Quick Start Guide

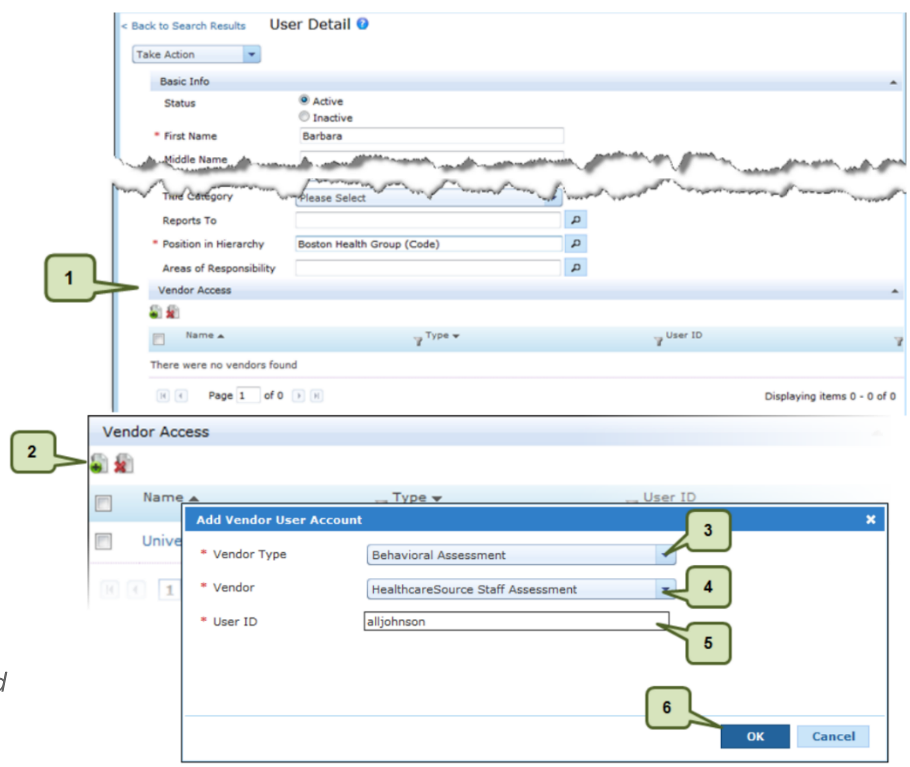
symplr Assessments

symplr Assessments is behavioral science-based assessment software for selecting and developing staff, helping organizations transform the interview process by measuring key healthcare competencies for an individual. symplr Assessments integrates with symplr Recruiting, allowing organizations to request assessments from applicants, track assessment completion status, and review the feedback report – all from a single solution.

Assessments Setup

Before assessments can be requested in symplr Recruiting, your system must be properly configured and users need to have the necessary access to request assessments. The basic pre-requisites include the establishment of an account with the assessments vendor of your choice, and having the assessments feature enabled in symplr Recruiting by a symplr support specialist.

Once these requirements have been fulfilled, your system is ready to utilize assessments, and users can now be granted the ability to request these assessments. These steps indicate how to activate users for assessments.



1. Locate the **Vendor Access** area on the *User Detail* page for the selected user.
2. Click the **Add Vendor User Account** button. This opens the *Add Vendor User Account* pop-up window.
3. Select **Behavioral Assessments** from the **Vendor Type** drop-down list.
4. Select your chosen assessments vendor from the **Vendor** drop-down list.
5. Enter the **User ID** for the user.

   Note: *The User ID is provided to you from the assessments vendor. It is not the same User ID that is used for the symplr Recruiting system.*
6. Click **OK** when finished. The pop-up window closes, and the selected vendor is displayed in the Vendor Access table.

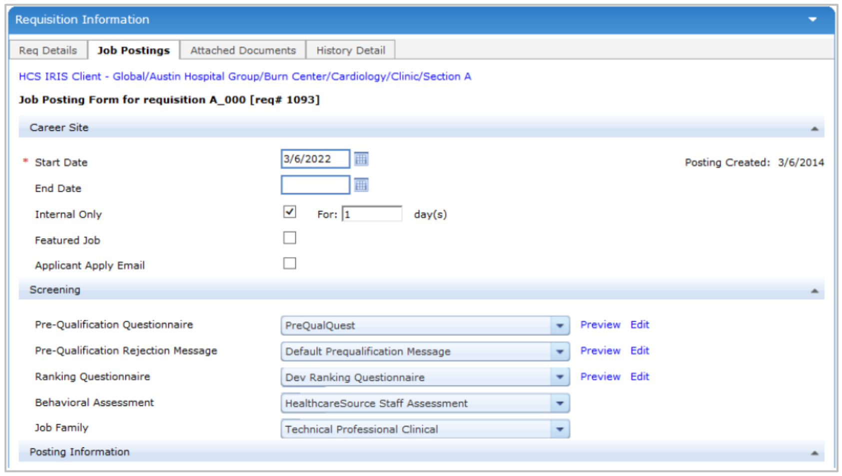
Associating an Assessment with a Job Posting

Assessments must be associated with job postings in order to request them from applicants. There are two areas for associating applicant assessments with postings: Job Templates and Job Postings.

1. **Job templates**. Assessments can be associated with job templates. When jobs are posted, the selected assessment is automatically pre-populated in the Behavior **Assessment** and **Job Family** fields on requisition and job posting forms.

   Note: *If an active job template is updated to include a staff assessment, updates to the template are available the next time the template is used to create a requisition. Requisitions based on that template that were created prior to updating the template remain unchanged.*

2. **Job postings**. Assessments can also be selected at the time the job is posted. If a job template used to create a requisition does not have an assessment associated with it, one can still be selected when the job is posted using the **Behavior Assessment** and **Job Family** fields on the job posting form.



Requesting an Assessment

Now that an assessment is associated with a job posting, requests to complete the assessment can be made to applicants. There are two ways to send these requests to applicants.

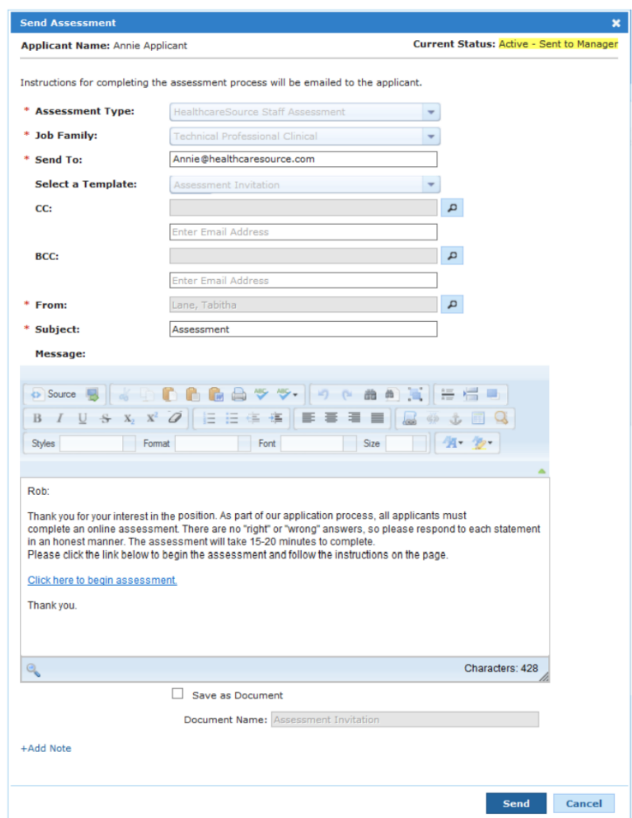
1. **Send Assessment Action**. After an application has been received, a request can be made for the applicant to complete the assessment.

   a. From the *Applicant Detail* page of the applicant you want to take the assessment, select the **Send Assessment** option from the **Take Action** menu. The opens the *Send Assessment* window.

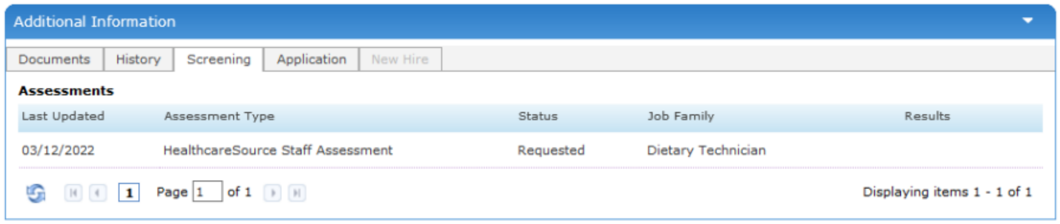
   b. Select an assessment using the **Assessment Type** and **Job Family** fields.

      Note: *These fields may be pre-populated if the job template used for the posting has an associated assessment.*

   c. Complete the remaining fields in the *Send Assessment* form as necessary and click **Send** when finished.

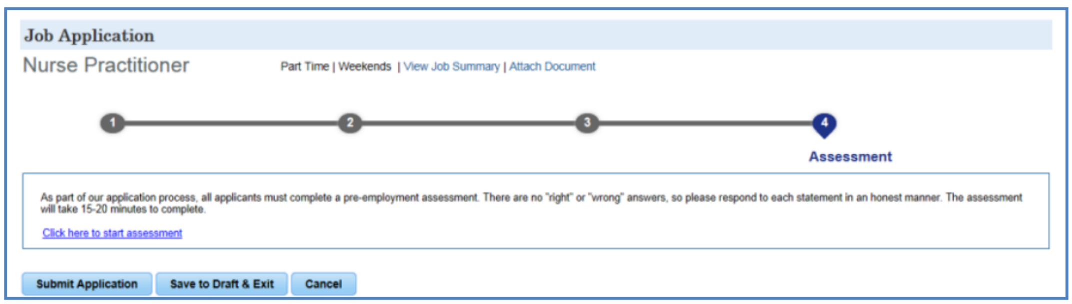


Clicking **Send** sends an email to the applicant requesting they complete the assessment. The request is added to the **Screening** tab on the *Applicant Detail* page, where recruiters can check the status of the assessment.



***Note: Send Assessment** is also available to use as a batch action from the **Take Action** menu on the main Applicants page.*

2. **Assessment step in Career Site application process**. The application workflow for both internal and external job postings can be configured to include an assessment step. This prompts applicants to complete an assessment as part of their application.



Clicking the link in the **Assessment** step opens a new window for the applicant to complete the assessment. Applicants can submit applications without completing an assessment. Recruiters can manually send the applicant a request to complete the assessment using the **Send Assessment** action.

Applicants are only required to take an assessment once over a 365-day period. Symplr Recruiting is able to determine if an applicant has a valid assessment on record, and so will not request any additional assessment. When applicants apply for additional jobs, the valid assessment is re-scored using the job family scoring parameters specified on the additional job postings.

***Note:** Please contact your symplr Support representative for information about configuring the application workflow to include an assessments step.*

Viewing an Assessment

When the applicant has completed an assessment, the applicant’s record in symplr Recruiting is automatically updated to indicate the results are ready for viewing. To view the results, click the **View Results** link on the *Screening* tab. This opens a new browser window to display a PDF of the assessment results.

