

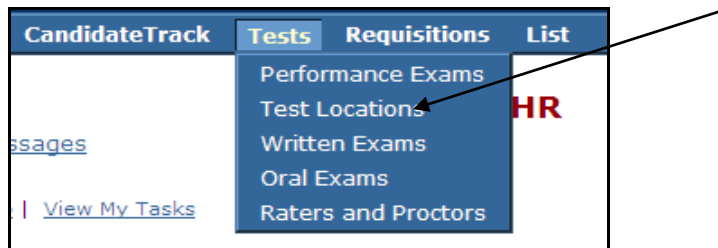
Self-Scheduling Applicants for Exams

Introduction

Navigation Path: Test Menu

Applicants can self-schedule for written, performance and oral exams. Test Location, Test Information and Test Dates must be added before creating the Exam Evaluation Step. For this example, we will be creating self-scheduling for a written exam. **NOTE:** This job aid assumes applicants have already been screened for minimum qualifications

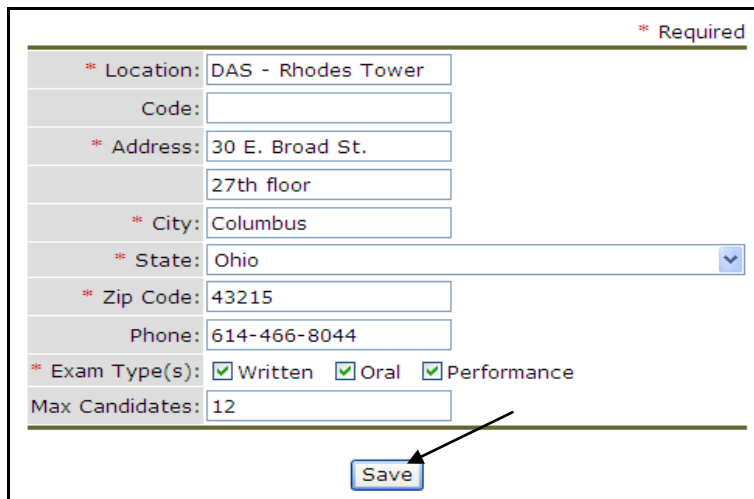
Step	Action	Comments
1.	Go to Tests – Test Locations	



2.	Click “Add New Exam Location”	If your location is already listed, click “Edit” to verify the information is correct.
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Step	Action	Comments
3.	Enter Location, Address, City, State, Zip Code and Exam Type(s)	<ul style="list-style-type: none"> If there is a maximum number of people that can fit in the location, make sure you enter "Max Candidates" "Code" is not a field we use "Phone" is not required, but may be entered if you choose
4.	Click the "Save" button	



** Required

** Location: DAS - Rhodes Tower

Code:

** Address: 30 E. Broad St.

** City: Columbus

** State: Ohio

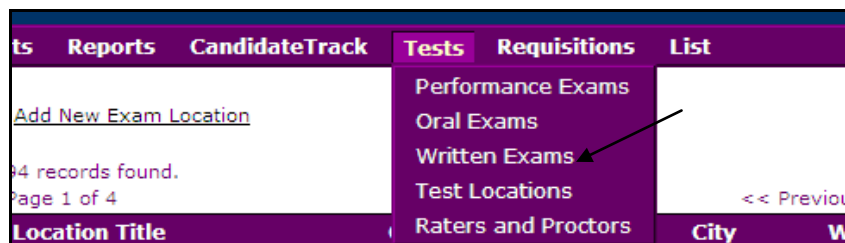
** Zip Code: 43215

Phone: 614-466-8044

** Exam Type(s): Written Oral Performance

Max Candidates:

5.	Go to Tests – Written Exams	For this example we are creating a Written Exam. Follow the same steps to create a Performance or Oral Exam, but select the appropriate type of exam.
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ts Reports CandidateTrack **Tests** Requisitions List

Add New Exam Location

4 records found.
Page 1 of 4

Performance Exams

Oral Exams

Written Exams

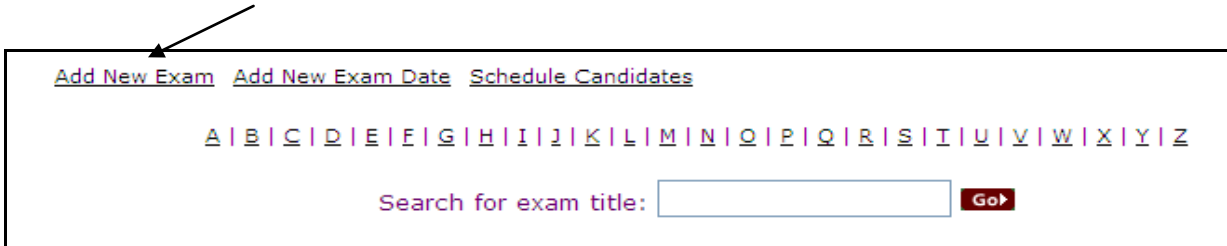
Test Locations

Raters and Proctors

<< Previous

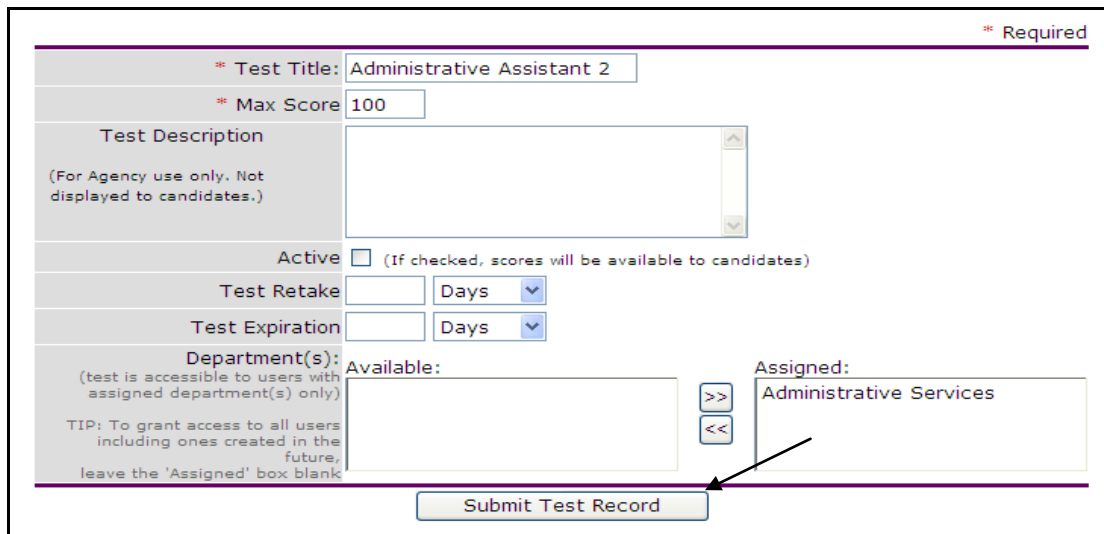
City W

Step	Action	Comments
6.	Click "Add New Exam" to add your exam information	



[Add New Exam](#) [Add New Exam Date](#) [Schedule Candidates](#)
 A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z
 Search for exam title:

7.	Enter "Test Title" and "Max Scores"	These are the only required fields.
8.	Enter "Test Description", "Test Retake" and "Test Expiration" if applicable	We do not recommend checking the "Active" checkbox to make the scores available to candidates
9.	Select your Department and move it to the "Assigned" area	This is important for security reasons to ensure your test information is only viewable by users from your agency.
10.	Click "Submit Test Record"	



* Required

* Test Title:

* Max Score:

Test Description
(For Agency use only. Not displayed to candidates.)

Active (If checked, scores will be available to candidates)

Test Retake: Days

Test Expiration: Days

Department(s): Available: Assigned:
(test is accessible to users with assigned department(s) only)
TIP: To grant access to all users including ones created in the future, leave the 'Assigned' box blank

Step	Action	Comments
11.	Locate your exam and click the corresponding "View Dates" link.	You can search by Exam Title.

[Add New Exam](#) [Add New Exam Date](#) [Schedule Candidates](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for exam title:

1 record found.
Page 1 of 1

Test Title	Max Score	Answer Keys	Results	Exam Dates	Exam Plans	Modify
Administrative Assistant 2	100	Keys & Item Analysis	Upload	View Dates	View Exam Plans	Edit Delete

Page 1 of 1

12.	Click "Add New Test Date"	
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[Add New Test Date](#)

Test Title **Administrative Assistant 2**
Max. Score **100**

13.	Select the exam "Location" from the drop-down menu	
14.	Choose the "Test Date", "Test Time", "Test Duration" and "Login Expires"	"Login Expires" refers to the last date applicants will have to self-schedule.
15.	Mark the checkbox next to "Self-Schedule" to allow candidates to schedule online.	
16.	Enter "Passing Score"	Although this is not a required field, we recommend entering the score.

Step	Action	Comments
17.	Select whether to make the test date available on all Exam Plans using this test.	If you will be using this exam on multiple Exam Plans and want to be allow applicants the ability to choose this date, select "Yes"
18.	Enter any "Special Instructions"	
19.	Click "Save"	

Administrative Assistant 2
Max Score: 100

* Required

* Location: DAS - Rhodes Tower - 30 E. Broad St.

* Test Date: April 14, 2010

* Test Time: 8 :00 AM

* Test Duration: 1 :00

* Login Expires: April 12, 2010

Self-Schedule: Allow candidate self-scheduling

Maximum Candidates: 12

Passing Score: 70

Make this 'Test Date' available on all 'Exam Plans' using this Test? Yes No

Special Instructions:

[Save](#)

20.	Repeat steps 12-19 for additional test dates	All test dates must be created before creating the exam evaluation step
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[Add New Test Date](#)

Test Title **Administrative Assistant 2**
 Max. Score **100**

1 record found.
Page 1 of 1

Location	Code	Date	Capacity	Scheduled	Roster	Action
DAS - Rhodes Tower		04/14/10 8:00 AM	12	0	Roster	Edit Delete

Page 1 of 1

Step	Action	Comments
21.	Click "My HR", then click on your "Exam Number" to get to your Exam Plan	NOTE: There are several other ways to get to your Exam Plan.

Active Postings
1 record found.
Page 1 of 1

Apps.									
Job #	Job Title	Hits	Active	Total	Days Adv.	Adv. To	Exam	Action	
20001112	Administrative Assistant 2	0	10	10	0	04/09/10 11:59 PM	20001112	Edit	Inactivate

22.	Click on "Add Step" next to Evaluation Steps	NOTE: This job aid assumes applicants have already been screened for minimum qualifications in a prior evaluation step.
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[Edit Exam Plan](#)

Exam Title	Administrative Assistant 2	Department	Administrative Services
Exam Number	20001112	Division	
		Vacancies	1

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
20001112	Administrative Assistant 2	Adv. To 04/09/10 11:59 PM	03/30/10	Laura Sutherland	Edit Delete

Recruiting Plan [Add New](#)

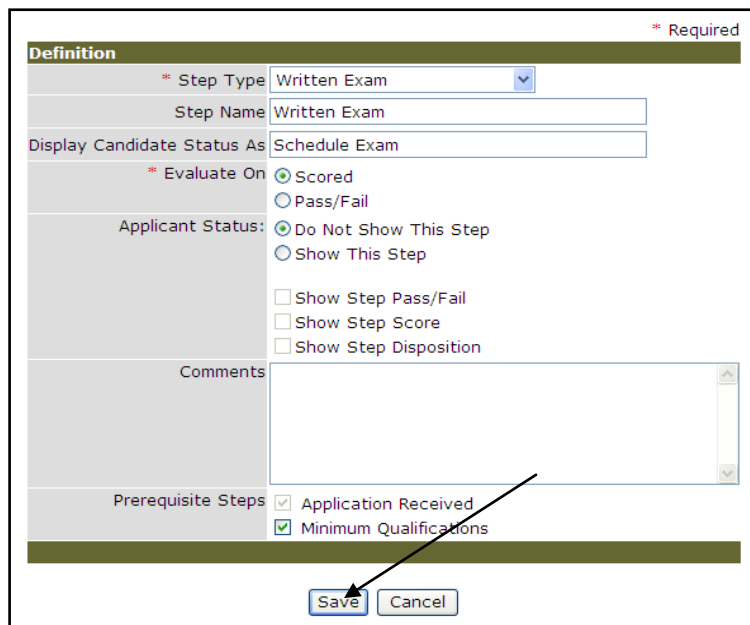
Ad Type	Ad Name	Requested Date	Start Date	End Date	Action

Evaluation Steps [Add Step](#) [View Applicants \(10\)](#) [View Applicants by Step \(10\)](#) [App Flow](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	0	Edit Filter
Step 2	Minimum Qualifications	N/A	View Results	10	Edit Delete Filter

23.	Select "Written Exam" as "Step Type" and enter "Step Name"	"Step Name" will not be seen by applicants.
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Step	Action	Comments
24.	Enter "Display Candidate Status As"	Candidate Status should be something simple that explains the applicant must schedule for exam; this is what applicants see when looking at their "Applicant Status" in their profile.
25.	Keep "Applicant Status" selected as "Do Not Show This Step"	<ul style="list-style-type: none"> "Applicant Status" defaults to "Do Not Show This Step" Showing the step for "Applicant Status" can cause a lot of confusion for applicants
26.	Click "Save"	NOTE: More fields will appear after clicking the "Save" button.



Definition * Required

* Step Type: Written Exam

Step Name: Written Exam

Display Candidate Status As: Schedule Exam

* Evaluate On: Scored
 Pass/Fail

Applicant Status: Do Not Show This Step
 Show This Step

Show Step Pass/Fail
 Show Step Score
 Show Step Disposition

Comments

Prerequisite Steps: Application Received
 Minimum Qualifications

27.	Select your Exam from the drop-down menu	
28.	Select your Exam Date(s) by clicking the checkbox next to each date	In this example, only 1 Exam Date was created.

Step	Action	Comments
29.	Enter "Final Score Weight"	This is the percentage of the applicant's final score that the exam will be worth.
30.	Select to Calculate Final Score Based On "Rescaled Score" or "Percentage Score"	<p>If Rescaled Score is selected:</p> <ul style="list-style-type: none"> ○ Enter "Cut-off Raw Score" ○ Enter "Max Raw Score" ○ Select appropriate "Test Score Reuse" ○ Enter "Rescale Cut-off Raw Score" ○ Select whether to "Capture T-Score" <p>If Percentage Score is selected:</p> <ul style="list-style-type: none"> ○ Enter "Max Raw Score" ○ Enter "Passing Score Percentage" ○ Select appropriate "Test Score Reuse" ○ Select whether to "Capture T-Score"
31.	Click "Save"	

Please correct highlighted fields * Required

Definition

* Step Type: Written Exam

Step Name: Written Exam

Display Candidate Status As: Schedule Exam

* Exam: Administrative Assistant 2 [Add New Exam](#)

Exam Date: 04/14/10 08:00 AM - DAS - Rhodes Tower [Add New Exam Date](#)

* Evaluate On: Scored
Changing step to Pass/Fail will delete all applicant scores.
 Pass/Fail

Applicant Status: Do Not Show This Step
 Show This Step

Show Step Pass/Fail
 Show Step Score
 Show Step Disposition

Comments:

Prerequisite Steps: Application Received
 Minimum Qualifications

Rescaled Score

Scoring

* Final Score Weight % Max: 100

Calculated Score Decimal Places

* Calculate Final Score Based on Rescaled Score Percentage Score

* Cut-off Raw Score

* Max Raw Score

Test Score Reuse

* Rescale Cut-off Raw Score to %

Capture T-Score Yes No

Percentage Score

Scoring

* Final Score Weight % Max: 100

Calculated Score Decimal Places

* Calculate Final Score Based on Rescaled Score Percentage Score

* Max Raw Score

* Passing Score Percentage %

Test Score Reuse

Capture T-Score Yes No

Step	Action	Comments
32.	Click on the name of your Minimum Qualifications evaluation step	We will move the applicants to the exam step to allow them to self-schedule.

[Edit Exam Plan](#)

Exam Title	Administrative Assistant 2	Department	Administrative Services
Exam Number	20001112	Division	
		Vacancies	1

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
20001112	Administrative Assistant 2	Adv. To 04/09/10 11:59 PM	03/30/10	Laura Sutherland	Edit Delete

Recruiting Plan [Add New](#)

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
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Evaluation Steps [Add Step](#) [View Applicants \(10\)](#) [View Applicants by Step \(10\)](#) [App Flow](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	0	Edit Filter
Step 2	Minimum Qualifications	N/A	View Results	10	Edit Delete Filter
Step 3	Written Exam	50.000%	View Results	0	Edit Delete Filter

Step	Action	Comments
33.	<ul style="list-style-type: none"> From the "Select Action" drop-down menu, choose "Advance to Next Step" From the "Select Candidate(s)" drop-down menu, choose "Passing" Click "Go" 	

[View Exam Plan](#) [Eligible List\(s\)](#)

Step 1: Application Received

Step 2: Minimum Qualifications

Step History Step Comments

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> Bale, Christian	204637	View	Pass		<input type="checkbox"/>	Paper	03/30/10 09:06 AM	N/A
<input type="checkbox"/> Bauer, Jack	204261	View	Pass		<input type="checkbox"/>	Paper	03/30/10 09:05 AM	N/A
<input type="checkbox"/> Beauty, Sleeping	203067	View	Fail - Does not meet the minimum qualifications		<input type="checkbox"/>	Paper	03/30/10 09:05 AM	N/A
<input type="checkbox"/> Charming, Prince	203069	View	Fail - Does not meet the minimum qualifications		<input type="checkbox"/>	Paper	03/30/10 09:05 AM	N/A
<input type="checkbox"/> Flintstone, Fred	205125	View	Pass		<input type="checkbox"/>	Paper	03/30/10 09:06 AM	N/A
<input type="checkbox"/> Flintstone, Wilma	205774	View	Pass		<input type="checkbox"/>	Paper	03/30/10 09:06 AM	N/A
<input type="checkbox"/> McGuillicutty, Lucy	205771	View	Pass		<input type="checkbox"/>	Paper	03/30/10 09:07 AM	N/A
<input type="checkbox"/> Mouse, Mickey	205707	View	Pass		<input type="checkbox"/>	Paper	03/30/10 09:07 AM	N/A
<input type="checkbox"/> Mouse, Minnie	205674	View	Fail - Does not meet the minimum qualifications		<input type="checkbox"/>	Paper	03/30/10 09:08 AM	N/A
<input type="checkbox"/> Washington, Denzel	204739	View	Pass		<input type="checkbox"/>	Paper	03/30/10 09:08 AM	N/A

10 Records Found Page: 1 of 1

Step	Action	Comments
34.	Click the + next to Step 3 to expand the step in order to see the candidates you just moved to the step	<ul style="list-style-type: none"> You will notice those applicants that failed the minimum qualifications remain in Step 2 The applicants you passed to Step 3 will now be able to self-schedule for the exam

[View Exam Plan](#) [Eligible List\(s\)](#)

Step 1: Application Received

Step 2: Minimum Qualifications

Step History Step Comments

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> Beauty, Sleeping	203067	View	Fail - Does not meet the minimum qualifications		<input type="checkbox"/>	Paper	03/30/10 09:05 AM	N/A
<input type="checkbox"/> Charming, Prince	203069	View	Fail - Does not meet the minimum qualifications		<input type="checkbox"/>	Paper	03/30/10 09:05 AM	N/A
<input type="checkbox"/> Mouse, Minnie	205674	View	Fail - Does not meet the minimum qualifications		<input type="checkbox"/>	Paper	03/30/10 09:08 AM	N/A

3 Records Found Page: 1 of 1

Step 3: Written Exam