OPTIMIZE HIRE + GREENHOUSE

TRAINING DOCUMENT

CREATED BY



Candidate Assessment

From: Sandbox <danebarnes@optimizehire.com> Date: 2019-04-18 14:05

Hi Test Candidate 1,

Thank you for your interest in working at Sandbox!

To be considered for employment, you must complete be 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.

Sandbox

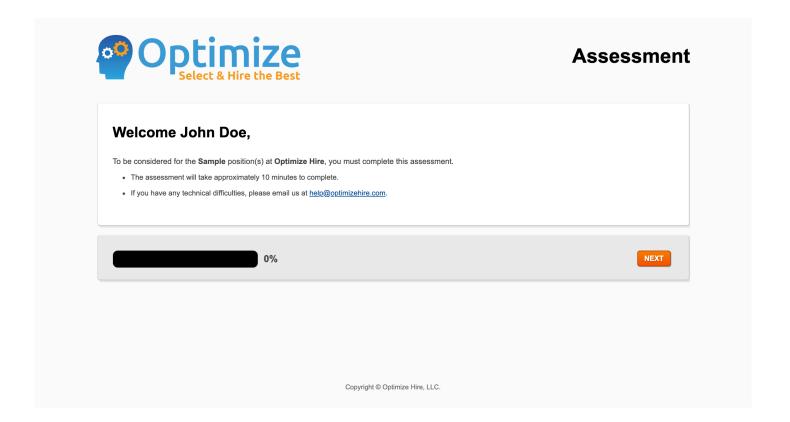
APPLICANTS BEGIN TEST

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.



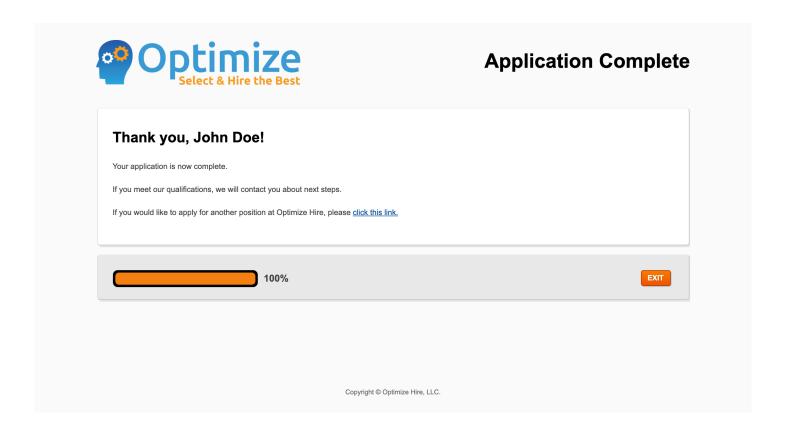


APPLICANTS TAKE TEST

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.

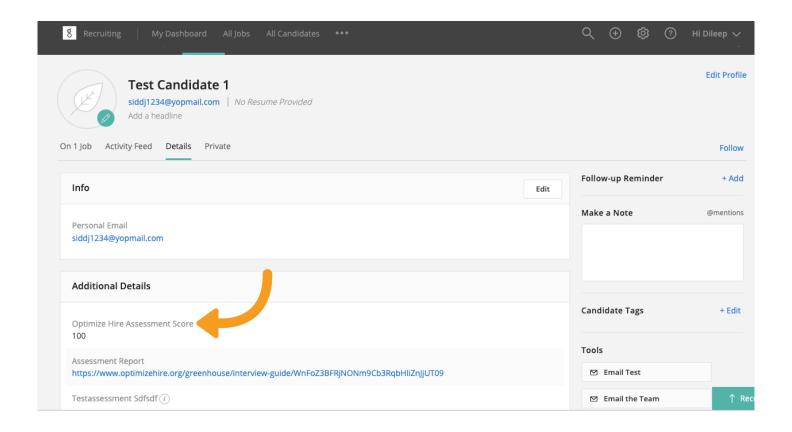




TEST COMPLETE

Applicants complete the test





VIEW APPLICANT SCORES

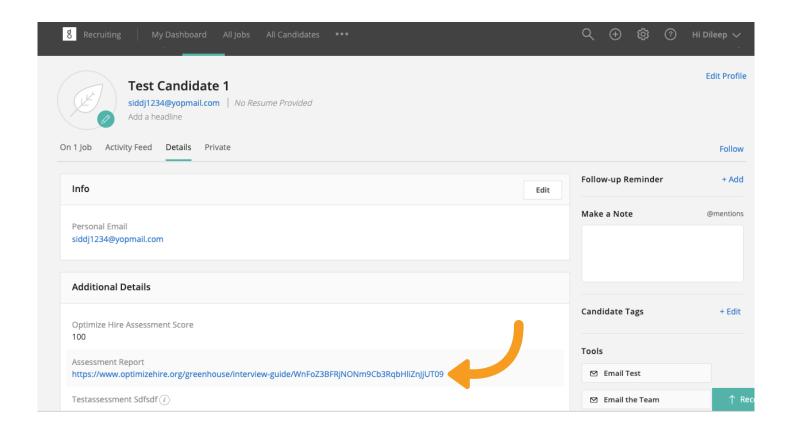
Applicant test scores are found in the "Candidate" tab of each job

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.





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.



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.



Candidate can destite 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.



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.

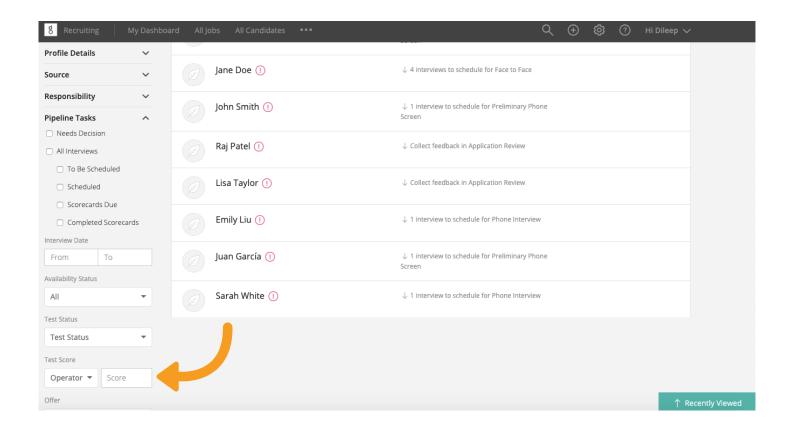
You can use the box at the bottom of the page to take notes, and indicate whether or not an applicant meets expectations for that trait using the rating scale. Ratings and notes are saved instantly in Greenhouse.



ADDITIONAL FEATURES

FILTER APPLICANTS





FILTER APPLICANTS

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

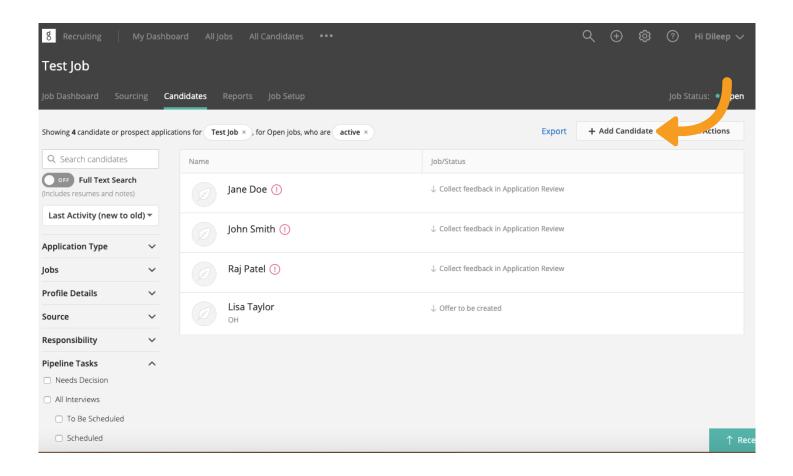
Under "Pipeline Tasks," recruiters can find a variety of additional filters relating to the various stages applicants are in. However, the candidate MUST be in the stage that the test is administered in for the filter to work properly.



ADDITIONAL FEATURES

MANUALLY ADD CANDIDATE





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.



THANK YOU!



