

OPTIMIZE HIRE + ICIMS

TRAINING DOCUMENT

CREATED BY



INTEGRATION TYPE

APPLICATION COMPLETE



Create ▾ Other ▾ Person ▾ Quick search...

KS → **Create New Job**

tes(863)

General Information

ID (blank)

Job Folder Approved ▾

Title*

Assessment Type

Available

Optimize Hire Assessment

Selected

Assignment

Recruiter* — Make a Selection — ▾

Hiring Manager — Make a Selection — ▾

Account Manager — Make a Selection — ▾

Location* — Make a Selection — ▾

ADD ASSESSMENT TO JOB

Add assessment to job in iCIMS to get all applicants to apply

Move the Optimize Hire Assessment package to the Selected bin to ask all applicants to take the assessment when they apply to the given job in iCIMS,

Administrative Assistant

US-NY-New York

2 minutes ago



Assessments

[Click here to begin the assessment](#)

To complete your application, you must click the button above and complete the online assessment. The assessment will take approximately 10 minutes to complete.

[Application FAQs](#)



Software Powered by iCIMS

www.icims.com

APPLICANTS BEGIN TEST

Applicants click the button to begin the assessment

Candidates complete the iCIMS application normally. In the last step of the iCIMS application, candidates are asked to complete the Optimize Hire Assessment. When your candidate clicks the button to complete their assessment, they will be redirected to the Optimize Hire Assessment.



Assessment

Welcome Jane Doe,

To be considered for the **Administrative Assistant** position at **CP Tech**, you must complete this assessment.

- If you have any technical difficulties, please email us at support@optimizehire.com.

 0%

NEXT



APPLICANTS TAKE TEST

Applicants complete the assessment in 8-10 minutes

Applicants take the Optimize Hire Assessment, which takes about 8-10 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.

Administrative Assistant

US-NY-New York

59 minutes ago

Job ID 2018-2453

of Openings 1

✓ Your application was submitted successfully. Thank you for applying.

i You are currently submitted to this job.

Email this job to a friend

Share on your newsfeed



Application FAQs



Software Powered by iCIMS

www.icims.com

ASSESSMENT COMPLETE

Applicants complete the assessment and are returned to iCIMS

Applicants who score high on the Optimize Hire Assessments 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.

Administrative Assistant

APPROVED

PENDING OPEN CLOSED

Days Since First Approved: 9

New Candidates: 0

Top Source: [Blank]

Arne Jobs (Test Recruiter), per...

New York, New York, United S...

Workflow Profile Edited 1 week ago

By OptimizeHire IntegrationUser

For Nelson Rios to Administrative Assistant

Load More

People Detail Source Description Approval Questions More

Filters 42 Results Page 1

By Status By Application Date By Distance

Bin: New Submissions 40

Status: External Portal 29

	Recruit...	Assessment Score	Updated Date
Jane Doe	86.00	https://www.optimizehire.org/index.php?...	3/20/2018 14:09:57
Alicia Wal...	81.00	https://www.optimizehire.org/CIMS/Alici...	3/20/2018 14:07:08
Nelson Rj...	80.00	https://www.optimizehire.org/CIMS/Nels...	3/20/2018 15:58:22
Tanya Holt...	77.00	https://www.optimizehire.org/CIMS/Tap...	3/20/2018 14:11:39
Scott Hiser...	76.00	https://www.optimizehire.org/CIMS/Scot...	3/20/2018 14:30:20
Maggie L...	76.00	https://www.optimizehire.org/CIMS/Ma...	3/20/2018 15:42:47
Pearl New...	75.00	https://www.optimizehire.org/CIMS/Pearl...	3/20/2018 15:54:37
Nelle Gre...	74.00	https://www.optimizehire.org/CIMS/Nelle...	3/20/2018 15:49:08

Reject Advance More Actions

ALL APPLICANTS RANKED

All applicants are ranked in the People tab by assessment score

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
- **Upper quartile (top 25% of applicants):** 65 and above
- **Average score:** 60

Applicants who score high on the Optimize Hire Assessments 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.

QUICK LINKS

Shortcuts

Top Candidates (4491)

ID 2018-2453

Administrative Assistant

APPROVED

PENDING OPEN CLOSED

Days Since First Approved: 9

New Candidates: 0

Top Source: [Blank]

Arne Jobs (Test Recruiter), per...
New York, New York, United S...

All Activities

Workflow Profile Edited
By OptimizeHire IntegrationUser
For Nelson Rios to Administrative Assistant

Load More

People

Detail Source Description Approval Questions More

Filters

42 Results

Page 1

By Status By Application Date By Distance

Bin: New Submissions 40

Status: External Portal 29

Name	Assessment Score	Updated Date
Jane Doe	86.00	3/20/2018 14:09:57
Alicia Wal...	81.00	3/20/2018 14:07:08
Nelson Ri...	80.00	3/20/2018 15:58:22
Tanya Holt	77.00	3/20/2018 14:11:39
Scott Hiser	76.00	3/20/2018 14:30:20
Maggie L...	76.00	3/20/2018 15:42:47
Pearl New...	75.00	3/20/2018 15:54:37
Nelle Gre...	74.00	3/20/2018 15:49:08

Reject Advance More Actions

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 assessment score

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

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.

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 iCIMS.

INTEGRATION TYPE

WORKFLOW STATUS UPDATE



PENDING OPEN CLOSED

✓ ✓ ○

Days Since First Approved: 1079

New Candidates: 0

Top Source: [Blank]

Arne Jobs (Test Recruiter),skc+...

New York New York United St...

All Activities

Workflow Profile Edited 2 years ago

By OptimizeHire IntegrationUser For Dil11 r to For testing Read More

Workflow Profile Edited 2 years ago

By OptimizeHire IntegrationUser For Dil11LIVE Reddy2 to For testing Read More

Workflow Profile Edited 2 years ago

By OptimizeHire IntegrationUser For Dane Report 5 to For testing Read More

Workflow Profile Edited 2 years ago

By OptimizeHire IntegrationUser For Dane Report 6 to For testing Read More

Workflow Profile Edited 2 years ago

By OptimizeHire IntegrationUser For Dane Report 7 to For testing Read More

Load More

<input type="checkbox"/>	A	P	T	Recruiting Workflow Profile (Person Full ...	P	Optimize Hire Assessment: Assessment...	S	P	C	Updated Date
Bin: New Submissions 27										
Status: External Portal 27										
<input checked="" type="checkbox"/>				Dane Test 114		100.00				4/1/2016 13:21:48
<input checked="" type="checkbox"/>				Dane Report		78.00				4/11/2016 12:09:06
<input checked="" type="checkbox"/>				Dane Report 2		78.00				4/11/2016 12:22:30
<input checked="" type="checkbox"/>				Dane Report 3		76.00				4/12/2016 10:27:35
<input checked="" type="checkbox"/>				Dane Report 5		69.00				2/28/2017 04:34:24
<input checked="" type="checkbox"/>				Dane Report 6		66.00				2/28/2017 04:30:35
<input checked="" type="checkbox"/>				Dane Report 4		60.00				4/12/2016 11:14:35
<input checked="" type="checkbox"/>				Dil11zxs r		53.00				3/31/2016 16:34:39
<input checked="" type="checkbox"/>				Test123 test2		53.00				3/21/2016 10:02:27
<input checked="" type="checkbox"/>				Dil11 r		52.00				4/13/2016 11:18:14
<input checked="" type="checkbox"/>				Dil11azxc r		51.00				3/31/2016 18:52:21
<input checked="" type="checkbox"/>				Dileep Test Reddy		50.00				3/31/2016 17:06:15

Reject (27) Advance (27)

CHOOSE CANDIDATES TO ADVANCE

Click the check marks next to any candidate for whom you want to initiate the Workflow Status Update.

PENDING OPEN CLOSED

✓ ✓ ○

Days Since First Approved: 1079

New Candidates: 0

Top Source: [Blank]

Arne Jobs (Test Recruiter),skc+...

New York New York United St...

All Activities

Workflow Profile Edited 2 years ago

By OptimizeHire IntegrationUser For Dil11 r to For testing Read More

Workflow Profile Edited 2 years ago

By OptimizeHire IntegrationUser For Dil11LIVE Reddy2 to For testing Read More

Workflow Profile Edited 2 years ago

By OptimizeHire IntegrationUser For Dane Report 5 to For testing Read More

Workflow Profile Edited 2 years ago

By OptimizeHire IntegrationUser For Dane Report 6 to For testing Read More

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By OptimizeHire IntegrationUser For Dane Report 7 to For testing Read More

Load More

<input type="checkbox"/>	A	P	T	Recruiting Workflow Profile (Person Full ...	P	Optimize Hire Assessment: Assessment...	S	P	C	Updated Date
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<input checked="" type="checkbox"/>				Dane Test 114		100.00				4/1/2016 13:21:48
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<input checked="" type="checkbox"/>				Test123 test2		53.00				3/21/2016 10:02:27
<input checked="" type="checkbox"/>				Dil11 r		52.00				4/13/2016 11:18:14
<input checked="" type="checkbox"/>				Dil11azxc r		51.00				3/31/2016 18:52:21
<input checked="" type="checkbox"/>				Dileep Test Reddy		50.00				3/31/2016 17:06:...
<div> <div>Reject (27)</div> <div>Advance (27)</div> </div>										

ADVANCE CANDIDATES

Click the green "advance" button.

Hiring Manager: Big Boss

APPROVED

PENDING

OPEN

CLOSED

Days Since First Approved

1079

New Candidates

0

Top Source

[Blank]

Arne Jobs (Test Recruiter).skc+...

New York New York United St...

All Activities

Workflow Profile Edited

By OptimizeHire IntegrationUser For Dll11 r to For testing

Read More

2 years ago

Workflow Profile Edited

By OptimizeHire IntegrationUser For Dane Report 2 to For testing

Read More

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By OptimizeHire IntegrationUser For Dane Report 6 to For testing

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2 years ago

Workflow Profile Edited

By OptimizeHire IntegrationUser For Dane Report 7 to For testing

Read More

2 years ago

Load More

By Status By Application Date By Distance

Recruiting Workflow Profile (Person Full ...)

Optimize Hire Assessment: Assessment...

S P C

Updated Date

Bin: New Submissions 27

Status: External Portal 27

<input checked="" type="checkbox"/>		Dane Test 114	100.00	4/1/2016 13:21:48
<input checked="" type="checkbox"/>		Dane Report	78.00	4/11/2016 12:09:06
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<input checked="" type="checkbox"/>		Dileep Test Reddy	50.00	4/31/2016 17:06:15

Reject (27)

Self-Withdrew (Recruiter)

Bin: Candidate Withdrew

Bin: Assessments

Initiate Optimize Hire

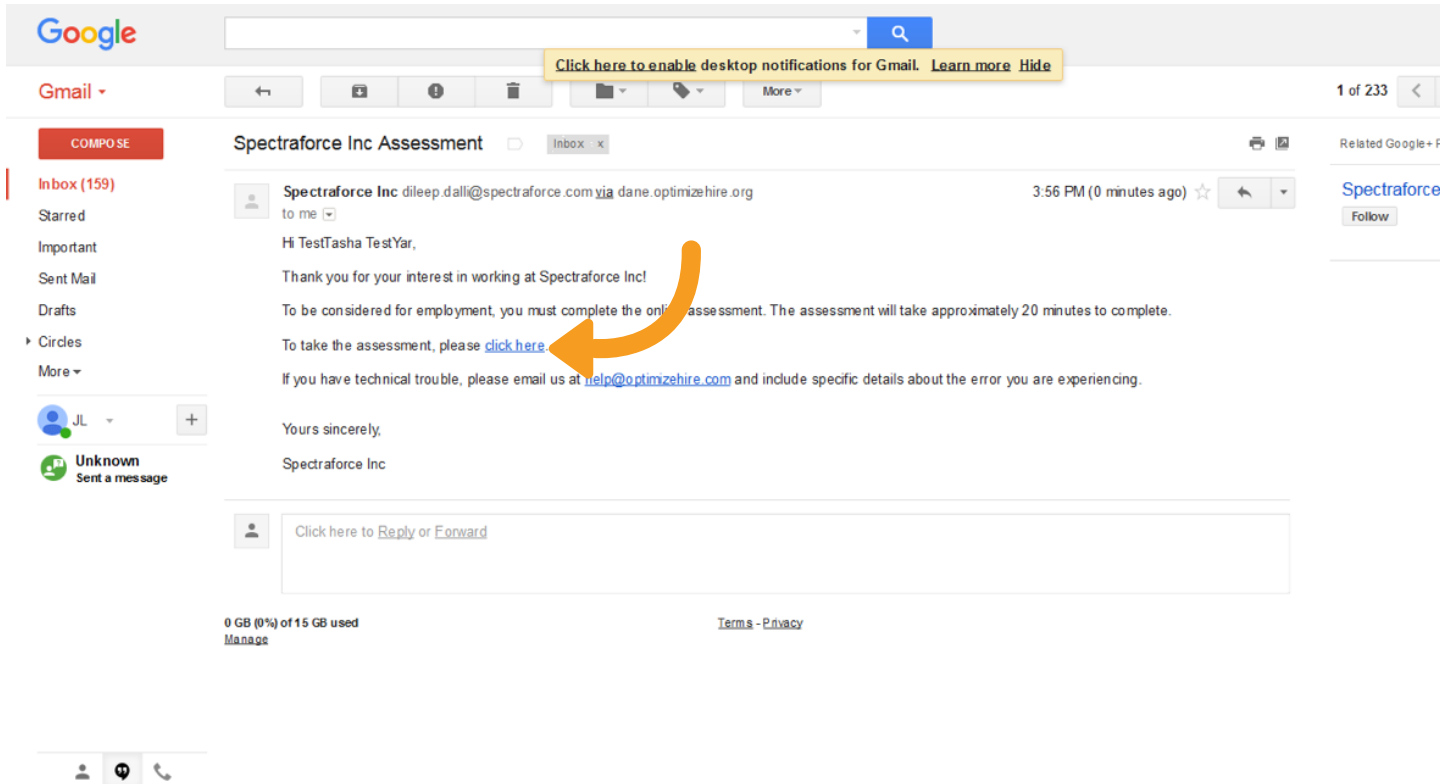
Bin: Candidate Withdrew

Self-Withdrew (Recruiter)

Advance (27)

INITIATE OPTIMIZE HIRE ASSESSMENT

Choose the "Initiate Optimize Hire" option from the popup menu.



EMAIL IS TRIGGERED TO SELECTED CANDIDATES

Candidates can now take the assessment by clicking the link in the assessment



Assessment

Welcome Jane Doe,

To be considered for the **Administrative Assistant** position at **CP Tech**, you must complete this assessment.

- If you have any technical difficulties, please email us at support@optimizehire.com.

 0%

NEXT



APPLICANTS TAKE TEST

Applicants complete the assessment in 8-10 minutes

Applicants take the Optimize Hire Assessment, which takes about 8-10 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.

The screenshot displays the iCIMS interface. On the left, the 'Administrative Assistant' job profile is shown with a status of 'APPROVED' and a progress bar. The main area shows the 'People' tab with 42 results. A table lists candidates with their assessment scores and interview guide hyperlinks. An orange arrow points to the 'Assessment Score' column.

Recruit...	Assessment Score	Updated Date
Bin: New Submissions	40	
Status: External Portal	29	
Jane Doe	86.00	https://www.optimizehire.org/index.php?... 3/20/2018 14:09:57
Alicia Wal...	81.00	https://www.optimizehire.org/iCIMS/Alici... 3/20/2018 14:07:08
Nelson Ri...	80.00	https://www.optimizehire.org/iCIMS/Nels... 3/20/2018 15:58:22
Tanya Holt	77.00	https://www.optimizehire.org/iCIMS/Tap... 3/20/2018 14:11:39
Scott Hiser	76.00	https://www.optimizehire.org/iCIMS/Scot... 3/20/2018 14:30:20
Maggie L...	76.00	https://www.optimizehire.org/iCIMS/Ma... 3/20/2018 15:42:47
Pearl New...	75.00	https://www.optimizehire.org/iCIMS/Pearl... 3/20/2018 15:54:37
Nelle Gre...	74.00	https://www.optimizehire.org/iCIMS/Nelle... 3/20/2018 15:49:08

Buttons at the bottom: Reject, Advance, More Actions.

ASSESSMENT SCORES AND INTERVIEW GUIDE HYPERLINK SHOW UP IN ICIMS PEOPLE TAB

Once the applicant completes the assessment, their assessment scores and interview guide hyperlink show up in the iCIMS People tab.

OPTIMIZE HIRE

THANK YOU!

