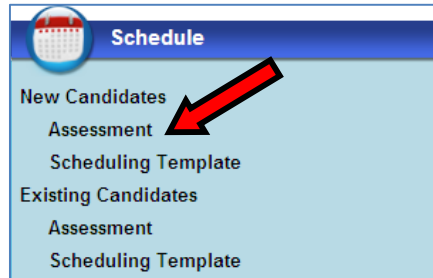# Profiles Assessment Center (PAC)

SCHEDULING AN ASSESSMENT IN THE PAC

The following instructions outline the process to easily schedule assessments in the Profiles Assessment Center. We refer to this option as Schedule by Assessment.

To begin, click the **Schedule** menu. From the dropdown, choose **Assessment** under the New Candidates header.

To schedule a single assessment for one or more candidates:

ADD CANDIDATES SECTION

1. Select the **assessment** from the Assessment dropdown.

2. Enter the candidate's **first name**, **last name**, and **email address**.

> *Note: If the invitation should be sent ONLY to the user logged in, the Send Invite to Me ONLY checkbox should be selected, and the candidate's email address should NOT be entered. This will prompt a phone number to be entered for the candidate.*
>
> *If the invitation be sent to the user and the candidates, the Send COPY of Invite to Me checkbox should be selected, and the candidate's email address should also be entered.*

3. Click the **Add to List** button. Continue this process until all candidates' information has been added to the list.

OPTIONS SECTION

4. Enter the **number of days** the candidate has to complete the assessment.

5. For patterned products, select a **Performance Model** if you wish to compare the candidate's results to a Performance Model. *Note a Performance Model is not required.*

6. The **Send Invitation** checkbox is automatically selected.

    a. Edit the **Sent From** name if desired.

    b. Select the appropriate **email template**.

Profiles Assessment Center (PAC)

7. The **Send Reminder** checkbox is automatically selected. De-select if a reminder should not be sent.

    a. Edit the **Sent From** name if desired.

    b. Select the appropriate **email template.**

    c. Enter the # of days in which the reminder should be sent after. Only one reminder can be sent here.

EMAIL REPORTS SECTION

8. Select the **Send Email upon Completion** checkbox if you wish to send an assessment notification email with or without reports attached.

    a. Edit the **Sent From** name if desired.

    b. Edit the **email addresses** if desired. More than one email address can be entered, separating the email addresses by semicolons.

    c. If reports are desired, select the **reports** to attach and click the **Add Reports** button.

9. Select the **Send Individual Report to Candidate upon Completion** checkbox if you wish to send the candidate the Individual Report.

10. Click the **Continue** button. An alert will appear indicating the candidate(s) were successfully scheduled.

***Note: If the candidate's email address was entered and the Send Invitation checkbox was selected, an automatic email will be sent to the candidate containing the candidate's unique URL and instructions for logging in to complete the assessment.

Profiles Assessment Center (PAC)

Schedule New Candidates by Assessment

(1) Assessment: PXT - ProfileXT ▾   ◉ Interactive ○ Booklet Entry

Add Candidates:

(2)
* First: [_____]
Middle: [_____]
* Last: [_____]

☐ Send invite to me **only**
☐ Send **copy** of invite to me

* Email: [_____]
or Phone: [_____]
ID#: [_____]
Security Group: Corporate Office ▾
Language: English ▾

* = Required

✖ Delete	Import			
☐	First Name	Middle	Last Name	ID#

(3) ▶ Add to List

(4) **Options**
* Days to Complete: 90
Performance Model:
[_____] [..]

(5) Select Performance Models

Name	Description
a JAS test	
a JAS test Sales	
able seaman	
Admin. Asst.	
Advanced Trainer	

(6) ☑ Send Invitation
* Sent from name: Suzzy Que
* Using email template: Sia's Candidate Invitation Email ▾

(7) ☑ Send Reminder
* Sent from name: Suzzy Que
* Using email template: Copy of Assessment Reminder ▾
* After # of days: 7

(8) **Email Reports**
☑ Send Email upon completion
* Sent from name: Suzzy Que
* Using email template: Candidate Completed an assessment1 ▾   English ▾
* To: moore.sharon.kay@gmail.com   Cc: [_____]
Attachments:

☐ Available Reports	English ▾
☐ PXT - Strategic Workforce Planning	
☐ PXT - Individual Profile	
☐ PXT - Individual Graph	

Add Report(s)

✖	
☐ Report Attachments	

(9) ☐ Send Individual Report upon completion to candidate (if available)

(10) Continue