

SMART SORT

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

The Smart Sort tool works only 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 sitting at the bottom of your screen.

Event: Registered Nurse | Murra Wurra

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Event Link: <https://careadvantagedemo.big5assessments.com/groups/48422> | [Email me this link](#)

Manage Participants:

Percent Complete:
98%

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

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

Add Participants:

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

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](#)

Event Message

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...

Complete Participants

Show entries :

Date	Name Or Email	Job Fit	Attitude	Status
07/12/2020	Caresimo, Mauro	71	Serious Concern	Manage
07/12/2020	Caresimo, Mauro	71	Serious Concern	Unsuitable
07/12/2020	Janny, Julie *	68	Serious Concern	Suitable
07/12/2020	Axel, Alex	82	Serious Concern	Unsuitable
07/12/2020	Rivers, Jake *	71	Serious Concern	Unsuitable
07/12/2020	Smith, Jane *	64	Serious Concern	Unsuitable
07/12/2020	Caresimo, Mauro	57	Serious Concern	Unsuitable
07/12/2020	Hensworth2, Miles2	71	Serious Concern	Suitable
07/12/2020	Hensworth, Miles	71	Serious Concern	Suitable
07/12/2020	Mene, Jene *	71	Serious Concern	Suitable
07/12/2020	Hensworth, Miles *	71	Serious Concern	Suitable
07/12/2020	Cobden, James *	68	Serious Concern	Unsuitable
07/12/2020	Ball, Rose *	64	Serious Concern	Suitable
07/12/2020	Dummy, Danny *	71	Serious Concern	Suitable
07/12/2020	Penny, Jenny *	82	Serious Concern	Suitable
07/12/2020	Sample, Simon *	71	Serious Concern	Suitable



Smart Sort

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



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



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

- ⇒ 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, their detailed Attitudes Scores, (in included) their answers to the Qualifications and Experience questions and their Engagement results.

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.

Change the screening criteria and which candidates get a "green tick"

CARE AD Export the results

Answers to the experience /qualification questions

RESIDENTIAL LRN - 10.01.2021
 New + PD Excel

Date: From DD/MM/YYYY To DD/MM/YYYY Clear

Postcode: In a radius of 8 km around postcode 4000 in Australia Clear

≥ 70 %
 Low Mid High
 Low Some Serious
 Attitude result detail
 H C I E
 Yes No
 >6m <6m No
 Yes No No

<input type="checkbox"/>	●	Surname	First name	Email	Phone	Date	Postcode	Job fit %	Cognitive	Attitude	Education /Quals	Relevant Experience Paid	Relevant Experience Unpaid	Notes/Status
<input type="checkbox"/>	●	Yana	YoYo	email@email.com	0414123456	7/12/2020	4051	100	Low	Low	Yes	No	Yes	Suitable
<input type="checkbox"/>	●	Tost	Mohammed	email@email.com	0414123456	26/06/2020	4003	100	Mid	Low	Yes	<6m	Yes	
<input type="checkbox"/>	●	Sample	Sarah	email@email.com	0414123456	11/07/2020	4001	96	High	Low	Yes	No	Yes	
<input type="checkbox"/>	●	Abel	Alex	email@email.com	0414123456	7/12/2020	4000	82	Low	Low	Yes	>6m	Yes	
<input type="checkbox"/>	○	de Ruijn	Anthony	email@email.com	0414123456	15/05/2020	4002	75	High	Low				
<input type="checkbox"/>	●	Singh	Jorpreet	email@email.com	0414123456	10/12/2020	4051	71	Low	Low	Yes	<6m	Yes	Hired
<input type="checkbox"/>	○	Riv		om	0414123456	11/11/2020	4051	71	Low	Low	Yes	>6m	No	
<input type="checkbox"/>	○	Ra		om	0414123456	7/12/2020	4000	68	Low	Low	No	No	Yes	
<input type="checkbox"/>	○	Kra		om	0414123456	7/10/2020	4051	64	Low	Low	Yes	>6m	No	
<input type="checkbox"/>	●	Newman	Sarah	email@email.com	0414123456	14/06/2020	4001	100	High	Some	E	Yes		
<input type="checkbox"/>	●	Roan	Real	email@email.com	0414123456	12/12/2020	4051	71	Low	Some	C	Yes		
<input type="checkbox"/>	○	Sample	Sam	email@email.com	0414123456	8/10/2020	4002	68	Mid	Some	C I			
<input type="checkbox"/>	○	Hiro	Tuan	email@email.com	0414123456	5/12/2020	4051	96	Low	Serious	C			
<input type="checkbox"/>	○	Hopkins	John	email@email.com	0414123456	4/05/2020	4000	82	Low	Serious	I	Yes		
<input type="checkbox"/>	●	Bopoline	Trom	email@email.com	0414123456	7/10/2020	4001	74	Low	Serious	E	Yes	No	No
<input type="checkbox"/>	○	Rob	Reg	email@email.com	0414123456	29/09/2020	4051	72	High	Serious	C			
<input type="checkbox"/>	●	Robinson	Mark	email@email.com	0414123456	18/04/2020	4002	71	Low	Serious	H C I			Unsuitable

Manually change the colour of the circle by ticking the box and clicking on the traffic light.

If a status was assigned in the assessment event, it will show here and add a coloured circle to the person (suitable/hired = green, unsuitable = red)

Green ticked applicants meet the set criteria.

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

H = Hostility
 C = Conscientiousness
 I = Integrity
 E = Exaggeration
 Yellow = Some Concern
 Red = Serious Concern

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