

CARE ADVANTAGE MASTER MANUAL



CLARITY BEFORE
YOU DECIDE

All these instructions, including video tutorials and How To Interpret Guides, are also accessible at our online Help and Training area:

<http://www.careadvantage.com.au/training.html>

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SET-UP CHECKLIST

When setting up the full functionality of Care Advantage you have the capacity to customise a number of areas. Some customisation is necessary (e.g. Divisional Structure and Authority levels) and some is optional. **We strongly recommend reviewing each of these areas - fine tuning the Care Advantage set up to best suit your organisation and recruitment processes.**

The customisable areas are:

- | | |
|--|---|
| <input type="checkbox"/> Assessment Event Messaging | Chapter Create and Assessment Event |
| <input type="checkbox"/> Divisional structure | Chapter Manage Divisions |
| <input type="checkbox"/> Authority levels | Chapter Adding and Modifying System Users |
| <input type="checkbox"/> Automatically add additional interview questions to a user when receiving reports | Chapter Adding and Modifying System Users |
| <input type="checkbox"/> Account Welcome Message | Chapter Updating Account Information |
| <input type="checkbox"/> Your Privacy Policy | Chapter Updating Account Information |


Areas to review:


- | | |
|--|--|
| <input type="checkbox"/> Different options to invite your applicants | Chapter Create an Assessment Event |
| <input type="checkbox"/> The applicant experience | Chapter Inviting Applicants |
| <input type="checkbox"/> Different options on accessing and distributing the reports | Chapter Accessing and Distributing the Reports |

USER AGREEMENT

When you first log into Care Advantage all new users are required to view the user agreement and agree to the terms of use.

Review and click "I Agree To The User Agreement" and you will be redirected to the dashboard.





Marleen Galligan
System Manager
Corporate Office

LOGOUT

User Agreement

TERMS AND CONDITIONS FOR USE OF PERSONAL CONSULTANCY SOLUTIONS LIMITED (TRADING AS BIG 5 ASSESSMENTS) ONLINE SERVICES
IMPORTANT NOTICE: PLEASE READ THE FOLLOWING TERMS AND CONDITIONS OF USE CAREFULLY. THEY SHALL GOVERN YOUR USE OF BIG 5 ASSESSMENTS' ONLINE SERVICES.
Section 1 – Grant of Licence
Section 2 – Customer
Section 3 – Payment/Pricing
Section 4 – Privacy
Section 5 – Intellectual Property
Section 6 – Use of the Licenced Products
Section 7 – Web linking to the Products and Services
Section 8 – Professional Advice
Section 9 – Maintenance
Section 10 – Limitations of Liability/Disclaimer of Warranties
Section 11 – Indemnity
Section 12 – Term and Termination
Section 13 – Notices
Section 14 – Miscellaneous
This Licence Agreement ("Agreement") is an agreement between Personal Consultancy Solutions Limited (trading as Big 5 Assessments) located at The Magdalen Centre, The Oxford Science Park, Oxford, OX4 4GA, United Kingdom (referred to as "BIG 5 ASSESSMENTS"); and you, the "Customer." This Agreement shall


I Agree To The User Agreement


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THE DASHBOARD

After logging into the Care Advantage System, the first thing you see is the dashboard. The dashboard is the starting point for all your activities: creating new assessment events, managing participants, searching for events, generating reports and managing your user settings. The menu bar at the top gives you access to all these functions and the main screen can be used to quickly access recent applicants or events.

1. The menu bar lets you manage or create events, search for applicants and change your settings.
2. The dashboard shows the 5 most recent events and 5 most recent applicants. You can change the number of entries shown by using the drop-down menu.
3. Any more applicants or events are listed on further pages
4. The icons at the end of each row are used to either modify or delete an applicant or event.





HOME
DASHBOARD
EVENTS
PEOPLE
SETTINGS
HELP
LOGOUT

Latest Invitees (w/ completed event requirements)

Show 5 entries :
Search :

ID	Date	Name Or Email	Event	Job Fit	Attitude	Job Eng.	Employer Eng.	Manage
737123	01/12/2017	Gaga, Lady	Assistant in Nursing - Care Advantage Demo	93	Low Concern	-	-	
660113	30/06/2017	de Bruijn, Anthony	Engagement Survey	-	Low Concern	Low	Low	
646745	18/04/2017	Galligan, James	Home Care Assistant Brisbane	68	Serious Concern	Low	Average	
646743	18/04/2017	Robinson, Mark	Home Care Assistant Brisbane	71	Serious Concern	Average	Low	
635150	10/04/2017	Callager, Eileen	Personal Care with Engagement	86	Some Concern	High	High	

1 2

Latest Events

Show 5 entries :
Search :

ID	Title	Status	Expire Date	Total Invites	Invitees Completed	Manage
32175	scheduler test	Open	14/07/2018	3	3	
31851	Event Experience - Custom	Expired	02/05/2018	1	0	
31850	Event Experience - Standard	Open	01/07/2018	1	0	
31541	Support Worker	Expired	24/03/2018	0	0	
30338	Home Care Assistant	Expired	06/04/2018	20	20	

1 2 3

CREATE AN ASSESSMENT EVENT

Before you can start assessing your applicants, an assessment event needs to be created. This can be the role you are recruiting for, an expressions of interest event, or you can create an event for development purposes or to measure employee engagement. The 2 principal options you have are:

1. Create one assessment event for each job vacancy/ expression of interest. This makes sense if you have a high volume of similar vacancies and you need to keep applicants separated into relevant candidate pools OR if you expect a high volume of applicants and want to use the ranking function.
2. Create a single event for example for one type of role and leave it "open" indefinitely. This makes sense if you only have a couple of vacancies for that role OR if you are not expecting large volumes of applicants. The ranking feature is rendered ineffective when using 1 event over several roles as the candidate pool will then be mixed in that one event.

★ **System Note** – Whilst an unlimited number of events can be created through your portal, there is a limit (250) to how many events Care Advantage can search / display under the "manage events" tab for each division. This is done to ensure effective search performance and normally a consideration for large volume and longer-term users.

Recommendations

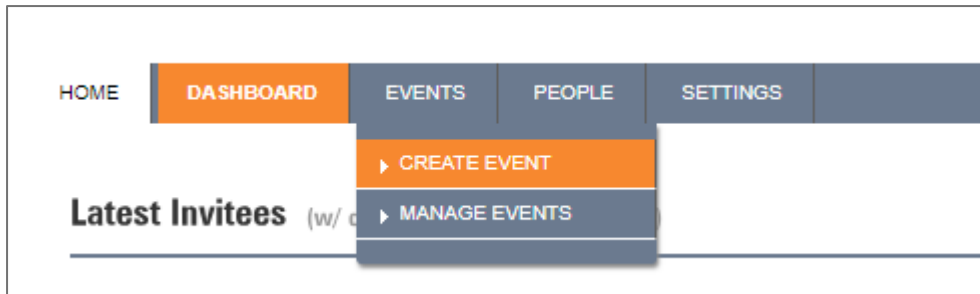
It's recommended that Divisions (Divisions can be geographical or branch locations / business units) and any subdivisions are set up in a way that reflects your business operations. This will make searching for events more logical. (More about Divisions in the "Manage Divisions" chapter).

Each organisation will have different views however we recommend that events are regularly deleted (after say 6 months) for file maintenance reasons. Applicant assessment records/reports are NOT lost when an event is deleted. They can still be found under "people" tab.

To create an (assessment) event first log into Care Advantage. You will then have two options: create a new assessment event or to copy an existing assessment event.

Create a new assessment event

Click on the top menu bar on Events, then Create Event



In this screen you will create your new event. Just work your way down from the top to the bottom.

New Event

Basic Information

*(Required)

*Event Title:

Event Invitation Message:

B I S U | | X₂ X² | @ [] H1 H2 H3 ✖

Post Assessment Instructions or "thank you" message:

B I S U | | X₂ X² | @ [] H1 H2 H3 ✖

Event Title

This will be the title of your new event - you may wish to include a Job number or title or any other applicable reference.

For example - 22456 Personal Care Worker - Cairns or Annual Employee Engagement Survey


☆ Please Note: this title is viewable to the applicant upon starting the assessment.

Event invitation message & post assessment instructions

This is the message the applicants see when they click on the assessment link, but before the assessments start. You can adapt the message as you wish and this can be dependent on how your organisation likes to be viewed, the role and which assessments are included. We have created some [template messages to help you on your way](#). We recommend creating standard messages in an external word file (or use our templates) and copying and pasting these when creating a new assessment event.

You can use imagery such as your logo in the Invitation Messaging or even link to an external file or webpage. We recommend including your branding if you don't have a custom branded portal.

To insert your logo, click on the "insert image"  icon. You will have to provide a URL to your logo. There are 2 ways to do this

- Google your organisation's name, click on "images" and click on the logo you want to use. Then choose "View image" and copy the URL from the internet address bar. Paste this into the window when clicking on the  icon.
- Use the URL provided by us: ask us for a link!

Assessment Package contents

Tick the assessments required.

Assessment Package Contents

☐ Include Attitude ***For Applicants Only** (required for Attitude reports)

☐ Include Engagement (required for Engagement reports)

☐ Include Personality (required for Job Fit and Development reports)

As you tick the boxes they will expand, allowing you to make your job category benchmark choices.

☆ Please Note: We recommend using the Personality & Attitude assessments for most frontline care roles. (total time for completion is 15 minutes) Adding the Cognitive assessment adds an extra 7 minutes, and the engagement another 10 minutes.

Assessment Package Contents

☒ Include Attitude ***For Applicants Only** (required for Attitude reports)

☐ Include Sexual Harassment
 ☐ Include Computer Misuse

☒ Include Engagement (required for Engagement reports)

☒ Include Personality (required for Job Fit and Development reports)

***Job Category Suite**

General Business ▾

***Job Category**

Customer Service ▾

☐ Include Cognitive (optional for Job Fit and Development reports)

☆ Please Note: Make sure to use an appropriate event invitation messaging based on the number of assessments included.

☆ Please Note: The Attitude Assessment is not recommended to be used on current employees as the results can be skewed as the answers are compared against a norm group of "Job Applicants" (and not "employees").

Experience and Qualifications Questions

If choosing to include these experience/qualification questions, an extra page is added to the first part of the assessment experience, after the optional demographics questions.

Experience and Qualification Questions

☒ Include experience and educational background questions
 ☒ Make mandatory

The following three questions will be asked if included in the assessment event requirements:

- Have you completed a qualification relevant to this job (e.g. certificate or diploma or other)?
 - Yes
 - No
- Do you have paid work experience relevant to this job?
 - Yes, more than 6 months
 - Yes, less than 6 months
 - No
- Do you have unpaid experience relevant to this job?
 - Yes
 - No

Education and Experience

We would like to know if you have completed relevant education for this type of role or have work experience in a similar job. This can be paid work experience or perhaps you have done similar work in an unpaid way, for example as a volunteer.

Have you completed a qualification relevant to this job (e.g. certificate or diploma or other)?

Do you have paid work experience relevant to this job?

Do you have unpaid experience relevant to this job?

Submit

You can choose to add these questions for each assessment event by ticking the box in the new "Experience and Qualifications Questions" section.

Assessment Package Contents

- ☒ Include Attitude ***For Applicants Only** (required for Attitude reports)
- ☐ Include Engagement (required for Engagement reports)
- ☒ Include Personality (required for Job Fit and Development reports)

*Job Category Suite

Aust/NZ Care

*Job Category

Community - Home Care Assistant

- ☐ Include Cognitive (optional for Job Fit and Development reports)

Experience and Qualification Questions

- ☒ Include experience and educational background questions
- ☒ Make mandatory

You can also signify if you want these questions to be made mandatory for applicants to complete (tick the box) or not (leave the box unticked).

Event Information:

Created On:

12/11/2020

Status:

Open

Assessments:

Qualifications /
Experience
Personality

Job Category:

General - Scheduler

Division :

Corporate Office

Edit

Copy

Delete

If these questions have been included in an event or not, can be confirmed by going within an event to the bottom of the page to view the Event Information.

Once a participant has completed their assessment along with these questions, the answers will be visible in the participant's profile. (The development team is working on a way to display the results in the event page as well).

hgjh jhg : P - Q - Standard

[Return To Participants](#)

Job Fit Score

75

Click to View Report

Basic Info

Apply Date: 12/11/2020

User Name: asdf2

Email: asdf@asdf.com

Phone:

Address:

Status: Unsuitable

Education: Yes ▾

Paid Exp. Yes, less than 6 months ▾

Unpaid Exp: Yes ▾

Additional Information

[How To Interview Your Prospective Employer](#)

[Leadership Self-Development](#)

[How to Pick Your Next Employer](#)

[Career Trait Profile](#)

[Leadership Identifier](#)

[Training and Coaching New Employees \(On-Boarding\)](#)

[Training and Coaching Existing Employees](#)

[Leadership - Management](#)

Other Actions

[Job Fit Interview Questions](#)


[Create Fit Report Packet](#)

[Create Development Packet](#)

[View All Scores & Activity](#)

You can change these drop-down boxes if needed.

Smart Sort can also be used to view the answers and to help with quick short/long listing. More about Smart Sort can be found in our Smart Sort release notes.


26.11.2020
[New +](#)
[PDF](#)
[Excel](#)

Date: From DD/MM/YYYY To DD/MM/YYYY [Clear](#)

Postcode: In a radius of km around postcode in Australia [Clear](#) ≥ 80 %

	Surname	First name	Email	Phone	Date	Postcode	Job fit %	Cognitive	Attitude	Education	Paid Exp.	Unpaid Exp.	Notes
<input type="checkbox"/>	Faker	Fake	fakeaddress@address.nl	0432123444	13/09/2019	4019	100	Low	Low	Yes	<6m	Yes	
<input type="checkbox"/>	Lomas	Dillon	test@test.com	0434888888	11/06/2019	4000	89	Mid	Low	No	No	Yes	
<input type="checkbox"/>	Faker	Fake	fakeaddress@address.nl	0455123456	12/09/2019	4018	81	Low	Low				
<input type="checkbox"/>	Jackson	Madonna	fakeaddress@address.nl	0498765432	20/09/2019	4004	74	Low	Some	C	Yes	>6m	No
<input type="checkbox"/>	Caresimo	Mauro	trialtrial@trial.com	0432443829	11/09/2019	4005	64	Low	Some	H C			
<input type="checkbox"/>	Barnes	Kimmy	test@test.com	0299099833	21/09/2019	4005	45	Low	Some	I			

Event Status and Division

Event Status & Division

Status:

Open

* Event Expires On:

01/10/2017

If today's date is selected, the event expires immediately.

Division

Corporate Office

To make the event accessible to applicants, change the status to "Open" and modify the expiry date if you wish. (It is automatically set to expire in approx. 8 weeks.)

☆ *Suggestions: If you have many similar vacancies: create 1 assessment event per vacancy and align the closing date of the assessment event with that of the vacancy. If you only have a couple of similar vacancies for that role per year, you can set the event expiry date to a year and leave the event open so you can use it for your current vacancy and any similar vacancy in the future. This saves time creating a new event.*

☆ *Tip: The event expires the moment it becomes that day, so at 12am. If you would like to give applicants the ability to complete the assessments until midnight on the closing day, we recommend setting the expiry date to the following day.*

Select your preferred division. Don't worry if your desired division isn't there. You can pick any division for now and change this at a later point (for example after you have created the required division).

Event Experience

Under Event Experience you choose if the applicant is required to create an account or not to complete the assessments and what contact information you ask them to complete. You can also manage where the applicant is redirected to after completion of the assessments (for example the dashboard or your career page online).

☆ *NOTE: The two options – Standard and Custom – each have their own pros and cons and we recommend familiarising yourself with these options, so you can decide what works best for you.*

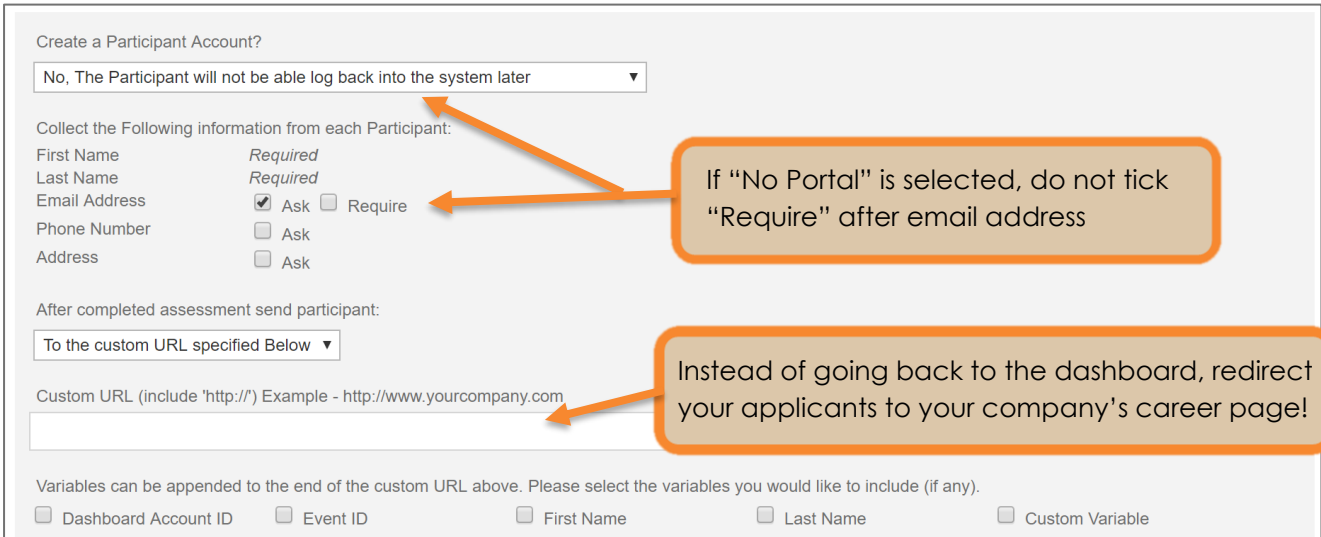
*We recommend using the "Standard" or "Yes, create a participant account" option for our clients who have a **unit-pack licence**, as the system will then remember your applicants so when they apply for another role with you, you won't be charged for them completing assessments twice.*

Event Experience

- ☒ **Standard** (Email is required, an account is created for the participant, and a user name and password are sent via email.)
- ☐ **Custom** (Allows for custom collection of participant information and account creation is not required)

Standard – Compulsory for the applicant to create an account before accessing the assessment. (Mandatory fields are first name, last name and email).

Custom – Selecting Custom allows you the option of whether your applicants create an account or not and what information you'd like to make compulsory. It also gives you the option to redirect your applicants to a specific site after completion (such as your careers page) or back to the dashboard.



Create a Participant Account?

Collect the Following information from each Participant:

First Name	Required
Last Name	Required
Email Address	<input checked="" type="checkbox"/> Ask <input type="checkbox"/> Require
Phone Number	<input type="checkbox"/> Ask
Address	<input type="checkbox"/> Ask

After completed assessment send participant:

Custom URL (include 'http://') Example - http://www.yourcompany.com

Variables can be appended to the end of the custom URL above. Please select the variables you would like to include (if any).

☐ Dashboard Account ID
 ☐ Event ID
 ☐ First Name
 ☐ Last Name
 ☐ Custom Variable

Annotations:

- If "No Portal" is selected, do not tick "Require" after email address
- Instead of going back to the dashboard, redirect your applicants to your company's career page!

Lastly, click "Create Event"

Create Event

☆ **Important:** If you choose to NOT create a participant account, do NOT then make the "Email Address" a **required** field. You can **ask** for it, but don't make it **required** as this prevents the applicant completing the assessment again if they are not able to finish the assessments.

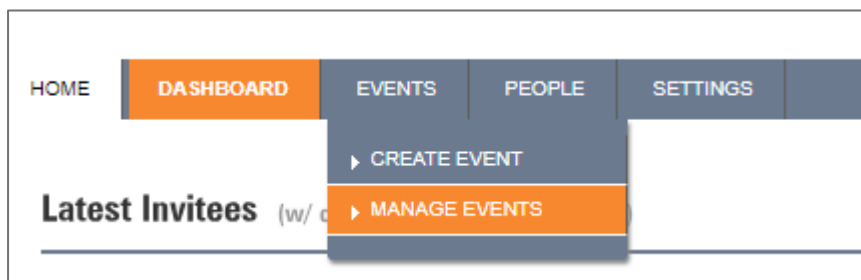
☆ **Tip:** contact Care Advantage Customer Support for more guidance on the event experience. This is easiest to explain in a phone call.





Please consider the following consequences of each of the applicant experience options.

	Standard	Custom – Yes create portal	Custom – No Portal
Applicant experience after clicking on link	Click for example	Click for example	Click for example
Cost of units	1 unit per applicant for all 4 assessments, regardless if those assessments are "spread" over multiple events.	1 unit per applicant for all 4 assessments, regardless if those assessments are "spread" over multiple events.	1 unit per applicant per assessment event. The system won't remember if the applicant has completed assessments before.
Ability to complete incomplete assessments (save progress)	Yes	Yes	No
Ability to do assessments again (redo them).	Not with the same email address.	Not with the same email address.	Yes, in all cases EXCEPT when the field "email address" is included and set as required . (if NOT set as required, assessments can be redone)
When a past applicant applies for a different role with you, having to redo assessments.	No, not possible when using the same email address. Applicant will be asked to release past results for this new application.	No, not possible when using the same email address. Applicant will be asked to release past results for this new application.	Yes, in all cases EXCEPT when the field "email address" is included and set as required . However, this also depends on how they completed their original assessments (yes or no for portal). If an applicant has issues with this, we recommend asking them to redo the assessments under a different email address.
Getting duplicate applicants in your portal	No, once the applicant has completed assessments, the system remembers them and they won't be able to redo them. (When using same email address).	No, once the applicant has completed assessments, the system remembers them and they won't be able to redo them. (When using same email address).	Possibly, as the system will not be able to recognise if an applicant has completed assessments before.
Applicant is able to download the free candidate feedback reports	Yes (if switched on in back-end)	Yes (if switched on in back-end)	No

Copy an existing assessment event

Save yourself some time creating a new assessment event by copying an existing one. First choose which assessment event you want to copy from your existing event either via the menu bar – Events – Manage Events or via your dashboard. Then click on the pen and paper icon to open this event.



30338	Home Care Assistant	Expired	06/04/2018	20	20		
30101	Job Fit Questionnaire	Open	30/09/2018	0	0		

Scroll to the bottom of that event page where under Event Information on the left-hand side you find the Copy button.

Event Information:

Created On:
05/02/2018

Status:
Expired


Assessments:
Personality
Cognitive
Attitude



Job Category:
Home Care Assistant

Division :
Corporate Office

Edit **Copy** **Delete**

05/02/2018	Gaga, Lady	93	Low Concern	Remove
05/02/2018	de Bruijn, Anthony	89	Low Concern	Remove
05/02/2018	Davis, Elizabeth	79	Low Concern	Remove
05/02/2018	Good Carer, lamavery	71	Low Concern	Remove
05/02/2018	Bloom, Alice	93	Low Concern	Remove



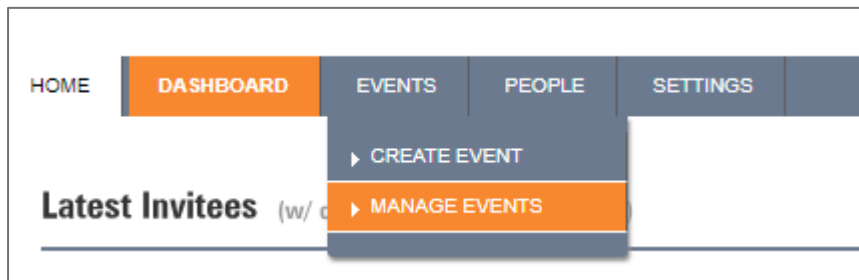
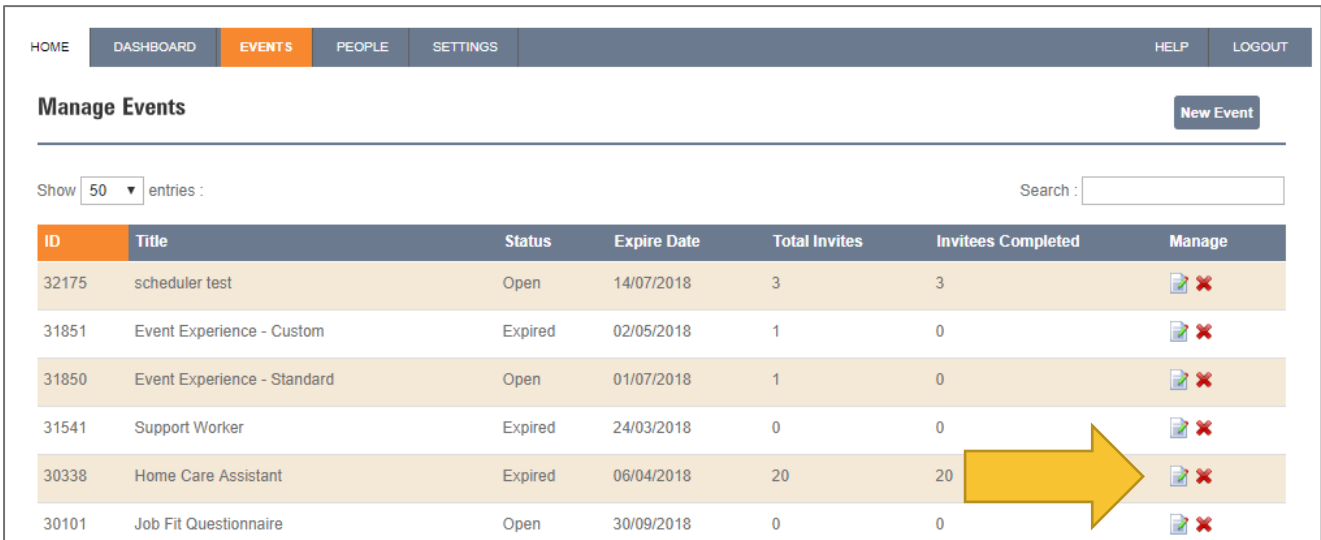




After clicking on Copy you will be able to change the copied event's parameters. See page 7/8/9/10/11 of this manual for guidance on this.













INVITING APPLICANTS

Now that you've created an assessment event, you'll have to invite people to complete the questionnaires. There are two ways to invite applicants to complete an assessment.

If you are no longer "in" the event that you just created, go to "Manage Events" and search for the event you want to invite participants to.

The screenshot shows the 'Manage Events' page. At the top, there is a navigation bar with 'HOME', 'DASHBOARD', 'EVENTS', 'PEOPLE', 'SETTINGS', 'HELP', and 'LOGOUT'. Below the navigation bar, the 'Manage Events' title is displayed, along with a 'New Event' button. A search bar is located on the right. Below the search bar, there is a table with the following columns: ID, Title, Status, Expire Date, Total Invites, Invitees Completed, and Manage. The table contains six rows of data. A yellow arrow points to the 'Manage' column of the row with ID 30338.

ID	Title	Status	Expire Date	Total Invites	Invitees Completed	Manage
32175	scheduler test	Open	14/07/2018	3	3	 
31851	Event Experience - Custom	Expired	02/05/2018	1	0	 
31850	Event Experience - Standard	Open	01/07/2018	1	0	 
31541	Support Worker	Expired	24/03/2018	0	0	 
30338	Home Care Assistant	Expired	06/04/2018	20	20	 
30101	Job Fit Questionnaire	Open	30/09/2018	0	0	 

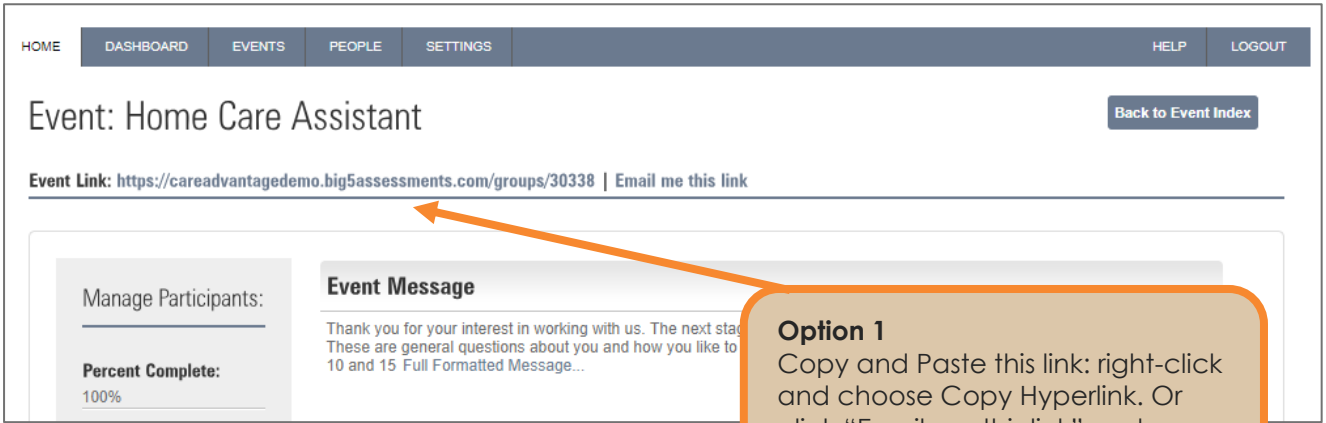
Click on the pen and paper icon to open this event. Once you are in the Assessment Event, there are 2 options on how to invite applicants.

Option 1 – The assessment event link (Recommended)

Copy the Event Link under the Event heading by right-clicking on it and choosing: Copy Hyperlink. This link can be used in the following ways:

- Application Response Message
 - Applicant Tracking System / HRIS Recruitment Module
 - Response Message via Seek or other job board
 - Direct (bulk) email to applicants
- Website Job Page
- Social Media

Alternative you can click on “Email me this link” next to the event link. The system will send you an email containing the event invitation messaging and the link, which you can then forward to your applicants.



Option 1
Copy and Paste this link: right-click and choose Copy Hyperlink. Or click “Email me this link” and forward the email that arrives in your inbox to your applicants.

☆ **NOTE** - Do not send the URL from the address bar in your internet browser!
Only use the coloured URL from the portal after the bold heading: **Event Link:**

☆ **TIP** – We recommend inviting applicants by inserting the link in your work email, ATS or job page. With emails coming directly from you – as opposed to coming from an unmonitored email address as with Option 2 (Manage Participants) firewall issues at the receiver-end are less likely and you will be notified if the email bounced. The trade-off is when inviting applicants from your server the Care Advantage system is unable to track who the invite has been sent to. It will only track those participants who have started or completed the assessment.

The only way to track participants, who have been sent an assessment invite, is to invite them through the Manage Participants section (Option 2). The system will then track who has been invited and who has completed the assessments. This helps you measure the completion rate. The downside is that the event invitation may end up in a spam folder or a delivery fail will not be reported to a monitored server.

Option 1 - Applicant experience

When an applicant clicks on the link, they will see the following (in your branded portal colours if you have a custom branded portal):

CARE ADVANTAGE

[HOME](#)[BROWSE JOBS](#)[LOGIN](#)

Home Care Assistant

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 minutes in total to complete. **Ensure you read the instructions before each of the questionnaires.**

The best way to approach these is to go with your first 'gut' instinct and not 'overthink' your responses. Please note that checks have been built into the questionnaire that give us an indication of how frank you were in your answers. Your answers will then help us understand the best work environment for you.

No preparation is required, please just be yourself, answer all questions spontaneously and naturally.

When you are ready, click the 'Start' button below and follow the prompts.

Many Thanks
The Recruitment Team

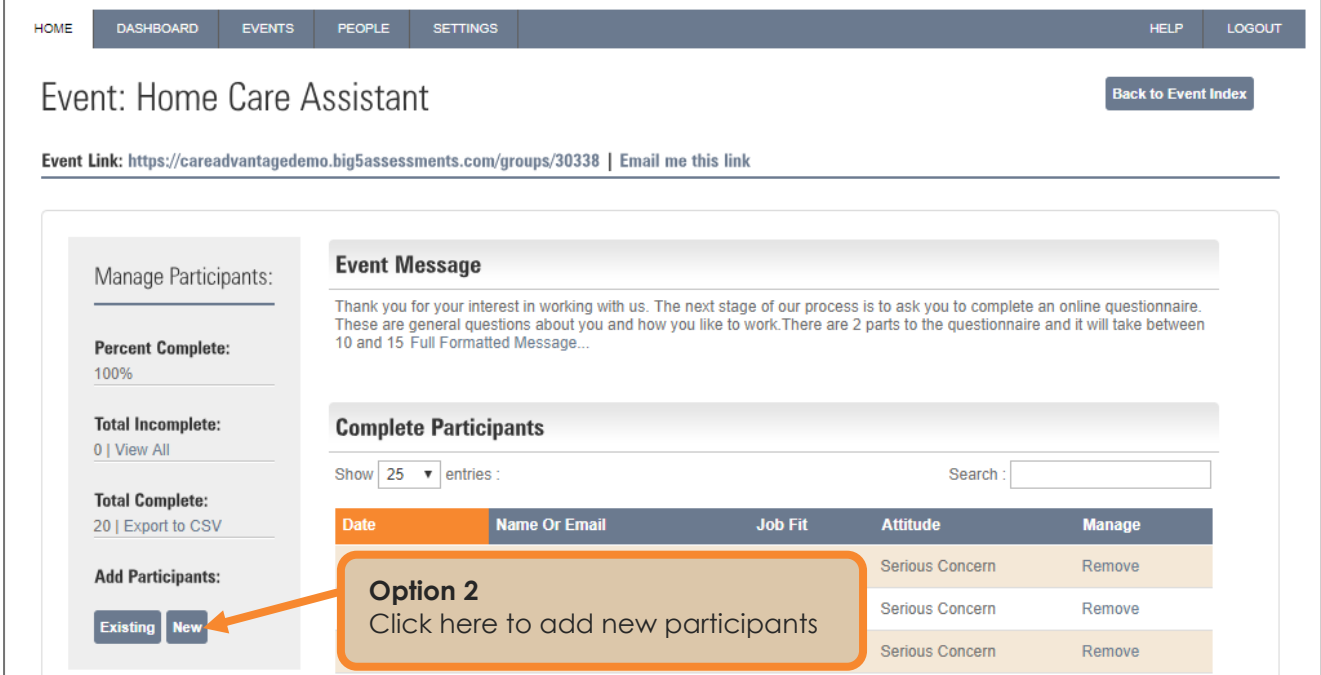
Start

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After clicking on "start" they will either be taken to the login page or the page where they complete their contact details.

Option 2 – Smart Invite Tool

You can also choose to add participants manually under the “Manage Participants” section on the left-hand side of the screen of the event. We call this section the Smart Invite Tool. Click on “New” under “Add Participants” to invite more applicants.



HOME DASHBOARD EVENTS PEOPLE SETTINGS HELP LOGOUT

Event: Home Care Assistant

[Back to Event Index](#)

Event Link: <https://careadvantagedemo.big5assessments.com/groups/30338> | [Email me this link](#)

Manage Participants:

Percent Complete:
100%

Total Incomplete:
0 | [View All](#)

Total Complete:
20 | [Export to CSV](#)

Add Participants:

[Existing](#) [New](#)

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

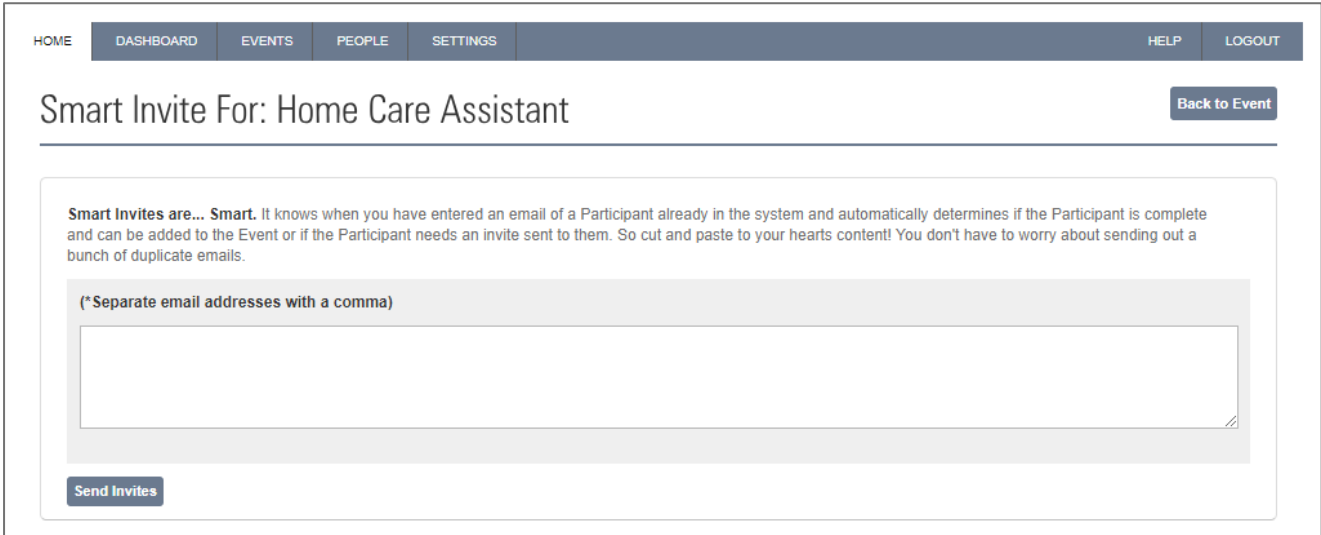
Show entries : Search :

Date	Name Or Email	Job Fit	Attitude	Manage
			Serious Concern	Remove
			Serious Concern	Remove
			Serious Concern	Remove

Option 2
Click here to add new participants

Adding New Participants

Once you’ve clicked on “New” under “Add Participants”, you will be able to enter the email addresses of those applicants you wish to invite. **Use only a comma to separate email addresses.**



HOME DASHBOARD EVENTS PEOPLE SETTINGS HELP LOGOUT

Smart Invite For: Home Care Assistant

[Back to Event](#)

Smart Invites are... Smart. It knows when you have entered an email of a Participant already in the system and automatically determines if the Participant is complete and can be added to the Event or if the Participant needs an invite sent to them. So cut and paste to your hearts content! You don't have to worry about sending out a bunch of duplicate emails.

(* Separate email addresses with a comma)

[Send Invites](#)

Click “Send Invites” and the system will automatically send the applicant an email with your messaging, the assessment link as well as their login details (if you chose to use the “event experience” option that includes creating a user portal).

Option 2 – Applicant experience

The applicant will receive an email in their inbox from stmsupport@big5assessments.com looking something like this:



S stmsupport@peopleclues.co.uk
Care Advantage Demo Account - Home Care Assistant

To: Marleen Galligan

your logo

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 minutes in total to complete. **Ensure you read the instructions before each of the questionnaires.**

The best way to approach these is to go with your first 'gut' instinct and not 'overthink' your responses. Please note that checks have been built into the questionnaire that give us an indication of how frank you were in your answers. Your answers will then help us understand the best work environment for you.

No preparation is required, please just be yourself, answer all questions spontaneously and naturally.

When you are ready, click the 'Start' button below and follow the prompts.

Many Thanks
The Recruitment Team

Login Information:

Login address: <https://careadvantagedemo.big5assessments.com>

User Name:

Password:

Option 2
Login info depends on the "event experience" setting. (yes or no login)

The email contains the event invitation messaging and a link to the applicant's portal where they can complete the assessments. When an applicant clicks on the link they are taken to the same first page as in Option 1 (with the same messaging as in the email).

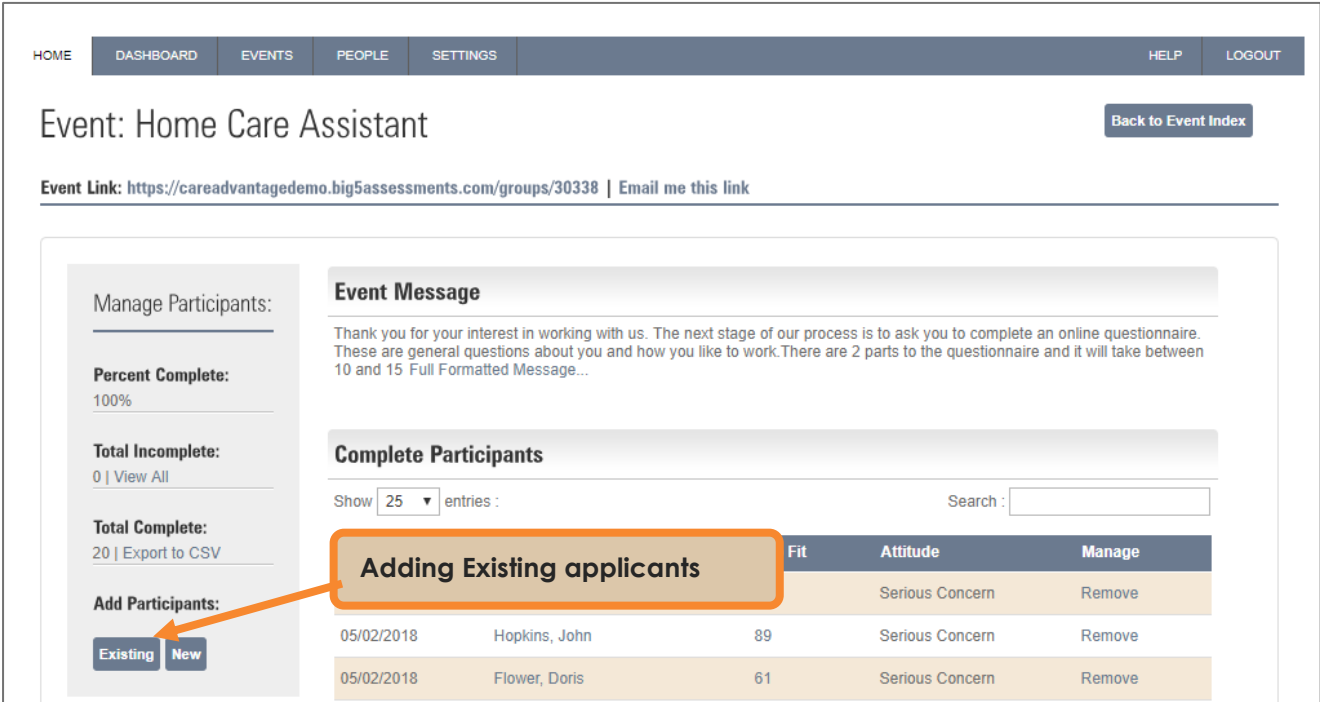
After clicking on "start" they will either be taken to the login page or the page where they complete their contact details before they can start the assessment.

Adding Existing Applicants to the Event (transferring)

You can also choose to add applicants (transfer) to a new event who have already completed a Care Advantage assessment with you in the past. This is especially handy if you want to compare one or all your applicants for a certain role against a different benchmark, for example when you're recruiting for a role that is a hybrid of two (or more) benchmarks.

For example, to compare a group of applicants for a RN event against a Care Manager benchmark, you first run the CSV report of the RN applicants and keep that separate for reference. See the chapter "System Reports" on how to do this. Then create a new Event called Care Manager and compare it against (for example) the Program Manager benchmark. From within that Care Manager event you'd add that group of applicants from the RN event by doing the following:

Click on Existing in the Manage Participants section.



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

Event Link: <https://careadvantagedemo.big5assessments.com/groups/30338> | [Email me this link](#)

Manage Participants:

Percent Complete:
100%

Total Incomplete:
0 | [View All](#)

Total Complete:
20 | [Export to CSV](#)

Add Participants:

[Existing](#) [New](#)

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 entries :

Adding Existing applicants

		Fit	Attitude	Manage
05/02/2018	Hopkins, John	89	Serious Concern	Remove
05/02/2018	Flower, Doris	61	Serious Concern	Remove

Search for the applicant(s) you wish to add by typing their name in the search bar (using the CSV file as a reference).

HOME
DASHBOARD
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LOGOUT

Add Existing People To: Home Care Assistant

Back to Event

Show 100 entries :
Search :

ID	Name	Additional Assessment Needed	Action
658370		None	Add to Event
672810		None	Add to Event
636204	Warlow, Joe	A	Email Invite
715380	Bunch, Brady	A	Contact Person
713994	Gaz, Maz	A,C	Contact Person
794676		A,C	Contact Person
632992	notGiven, victoria	A,P,C	Email Invite
633118		A,P,C	Email Invite
634256	notGiven, aws	A,P,C	Email Invite
646736		A,P,C	Email Invite
646737	notGiven, dummy	A,P,C	Email Invite

The column “Additional Assessments Needed” shows you which assessments the applicant is required to complete, if any, in order to be included in this new event.

A stands for Attitude, **P** for Personality, **C** for Cognitive and **E** for Engagement. When you click “Email Invite”, the participant will be asked to complete the missing assessments only. If the applicant originally completed the assessment(s) without the need to create a user portal, the system will display “Contact Person”. In this case we recommend sending this person the link to complete the assessment and advise them to use a different email address if they get an error message using their original email address.

In the example above Betty has already completed all the required assessments so when clicking “Add to Event” her details will be added to the event and she will be compared to the selected benchmark for that event.

☆ **GOOD TO KNOW** - If **no additional assessments are required**, your applicant will **not be notified** that they have been added to another event.

RANKING APPLICANTS

Ranking enables you to quickly identify those applicants with more desirable results so you can focus on those potentially better suited applicants first. Applicants can be ranked from within the assessment event screen or via the Smart Sort tool.

From within the Assessment Event

- Applicants are initially listed in chronological order
- Applicants can be ranked on their Job Fit Score or Attitude results
- Ranking lists the applicants highest to lowest or vice versa

By clicking on the “**Job Fit**” column in the menu your applicants will be ranked according to their job fit score. Clicking on the “**Attitude**” column ranks them by their attitude scores.

[HOME](#)
[DASHBOARD](#)
[EVENTS](#)
[PEOPLE](#)
[SETTINGS](#)
[HELP](#)
[LOGOUT](#)

Event: Home Care Assistant

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 entries :

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

☆ **TIP1:** Many of our clients are using Care Advantage to create so-called “go/no-go gates”. For example, they will only interview applicants who have scored a job fit of 70% or higher and have no “serious concern” in the attitude report.

☆ **TIP2:** Candidates with a Low Concern in their Attitudes report and a relative high Job Fit Percentage score would be your higher calibre, lower risk candidates, based on their assessment results.

Assigning a Status

The status drop-down option can be found within an assessment event, alongside each participant to assign a status of their application for that event.

Complete Participants			
Show	25	entries :	Search : <input type="text"/>
Date	Name Or Email	Job Fit	Status
13/11/2020	tester, rg *	75	Manage ▾
12/11/2020	mnbmn, bnmb	96	Manage
12/11/2020	asdfs, fadsfs *	79	Suitable
12/11/2020	jhj, adsfkj	79	Unsuitable
12/11/2020	kjh, kjh	79	Hired
12/11/2020	lkjk, vijay	79	Remove
12/11/2020	hjkh, df	79	Manage ▾
12/11/2020	jhg, hgjh	75	Manage ▾
12/11/2020	sdfdsf, sfsd	79	Manage ▾
12/11/2020	Sample, Sarah	79	Manage ▾

The options are self-explanatory and kept broad to make it usable for all our clients:

- Suitable
- Unsuitable
- Hired
- Remove (this will remove the participant from the event, but not from the platform)

From within a participant's profile, accessed via the assessment event, the status is reflected in the bottom left section.

hgjh jhg : P - Q - Standard

[Return To Participants](#)

Job Fit Score

75

[Click to View Report](#)

Basic Info

Apply Date: 12/11/2020

User Name: asdf2

Email: asdf@asfd.com

Phone:

Address:

Status: Unsuitable

Additional Information

[How To Interview Your Prospective Employer](#)

[Leadership Self-Development](#)

[How to Pick Your Next Employer](#)

[Career Trait Profile](#)

[Leadership Identifier](#)

[Training and Coaching New Employees \(On-Boarding\)](#)

Other Actions

[Job Fit Interview Questions](#)

[Create Fit Report Packet](#)

[Create Development Packet](#)

[View All Scores & Activity](#)

When viewing a participant's "All Scores & Activity" or via the "People" tab in the top menu, you can see their status for past events (if they applied for multiple roles).

fadsfs asdfs

[Return to People](#)

User Name: fadsfsasdfs

Email: asdfa@asdfs.com

Phone:

Address:

Status: Suitable

Education: Yes

Paid Exp. Yes, less than 6 months

Unpaid Exp: No


Events Invited to (2)

Date	Invitee's Event Results	Assessment Status	Status
12/11/2020	P - Q - Custom	Completed	Suitable
12/11/2020	P - Q - Standard	Completed	Hired

Via the Smart Sort tool

For large candidate pools we recommend using the Smart Sort functionality, as this will help you quickly identify higher calibre, lower risk candidates.

The Smart Sort tool works best if the Personality and Attitudes assessments were included, 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

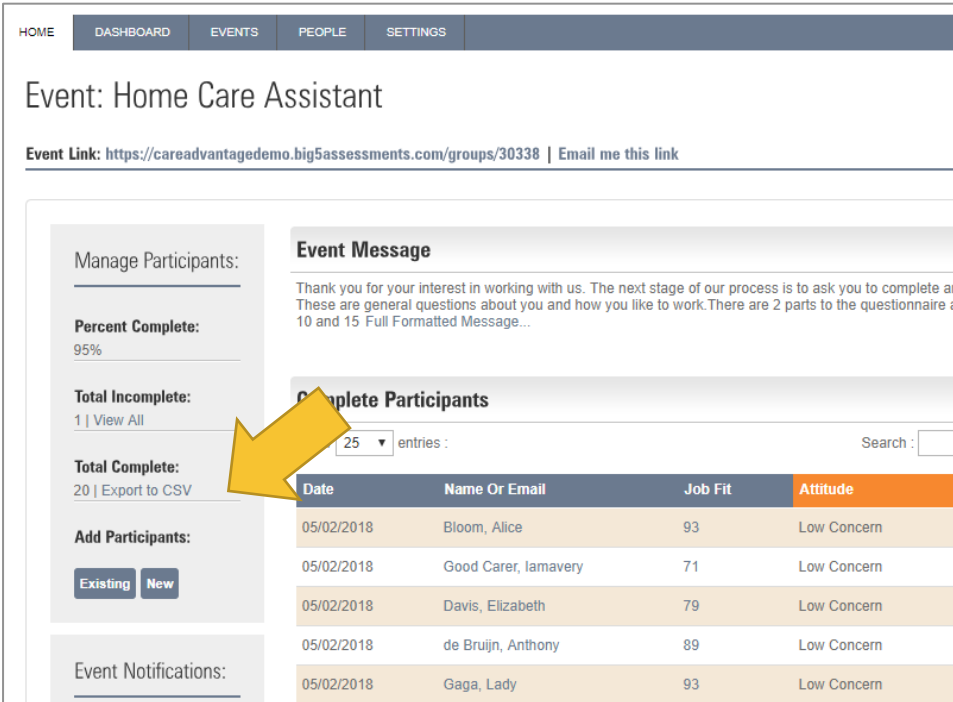
Latest Invitees (w/ completed event requirements) Displayed results limited to last 50 Invitees. Click the related Event to see all Invitees for that Event.

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.



HOME DASHBOARD EVENTS PEOPLE SETTINGS

Event: Home Care Assistant

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... These are general questions about you and how you like to work. There are 2 parts to the questionnaire and 10 and 15 Full Formatted Message...

Complete Participants

25 entries : Search :

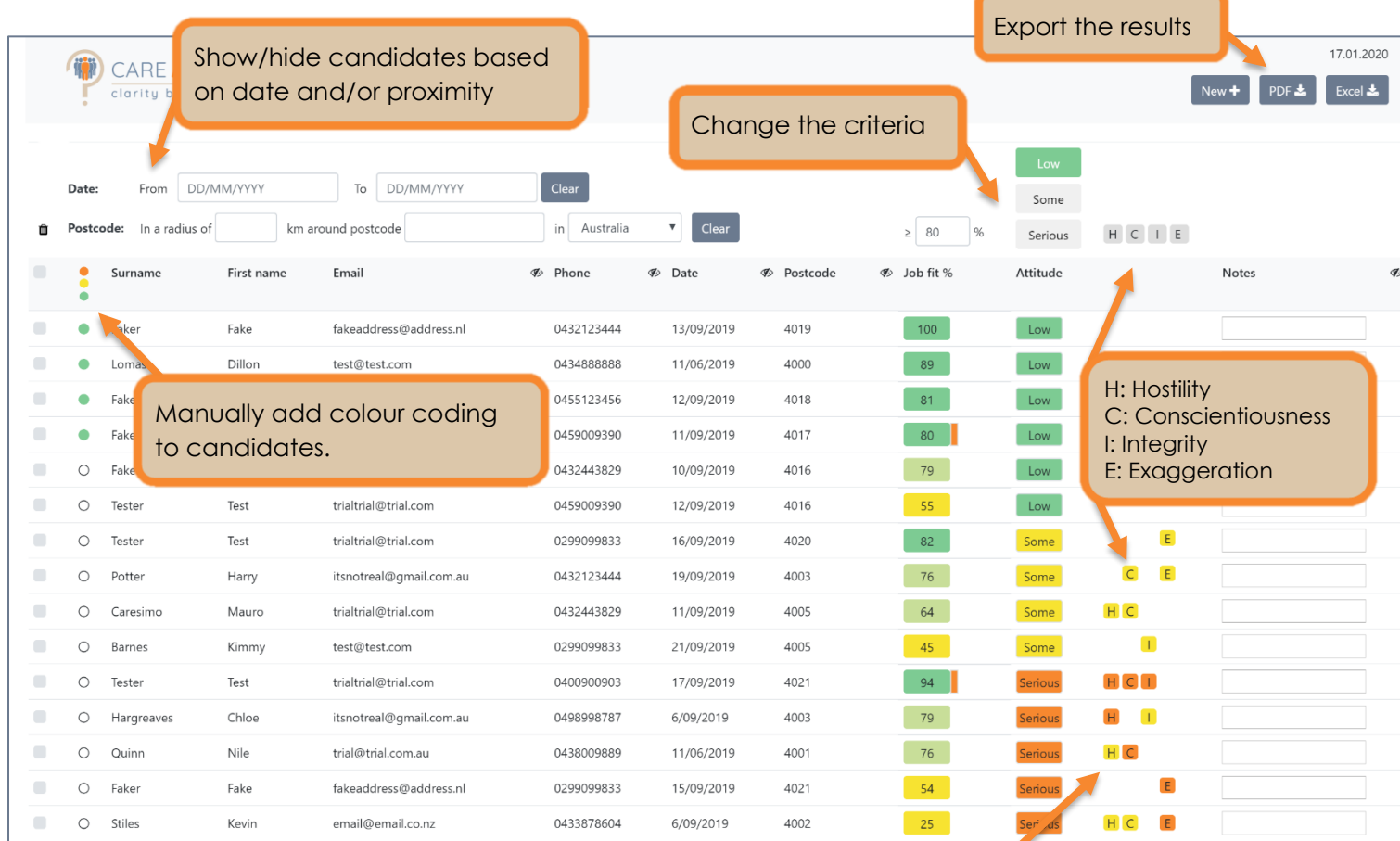
Date	Name Or Email	Job Fit	Attitude
05/02/2018	Bloom, Alice	93	Low Concern
05/02/2018	Good Carer, lamavery	71	Low Concern
05/02/2018	Davis, Elizabeth	79	Low Concern
05/02/2018	de Bruijn, Anthony	89	Low Concern
05/02/2018	Gaga, Lady	93	Low Concern

Then click on the Smart Sort button in the top menu which opens the Smart Sort function 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 automatically sorts the results by Attitudes first (Low Concern, Some Concern, Serious Concern) and then by Job Fit Score (High-Low) and 'ticks' candidates who scored over 80% Job Fit with a Low Concern in their attitudes. You can change this cut-off percentage or choose not to use 'ticks'.

The cut-off percentage of 80% is not a hard rule and your cut-off depends on many factors.



Annotations:

- Show/hide candidates based on date and/or proximity:** Points to the Date and Postcode filters.
- Export the results:** Points to the New, PDF, and Excel buttons.
- Change the criteria:** Points to the Attitude (Low, Some, Serious) and Job Fit (%) dropdowns.
- Manually add colour coding to candidates:** Points to the color-coded dots next to candidate names.
- Legend:**
 - H: Hostility
 - C: Conscientiousness
 - I: Integrity
 - E: Exaggeration
- Yellow: some concern**
- Red: serious concern for that attitude**

	Surname	First name	Email	Phone	Date	Postcode	Job fit %	Attitude	Notes
	Faker	Fake	fakeaddress@address.nl	0432123444	13/09/2019	4019	100	Low	
	Lomas	Dillon	test@test.com	0434888888	11/06/2019	4000	89	Low	
	Fake		0455123456	12/09/2019	4018	81	Low		
	Fake		0459009390	11/09/2019	4017	80	Low		
	Fake		0432443829	10/09/2019	4016	79	Low		
	Tester	Test	trialtrial@trial.com	0459009390	12/09/2019	4016	55	Low	
	Tester	Test	trialtrial@trial.com	0299099833	16/09/2019	4020	82	Some	E
	Potter	Harry	itsnotreal@gmail.com.au	0432123444	19/09/2019	4003	76	Some	C E
	Caresimo	Mauro	trialtrial@trial.com	0432443829	11/09/2019	4005	64	Some	H C
	Barnes	Kimmy	test@test.com	0299099833	21/09/2019	4005	45	Some	I
	Tester	Test	trialtrial@trial.com	0400900903	17/09/2019	4021	94	Serious	H C I
	Hargreaves	Chloe	itsnotreal@gmail.com.au	0498998787	6/09/2019	4003	79	Serious	H I
	Quinn	Nile	trial@trial.com.au	0438009889	11/06/2019	4001	76	Serious	H C
	Faker	Fake	fakeaddress@address.nl	0299099833	15/09/2019	4021	54	Serious	E
	Stiles	Kevin	email@email.co.nz	0433878604	6/09/2019	4002	25	Serious	H C E

ACCESSING & DISTRIBUTING THE REPORTS

There are a couple of options when it comes to accessing the applicants' reports, depending on your licence and preferences. You can choose the best option for your requirements. These options are accessible from within the assessment event.

The following Assessment Reports are available

Personality / Job Fit

Assessment Report

Assessments Required	Personality – Cognitive is optional for additional information about the processing speed of the candidate
Useful for	<ul style="list-style-type: none"> Pre-employment screening Development Lateral Moves / Promotion Vocational

This report describes the person's personality traits (based on the industry-standard "Big 5" personality factors). It describes how the person naturally prefers to approach their work, which is an important element in job performance. This report then compares the person's personality against the chosen benchmark resulting in a job-fit percentage.

Attitudes

Assessment Report

Assessments Required	Attitude
Useful for	<ul style="list-style-type: none"> Pre-employment screening

This assesses an individual's 'fit' with working culture and role by measuring three areas of potentially counter-productive work behaviours, hostility, integrity and conscientiousness (dependability).

Engagement

Assessment Report

Feedback Report

Assessments Required	Engagement
Useful for	<ul style="list-style-type: none"> Pre-employment screening Probation check General engagement screening

This report provides additional information about the applicant's engagement with their current role and employer.

Option 1 – Event Notifications

Event Notifications is where you can select individuals (i.e. Recruiters / Managers) to receive an email alert that an applicant has completed their assessment. This email does not include the report, it is just a notification.

In the event, down the left-hand side in grey you will find “Event Notifications”. Click on Add Notifications.

Event: Home Care Assistant

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:

[Add 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 assessment. These are general questions about you and how you like to work. There are 2 parts to the questionnaire at 10 and 15 Full Formatted Message...

Complete Participants

Show entries :

Date	Name Or Email	Job Fit	Attitude
05/02/2018	Bloom, Alice	93	Low Concern
05/02/2018	Good Carer, lamavery	71	Low Concern
05/02/2018	Davis, Elizabeth	79	Low Concern
05/02/2018	de Bruijn, Anthony	89	Low Concern
05/02/2018	Gaga, Lady	93	Low Concern
05/02/2018	Smith, Angela	71	Serious Concern
05/02/2018	McKinlay, Belle	61	Serious Concern

Select the people that wish to receive this notification email. Click “Set Notifications” to confirm.

NOTE: If the name you require is not in the list, head over to “User Accounts” under “Settings” and add them as a new user.

Tip: Option 1 is generally used when the person receiving the alert is processing the applications (recruiter/hiring manager) and a small number of applicants is expected.

When an applicant has completed an assessment, those nominated will receive an email like the one below. This email includes a direct link to the dashboard.

From: stmsupport@peopleclues.co.uk <stmsupport@peopleclues.co.uk>
Sent: Tuesday, 28 February 2017 10:16 AM
To: Angela Jones
Subject: Report packet for Sharon Smith - Participant Results for Support Worker Assessment

Care Advantage Assessment

Sharon Smith has just completed the required assessments.

You can access your [Dashboard](#) to view additional reports on this applicant.

Thank You

DO NOT REPLY - this is not a monitored email address |

☆ Make sure to add stmsupport@big5assessments.com to your "safe list".

Option 2 – Report Manager (optional)

Report Manager is the automated version of receiving reports immediately after a candidate has completed the assessment(s). Nominated receivers (Recruiters or Managers) will get an email with a PDF version of the pre-selected report attached. This removes the need to log in to the Care Advantage portal to access the reports. Report Manager is also used for API integrations.

☆ PLEASE NOTE – Report Manager may result in a large amount of emails with significant sized attachments. Keep this in mind when selecting this reporting option.
Tip: Report Manager is generally used when the person receiving the report is processing the applications (recruiter/hiring manager) and a small number of applicants is expected.

After you have created an event, go to The Dashboard and select "Manage Events". Enter your Event, by clicking on the pen and paper icon.

After opening the event, down the left-hand side you will find "Report Manager", click on the "Options" button.

☆ Report Manager only works **before** applicants have completed the assessments. It won't send you candidate reports retrospectively. See option 3 to send reports if report manager wasn't used.

Event: Home Care Assistant

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:

[Add Notifications](#)

Report Manager

There are currently no participants selected to receive reports.

Sends report via XML to API

[Options](#)

Event Message

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

Complete Participants

Show entries :

Search :

Date	Name Or Email	Job Fit	Attitude
05/02/2018	Bloom, Alice	93	Low Concern
05/02/2018	Good Carer, lamavery	71	Low Concern
05/02/2018	Davis, Elizabeth	79	Low Concern
05/02/2018	de Bruijn, Anthony	89	Low Concern
05/02/2018	Gaga, Lady	93	Low Concern
05/02/2018	Smith, Angela	71	Serious Concern
05/02/2018	McKinlay, Belle	61	Serious Concern
05/02/2018	Silver, John	50	Serious Concern
05/02/2018	Thomas, Peter	64	Serious Concern
05/02/2018	Lawson, Tina	82	Serious Concern
05/02/2018	Robinson, Mark	79	Serious Concern
05/02/2018	Galligan, James	57	Serious Concern
05/02/2018	Flower, Doris	61	Serious Concern
05/02/2018	Hopkins, John	89	Serious Concern
05/02/2018	Rob, Reg	64	Serious Concern

Next you select the relevant job fit report(s) from the list available, as part of the package of information being automatically sent to your nominated staff. If you like, you can also select additional interview questions or development reports at the same time.

☆ Please Note: it is possible to send multiple job fit reports in the same package. This would apply if you want to assess an applicant against more than one job fit benchmark.

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Report Manager - Edit

[Return to manage](#)

Which reports do you want to include?
Please make your selection below. Please note, you may make a maximum selection of 10 reports.

Job Fit Reports

Description	Report	Include in PDF:
Registered Nurse - Theatre	Report	<input checked="" type="checkbox"/>
	Interview Questions	<input type="checkbox"/>
Supervisor	Report	<input checked="" type="checkbox"/>
	Interview Questions	<input checked="" type="checkbox"/>
Support Worker	Report	<input checked="" type="checkbox"/>
	Interview Questions	<input type="checkbox"/>

Scroll down to the bottom of the list and select any Additional Assessment you wish to include. Some reports will only be available if the corresponding assessment was included in the assessment package content when setting up the assessment even (the Engagement report for example).

Additional Assessment Results		
Description	Report	Include in PDF:
Attitude	Report	<input checked="" type="checkbox"/>
Attitude Interview Questions	Report	<input checked="" type="checkbox"/>
Engagement	Report	<input type="checkbox"/>
How To Interview Your Prospective Employer	Report	<input type="checkbox"/>
Leadership Self-Development	Report	<input type="checkbox"/>

Scroll further down and select from the system user names listed or add any other email address into the "Additional Options" box shown below.

Who do you want to send the reports to?

Check each manager's name to be added to the reporting email notification when the assessments are complete.

- ☐ Select All
- ☐ Jones, Angela (System Manager) ☒ Galligan, Marleen (System Manager)

Additional Options

☒ Send to additional managers?

(* Separate email addresses with a comma)

hiremanager1@sampleclient.com,hiremanager2@sampleclient.com,externalrecruiter@sampleagency.com

- ☐ Send a copy of the reports to the candidate (only works if they have registered with an email address)
- ☐ Include external unique identifier in the email (requires third party to add a UniqueID to the Event URL)
- ☐ Third Party Integrations - Send link to PDF report via JSON or XML

Please specify the endpoint url for this webservice

Please add the API Authentication Token

Please specify how you want to send the data

- ☒ XML
- ☐ JSON

Set Reporting Options

Only if you have set up API integrations with your ATS would you have to worry about the last two tick boxes.

☆ Please Note: we do not recommend sending your participants a copy of their reports. We recommend sending your applicants a copy of their Career Trait Profile report if they request it.

When an applicant has completed an assessment, you will receive an email, as below, including a PDF with the reports that you set up earlier.

Report packet for Sam Sample - Participant Results for Case Worker

stm-support@big5assessments.com(stm-support@big5assessments.com via amazonSES.com)
To: Marleen Galligan Tue 8/10/2019 10:12 AM

9713207C-06D9-C7C4-D01C3C9E8A62994_Sam_Sample.pdf
336 KB

PDF Report Pack is still attached.

Profile Results

Participant Name	Sam Sample
Participant Reference No.	891566
Assessment Event	Case Worker
Event Creation Date	08/10/2019
Event Expiration Date	19/03/2020
Job Fit Benchmark	Other (General)
Date Completed	08/10/2019
Assessments	Personality Cognitive Attitude

Instantly see if the participant has an acceptable Good Impression score

Scores

Job Fit	79%	✓
Good Impression (Job Fit)	4	✓
Attitude	Some Concern	⚠
Good Impression (Attitude)	Low Concern	✓

Trait Scores

The trait score (or scale score) is the actual score of where the participant has scored on the bell curve for each scale. Trait scores are great for giving you an indication of where a participant has scored on each scale and therefore a first glance of the level of preference. As you become more familiar with the assessment scales you will be able to visualise the participants Personality Profile and/or the level of General Reasoning.

For more detailed information and explanation, please use the attached reports for the participant.

That's the result from the Cognitive Assessment (if included)

For these detailed trait scores, 1 = left on the scale and 10 = right on the scale. 4/5/6/7 are in the middle of the bell-curve

See in an instant the scores for each of the Attitude Scales

Bonus info!

General Reasoning	7
Conscientious	2
Tough Minded	10
Conventional	10
Extroversion	3
Stable	1
Team	1
Good Impression	4

Hostility	Low Concern
Conscientiousness	Some Concern
Integrity	Some Concern
Good Impression	Low Concern

Other Job Fit Scores

Top 3 Scores

Human Resources	89%
Disability - Support Worker/Case Worker	86%
General - Child Care	82%

You can access your [Dashboard](#) to view additional reports on this participant.

Option 3 – Through the Dashboard

This is the best option to use if:

- You have a large number of applicants
- You wish to process all applications at the same time
- You want to rank your applicants by job fit or attitude scores, allowing you to focus on the “strongest” applicants.

Log into Care Advantage and via the Dashboard go to “Manage Events”.

Enter your Event, by clicking on the pen and paper icon.

Rank your applicants and/or select the applicant you wish to view by clicking on their name.

Event: Home Care Assistant

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:

[Add Notifications](#)

Report Manager

There are currently no participants selected to receive reports.

Sends report via XML to API

[Options](#)

Event Message

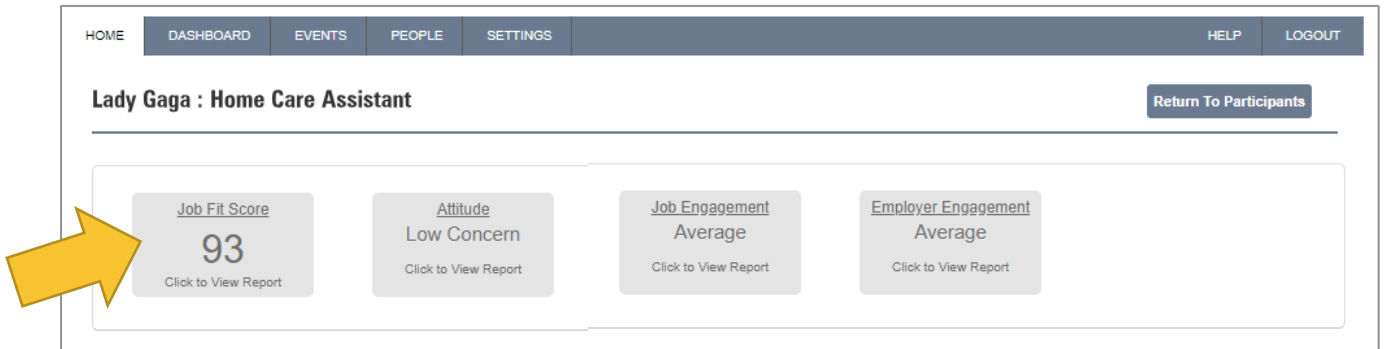
Thank you for your interest in working with us. The next stage of our process is to ask you to complete an or These are general questions about you and how you like to work. There are 2 parts to the questionnaire and 10 and 15 Full Formatted Message...

Complete Participants

Show entries :

Date	Name Or Email	Job Fit	Attitude
05/02/2018	Bloom, Alice	93	Low Concern
05/02/2018	Good Carer, lamavery	71	Low Concern
05/02/2018	Davis, Elizabeth	79	Low Concern
05/02/2018	de Bruijn, Anthony	89	Low Concern
05/02/2018	Gaga, Lady	71	Low Concern
05/02/2018	Smith, Angela	71	Serious Concern
05/02/2018	McKinlay, Belle	61	Serious Concern
05/02/2018	Silver, John	50	Serious Concern
05/02/2018	Thomas, Peter	64	Serious Concern
05/02/2018	Lawson, Tina	82	Serious Concern
05/02/2018	Robinson, Mark	79	Serious Concern
05/02/2018	Galligan, James	57	Serious Concern
05/02/2018	Flower, Doris	61	Serious Concern
05/02/2018	Hopkins, John	89	Serious Concern
05/02/2018	Rob, Reg	64	Serious Concern

The reports available are shown in the boxed area underneath the applicant's name. Click on the report to open.

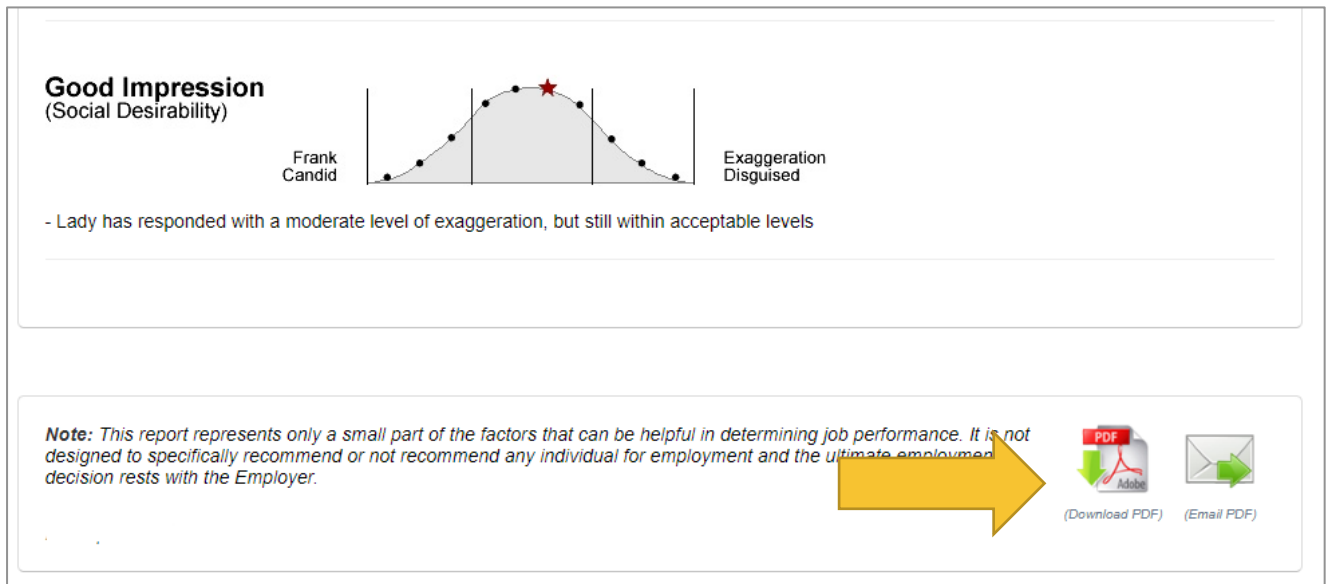


HOME DASHBOARD EVENTS PEOPLE SETTINGS HELP LOGOUT

Lady Gaga : Home Care Assistant [Return To Participants](#)


<u>Job Fit Score</u> 93 Click to View Report	<u>Attitude</u> Low Concern Click to View Report	<u>Job Engagement</u> Average Click to View Report	<u>Employer Engagement</u> Average Click to View Report
---	---	---	--

Once opened you can print or email the report from the bottom of the page.



Good Impression
(Social Desirability)

Frank Candid



Exaggeration Disguised

- Lady has responded with a moderate level of exaggeration, but still within acceptable levels

Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.

[\(Download PDF\)](#) [\(Email PDF\)](#)

Option 4 - Fit Report Packet

A "Fit Report Packet" enables you to email or forward an applicant's full report suite, for the benchmark they were invited to complete assessments against, in one PDF directly to yourself or other members of staff (I.e. Hiring Managers).

From the dashboard, select "Manage Events" (or via search field).

Click on the event name to go into the event or Select the "Modify" icon (pen and paper) to enter the event.

Then select the applicant for whom you want to create the report packet by clicking on their name.

Event: Home Care Assistant

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 o
These are general questions about you and how you like to work. There are 2 parts to the questionnaire and
10 and 15 Full Formatted Message...

Complete Participants

Show entries :

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

Select "Create Fit Report Packet" from "Other Actions" on the right-hand side of the screen.

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Lady Gaga : Home Care Assistant
[Return To Participants](#)

Job Fit Score
93
[Click to View Report](#)

Attitude
Low Concern
[Click to View Report](#)

Job Engagement
Average
[Click to View Report](#)

Employer Engagement
Average
[Click to View Report](#)

Basic Info
Apply Date: **05/02/2018**
User Name: **LadyGaga**
Email:
Phone:
Address:

Additional Information
How To Interview Your Prospective Employer
Leadership Self-Development
Career Trait Profile
Leadership Identifier
Training and Coaching New Employees (On-Boarding)
Training and Coaching Existing Employees
Leadership - Management

Job Match Reports
Job Match
Other Actions
Job Fit Interview Questions
Attitude Interview Questions
Create Fit Report Packet
Create Development Packet
View All Scores & Activity

Lastly, select your desired reports.

Enter the email address(es) of the receivers (e.g. Hiring Manager) in the box below and the reports will be sent. From there they can be saved, forwarded and printed.

HOME
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Fit Report Packet
[Back](#)

Select Packet Contents:
☐ Participant Info
☒ Job Fit Report
☒ Job Fit Interview Questions
☒ Attitude Report
☒ Attitude Interview Questions

Enter Emails In the Box Below. *(Multiple emails can be entered but must be separated by commas)*

Send Report

Reapplier Identification

Applicants that have completed the assessments in the past, often as part of a previous job application, so-called 'reappliers', will be marked with an Asterisk* behind their name.

Date	Name Or Email	Job Fit	Status
13/11/2020	tester, rg *	75	Suitable ▾
12/11/2020	mnbmn, bnmb	96	Unsuitable ▾
12/11/2020	asdfs, fadsfs *	79	Hired ▾
12/11/2020	jhj, adsfkj	79	Unsuitable ▾

To find which other assessment events the reapplier completed the assessment for, search for their name from the "People" tab in the top menu. Here you can see which Events the applicant has completed the assessments for and when. The status reflected in the top section of the profile is the event they most recently completed the assessments for.

fadsfs asdfs
Return to People

User Name: fadsfsasdfs
Delete Applicant

Email: asdfa@asdfs.com

Phone:

Address:

Status: Suitable ▾

Education: Yes ▾

Paid Exp. Yes, less than 6 months ▾

Unpaid Exp: No ▾

Events Invited to (2)

Date	Invitee's Event Results	Assessment Status	Status
12/11/2020	P - Q - Custom	Completed	Suitable
12/11/2020	P - Q - Standard	Completed	Hired

ADDITIONAL REPORTING OPTIONS

Care Advantage comes with a number of additional reporting options, all based on the assessments the applicant has taken. Use these additional options to:

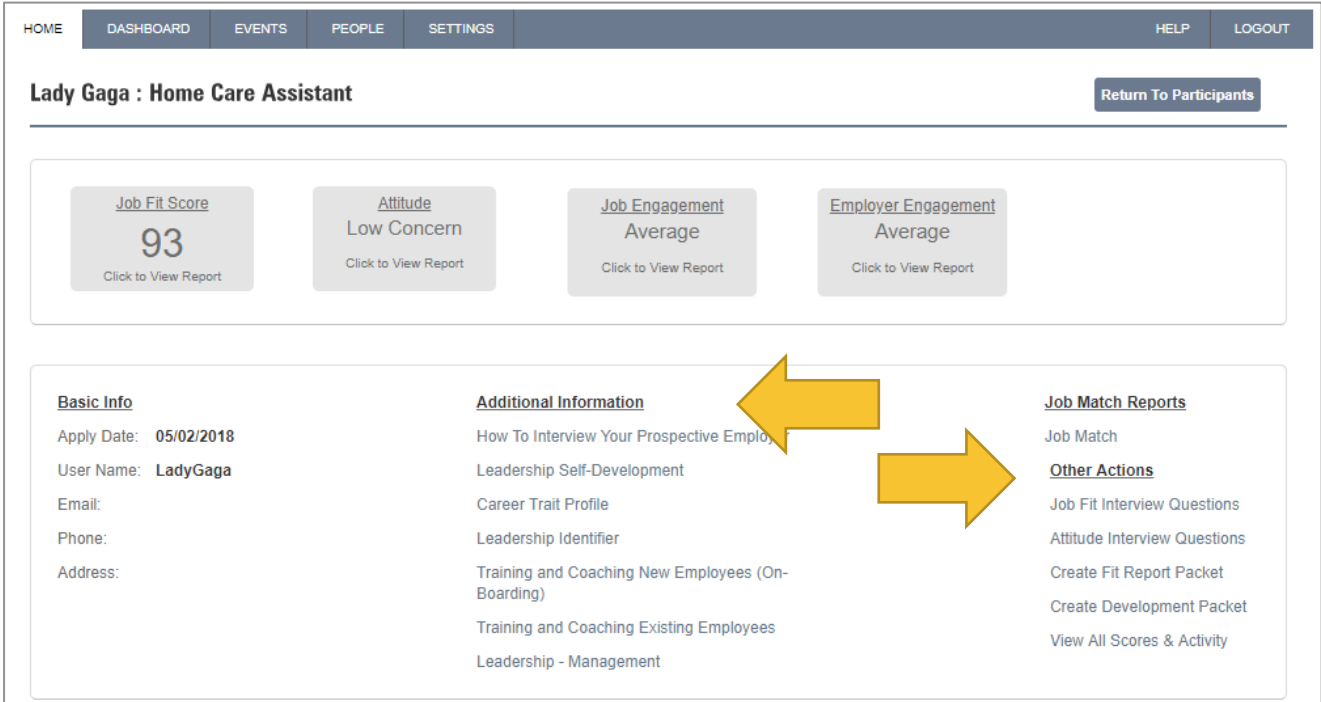
- Generate more interview questions (job fit or attitude focus) to attach to your reports.
- Provide an On-boarding Report to a supervisor.
- Generate additional (development) reports, such as the leadership report and the career trait profile report.

These additional reports are found in the applicant's profile and are mostly for use during the employee lifecycle for development, for feedback to candidates or for vocational purposes. They can be found under the heading "Additional Information" and "Other Actions".

☆ NOTE: Applicants are required to undertake at least the Personality Assessment to generate the development reports under Additional Information.

Adding the Cognitive assessment will include more detail on the applicant's general reasoning ability in those additional reports.

☆ NOTE: The reports in the Care Advantage system available to you may vary depending on your licence, settings or new report releases.



HOME DASHBOARD EVENTS PEOPLE SETTINGS HELP LOGOUT

Lady Gaga : Home Care Assistant [Return To Participants](#)

Job Fit Score
93
[Click to View Report](#)

Attitude
Low Concern
[Click to View Report](#)

Job Engagement
Average
[Click to View Report](#)

Employer Engagement
Average
[Click to View Report](#)

Basic Info
Apply Date: **05/02/2018**
User Name: **LadyGaga**
Email:
Phone:
Address:

Additional Information
How To Interview Your Prospective Employee
Leadership Self-Development
Career Trait Profile
Leadership Identifier
Training and Coaching New Employees (On-Boarding)
Training and Coaching Existing Employees
Leadership - Management

Job Match Reports
Job Match
Other Actions
Job Fit Interview Questions
Attitude Interview Questions
Create Fit Report Packet
Create Development Packet
View All Scores & Activity

Training and Coaching New Employees (On-Boarding)

Development Report

Assessments Required	Personality – Cognitive is optional for additional information about the processing speed of the candidate
Useful for	<ul style="list-style-type: none"> Development

This report helps a manager or supervisor better understand the character and style of their new employee. It is broken down into 7 areas and includes tips to ensure the new incumbent is off to a great start.

Leadership Identifier

Assessment Report

Development Report

Assessments Required	Personality – Cognitive is optional for additional information about the processing speed of the candidate
Useful for	<ul style="list-style-type: none"> Pre-employment screening Development Lateral Moves / Promotion

This report is useful to identify strengths and gaps in generic leadership skills and style and is written as a development tool. It can also be used during the job interview for an internal promotion into a leadership role as it has targeted interview questions. Current Care Advantage clients use it mostly to identify the areas where training can be useful to become better leaders.

Leadership Management

Development Report

Assessments Required	Personality – Cognitive is optional for additional information about the processing speed of the candidate
Useful for	<ul style="list-style-type: none"> Pre-employment screening Development Lateral Moves / Promotion

The Leadership Management report is designed to assist in the development process for leadership and managerial roles.

Leadership Self-Development

Development Report

Assessments Required	Personality – Cognitive is optional for additional information about the processing speed of the candidate
Useful for	<ul style="list-style-type: none"> Pre-employment screening Development Lateral Moves / Promotion

This report can be used for leadership development and is intended to be sent to the employee. It guides the employee in their exploration of a leadership role as part of their future. For 8 different areas, relevant to leadership roles it explains what the employee's style is and where necessary, provides guidance.

Training and Coaching Existing Employees

Development Report

Assessments Required	Personality – Cognitive is optional for additional information about the processing speed of the candidate
Useful for	<ul style="list-style-type: none"> Development

This report is designed to help a supervisor or manager better understand the personality characteristics and learning style of an employee for the potential of maximizing training and coaching efforts. It includes insights into the employee's work style as well as useful tips.

Career Trait Profile

Applicant Report

Vocational Report

Assessments Required	Personality
Useful for	<ul style="list-style-type: none"> Candidate Feedback Development Vocational

The career trait profile is the report available to applicants after they have completed the assessments. It explains 6 universal career traits and provides feedback to the applicant in relation to these traits. It also includes Resume and Interview tips.

Many psychometric assessment tools do not provide a report for applicants however this report is available for feedback to unsuccessful applicants or for vocational guidance purposes. We do not recommend sending the detailed assessment reports (e.g. job fit / attitude) to your applicants.

How to interview your prospective employer

Applicant Report

Vocational Report

Assessments Required	Personality
Useful for	<ul style="list-style-type: none"> Candidate Feedback Development

This report is intended to provide specific questions for the applicant to ask any prospective employer, so that they can determine if the environment, management style and reward systems are a good fit based on their core personality traits and learning style.

How to pick your next employer

Applicant Report

Vocational Report

Assessments Required	Personality – Cognitive is optional for additional information about the processing speed of the candidate
Useful for	<ul style="list-style-type: none"> 👤 Candidate Feedback 👤 Development

This report provides the applicant another piece of data that they can use when choosing their next employer. Based on their self-assessment of their personality (Big5) and learning style, the report highlights things to consider when choosing their next position/employer.

Job Match Report (optional)

Development Report

Vocational Report

Assessments Required	Personality
Useful for	<ul style="list-style-type: none"> 👤 Development 👤 Vocational

This vocational orientated report gives the participant their top job matches based on their personality assessment. Each top job match is explained and has links to the matching job on the Australian Job Outlook website. This helps the participant to get more information about potential career paths and guidance on how to pursue their chosen career.

MANAGING INCOMPLETE ASSESSMENTS

Applicants, for whatever reason, may choose not to complete all or part of the assessment. Most organisations view non-completers as self-selecting out of the recruitment process. To identify/ manage these applicants:

After logging into Care Advantage, select “Manage Events” to access the list of Events.

Select the event you wish to follow up on. Click on modify to open.

When the event has opened, select the “View All” button under “Total Incomplete”.

This will bring up the list of applicants who have clicked on the even link, but not completed the assessment.

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...

Manage Participants

Show entries :

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

☆ Please Note: if you used the Smart Invite Tool (Option 2) to invite your applicants, you will see the full list of applicants, whether or not they have clicked on the event link. If you chose to send your applicants using the event link, you will only see those applicants who have clicked on the event link and completed the initial screen (contact details).

From here you can view the applicants that have not yet completed the assessment or view what stages of the assessments have been completed.

Incomplete Participants						
			Add People		Email New	Back to Manage
Show 100 entries :			Search :			
ID	Name	Email Address	Last Login:	Assessments Started:	Invite	Delete
544099	notGiven, test	test@test.com.au	Never	Not Started	Resend Invite	✕
544100	notGiven, dummy	dummy@dummy.com.au	Never	Not Started	Resend Invite	✕
544101	notGiven, johndoe	johndoe@testtest.com	Never	Not Started	Resend Invite	✕
544107	Robinson, Mark		18/04/2017	In Progress (2 of 2)	Resend Invite	✕
544109	Galligan, James		18/04/2017	In Progress (2 of 2)	Resend Invite	✕

You can choose to re-send the email link to the applicant by clicking “Resend Invite” OR you are able to delete the applicant if you wish. Resending the invite is only possible when the set-up of the event included the creation of a user (applicant) account.

COMPARING APPLICANTS TO OTHER OR MULTIPLE BENCHMARKS

Care Advantage gives you the option to compare your applicants to any of the available benchmarks, regardless of the original benchmark of the event they were first invited to. You can use this function for different purposes and in different situations:

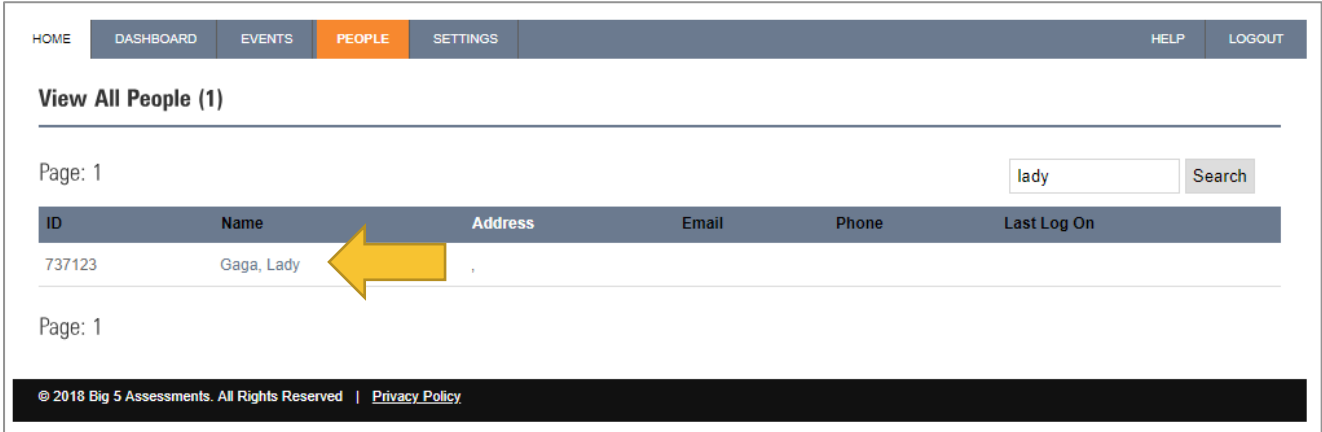
- For “hybrid” roles (Nursing Consultant which is a combination of the RN and the Customer Service benchmark)
- For promotion (to see how your applicant(s) would score against a Supervisor benchmark)
- If you would want to change the original benchmark for an event.
- To see what kind of roles would match that person’s personality best.

Option 1 – compare an individual against all available benchmarks

Search for the applicant via the “People” tab or from within an event that the applicant has participated in.

From within the search function.

Hover over the “People” tab and click on “Search”. Then type in the participant’s first or last name in the search bar.



HOME DASHBOARD EVENTS **PEOPLE** SETTINGS HELP LOGOUT

View All People (1)

Page: 1

lady Search

ID	Name	Address	Email	Phone	Last Log On
737123	Gaga, Lady	.			

Page: 1

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Click on the participant’s name.

In the “**Job Fit Reports**” section is where you can see how the applicant scored against all available benchmarks. The Job Fits are listed in alphabetical order. From here you can click on “Score” to automatically sort the jobs from best to least job fit. Click on “Show XX entries” to display more benchmarks.

Besides comparing your applicant against the other benchmarks, you can also use this option to send up to 10 reports via email to other members of staff. Tick which reports you want to include, scroll down and type in the email address of the receiver. Clicking “send” will send a PDF with all reports included.

Lady Gaga

[Return to People](#)

User Name: **LadyGaga**

Email:

Phone:

Address:

Events Invited to (2)

Date	Invitee's Event Results	Status
01/12/2017	Assistant in Nursing - Care Advantage Demo	Complete
05/02/2018	Home Care Assistant	Complete

Job Fit Reports

Show **5** entries :

Search :

Description	Score	View	Include in PDF.
Acute - Clinical Services Manager/DON (Program Manager)	89	Report Interview Questions	<input type="checkbox"/> <input type="checkbox"/>
Acute - Lab Technician	93	Report Interview Questions	<input type="checkbox"/> <input type="checkbox"/>
Acute - Medical Technician	89	Report Interview Questions	<input type="checkbox"/> <input type="checkbox"/>
Acute - Nurse Assistant	93	Report Interview Questions	<input type="checkbox"/> <input type="checkbox"/>
Acute - Paramedic (Emergency Medical Tech	79	Report Interview Questions	<input type="checkbox"/> <input type="checkbox"/>

« 1 2 3 4 5 »

Check the box(es) and email the reports to yourself or to other members of staff.

Additional Assessment Results

Description	Score	View	Include in PDF.
Attitude	Overall : Low Concern	Report Interview Questions	<input type="checkbox"/> <input type="checkbox"/>
How To Interview Your Prospective Employer		Report	<input checked="" type="checkbox"/>
Leadership Self-Development		Report	<input type="checkbox"/>
Career Trait Profile		Report	<input type="checkbox"/>
Leadership Identifier		Report	<input type="checkbox"/>
Training and Coaching New Employees (On-Boarding)		Report	<input type="checkbox"/>
Training and Coaching Existing Employees		Report	<input type="checkbox"/>
Leadership - Management		Report	<input type="checkbox"/>

2 of 10 allowed reports

Enter Emails In the Box Below. (Multiple emails can be entered but must be separated by commas)

Send Report

Note: Each recipient will receive a PDF version of this report.

2. Search for the applicant via an event

You can also choose to compare an applicant against other benchmarks from within the event they completed assessments for.

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 entries :

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

Click on the name of the applicant you'd like to compare. Once in the applicant's page, under "Other Actions" on the right-hand side you can click on "View All Scores & Activity" to compare the applicant against all available benchmarks.

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Lady Gaga : Home Care Assistant

[Return To Participants](#)

Job Fit Score

93

[Click to View Report](#)

Attitude

Low Concern

[Click to View Report](#)

Basic Info

Apply Date: **05/02/2018**

User Name: **LadyGaga**

Email:

Phone:

Address:

Additional Information

[How To Interview Your Prospective Employer](#)

[Leadership Self-Development](#)

[Career Trait Profile](#)

[Leadership Identifier](#)

[Training and Coaching New Employees \(On-Boarding\)](#)

[Training and Coaching Existing Employees](#)

[Leadership - Management](#)

Job Match Reports

[Job Match](#)

Other Actions

[Job Fit Interview Questions](#)

[Attitude Interview Questions](#)

[Create Fit Report Packet](#)

[Create Development Packet](#)

[View All Scores & Activity](#)

From here under the heading “Job Fit reports” you can compare the person against other benchmarks or even see for which roles the applicant scores highest.

For screenshots, see page 36 of this manual.

Choose how many job fits you want to see under “Show xx entries” and click on “Score” to sort the job fit results.


You can tick any of the reports to send them as a PDF via email. (Once you tick a report, the following box appears).


FIND AND MANAGE APPLICANTS

How to Search for applicants and manage them (delete).

After logging in, there are 2 search areas available on the Dashboard.

1. Latest Invitees – Search for applicants using first name & surname.
2. Latest Events – Search for a particular event (great feature if you have numerous recruitment campaigns running).






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Latest Invitees (w/ completed event requirements)

Show 5 entries :



Search :

ID	Date	Name Or Email	Event	Job Fit	Attitude	Job Eng.	Employer Eng.	Manage
737123	01/12/2017	Gaga, Lady	Assistant in Nursing - Care Advantage Demo	93	Low Concern	-	-	
660113	30/06/2017	de Bruijn, Anthony	Engagement Survey	-	Low Concern	Low	Low	
646745	18/04/2017	Galligan, James	Home Care Assistant Brisbane	68	Serious Concern	Low	Average	
646743	18/04/2017	Robinson, Mark	Home Care Assistant Brisbane	71	Serious Concern	Average	Low	
635150	10/04/2017	Callager, Eileen	Personal Care with Engagement	86	Some Concern	High	High	

1
2

Latest Events

Show 5 entries :

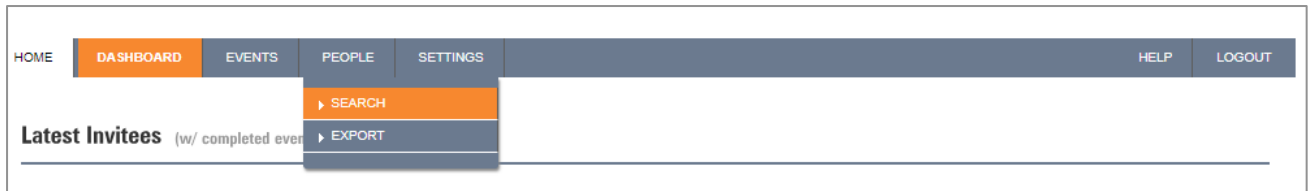

Search :

ID	Title	Status	Expire Date	Total Invites	Invitees Completed	Manage
32175	scheduler test	Open	14/07/2018	3	3	
31851	Event Experience - Custom	Expired	02/05/2018	1	0	
31850	Event Experience - Standard	Open	01/07/2018	1	0	
31541	Support Worker	Expired	24/03/2018	0	0	
30338	Home Care Assistant	Expired	06/04/2018	20	20	

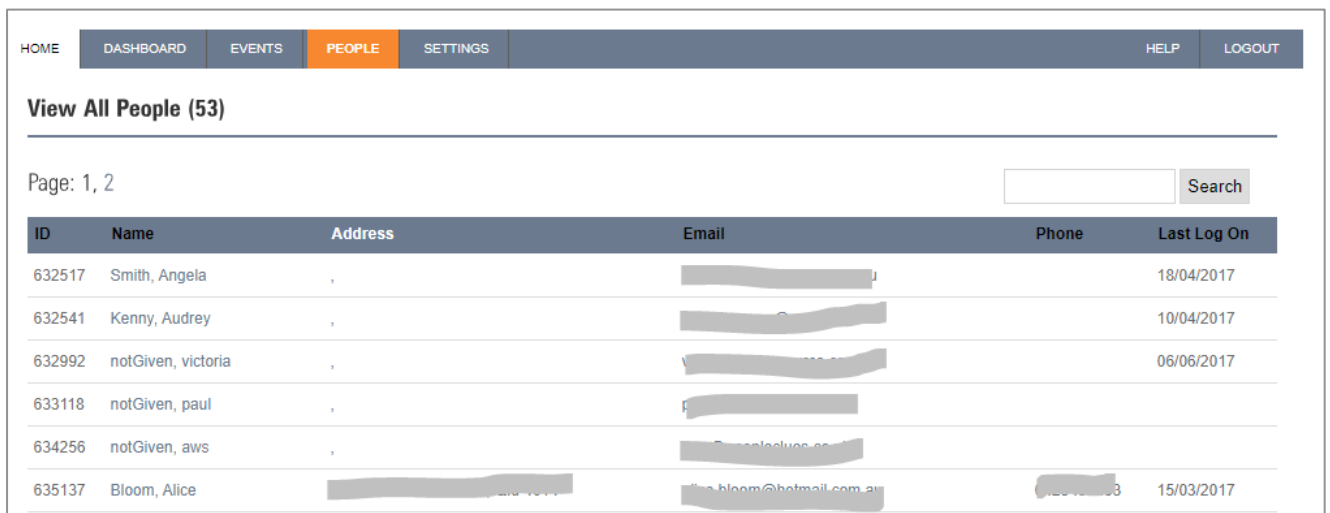
1
2
3

Simply start typing the name of the applicant or event you are searching for and the results will auto populate.

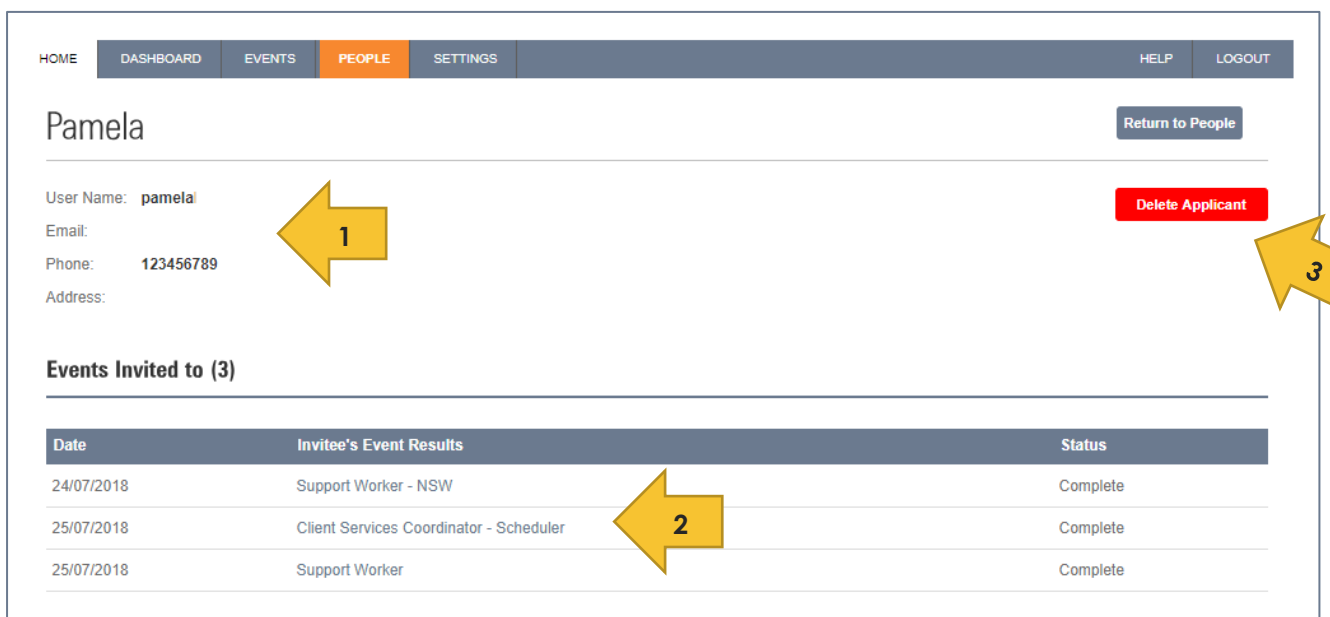
Another way to search is using the search function under "People". This search function also lets you search on (part of) an email address or phone number.



This gives you a full list of all people ever invited or completed an assessment on your account. Just type in (part of) your search term (name, email, etc.) and click "search".



When clicking on your applicant's name, you will get more information about this person (1), including which assessment events they participated in (2). It also gives you the option to delete the applicant or view/download any of their reports.



MANAGE DIVISIONS

Care Advantage can be set up in a number of ways and the choice is up to you as the organisation as to what "structure" best suits your needs within the system. The term Divisions is used to signify the different departments / regions / sites / locations / services that are chosen and are useful to categorise assessment events and assign different authorisation levels to users.

For example, most of our clients create divisions based on their locations or departments as this structure is reflected in their normal accounting and reporting processes.

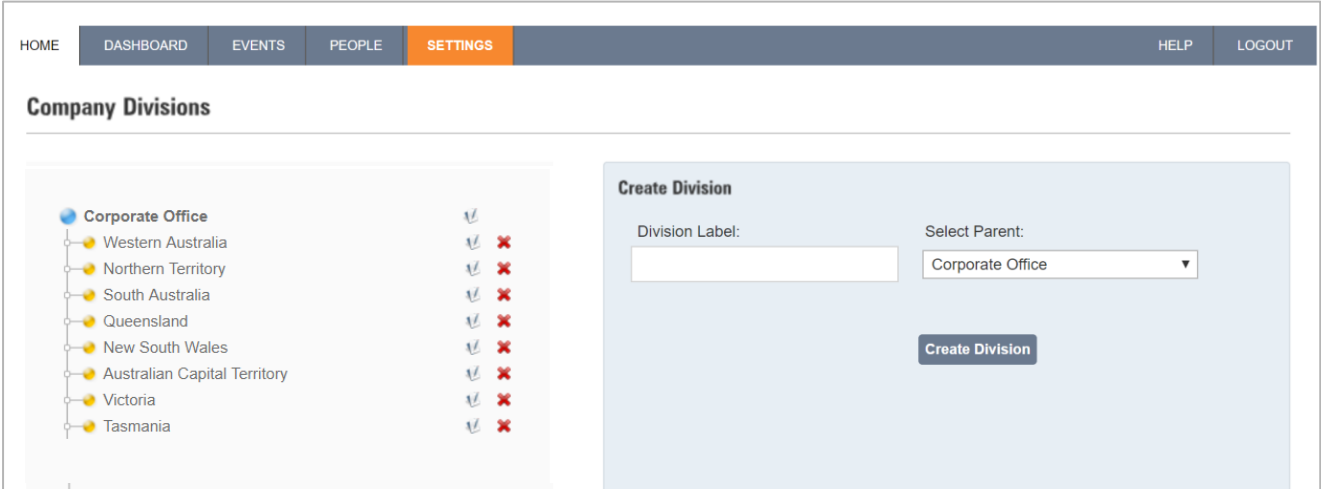
The benefit of using divisions, is that you can then assign authorities (e.g. create events or View only access) to users for that division (or sub division) as required, so that a certain Manager only has access to their respective site (division), without being able to see any of the other sites (divisions), including assessment events and participants.

☆ Please Note: We recommend setting up divisions not only to manage user authorisation, but also to assist with future event management. Care Advantage is limited to displaying 250 events per division (even though unlimited events can be created) in the "manage events" tab. By creating different divisions and assigning events to each relevant division, you make it easier to search for events. Having a policy around event file maintenance is advisable; eg. events are deleted after 6 months. Deleting an event DOES NOT delete an applicant- those records remain available and are easily searchable under the "Search tab".

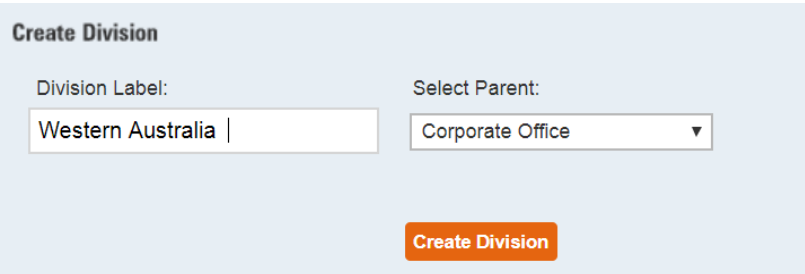
To manage your divisions, click on Divisions under the Settings Menu.



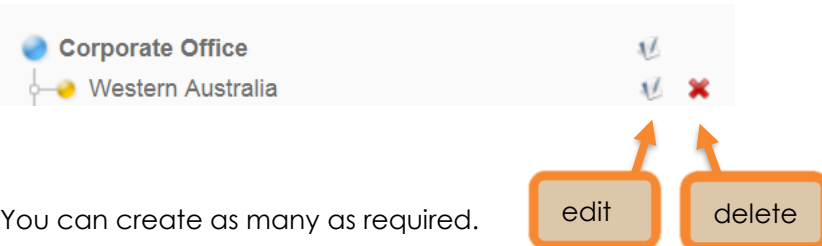
Below is the Company Divisions Screen; from here you enter the divisions you wish to create or by clicking on the edit/delete icon, which ones to manage. These can be locations, branches, etc. Our example below is based on Australian states and territories.



Type in your division label into the yellow box, and then click "Create Division"



Your Division has been created and can be viewed on the left-hand side.



You can create as many as required.

☆ Please Note: they are saved in the order they are entered (not alphabetically)

If you wish to add extra locations to your established divisions, you repeat the same process and then select the Parent Division you wish to attach it too (as shown below).

Company Divisions

- Corporate Office
 - Western Australia
 - Northern Territory
 - South Australia
 - Queensland
 - New South Wales
 - Australian Capital Territory
 - Victoria
 - Tasmania

Create Division

Division Label:

Select Parent:

Create Division

As you can see "Brisbane" is now viewable under "Queensland"

Company Divisions

- Corporate Office
 - Western Australia
 - Northern Territory
 - South Australia
 - Queensland
 - Brisbane
 - New South Wales
 - Australian Capital Territory
 - Victoria
 - Tasmania

TIP – You can have a maximum of 5 sub-divisions set up under "Corporate Office".

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PEOPLE
SETTINGS
HELP
LOGOUT

Company Divisions

Corporate Office

- Western Australia
- Perth
- Melville
- Residential Facility
 - Unit 1 - 33 Kitchener Road
- Northern Territory
- Darwin
- Stuart Park
- Home Care Services
- South Australia
- Queensland
- New South Wales
- Tasmania

Create Division

Division Label:

Select Parent:

Create Division

Care Advantage Master Manual

55

When setting up your next event, you can choose which Division to allocate it to under Event Status & Division.

Event Status & Division

Status:

Pending ▼

* Event Expires On:

21/10/2017

If today's date is selected, the event expires immediately.

Division

Corporate Office

Western Australia

Perth

Melville

Kitchener Road

Residential Facility

Northern Territory

Darwin

Stuart Park

Mary Street

Home Care Services

South Australia

Australian Capital Territory

Queensland

New South Wales

Tasmania

Corporate Office ▼

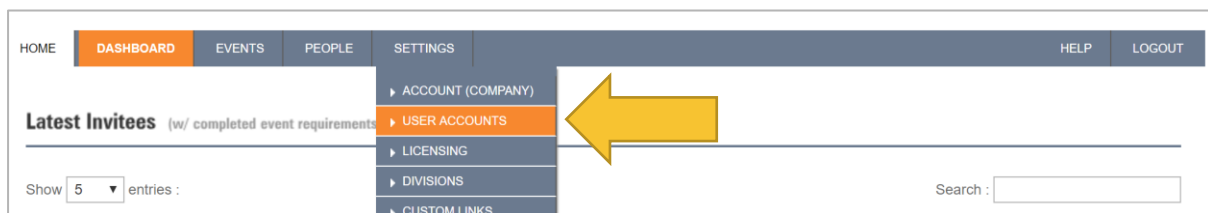
☆ Please Note: if you delete a division, all associated Users, Events and Child Divisions will be assigned to its parent division.

ADDING AND MODIFYING SYSTEM USERS

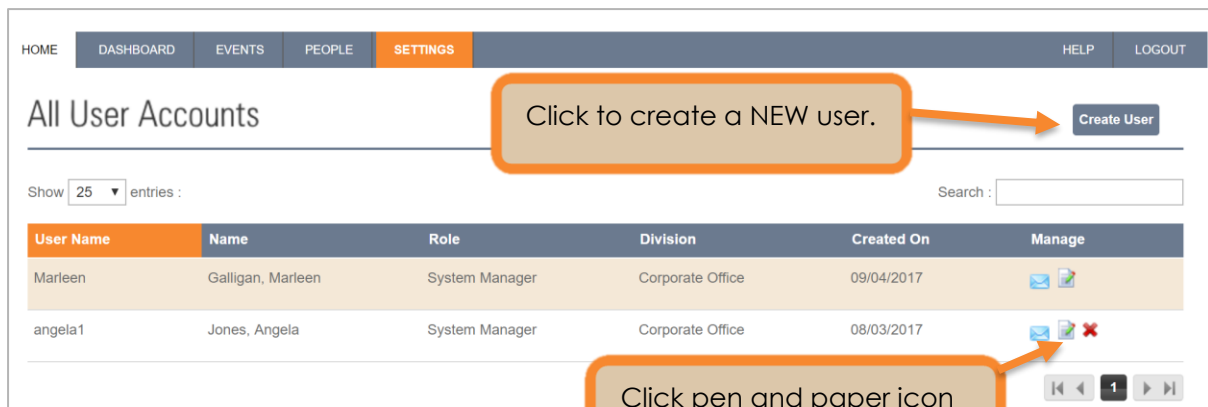
☆ Please Note: you need to be a System Manager or Account Manager to create new users.

After logging into Care Advantage, you can delete, add a new or modify existing users and assign certain authorisation levels to them. This is useful if you then want to assign a certain user to a certain division, which limits their authorisation to that division (and any sub-division) only. More on this in the Divisions section.

Under Settings Menu, select "User Accounts"

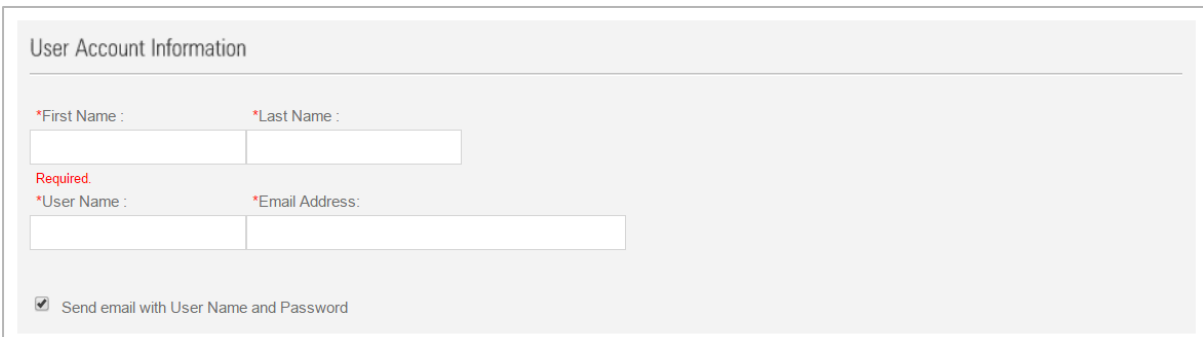


This will take you to the User Accounts Page. On this page, you can see current system users, for what divisions, and what role.



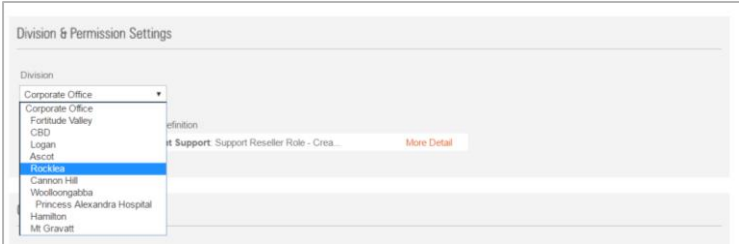
Fill in the new user information as displayed.

☆ Please Note: your user name is your login ID and should be kept consistent across account users (for example use first name, last initial).

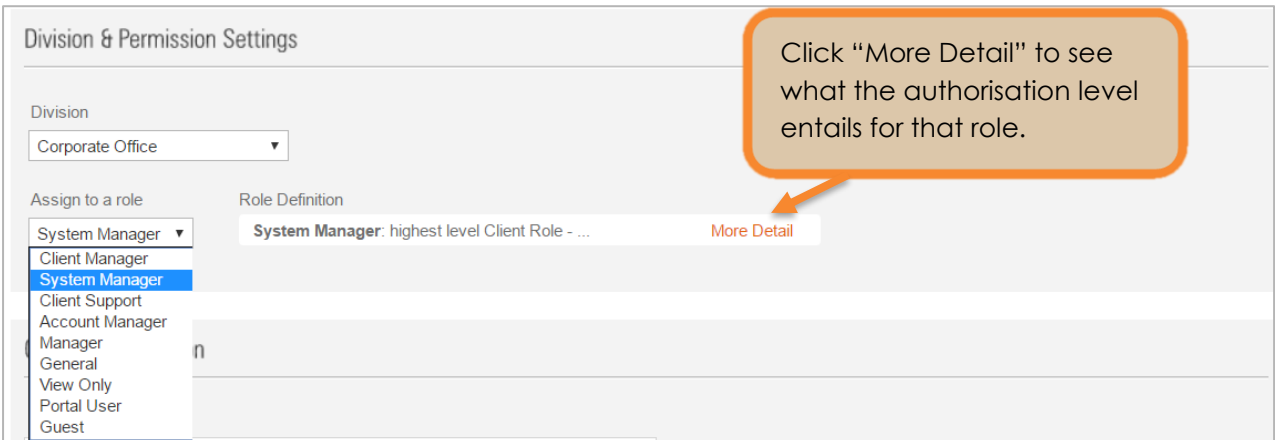


The screenshot shows the 'User Account Information' form. It has fields for First Name, Last Name, User Name, and Email Address. There is a 'Required' label next to the User Name field. At the bottom, there is a checkbox labeled 'Send email with User Name and Password' which is checked.

Next you will need to select the division this user has permission to access. If they require access to all locations, select "Corporate Office" (or whatever main division you have).



Assign a specific a role to the new user which automatically gives that user an authorisation level. There are a number applicable access options available. Click on "More Detail" to see what access applies to this role.



Then you can choose to enter the contact information for the new user, however this is optional. Click "Create User Account" and you are finished setting up the new user.



Automatically add additional page with interview questions to reports

Once a user is set up, you can choose for the system to automatically add a page with additional, targeted interview questions to each of the reports (if applicable) for that person.

These additional interview questions are available separately if you choose to NOT include these automatically at this stage.

To set this up, go back into the user's Account by clicking on "Settings" and then "User Accounts" and then modify the user for whom you wish to automatically add the additional interview questions to when they receive reports.

At the bottom of the page a new heading is visible: "Personal Preferences" where you can choose to either include or not include those additional questions automatically.

Personal Preferences

When Viewing Reports:

- ☐ DO NOT Include Interview Questions with report (where applicable)
- ☒ Include Interview Questions with report (where applicable)

Selecting the "Include Interview Questions..." option will turn off the ability to select interview questions separately when bundling reports in a packet.

NOTE: Interview Questions can always be viewed using the interview question links

Update User Account Cancel

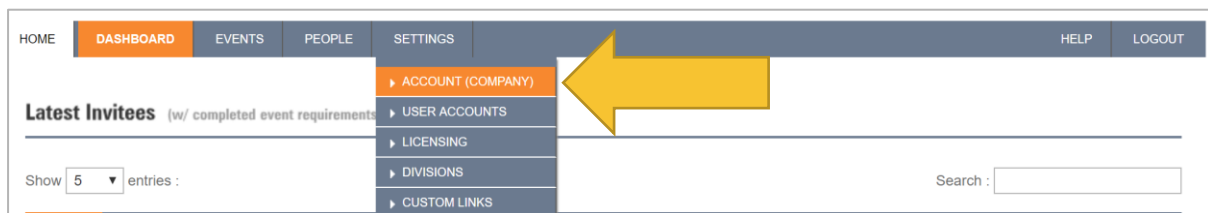
Click "Update User Account" to save the changes.

UPDATING ACCOUNT INFORMATION

You can update the basic account information, such as address details, the standard login welcome message and the privacy policy in the "Settings" – "Account (Company)" area.

☆ Please Note: System Manager Authorisation is required to update account and company information.

Log into Care Advantage and click on Account (Company) under the settings menu.



This will take you to the Company information screen.

Edit the applicable fields in the Basic Information section.

Basic Information

*(Required)

*Name:

ABC Company Ltd

*Phone :

07 9889 7887

Fax:

() -

*Address:

111 Oliver Tce

Address 2

Suite, PO-Box

*City:

Brisbane

*County:

AUS

*Postcode:

4000

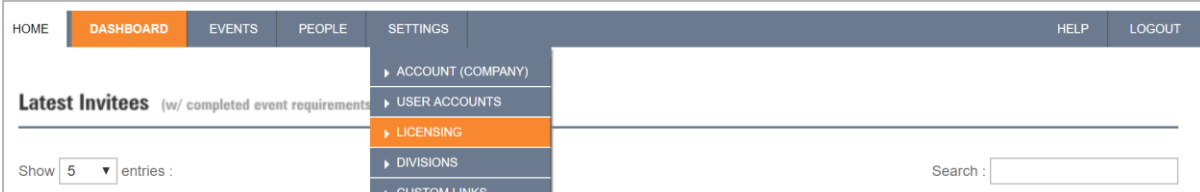
Select Default Language

English (AU/NZ)

YOUR LICENSING DETAILS

You can view your remaining units or the expiry date of your licence under “Settings” - “Licencing”.

Contact your Client Relationship Manager if you like to renew your licence or purchase more units.



The screenshot shows the top navigation bar with links: HOME, DASHBOARD, EVENTS, PEOPLE, SETTINGS, HELP, and LOGOUT. The 'SETTINGS' menu is expanded, showing options: ACCOUNT (COMPANY), USER ACCOUNTS, LICENSING (highlighted), DIVISIONS, and CUSTOM LINKS. Below the navigation bar, the 'Latest Invitees' section is visible, showing a table with columns for 'Show', 'entries', and 'Search'.

For example:

Unit Balance

<u>Total Units</u>	<u>Units Used</u>	<u>Units Remaining</u>
1	0	1

Or:

Unlimited License

<u>Expiration Date:</u> 14/09/2018

SYSTEM REPORTS

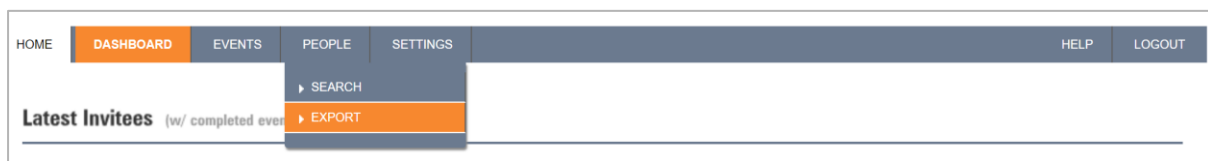
There are a couple of basic system reports available in Care Advantage. These can be handy for managing events or to provide a shortlist of your applicants.

Export all applicants

Get a list of all applicants and their contact details in your Care Advantage system in a .csv file. Info included:

- Name
- Phone number
- Email
- Address
- Last completed an assessment.

This report can be found under the "People" tab. Choose "Export".



Complete a date range and choose "Generate Report".



A .csv file will be available as a download instantly (timing depends on size of the file).

Export all Events

Get a list of all your events in a .csv file. Info included:

- When was the event created
- Event status
- Expiry date
- Division
- Event title (label)
- Invited applicants
- Completed applicants
- Event link































Hover over “Events” in the menu bar and click on “Manage Events”.



At the bottom of this page you find the link “Export Events Summary”. Click this link to get a .csv file of all your events.

HOME
DASHBOARD
EVENTS
PEOPLE
SETTINGS
HELP
LOGOUT

Manage Events
New Event

Show 50 entries :
Search :

ID	Title	Status	Expire Date	Total Invites	Invitees Completed	Manage
32175	scheduler test	Open	14/07/2018	3	3	 
31851	Event Experience - Custom	Expired	02/05/2018	1	0	 
31850	Event Experience - Standard	Open	01/07/2018	1	0	 
31541	Support Worker	Expired	24/03/2018	0	0	 
30338	Home Care Assistant	Open	30/06/2018	22	22	 
30101	Job Fit Questionnaire	Open	30/09/2018	0	0	 
30099	Support Worker Copy Test	Expired	24/03/2018	9	9	 
28176	Assistant in Nursing - Care Advantage Demo	Open	30/06/2018	19	18	 
27174	Support Worker #87678	Expired	17/09/2017	5	5	 
26749	Engagement Survey	Expired	27/10/2017	7	7	 
26541	Customer Service	Expired	05/08/2017	11	11	 
26495	Registered Nurse - Job# 4556	Expired	07/10/2017	4	4	 
25692	Training and Development	Expired	30/05/2017	5	5	 
25691	Home Care Assistant Brisbane	Expired	17/06/2017	7	5	 
25539	Personal Care with Engagement	Expired	09/06/2017	8	8	 

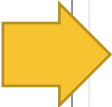
 Export Events Summary


Export (completed) applicants from a certain event

Get a list of your completed applicants for a certain event. This is for example useful to create a shortlist and provide to a hiring manager. Info included:

- Name
- Email
- Address
- Phone number
- Event title
- Job Fit Score
- Attitude Score
- Job Engagement
- Employer Engagement

To access these reports, go into the event you are looking to generate the reports from. On the left-hand side under "Manage Participants" – "Total Complete:" click on the link "Export to CSV" to export all completed applicants to a .csv file



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 entries :

Date	Name Or Email	Job Fit	Attitude	Manage
05/02/2018	Bloom, Alice	93	Low Concern	Remove
05/02/2018	Good Carer, Iamavery	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

Export detailed applicant results from a certain event

Get a list of your completed applicants detailed assessment results for a certain event. This is the CSV file used for Smart Sort and includes:

- Event Completion Date
- Applicant ID
- Name
- Email
- Phone number

- Postcode
- General Reasoning Score
- Job Fit Score
 - Conscientious Score
 - Tough Minded Score
 - Conventional Score
 - Extroversion Score
 - Stability Score
 - Team Score
 - Personality Good Impression Score
- Benchmark used
- Attitude Score
 - Hostility Score
 - Conscientiousness Score
 - Integrity Score
 - Attitudes Good Impression Score
- Job Engagement
- Employer Engagement

To access these reports, go into the event you are looking to generate the reports from. On the left-hand side under "Report Manager, Scores Report" click on the link "Export to CSV" to export all completed applicants to a .csv file

Event Notifications:

Add Notifications

Report Manager

Reports for participants will be sent automatically to:

Sends report via XML to API

Options

Scores Report:

Export To CSV

22/06/2018	Flower, Doris	61	Serious Concern	✗
22/06/2018	Galligan, James	57	Serious Concern	✗
22/06/2018	Robinson, Mark	79	Serious Concern	✗
22/06/2018	Lawson, Tina	82	Serious Concern	✗
22/06/2018	Thomas, Peter	64	Serious Concern	✗
22/06/2018	Silver, John	50	Serious Concern	✗
22/06/2018	McKinlay, Belle	61	Serious Concern	✗
22/06/2018	Smith, Angela	71	Serious Concern	✗
22/06/2018	Breakfree, Betty	61	Some Concern	✗
22/06/2018	rigby, mick	68	Some Concern	✗
22/06/2018	Callager, Eileen	79	Some Concern	✗
22/06/2018	Kenny, Audrey	71	Some Concern	✗
22/06/2018	Gaga, Lady	93	Low Concern	✗
22/06/2018	de Bruijn, Anthony	89	Low Concern	✗

NOTES

[illegible]