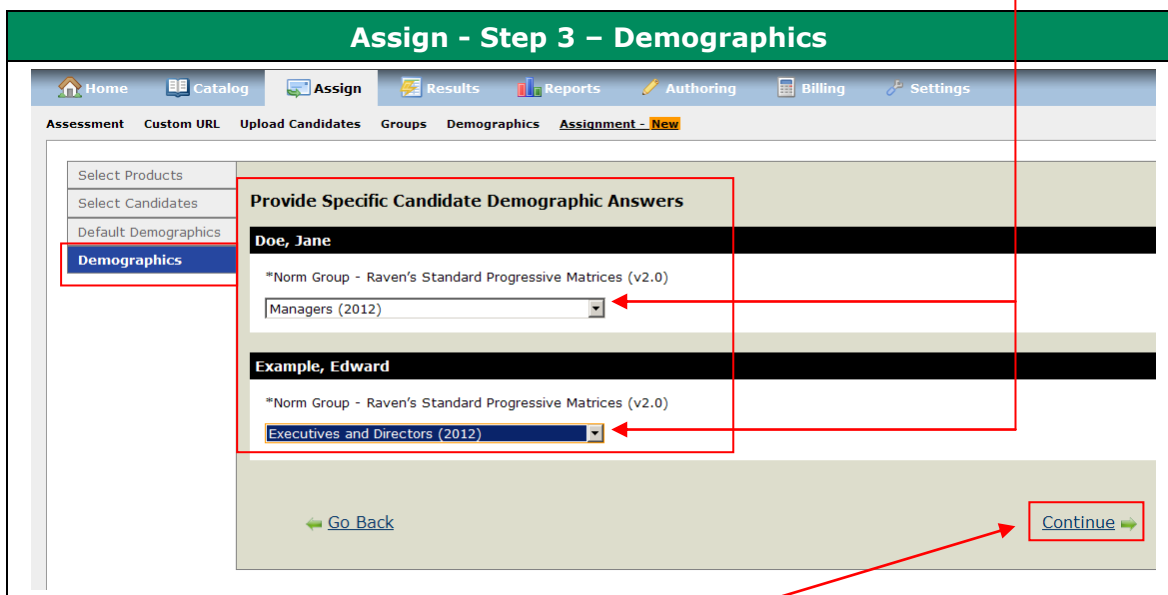


### Scenario 2 - Default Demographics / Demographics:

If multiple candidates are assigned an assessment with multiple norm groups **select** the default norm group in Default Demographics then **click** Continue



In the *Demographics* tab you have the option to select a different norm group for individual candidates by **clicking** the drop down menu in the Norm Group under each candidate



Once any changes are selected **click** Continue - proceed to Step 4

### Scenario 3

If single or multiple candidate(s) are assigned an assessment with a single norm group - proceed to Step 4.

## Step 4 – Select Options

From here you can:

- 1) Select a standard email template or create new email (please refer to Creating a New Email Template on page 69 of the Standard User Guide)
- 2) Choose “Do not send an assessment invitation email to candidates”. If this option is selected no email will be sent to the candidate.
- 3) Assign Candidates to a group by selecting an existing group from the Select drop down menu or create a new group for your candidates by entering a new name under New Group Name

**Assign - Step 4 – Select Options**

Home Catalog Assign Results Reports Authoring Billing Settings

Assessment Custom URL Upload Candidates Groups Demographics Assignment - New

Select Products  
Select Candidates  
Default Demographics  
Demographics  
Select Options

Select Email Template Candidate Invitation - Test - English [Create New Email](#)

Do not send assessment invitation email to candidates

Assign Candidates to Group (Optional) Select

Or

New Group Name

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

Once all options are selected **click Continue**

## How To

If you choose “Do not send an assessment invitation email to candidates” a system generated email can be sent at a later date by going to:

*Results* tab then *Product Status*

Locate the assessment assigned to the candidate

**Click** on the hyperlink under the *Assigned* column next to the assessment

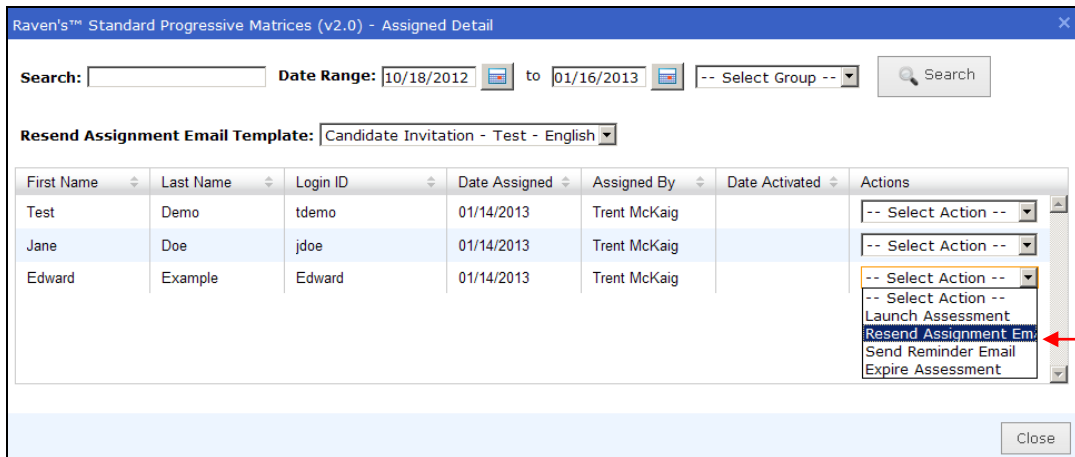
Home Catalog Assign Results Reports Authoring Billing Settings

Product Status Candidates

**Product Status Matrix**  
+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
Differential Aptitude Tests - Verbal Reasoning	0	0	0	1	0
Golden Personality Type Profiler (Australia/New Zealand)	0	1	0	0	0
Raven's™ Advanced Progressive Matrices (Australia/New Zealand)	4	2	0	0	0
Raven's™ Advanced Progressive Matrices (v2.0)	0	1	0	0	0
Raven's™ Standard Progressive Matrices (v2.0)	3	4	0	1	0
Watson-Glaser™ II Critical Thinking Appraisal (Australia/New Zealand): Profile Report	3	4	0	0	0
Watson-Glaser™ II Form D: Profile Report	1	0	0	0	0
Wesman Personnel Classification Test (Verbal Reasoning)	0	0	0	1	0
Workplace Personality Inventory	0	0	1	0	0

The following screen will appear.

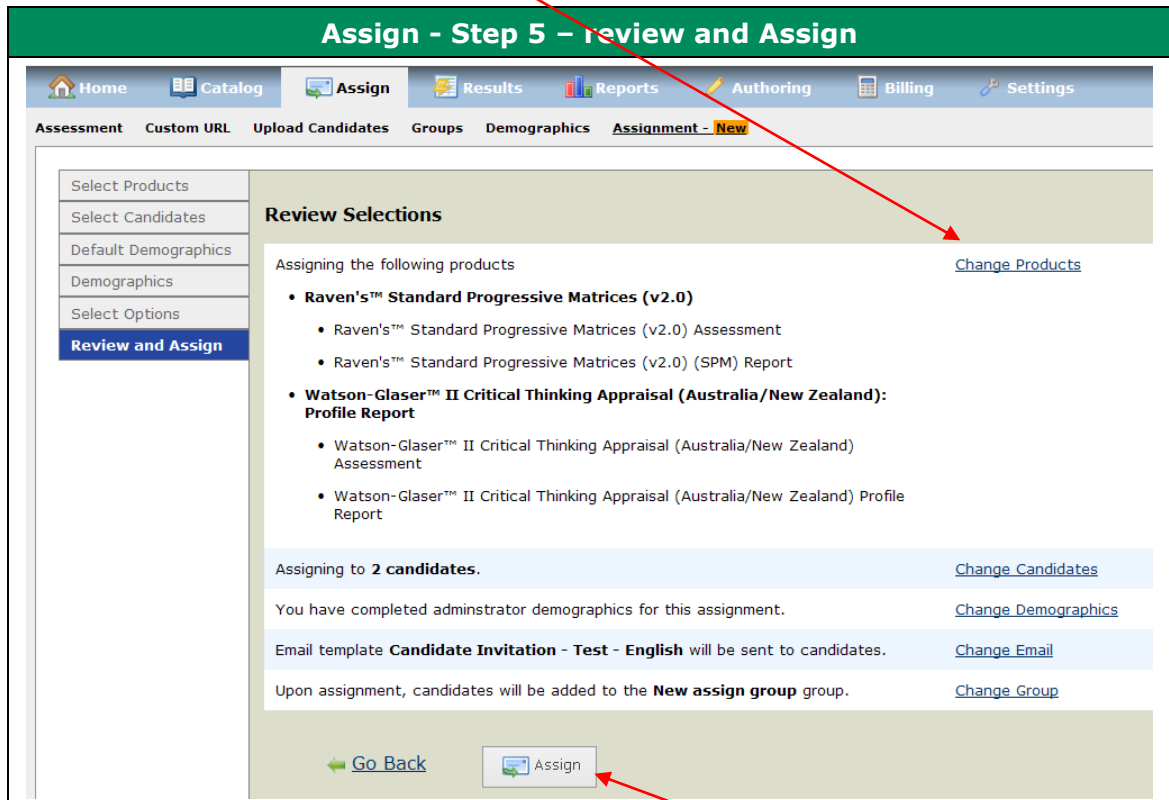


Find the candidate then under the *Actions* column **select** 'Resend Assignment Email'.

**Note:** currently there is no way to identify what candidates have been sent an email and which ones have not.

### Step 5 - Review and Assign

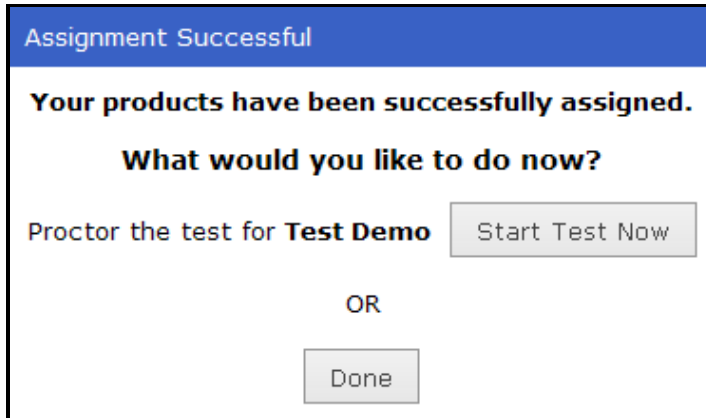
Review and assign gives you a summary of all the selections you made during the assign process e.g. products, number of candidates and email template assigned etc. You also have the option to make changes to your selections from here. To make changes **click** on the Change link next to the item you would like to change.



Once all items have been reviewed and are OK **click** Assign

The *Assignment Successful* box will appear advising your products have been successfully assigned.

If one assessment has been assigned to one candidate it will give you the option to *Start Test Now* or *Done*



If multiple assessments or candidates have been assigned the only option will be to **click** *Done*

