

OPTIMIZE HIRE + GREENHOUSE

# TRAINING DOCUMENT

CREATED BY



## Candidate Assessment

From: Sandbox <danebarnes@optimizehire.com>

Date: 2019-04-18 14:05

Et

Hi Test Candidate 1,

Thank you for your interest in working at Sandbox!

To be considered for employment, you must complete the online assessment. The assessment will take approximately 10 minutes to complete.

To take the assessment, please [click here](#).

If you have technical trouble, please email us at help@optimizehire.com and include specific details about the error you are experiencing.

Yours sincerely,

Sandbox

# APPLICANTS BEGIN TEST

## Applicants receive an email with a link to the begin the test

Once applicants complete the Greenhouse application, they automatically receive an email with a link to take the Optimize Hire Pre-Employment Test.

Optimize Hire can edit the content and branding of this email template to meet your needs.

**Welcome John Doe,**

To be considered for the **Sample** position(s) at **Optimize Hire**, you must complete this assessment.

- The assessment will take approximately 10 minutes to complete.
- If you have any technical difficulties, please email us at [help@optimizehire.com](mailto:help@optimizehire.com).

 0%

**NEXT**

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# APPLICANTS TAKE TEST

## Applicants complete the assessment in 8 minutes

Applicants take the Optimize Hire Pre-Employment Test, which takes about 8 minutes to complete. The assessment evaluates applicants' cognitive ability, personality, motivation, and more to better predict which candidates will be the best performers and stick around in the job the longest.

### Thank you, John Doe!

Your application is now complete.

If you meet our qualifications, we will contact you about next steps.

If you would like to apply for another position at Optimize Hire, please [click this link](#).



EXIT

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# TEST COMPLETE

**Applicants complete the test**

Recruiting | My Dashboard | All Jobs | All Candidates | ... | Hi Dileep

**Test Candidate 1**  
siddj1234@yopmail.com | No Resume Provided  
Add a headline

On 1 Job | Activity Feed | **Details** | Private

**Info** [Edit]

Personal Email  
siddj1234@yopmail.com

**Additional Details**

Optimize Hire Assessment Score  
100

Assessment Report  
<https://www.optimizehire.org/greenhouse/interview-guide/WnFoZ3BFRjNONm9Cb3RqbHliZnjjUT09>

Testassessment Sdfsd (i)

Follow-up Reminder [Add]

Make a Note @mentions

Candidate Tags [Edit]

Tools

Email Test

Email the Team [Rec]

# VIEW APPLICANT SCORES

**Applicant test scores are found in the "Candidate" tab of each job**

Focus on the highest scoring applicants. Below is more context on the Overall Score based on thousands of previous applicants:

- **Highest possible score:** 100
- **Highest scores you are likely to see:** high 70s or low 80s
- **Top 25% of applicants:** 65 and above
- **Average score:** 60

Applicants who score high on the Optimize Hire Pre-Employment Test are significantly more likely to have lower turnover, be more engaged in their work, be more committed to the organization, be promoted, and achieve higher supervisor and patient ratings than low scorers.

Recruiting | My Dashboard | All Jobs | All Candidates | ... | Hi Dileep

**Test Candidate 1** | sidj1234@yopmail.com | No Resume Provided | Add a headline | Edit Profile

On 1 Job | Activity Feed | **Details** | Private | Follow

**Info** | Edit

Personal Email  
sidj1234@yopmail.com

**Additional Details**

Optimize Hire Assessment Score  
100

Assessment Report  
<https://www.optimizehire.org/greenhouse/interview-guide/WnFoZ3BFRjNONm9Cb3RqbHliZnjjUT09>

Testassessment Sdfsdf

Follow-up Reminder | + Add

Make a Note | @mentions

Candidate Tags | + Edit

Tools

- Email Test
- Email the Team

# VIEW DETAILED RESULTS

**Click the assessment report link to view the applicant's results**

Optimize Hire provides a custom interview guide for each applicant based on their assessment scores.

# Assessment Results

Your candidate had an overall score of 73

## Overall Score (0-100)

The Overall Score represents a combination of all nine traits in the assessment. The higher the Overall Score, the more likely the candidate is to be successful in the job.

## Green Lights & Yellow Lights

Green lights indicate that a candidate scored high on a trait. This interview guide is designed to help you probe further on the yellow lights, the traits needing further clarity. If a yellow light appears in the table below, then interview questions for that trait will appear in the following pages. Use the interview questions to gain better insight into this candidate.

Traits	Lights
Intrinsic Motivation	● 
Achievement Motivation	●
Helping Motivation	●

# GREEN & YELLOW LIGHTS

## We provide a breakdown of the candidate's test score

Green lights indicate that a candidate scored high on a trait.

If a yellow light appears in the table, then interview questions for that trait will appear in the following pages of the report. Use the interview questions to gain better insight into this candidate.

# Interview Questions

These questions are designed to determine the degree to which the candidate is **calm when faced with negative feedback**. Ask the candidate some of the questions below, take notes their answers, and mark the appropriate rating.

## Emotional Stability Questions

1. Describe a time when you had to deal with an angry individual. What did you do to handle the situation?
2. What do you do when you are having a bad day? What have you found to make you feel better?

## Emotional Stability Rating Scale

Please rate the degree to which the candidate is likely to **be calm when faced with negative feedback**. Select a rating below.

Meets Expectations

Candidate can describe appropriate and effective steps for calming down an angry person. They understand what causes stress in their own lives, and have developed ways to avoid and alleviate these feelings.

Does Not Meet Expectations

Candidate takes inappropriate and ineffective steps to calm the angry individual. Candidate doesn't have a sense of how to manage their emotions in stressful situations.

# USE INTERVIEW GUIDE

## Ask the applicant interview questions and rate their answers using the given rating scale

Optimize Hire provides custom interview questions to help you dive deeper into potential problem areas uncovered by the assessment.

You can use the box at the bottom of the page to take notes, and indicate whether or not an applicant meets expectations for that trait using the rating scale. Ratings and notes are saved instantly in Greenhouse.



ADDITIONAL FEATURES

**FILTER**

**APPLICANTS**



The screenshot shows a recruiting dashboard with a sidebar on the left and a main content area on the right. The sidebar includes sections for Profile Details, Source, Responsibility, Pipeline Tasks, Interview Date, Availability Status, Test Status, Test Score, and Offer. The Pipeline Tasks section is expanded, showing a list of candidates and their interview tasks. An orange arrow points to the 'Test Status' dropdown menu.

Candidate Name	Task
Jane Doe	4 interviews to schedule for Face to Face
John Smith	1 interview to schedule for Preliminary Phone Screen
Raj Patel	Collect feedback in Application Review
Lisa Taylor	Collect feedback in Application Review
Emily Liu	1 interview to schedule for Phone Interview
Juan García	1 interview to schedule for Preliminary Phone Screen
Sarah White	1 interview to schedule for Phone Interview

# FILTER APPLICANTS

## Filter applicants by test score using the "Test Score" filter

Under "Pipeline Tasks," recruiters can find a variety of additional filters relating to the various stages applicants are in. However, the candidate **MUST** be in the stage that the test is administered in for the filter to work properly.

ADDITIONAL FEATURES

# MANUALLY ADD CANDIDATE



Recruiting | My Dashboard | All Jobs | All Candidates | ... | Hi Dileep

## Test Job

Job Dashboard | Sourcing | **Candidates** | Reports | Job Setup | Job Status: ● Open

Showing 4 candidate or prospect applications for **Test Job** for Open jobs, who are **active**

Export | **+ Add Candidate** | Actions

Search candidates

OFF Full Text Search (Includes resumes and notes)

Last Activity (new to old)

Application Type

Jobs

Profile Details

Source

Responsibility

Pipeline Tasks

- Needs Decision
- All Interviews
  - To Be Scheduled
  - Scheduled

Name	Job/Status
Jane Doe	↓ Collect feedback in Application Review
John Smith	↓ Collect feedback in Application Review
Raj Patel	↓ Collect feedback in Application Review
Lisa Taylor OH	↓ Offer to be created

↑ Receive

# ADD CANDIDATE

**Manually adding a candidate in Greenhouse is equivalent to a candidate applying to a job posting.**

Manually adding a candidate in Greenhouse will automatically trigger the email with a link to take the Optimize Hire Pre-Employment Test.

OPTIMIZE HIRE

# THANK YOU!

