

SMART SORT

To quickly identify higher calibre, lower risk candidates in large candidate pools, we recommend using the Smart Sort tool.

The Smart Sort tool works best if the **Personality and Attitudes assessments** were included in the assessment event, because it will automatically sort and rank your applicants based on their job fit % and attitudes scores. If the engagement survey was included, the results will be shown as well, but not included in the ranking.



CARE ADVANTAGE

Marleen Galligan
Client Manager
Corporate Office

HOME DASHBOARD EVENTS PEOPLE SETTINGS SMART SORT HELP MESSAGING TEMPLATES LOGOUT

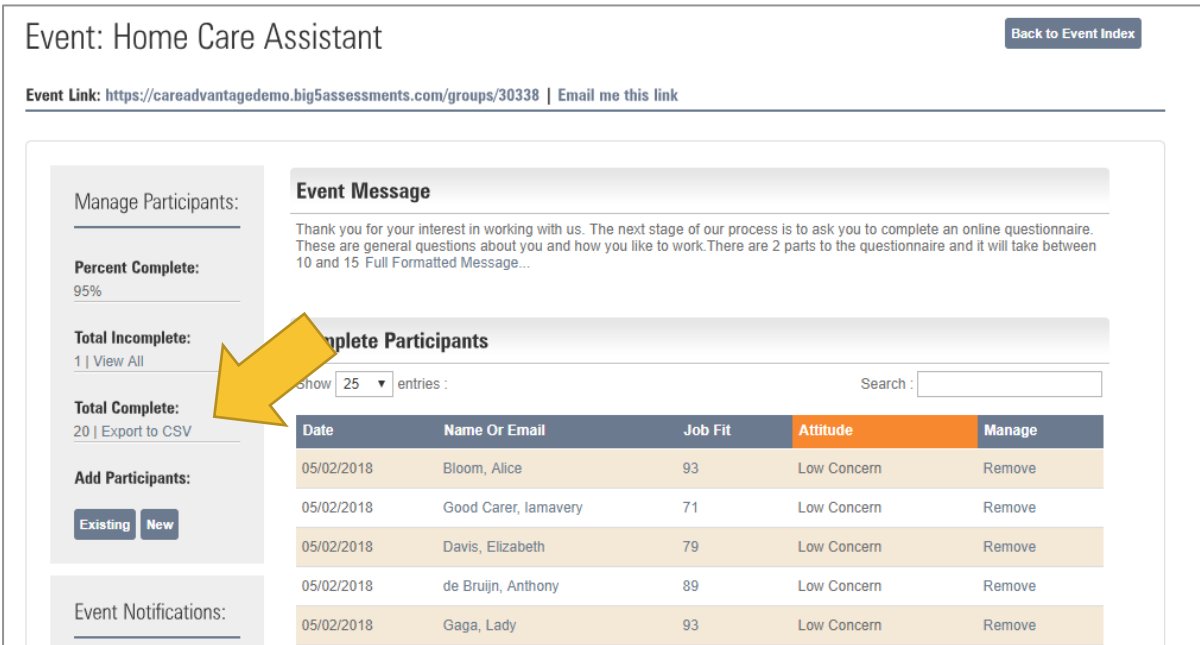
Latest Invitees (w/ completed event requirements) Displayed results limited to last 50 Invitees. Click the related Event to see all Invitees for that Event.

Show 5 entries : Search :

The Smart Sort tool uses the data from the 'Total Complete' .csv file which can be found in the assessment event for which you want to sort and rank your candidates.

Download this .csv file by clicking on 'Export to CSV'.

Once downloaded, save it somewhere where you can easily find it again.



Event: Home Care Assistant [Back to Event Index](#)

Event Link: <https://careadvantagedemo.big5assessments.com/groups/30338> | Email me this link

Manage Participants:

Percent Complete: 95%

Total Incomplete: 1 | View All

Total Complete: 20 | Export to CSV

Add Participants: Existing New

Event Notifications:

Event Message

Thank you for your interest in working with us. The next stage of our process is to ask you to complete an online questionnaire. These are general questions about you and how you like to work. There are 2 parts to the questionnaire and it will take between 10 and 15 Full Formatted Message...

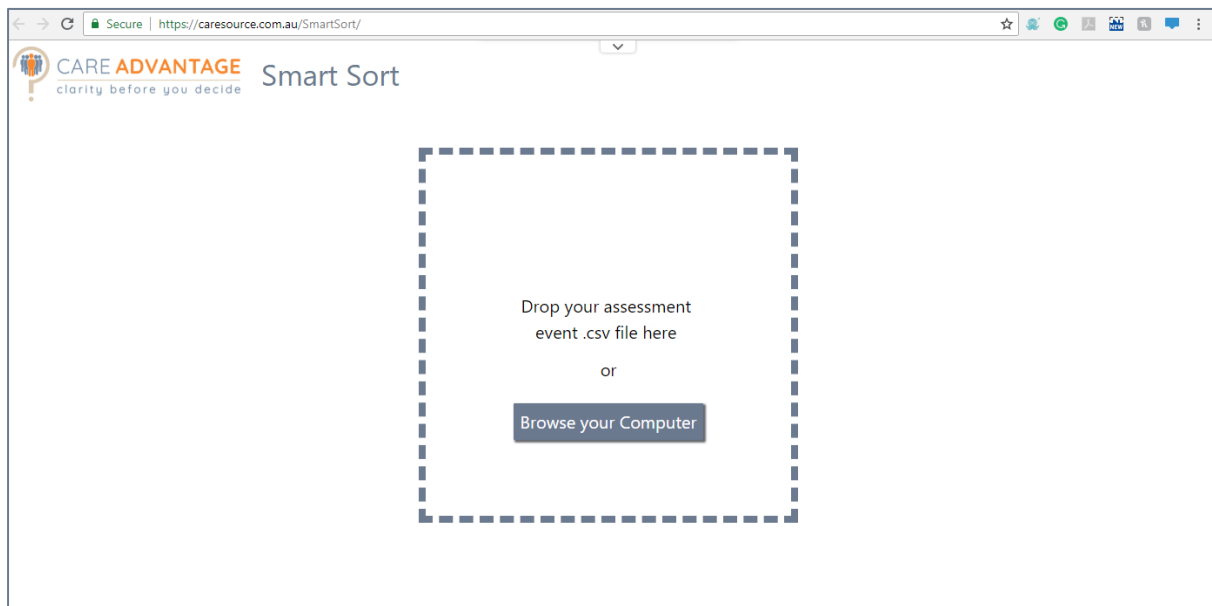
Complete Participants

Show 25 entries : Search :

Date	Name Or Email	Job Fit	Attitude	Manage
05/02/2018	Bloom, Alice	93	Low Concern	Remove
05/02/2018	Good Carer, lamavery	71	Low Concern	Remove
05/02/2018	Davis, Elizabeth	79	Low Concern	Remove
05/02/2018	de Bruijn, Anthony	89	Low Concern	Remove
05/02/2018	Gaga, Lady	93	Low Concern	Remove

Then click on the Smart Sort button in the top menu which opens the Smart Sort tool in a separate tab or window.

Here you can either drag and drop that same .csv file you just downloaded from the assessment event in the box or upload it from your computer.



Smart Sort then automatically sorts the results by Attitudes first (Low Concern, Some Concern, Serious Concern) and then by Job Fit Score (High to Low) and 'ticks' candidates who scored over 80% Job Fit with a Low Concern in their attitudes. You can change this cut-off percentage, whether to include the attitudes scores or even by the location of the candidate.



Change the way the results are sorted

Put a 'tick' in front of candidates that meet the criteria (optional)

Download the results

Rank

Sort

Save

new

First by Attitude, then Job Fit

First by Job Fit, then Attitude

XLS

PDF

☒ Job Fit score above 80 %

☒ 'Low Concern' in their Attitudes

☒ In a radius of 10 km around postcode 2000 in Australia

	Surname	First Name	Email	Postcode	Job Fit %	Attitude	Job Engagement	Employer Engagement
✓	Pony	Phony	phony@email.com	2001	100	Low Concern	High	High
✓	Try	Ty	try@email.com	2010	93	Low Concern	High	High
✓	Sample	Example	example@email.com	2011	93	Low Concern	High	High
✓	Faker	Fake	fake@email.com	2021	89	Low Concern	Average	High
✓	Candidate	Taster	taster@email.com	2002	89	Low Concern	High	High
✓	Mockup	Mick	mockup@email.com	2001	86	Low Concern	High	High
✓	Doe	John	john@email.com	2021	86	Low Concern	High	High
	Person	Trial	trial@email.com	2008	79	Low Concern	High	High
	Hester	Tester	tester@email.com	2012	93	Some Concern	High	High
	Candidate	Candy	candy@email.com	2008	86	Some Concern	High	High
	Participant	Pat	pat@email.com	2022	79	Some Concern	High	High
	Account	Bogus	bogus@email.com	2121	96	Serious Concern	Average	High
	Signer	Dummy	dummy@email.com	2021	86	Serious Concern	Average	Average
	Illustration	Illy	illy@email.com	2012	79	Serious Concern	Average	Average
	Sample	Sample	sample@email.com	2000	75	Serious Concern	Low	High
	Applicant	Ap	ap@email.com	2009	64	Serious Concern	Average	High

Smart Sort

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