

Quick Guide to Onetest Express



Sign up to Onetest Express

Signing up is simple: it takes less than 60 seconds and there's no complex contracts or ongoing commitments.

1. Go to www.onetest.com.au/ote and click **Sign up now**.
2. Enter your name, email address, country and the image verification text.
3. Agree to the terms of service and click **Sign up** to create your account.




Assess Candidates

You can assess candidates in 3 easy steps. To get started, click the **Assess candidates** button on the **Home** page or the **Assess candidates** link at the top right of the screen.

Step 1 - Enter Candidates

1. Type the name and email address of each candidate you'd like to assess, and the position they've applied for. You can enter candidates for more than one position and then choose which assessments and skills tests you want to use for each position in the next step.

First Name *	Last Name *	Email *	Position *	Remove
Katherine ✓	Adams ✓	kadams@email.com.au ✓	Accountant ✓	✗
Malcolm ✓	Vesper ✓	mvesper@email.com.au ✓	Accountant ✓	✗
Cherie ✓	Halls ✓	challs@email.com.au ✓	HR Assistant ✓	✗
Scott ✓	Hill ✓	shill@email.com.au ✓	HR Assistant ✓	✗
Sanjay ✓	Richards ✓	srichards@email.com.au ✓	Client Services Officer ✓	✗

Have candidates complete assessments by *  ✓ Add another candidate

Continue

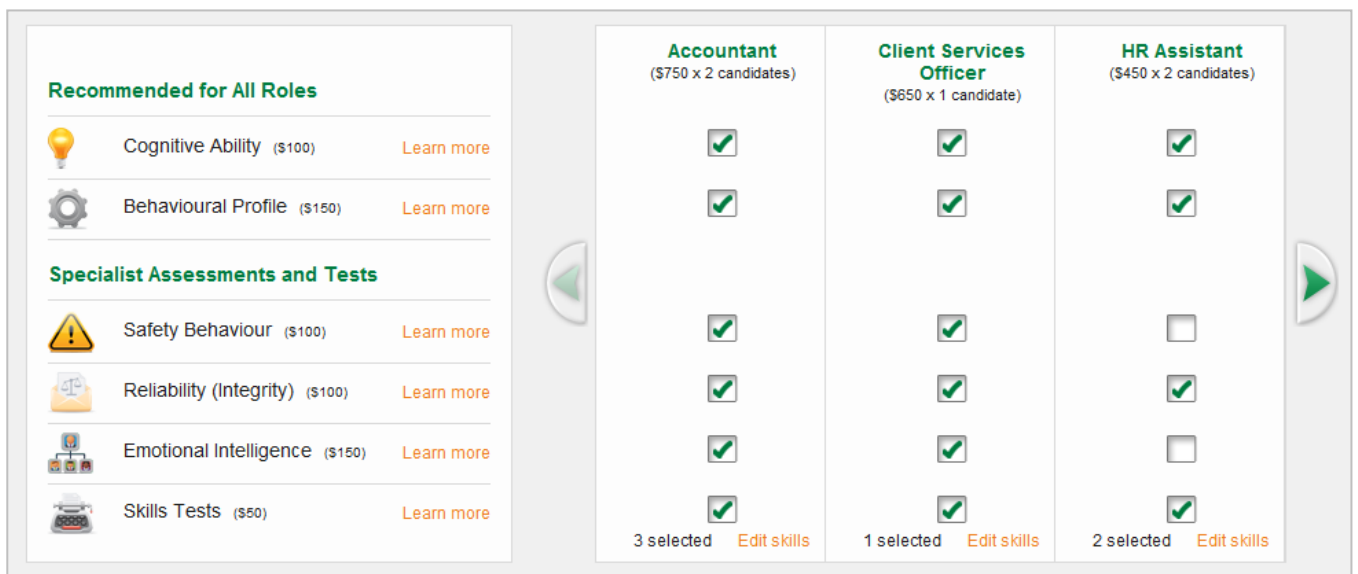
Note: If you've entered a position previously, it will appear in a drop down list when you start typing its name in the **Position** column. You can simply select it from the list to assess new candidates for the same position.

2. If you need to enter more than 5 candidates, click the **Add another candidate** link.
3. Select a completion date by clicking the icon. Candidates will have until midnight AEST on this date to complete. You can extend this later if you need to.
4. Click **Continue** to move to Step 2.

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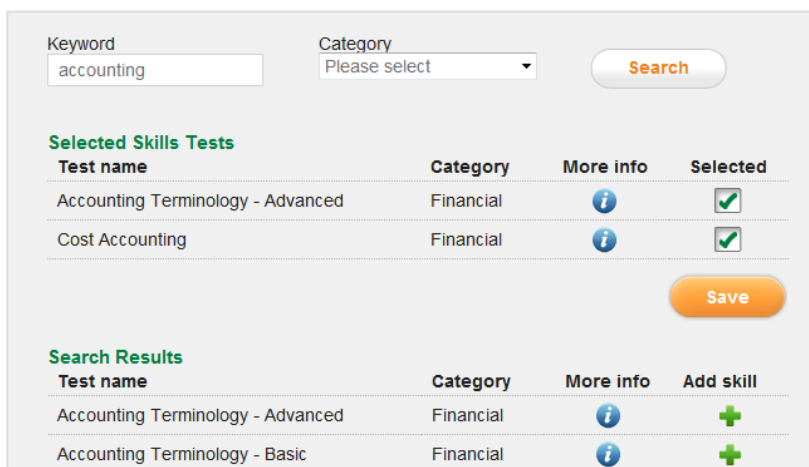
Step 2 - Select Assessments

- Choose which assessments you'd like to use for each position.
 - To view more information about each assessment, click **Learn more**.
 - View pricing information next to each assessment and beneath the position title.
 - If you entered more than 3 positions in Step 1, use the arrows (◀ and ▶) to view your other positions.



Assessment	Accountant (\$750 x 2 candidates)	Client Services Officer (\$650 x 1 candidate)	HR Assistant (\$450 x 2 candidates)
Cognitive Ability (\$100)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavioural Profile (\$150)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Safety Behaviour (\$100)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reliability (Integrity) (\$100)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emotional Intelligence (\$150)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills Tests (\$50)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	3 selected Edit skills	1 selected Edit skills	2 selected Edit skills

- Select skills tests by clicking the Skills Tests checkbox for each position. In the window that opens, you can choose from the most popular skills tests, or search the database of over 800 tests. Add tests by clicking **+**. Click **Save** to return to the main screen.



Keyword: Category: [Search](#)

Selected Skills Tests			
Test name	Category	More info	Selected
Accounting Terminology - Advanced	Financial	i	<input checked="" type="checkbox"/>
Cost Accounting	Financial	i	<input checked="" type="checkbox"/>

[Save](#)

Search Results			
Test name	Category	More info	Add skill
Accounting Terminology - Advanced	Financial	i	<input type="checkbox"/>
Accounting Terminology - Basic	Financial	i	<input type="checkbox"/>

- Once you're happy with your selection of assessments and skills tests, click **Continue** to move to Step 3.

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Step 3 – Confirm Order and Invite Candidates

1. The first time you invite candidates, we'll ask for your company information, including its name, ABN, billing address and phone number. You can edit this later if you need to via **My Account**.
2. Enter your credit card details. All information (yours and your candidates') is fully secured and encrypted using the latest Secure Socket Layer (SSL) technology. You can also save your details for next time so you don't need to enter them again later.
3. Click **Pay now** to complete the transaction and send invitations. You'll receive a confirmation message outlining what happens next.

Payment and Invitation Confirmation

- ✓ Your payment has been processed successfully.
- ✓ A Tax Invoice (#23081) has been sent to your email address. [View Tax Invoice](#).
- ✓ Your candidates have been invited by email to complete the selected assessments by 06/05/2011.
- ✓ A confirmation email including candidate assessment details has been sent to jstarr@onetest.com.au.

What happens next?

- › You will receive results via email each time a candidate completes their assessments.
- › Candidates will receive an email reminder 2 days before the assessment due date if they have not completed all assessments.
- › You can view individual **candidate** progress and compare candidates for each **position** via Onetest Express at any time.



Complete eLearning Modules

We've developed a set of short, easy to complete eLearning modules that tell you all you need to know about each Onetest assessment, including how it works, when it's appropriate to use and how to interpret the results. You must complete the Onetest Methodology & Assessments module, as well as the eLearning module for each assessment you will be using.

- To view the eLearning modules, click the **My eLearning** link at the top right of the screen. Complete each module by clicking the **View module** link.
- At the end of each module, you'll be asked to complete a short quiz of approximately 3-5 questions. Answer the quiz correctly to register your completion of each module.

The **My eLearning** page contains other useful references including multimedia presentations to help you interpret assessment reports, and further information about Onetest assessments.

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View Candidate Results





You'll receive an email as soon as each candidate completes assessments, containing links to their individual candidate report (displaying their detailed results for each assessment) and the position report (ranking all candidates for a position in order of suitability, based on their assessment results).





















You can also view candidate results at any time via the **My Positions** and **My Candidates** screens.





Manage your Candidates

You can manage your candidates on the **My Candidates** screen.

- View or edit a candidate's details by clicking the  icon or their name.
- Resend invitations (send another copy of the invitation email to candidates) or extend the assessment due date (to allow them more time to complete) by clicking .
- If a candidate has completed assessments, view their results by clicking .
- Sort the list using the  arrows next to the column headings.
- Invite candidates for more assessments by ticking the box next to their name and clicking **Invite candidates for more testing**.
- Invite new candidates to complete assessments by clicking the **Assess candidates** button on the **Home** page, or the **Assess candidates** menu item.

Candidate Name	Position	Status	Testing Due Date	View Candidate Results	Candidate Information	Resend or Extend Invite	
Adams, Joan	Accountant	Completed	27/04/2011				<input type="checkbox"/>
Adams, Katherine	Accountant	Invited	15/05/2011				<input type="checkbox"/>
Aspley, Joan	Accountant	Invited	15/05/2011				<input type="checkbox"/>
Halls, Cherie	HR Assistant	In Progress	04/05/2011				<input checked="" type="checkbox"/>
Hill, Scott	HR Assistant	Invited	15/05/2011				<input type="checkbox"/>
Richards, Sanjay	Client Services Officer	In Progress	15/05/2011				<input checked="" type="checkbox"/>
Vesper, Malcolm	Accountant	Invited	15/05/2011				<input type="checkbox"/>
Watanabe, Yuki	Accountant	Completed	27/04/2011				<input type="checkbox"/>

 Prev 1 Next 




Invite candidates for more testing








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Manage your Positions

You can manage your positions via the **My Positions** screen.

- Edit a position by clicking its name.
- Assess more candidates for a position by clicking .
- View the position report (ranking candidates for a position in order of suitability) by clicking .
- View a list of candidates for a position by clicking the number in the **Total Candidates** column.
- Sort the list using the  arrows next to the column headings.

▲ Position Name	↕ Date Created	↕ Total Candidates	View Position Report	Assess More Candidates
Accountant	15/04/2011	6		
Client Services Officer	29/04/2011	1		
HR Assistant	29/04/2011	2		
Operations Manager	29/04/2011	1		



Manage your Account

You can update your personal information and saved credit card details and change your password at any time by clicking the **My Account** link (at the top right of the screen, next to the **Help** link).



Further Assistance

Click the **Help** link (at the top right of the screen) to view Frequently Asked Questions, eLearning modules or access online support. Further detailed information about assessments and skills tests is available by clicking the **eLearning** link.