

Attaching a candidate to a job

From the assessment center: If you know what job a candidate should be attached to at the time of sending the assessment out you can attach the job from the assessment center.

1. Under the 'Link this person to a job' section you can attach the job if it has already been created. The candidate will then be attached to the job when you view their results or click on the job page.

Create New Person

Name: *
 Rachel Middle name(Optional) Green

Email address: *
 rachel@email.com

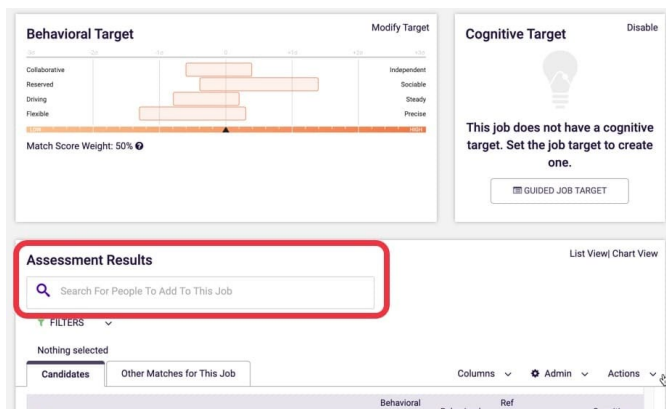
What type of person is this? *
 Candidate Employee Other

Save in folder: *
 \WhiffenCo\Candidates x

Link this person to a job:
 Customer Service Representative 2020 July 23 x

From a job page

1. Locate the job you want to add a candidate to and click on the job title.
2. Under Assessment Results on the job page, type in the name of the candidate. Click 'Update Job'.



The screenshot shows a job configuration page. At the top, there are two target sections: 'Behavioral Target' with a chart and 'Cognitive Target' with a lightbulb icon and a message: 'This job does not have a cognitive target. Set the job target to create one.' Below these is the 'Assessment Results' section, which contains a search box labeled 'Search For People To Add To This Job' (highlighted with a red box) and a 'List View| Chart View' toggle. At the bottom, there are tabs for 'Candidates' and 'Other Matches for This Job', and a table with columns for 'Behavioral', 'Behavioral', 'Ref', and 'Cognitive'.

From a person page

1. Click on the person's name from any list view in the software.
2. Click the edit button next to their name on their person page.


Helen Harris
Edit

Scholar Job: [Sales Manager](#) Job Match: **8/10** 7 9 Status: [Candidate](#) Folder: [Candidates](#)

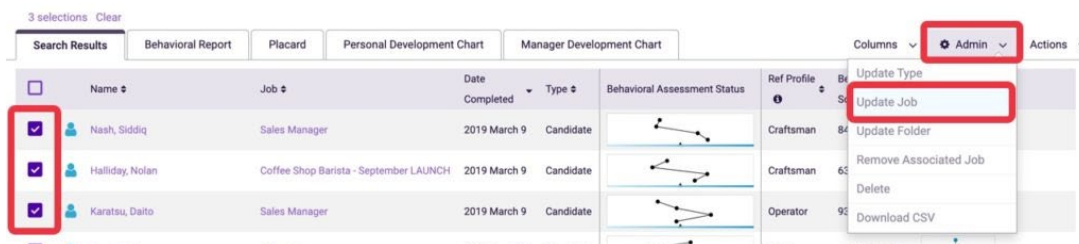
3. If there is a job already listed, click the X on the job title to remove. Type in the name of the new job in the job section. The job will automatically pop up when you start typing in the title.

4. Click Save once the job is selected.

From a list view

1. From any list view, Completed Assessments, Groups, Folders, and Search, check off the name/s of those you want to update the job for.

2. Click Admin in the top right corner and then select 'Update Job'.



The screenshot shows a table with columns: Name, Job, Date Completed, Type, Behavioral Assessment Status, and Ref Profile. Three rows are selected with checkboxes. The 'Admin' dropdown menu is open, and 'Update Job' is highlighted. The 'Update Job' option is also highlighted with a red box.

Name	Job	Date Completed	Type	Behavioral Assessment Status	Ref Profile
<input checked="" type="checkbox"/> Nash, Siddiq	Sales Manager	2019 March 9	Candidate	[Chart]	Craftsman
<input checked="" type="checkbox"/> Halliday, Nolan	Coffee Shop Barista - September LAUNCH	2019 March 9	Candidate	[Chart]	Craftsman
<input checked="" type="checkbox"/> Karatsu, Daito	Sales Manager	2019 March 9	Candidate	[Chart]	Operator

3. In the pop-up window, type the name of the job under 'Select Job'. Select the job from the drop-down list after you start typing. 4. Click save and the job will update all those that were selected.

In closing, your Inspirit Growth Team is with you every step of the way. We recognize doing anything new and very valuable requires practice. Do not hesitate to reach out. Please "Save" this document in your electronic folders for easy access and reference. We are here to help you become a Talent Optimization Expert!