

CARE ADVANTAGE PLATFORM MANUAL HIRING MANAGER – VIEW ONLY



All these instructions, including video tutorials and How To Interpret Guides, are also accessible at our <u>online Help and Training area</u>.

Care Advantage Platform Manual - View Only



HOW TO ACCESS CARE ADVANTAGE

The Care Advantage platform is accessed via a unique URL for your organisation. Your Care Advantage Super User (often someone from Recruitment/HR) is able to set you up. Alternatively the <u>Care Advantage</u> team can often help as well.

This URL is sent to you via an email from stmsupport@big5assessments.com after your details have been added to the account. This email also contains your own login details and password.

Check your junk folder if you cannot find your login details. Alternatively contact your local HR/Recruitment team or <u>Care Advantage Account Manager</u> to resend the login details. Please include your first and surname and company you're working for in the email.

☆ TIP1: Add the login URL to your bookmarks.



THE DASHBOARD

After logging into the Care Advantage System, the first thing you see is the dashboard.

A job or vacancy for which you have invited participants to complete assessments for is called an (assessment) event.

- 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 invitees (applicants) and 5 most recent events. 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. Click this pen/paper icon to enter the assessment event.

HOME	DASHBOARD	EVENTS PEOPLE	SETTINGS					HELP
Latest	Invitees (w/	completed event requirem	ents)					
Show 5	▼ entries :						Search :	
ID	Date	Name Or Email	Event	Job Fit	Attitude	Job Eng.	Employer Eng.	Mana
737123	01/12/2017	Gaga, Lady	Assistant in Nursing - Care Advantage Demo	93	Low Concern	-	-	<u>à</u> 🕷
660113	30/06/2017	de Bruijn, Anthony	Engagement Survey	-	Low Concern	Low	Low	<u>a</u> x
646745	18/04/2017	Galligan, James	Home Care Assistant Brisba	ine 68	Serious Concern	Low	Average	<u>a</u> ¥
646743	18/04/2017	Robinson, Mark	Home Care Assistant Brisba	ine 71	Serious Concern	Average	Low	۵ پ
635150	10/04/2017	Callager, Eileen	Personal Care with Engager	ment 86	Some Concern	High	High	<u>a</u> 🕯
							14 4	1 2
Latest	Events							
Latest Show 5	Events • entries :						Search :	
			Status	Expire Date	Total Invites	Invitees	Search :	Manage
Show 5	• entries :	st		Expire Date 14/07/2018	Total Invites 3	Invitees 3		Manage
Show 5	entries : Title scheduler te	ist ience - Custom	Open 1					
Show 5 ID 32175	entries : Title scheduler te Event Exper		Open 1 Expired 0	14/07/2018	3	3		



ACCESSING & DISTRIBUTING THE REPORTS

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

Available Assessment Reports

The following Assessment Reports are available for each candidate. Most clients choose to use the Personality and Attitudes assessments for their frontline candidates and add cognitive for more senior roles.

Personality / Job Fit (+ Cognitive score)

Assessment Repor

Assessments Required	Personality – Cognitive is optional for additional information about
	the processing speed of the candidate
Useful for	• Pre-employment screening
	O Development
	C 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	• Pre-employment screening				
	al's 'fit' with working culture and role by measuring three areas of ductive work behaviours, hostility, integrity and conscientiousness				

Engagement		Assessment Report	Feedback Report
Assessments Required	Engagement		
Useful for	Pre-employ	syment screening	
	O Probation	check	
	O General e	engagement screening	
		tion allocut the availle and the	and an an an an an an an Annu stilla. Alla a tu

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



Accessing the Reports Option 1 - View/send reports individually

Log into Care Advantage and via the Dashboard go to "Manage Events". Enter your Event, by clicking on the pen and paper icon.

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

nt: Home Care		ts.com/groups/32833 Email me	e this link		Back to Event I				
Manage Participants:	Event Wess	-							
Percent Complete:	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								
Total Incomplete: 0 View All	Complete P	articipants							
Total Complete:	Show 25 🗸	entries :		Search :					
20 Export to CSV	Date	Name Or Email	Job Fit	Attitude	Status				
Add Participants:	22/06/2018	Bloom, Alice *	93	Low Concern	Suitable 🗸				
Existing	22/06/2018	Good Carer, lamavery *	71	Low Concern	Unsuitable 🗸				
	22/06/2018	Davis, Elizabeth *	79	Low Concern	Hired 🗸				
Event Notifications:	22/06/2018	de Bruijn, Anthony *	89	Low Concern	Suitable 🗸				
Add Notifications	22/06/2018	Gaga, Lady *		Low Concern	Suitable 🗸				
	22/06/2018	Smith, Angela *	71	Serious Concern	Suitable 🗸				
Report Manager	22/06/2018	McKinlay, Belle *	61	Serious Concern	Unsuitable 🗸				
	22/06/2018	Silver, John *	50	Serious Concern	Unsuitable 🗸				
Reports for participants will be sent automatically	22/06/2018	Thomas, Peter *	64	Serious Concern	Unsuitable 🗸				
to:	22/06/2018	Lawson, Tina *	82	Serious Concern	Suitable 🗸				
Sends report via XML to API	22/06/2018	Robinson, Mark *	79	Serious Concern	Unsuitable 🗸				
Options	22/06/2018	Galligan, James *	57	Serious Concern	Unsuitable 🗸				
	22/06/2018	Flower, Doris *	61	Serious Concern	Unsuitable 🗸				



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	LOGO
Lady G	iaga : Home	Care Assi	stant					Return To Partic	ipants
	Job Fit Score		<u>Attitu</u> Low Co		g <u>agement</u> erage		<u>ver Engagement</u> Average		
	93 Click to View Repo	ort	Click to Vier	w Report	View Report	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	a moderate level of exaggeration, but still within acceptable levels		
Note: This report represent designed to specifically reco decision rests with the Emp		(Download PDF)	(Email PDF)
* · · ·			

You can repeat this for the additional reports, however there is a faster way to send multiple reports in one go...



Accessing the Reports Option 2 – Send reports as a Fit Report Packet

A "Fit Report Packet" enables you to email 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.

nt: Home Care					Back to Event Inde					
Link: https://careadvantaged	emo.big5assessmer	nts.com/groups/32833 Email me	e this link							
Manage Participants:	Event Wess	sage								
Percent Complete:	These are gene	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								
Total Incomplete: 0 View All	Complete P	articipants								
Total Complete:	Show 25 🗸	entries :		Search	1:					
20 Export to CSV	Date	Name Or Email	Job Fit	Attitude	Status					
Add Participants:	22/06/2018	Bloom, Alice *	93	Low Concern	Suitable 🗸					
Existing	22/06/2018	Good Carer, lamavery *	71	Low Concern	Unsuitable 🗸					
	22/06/2018	Davis, Elizabeth *	79	Low Concern	Hired V					
Event Notifications:	22/06/2018	de Bruijn, Anthony *	89	Low Concern	Suitable 🗸					
Add Notifications	22/06/2018	Gaga, Lady *		Low Concern	Suitable 🗸					
	22/06/2018	Smith, Angela *	71	Serious Concern	Suitable 🗸					
Report Manager	22/06/2018	McKinlay, Belle *	61	Serious Concern	Unsuitable 🗸					
	22/06/2018	Silver, John *	50	Serious Concern	Unsuitable 🗸					
Reports for participants will be sent automatically to:	22/06/2018	Thomas, Peter *	64	Serious Concern	Unsuitable 🗸					
ιυ.	22/06/2018	Lawson, Tina *	82	Serious Concern	Suitable 🗸					
Sends report via XML to API	22/06/2018	Robinson, Mark *	79	Serious Concern	Unsuitable 🗸					
Options	22/06/2018	Galligan, James *	57	Serious Concern	Unsuitable 🗸					
	22/06/2018	Flower, Doris *	61	Serious Concern	Unsuitable 🗸					



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

DASHBOARD	events people are Assistant	SETTINGS	SMART REPORT	SMART SORT	SMART SOURCE	SUPPORT LOC
Job Fit Score 93 Click to View Report	Low C	tude Concern Tiew Report	Job Engagem Average Click to View Rep		Employer Engagement Average Click to View Report	
Basic Info			tional Information			Other Actions
Apply Date: 22/06/201 User Name: LadyGag Email:		Lead	To Interview Your Pros ership Self-Developm to Pick Your Next Emp	Job Fit Interview Questions Attitude Interview Questions Create Fit Report Packet		
Phone:		Care	er Trait Profile	noyer		Create Development Packet
Address: Status: Suitable	*		ership Identifier ing and Coaching Nev ding)	v Employees (Or	1-	View All Scores & Activity
Education: Yes 🗸 Paid Exp. Yes, mo	re than 6 months 🗸		ing and Coaching Exis ership - Management	ting Employees		

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.

Rep	port Packet							Back
Sele	ct Packet Conte	nts: 🔲 F	Participant Info	🗹 Job Fit Repo	ort 🖉 Job Fit Interview Questio	ns 🗷 Attitude Report	Attitude Interview (Questions
Ente	er Emails In the	Box Below. (Multiple emails	can be entered but	must be separated by commas)			



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.

Ranking 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.

DASHBOARD EVENTS	PEOPLE SE	TTINGS			HELP LO				
ent: Home Care	Assistant				Back to Event Index				
Link: https://careadvantaged	emo.big5assessment	s.com/groups/30338 Email me t	his link						
	-								
Manage Participants:	Event Mess	age							
Percent Complete: 95%	These are gener	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							
Total Incomplete:	Complete Pa	articipants							
	Show 25 🔻	entries :		Search :					
Total Complete: 20 Export to CSV	Date	Name Or Email	Job Fit	Attitude	Manage				
Add Participants:	05/02/2018	Bloom, Alice	93	Low Concern	Remove				
Existing New	05/02/2018	Good Carer, lamavery	71	Low Concern	Remove				
Existing New	05/02/2018	Davis, Elizabeth	79	Low Concern	Remove				
Event Notifications:	05/02/2018	de Bruijn, Anthony	89	Low Concern	Remove				

st 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.



Via the Smart Sort tool

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

The Smart Sort tool works best if the **Personality and Attitudes assessments** were included in the assessment event, because it will automatically sort and rank your applicants based on their job fit % and attitudes scores. If the Cognitive Assessment and/or Engagement survey were included, the results will be shown as well.

The Smart Sort tool uses the data from the 'Scores Report' .csv file which can be found in the assessment event in the Report Manager section. Download this .csv file by clicking on 'Export to CSV'. Once downloaded, save it somewhere where you can easily find it again or leave it in the bottom of your internet window to easily drag and drop it into Smart Sort.

Manage Participants:	Event Mess	sage						
Percent Complete: 98%	which consists	Thank you for your interest in working with us. The next stage in our recruitment process is a pre-employment assessment which consists of a number of general questions that focus on you and how you like to work. To ensure your application progresses in a timely manner it is important that Full Formatted Message						
Total Incomplete: 0 View All	Complete Participants							
Total Complete:	Show 25 🗸	entries :		Search	1:			
64 Export to CSV	Date	Name Or Email	Job Fit	Attitude	Status			
Add Participants:	07/12/2020	Caresimo, Mauro	71	Serious Concern	Manage 🗸			
Existing	07/12/2020	Caresimo, Mauro	71	Serious Concern	Unsuitable 🗸			
	07/12/2020	Janny, Julie *	68	Serious Concern	Suitable 🗸			
Event Notifications:	07/12/2020	Axel, Alex	82	Serious Concern	Unsuitable 🗸			
	07/12/2020	Rivers, Jake *	71	Serious Concern	Unsuitable 🗸			
Add Notifications	07/12/2020	Smith, Jane *	64	Serious Concern	Unsuitable 🗸			
Report Manager	07/12/2020	Caresimo, Mauro	57	Serious Concern	Unsuitable 🗸			
, ,	07/12/2020	Hensworth2, Miles2	71	Serious Concern	Suitable 🗸			
Reports for participants will be sent automatically to:	07/12/2020	Hensworth, Miles	71	Serious Concern	Suitable 🗸			
	07/12/2020	Mene, Jene *	71	Serious Concern	Suitable 🗸			
Sends report via XML to API	07/12/2020	Hensworth, Miles *	71	Serious Concern	Suitable 🗸			
Options	07/12/2020	Cobden, James *	68	Serious Concern	Unsuitable 🗸			
	07/12/2020	Ball, Rose *	64	Serious Concern	Suitable 🗸			
Scores Report: Export To CSV	07/12/2020	Dummy, Danny *	71	Serious Concern	Suitable 🗸			
	07/12/2020	Penny, Jenny *	82	Serious Concern	Suitable V			

Event Link: https://careadvantagedemo.big5assessments.com/groups/48422 | Email me this link



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

CA	ARE /	٩D١	/AN	TAC	GE			Citent Manager Corporate Office	gan
HOME	DASHBOARD	EVENTS	PEOPLE	SETTINGS	SMART SORT		HELP	MESSAGING TEMPLATES	LOGOUT
Lates	t Invitees (w/	completed eve	nt requirements) Displayed r	esults limited to last	50 Invitees. Click the related Ev	ent to see all Invitee	s for that Event.	
Show	5 🔻 entries :							Search :	

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.

← → C ■ Secure https://caresource.com.au/SmartSort/	☆ 🧟 🖪 🚟	🗈 💻 :
CARE ADVANTAGE Smart Sort		
Drop your assessment event .csv file here		
or		
Browse your Computer		
i		

Smart Sort then automatically sorts the results by Attitudes first (Low Concern, Some Concern, Serious Concern) and then by Job Fit Score (High to Low) and 'ticks' candidates who scored over 80% Job Fit with a Low Concern in their attitudes.

⇒ This cut-off percentage is arbitrarily set at 80%. Choose your own cut-off depending on the role, the candidate pool, the benchmark etc.

Smart Sort also tells you whether a candidate has scored high on the "Good Impression Scale", what their cognitive score was and their detailed Attitudes Scores.

You can also drill down further by setting a date range or a proximity to a certain postcode.

	Show only candidates who completed the assessments for this event in a certain date range or who live in a certain proximity to the site. CARE ADVA Change the screening criteria and which candidates get a "green tick"										Export the results					
(ARE ADVANTAGE								_)	New +	PDF 🕹 Excel 🕹	
	•										_					
	Date:	From DD/MM/Y	γγγ Το	DD/MM/YYYY	Clear			× .	Low	Low			>6m			
									Mid	Some	Attitude result detail	Yes	<6m	Yes		
۵ I	Postco	de: In a radius of 8	km around post	code 4000	in Australia 🗸	Clear		≥ 80 %	High	Serious	H C I E	No	No	No		
		Surname	First name	Email	🌮 Phone	🕫 Date	Ø Postcode	⋪⁄⁄ Job fit %	Cognitive	Attitude	1	Education /Quals	Relevant Experience Paid	Relevant Experience Unpaid	Notes/Status	ø
	•	Tost	Mohammed	email@email.com	0414123456	26/06/2020	4003	100	Mid	Low					Suitable	
	•	ample	Sarah	email@email.com	0414123456	11/07/2020	4001	96	High	Low	H = Hostility	iousness	No	Yes	Unsuitable	
	•	Jan	Jim	email@email.com	0414123456	7/12/2020	4001	96	Low	Low	C = Conscientiousness I = Integrity	No	Yes			
	•	Axel	Alex	email@email.com	0414123456	7/12/2020	4000	82	Low	Low	E = Exaggerat	ion	≻6m	Yes		
	9	Manually c	hange the c	olour of	0414123456	15/05/2020	4002	75	High	Low					Suitable	
	0	the circle b	by ticking the	box and ⁿ	0414123456	7/10/2020	4001	74	Low	Low		Yes	>6m	No	Suitable	
	0	clicking on	the traffic lig	iht.	0414123456	11/11/2020	4051	71	Low	Low		Yes	>6m	No	Suitable	
	0	Kraue	Amandeep	email@email.com	0414123456	7/10/2020	4051	64	Low	Low		Yes	>6m	No	Suitable	
	0	Roan	Real	email@email.com	0414123456	12/12/2020	4051	71	Low	Some	С	Yes	>6m	Yes	Suitable	
	0	Sample	Sam	email@email.com	0414123456	8/10/2020	4002	68	Mid	Some	CI				Unsuitable	
	0	Breakfree	Betty	email@email.com	0414123456	2/06/2020	4001	61	High	Some	-					
	0	Hiro	Tuan	email@email.com	0414123456	5/12/2020	4051	96	Low	Serious	C					
	0	Hopkins	John	email@email.com	0414123456	4/05/2020	4000	82	Low	Serious		Yes	<6m	No		
	0	Bopoline	Trom	email@email.com	0414123456	7/10/2020	4001	74	Low	Serious	E	Yes	No	No	Unsuitable	
	0	Mene	Jene	email@email.com	0414123456	12/12/2020	4002	71	Low	Serious	CE	Yes	>6m	No		
	0	Nishan	Udara	email@email.com	0414123456	19/03/2020	4012	54	Mid	Serious	H I	No	No	No	Unsuitable	

Red box behind the Job Fit score means that the candidate had an extreme score on the "Good Impression" scale (extreme exaggeration of 10)

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Yellow = some concern | Red = serious concern So last candidate has an overall Attitude rating of Serious Concern with Some Concern in Inegrity and Serious Concern in Hostility.



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, buddy or for yourself.
- 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.



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Training and Coaching New Employees (On-Boarding)

Development Report

the processing speed of the candidate	the processing speed of the candidate			
Useful for O 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 Ident	ifier	Assessment Report	Development Report				
Assessments Required	Personality –	Cognitive is optional for a	dditional information about				
	the processir	ng speed of the candidate	2				
Useful for	🕚 Pre-empl	oyment screening					
	🕚 Developi	ment					
	C Lateral N	loves / Promotion					
This ran ort is useful to id.	This report is useful to identify strengths and experie concrisional exploration shills and the and						

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	• Pre-employment screening				
	O 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	• Pre-employment screening				
	O 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	O 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	Candidate Feedback
	O Development
	O 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 applicant

How to interview your

prospective employer

Applicant Report

Vocational Report

Assessments Required	Personality				
Useful for	Candidate Feedback				
	O 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 sp	eed of the candidate				
Useful for	Candidate Feedback					
	O Development	ł				

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.