PROFILES ASSESSMENT CENTER (PAC) QUICK REFERENCE GUIDE

Common Icons

Icon	Function	Icon	Function
🔍	Search	✉	Email Report
📅	Select date	✉	Email report to candidate
👓	View record	🗎	Assessment results
⚙	Configure item	▦	Multi job match
❓	More information	＋	Expand
🖨	Generate report	−	Collapse
PDF	Download PDF	✕	Close
⚠	Distortion detected	⤡	Move

Create a Performance Model

1. On the *Manage* menu, click **Performance Models**.
2. Click **New**.
3. Select the *Product*.
4. Select the creation method(s).
5. Click the **Continue** button.
6. Enter the *Performance Model Name.*
7. Select the additional data (Library Performance Model, Job Analysis Survey Existing Performance Model, and/or People) based on the selected creation method(s).
8. Click **Create**.
9. Click **Activate and Save**.

Schedule Candidate(s)

1. Select the product from the *Assessment* drop-down.
2. Enter the candidate's **First Name, Last Name,** and **email or phone number**.
   An email address is not required; however, it is important to remember that if an email address is not entered, the candidate will not receive an email invitation to take the assessment. If an email address is not entered, a phone number must be entered.
3. If you would like to receive a copy of the candidate's invitation via email, select the *Send Copy of Invite to Me* checkbox. If you do not want the candidate to receive an invitation email, select the *Send Invite to Me Only* checkbox.
4. Click **Add to List**. Candidates can be removed from the candidate list by selecting the box beside their name and clicking **Delete**.
5. Enter the number of days to complete.
6. Select a Performance Model to match to the candidate's results if this is an assessment that uses Performance Models.
7. Enter the invitation "Sent From" name.
8. Enter the reminder "Sent From" name.
9. Enter the number of days you want the system to wait before sending a reminder.
10. Select *Send Email Upon Completion*, if someone should be notified when the candidate(s) complete the assessment.
11. Enter the email address (es) of the recipient(s). Multiple email addresses can be entered, just separate each email address by a semicolon.
12. Select the reports to be attached to the completion email, if desired.
13. Click **Add Reports**.
14. Select *Send Individual Report upon completion to candidate* (if available) if the candidate should receive their individual report.
15. Click **Continue**.

Edit a Candidate

1. On the *Manage* menu, click **Candidates**.
2. Enter the candidate's name in the search box.
3. Click **Search**.
4. Click the **View** icon to the left of the candidate's name.
5. Click **Edit**.
6. After making changes, click **Save**.

Generate Report(s)

1. Click **Switch Accounts**.
2. Click the **Switch into Account** icon to the left of the desired account.
3. On the *Manage* menu click **Candidates.**.
4. Click the checkbox to the left of the candidate(s) name(s).
5. Under *More Actions,* click **Candidate Reporting**.
6. Select the product from the *Selected Assessment* dropdown.
7. Select the language from the *Language* dropdown.
8. Select the report(s).
9. Click the **Continue** button.
10. Click the **Printer** icon to download a report.
11. Click the **Email Report to Candidate** icon to email an individual report. Click the *Send All* **Email** icon to email each report to a single recipient. The reports will be delivered as separate emails.

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