Oracle Taleo Enterprise Edition

Implementing Assessment

21A

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Contents

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Preface

This preface introduces information sources that can help you use the application and this guide.

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1 **Basic Concepts**

Assessment

Assessments in the workplace are used to measure the knowledge, skills, abilities and behavioral attributes related to a job or corporate culture. They can also be referred to as screening services, tests, surveys, exams, evaluations, simulations, work samples, assessment centers, interview guides, or realistic job previews. Employers use assessments to hire applicants, develop and promote employees, and collect talent intelligence on internal and external talent pools.

Professional fields related to the scientific research, development and use of workplace assessments include Industrial Organizational (I/O) Psychology and Organizational Development (OD). Also, the fair use of workplace assessments is overseen at the state and federal level or the territory, national and regional/multinational level by various government organizations, such as the U.S. Equal Employment Opportunity Commission (EEOC).

Assessments are provided through the Career Section. Creating, configuring, and maintaining assessments involves the following components:

- Assessment Authoring Center
- Passport Settings in Recruiting Administration
- Configuration in Recruiting Administration
- Configuration in Career Section Administration
- Recruiting Center

Additionally, some administrative functions are done by Oracle Support.

Assessment Authors

Assessment authors are responsible for creating and managing assessment content.

Depending on their professional credentials, assessment authors may also be involved with the following assessment services:

- Job Analysis: determines job-related competencies to include in the assessment.
- Validation Study: determines if the assessment is a reliable and valid measure of the selected competencies and to what degree it predicts job performance.
- Adverse Impact Analysis: determines if the assessment could potentially impact protected groups or promote unfair bias.
- Business Impact Study: determines the cost and time savings, or return on investment, from using a validated assessment over a period of time.

Assessment Workflow

A workflow is used to plan assessments, create assessment content, configure assessments and their versions, and use candidate assessment results.

- Planning the assessment.
- Creating assessment content.
- Configuring the assessment.
- Using candidate assessment results.

2 Planning the Assessment

Assessment Planning Matrix

Several decisions must be made when developing an assessment that involves assessment configuration and assessment creation.

The following table presents question categories, an overview of the possible choices, and the places in the Assessment Authoring Center or Recruiting Center where they can be found.

Item	Possible Choices Summarized/ Examples	Responsible Role	Location
Assessment location in application process	Within the application process Sent manually after application reviewed	Recruiting System Administrator	Configuration > [Career Section] Administration > Application Flow
Length of assessment validity period	Ninety days is standard 6 months for managerial positions Duration of time assessment version is in use for a particular result	Assessment Author Recruiting System Administrator	Assessment Authoring Center > Manage Assessments > [Assessment] > Add or Edit Properties Configuration > [Recruiting] Administration > Screening Services > Assessment
Complete assessment in multiple sittings	Up to five visits Up to 180 days for completion	Assessment Author	Assessment Authoring Center > Manage Assessments > [Assessment] Select Assessment Version > [Assessment Version] > Add or Edit Version Properties
Amount of time allowed to complete assessment	Time limit based on content No time limit	Assessment Author	Assessment Authoring Center > Manage Assessments > [Assessment] > Add or Edit Properties
Languages	-	Assessment Author	Assessment Authoring Center > Manage Assessments > [Assessment] > Add or Edit Properties
Assessment Display Mode	Pop-up In-line	Recruiting System Administrator	Configuration > [Recruiting] Administration > Screening Services > Assessment

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Item	Possible Choices Summarized/ Examples	Responsible Role	Location
Randomization	Randomize questions Randomize answers Randomize both questions and answers	Assessment Author Oracle Support	Assessment Authoring Center > Manage Assessments > [Assessment] > Reorder Questions
Optimized Mobile Candidate Experience (Beta)	Optimized Mobile Candidate Experience (Beta) Available for Assessment	Assessment Author	Assessment Authoring Center > Manage Assessments > [Assessment] > Reorder Questions
Branding with the New Candidate Experience	RGB Color for Background Color and Header Bar	Oracle Support	Request through My Oracle Support
Configurable Navigation	Linear Unlimited	Assessment Author	Assessment Authoring Center > Manage Assessments > [Assessment] > Add or Edit Properties
Configurable Text on Instruction and Completion Pages	Custom Assessment Instructions Default Assessment Instructions Custom Completion Message Default Completion Message	Assessment Author	Assessment Authoring Center > Manage Assessments > [Assessment] > Add or Edit Properties
Interview Guides	Include existing interview content length of interview static or dynamic questions include assessment questions	Assessment Author	Assessment Authoring Center > Manage Assessments > [Assessment] Select Assessment Version > [Assessment Version] > Add or Edit Version Properties Assessment Authoring Center > Manage Assessments > [Assessment] Select Assessment Version > [Assessment Version] > Setup Interview Guide
Bands	Colors: red, yellow, green Qualified/Not Qualified	Assessment Author	Assessment Authoring Center > Manage Assessments > [Assessment] Select Assessment Version > [Assessment Version] > Add or Edit Selection Measurements
Assessment Results View	Yes/No Pass/Fail only with criterion validation study Remove field	Recruiting System Administrator	Configuration > [Recruiting] Administration > Screening Services > Assessment

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Item	Possible Choices Summarized/ Examples	Responsible Role	Location
Assessment Results View	Default is No Use only with criterion validation study Remove field	Recruiting System Administrator	Configuration > [Recruiting] Administration > Screening Services > Assessment
Assessment Results View	Score Bands Details	Recruiting System Administrator	Configuration > [Recruiting] Administration > Screening Services > Assessment

Assessment in the Job Application Process

An assessment can be put within the Career Section application flow or be sent to candidates manually using email notifications.

In most cases, candidates take the assessment while completing their job submission. When assessments are included in submissions, recruiters and hiring managers can determine with much less time and effort who are the best candidates to interview.

The other option is to have candidates complete their submission and then have recruiters or hiring managers review their submissions and manually invite chosen candidates to complete the assessment. For authored assessments in retail hourly hiring situations, this option is not recommended due to the time required by the recruiter or hiring manager.

Configuration

The Recruiting administrator must add the Screening block to both the requisition file and candidate file. Additionally, if the assessment is included in the application flow, the Recruiting administrator must also add the Screening block to the application flow used for the Career Section.

Assessment Display Mode

There are two different display modes for assessments launched through a Career Section.

- Pop-up: The assessment is displayed in a separate 720 pixel wide window from Career Section. This is the default delivery method.
- In-line: The assessment is displayed in the same window as Career Section and is 720 pixels wide. It is recommended to use in-line delivery for a better candidate experience.

Configuration

Display mode is configured in the Career Section Administration. If the option shows as disabled, contact Oracle Support for the latest Passport certification.

Setting Name	Description	Location
Access this service through the browser full-screen mode	This setting determines if the Assessment will be displayed in a full screen pop-up window.	Configuration > [Career Section] Administration > Application Flows > [Application Flow] > Screening

Assessment Validity Period

Assessment results can be configured to be valid for a specified amount of time.

After a candidate takes an assessment, the results are valid for a specific number of days. Oracle recommends 90 days as the amount of time an entry-level assessment result is valid before requiring candidates to test again to be considered for employment. This is a generally accepted standard for validity period. It is reasonable to expect that candidates' personal characteristics and abilities will remain stable for that period of time. The 90 day period also minimizes the chance of a practice effect on test performance; when a candidate performs better on second assessment attempt due to prior experience taking the test.

There are several layers of validity to configure for Assessment.

- Validity period set in Recruiting Administration: This is the initial layer. It determines if a candidate's scores are valid for a specific requisition when a candidate file is being reviewed. Also, Recruiting checks the validity period of existing assessment scores if a candidate reapplies to the same requisition or applies to a different requisition using the same assessment.

- Validity period set in Assessment Authoring Center: This is a secondary layer of validity. If the Recruiting validity period has expired, validity of assessment scores set in the Assessment Authoring Center is checked if a candidate reapplies to the same requisition or applies to a different requisition using the same assessment.

- Evergreen validity set in Assessment Authoring Center: Global bands can be marked as evergreen so candidates never have to take that version of an assessment again for the life of the scoring version if they had achieved a score within the evergreen band range.

Assessment Results Synchronization

Assessment results transfer from one requisition to another using Results Synchronization.

Results Synchronization allows candidate scores to be reused. If a candidate applies to two different requisitions that utilize the same assessment and the assessment results are still valid, the results will populate screening information on both requisitions. This feature is automatically enabled.

Assessment Retakes and Scoring

Validity periods are used in conjunction with assessment versions and results to determine if a candidate who takes an assessment on a requisition is required to retake assessments on subsequent applications.

Once a candidate has a applied for a job and has completed an assessment associated with a requisition, the parameters in the following table determine if a candidate's existing assessment scores apply, if the original answers are rescored, or if the candidate needs to take the assessment again.

Validity Period	Scores Exist for Assessment Version	Scores Do Not Exist for Assessment Version
Within Recruiting Validity Period	Results Synchronization detects existing valid results for the assessment version for the candidate. Results are copied and applied to new the new requisition.	Results Synchronization does not apply because the candidate is taking a different assessment version. The candidate will likely be prompted to attempt assessment and upon clicking the link would see Already Completed message sent from Assessment. Assessment would then rescore valid answers against different scoring method in current version and transmit results to Recruiting.
Outside Recruiting Validity Period, Within Assessment Validity Period	Results Synchronization does not apply because the assessment scores are outside Recruiting validity period. The candidate will likely be prompted to attempt assessment and upon clicking link would see Already Completed message sent from Assessment. Assessment would then rescore valid answers against different scoring method in current version and transmit results to Recruiting.	Results Synchronization does not apply because the candidate is taking a different assessment version. The candidate will likely be prompted to attempt assessment and upon clicking link would see Already Completed message sent from Assessment. Assessment would then rescore valid answers against different scoring method in current version and transmit results to Recruiting.
Outside Recruiting Validity Period and Outside Assessment Validity Period- Evergreen Band not Configured	Results Synchronization does not apply because the assessment scores are outside the Recruiting validity period. Assessment results expired in Assessment. Candidate needs to retake the Assessment and achieve a new score which would then be transmitted to Recruiting.	Results Synchronization does not apply because the candidate is taking a different assessment version. Assessment results expired in Assessment. Candidate needs to retake the Assessment and achieve a new score which would then be transmitted to Recruiting.
Outside Passport Validity Period and Outside Assessment Validity Period- Evergreen Band Configured	Results Synchronization does not apply because the assessment scores are outside the Recruiting validity period. Assessment results expired in Assessment. If the candidate achieved a previous score within a configured Evergreen Band, the candidate will likely be prompted to attempt assessment and upon clicking link would	Results Synchronization does not apply because the assessment scores are outside the Recruiting validity period. Assessment results expired in Assessment. If the candidate achieved a previous score within a configured Evergreen Band of a different assessment version, candidate will likely be prompted to attempt assessment and

Validity Period	Scores Exist for Assessment Version	Scores Do Not Exist for Assessment Version
	see Already Completed message sent from Assessment.	upon clicking link would see Already Completed message sent from Assessment. Assessment would then rescore valid answers against different scoring method in current version and transmit results to Recruiting If the candidate achieved a previous score that was not within a configured Evergreen Band, the candidate needs to retake the Assessment and achieve a new score which would then be transmitted to Recruiting.

Multiple Sittings

Candidates may be allowed up to five visits and 180 days from the first attempt to complete an assessment.

It is possible that a candidate cannot complete an assessment in one sitting. Assessment recognizes a voluntary close out of an assessment window or a time out as reasons requiring multiple sittings. The number of times a candidate is allowed to complete an assessment and the number of days they are given to complete it, is set by the assessment author in the Assessment Authoring Center for each assessment version.

It is recommended to allow multiple attempts for either reason to maximize the number of completed applications. The number of attempts can be set from one to five. Oracle recommends allowing three visits for candidates to complete authored assessments. However, it is also recommended that the candidate not be told at the initial onset of the assessment that he or she has the ability to revisit the same assessment at a later time to reduce the possibility of dishonest answers.

Candidates may be allowed up to 15 days to complete an assessment before it expires. There is no partial scoring. Assessment scores are only reported to Recruiting if the candidate completes the assessment. It is recommended for authored assessments to limit the time period to three days to reduce number of incomplete applications.

Configuration

If multiple sittings are allowed, Save Partial Assessment setting must be turned on to configure the number of attempts and the expiration time for each attempt. Contact Oracle Support for changes to authored assessments.

Setting Name	Description	Location
Save Partial Assessments	• On • Off (Default)	Assessment Authoring Center > Manage Assessments > [Assessment] Select Assessment Version > [Assessment Version] > Add or Edit Version Properties
Candidates may resume an assessment after:	• 1-5 days • 2 (Default)	Assessment Authoring Center > Manage Assessments > [Assessment] Select Assessment Version > [Assessment Version] > Add or Edit Version Properties
Expire the attempt after:	• 1-180 Days	Assessment Authoring Center > Manage Assessments > [Assessment] Select

Setting Name	Description	Location
	• 3 (Default)	Assessment Version > [Assessment Version] > Add or Edit Version Properties

Timed Assessments

Maximum time allowed to complete an assessment can be configured.

Time allowed can be configured for each assessment by specifying the maximum time limit. Time allotment will vary based on the length of an assessment and the type of content. For example, a cognitive evaluation may take a different amount of time than assessing a candidate's work style. If no time limit is specified, then there is no limit on the length of time given to complete an assessment. The minimum value allowed is 5 minutes.

Configuration

Assessment timing is configured in the Assessment Authoring Center by the assessment author. Contact Oracle Support for changes to authored assessments. If no value is specified then there is no time limit.

Setting Name	Description	Location
Time Allowed in Minutes	• Any number • No value specified (Default)	Assessment Authoring Center > Manage Assessments > [Assessment] Select Assessment > [Assessment] > Add or Edit Properties

Randomization

The presentation of assessment questions and answers may be configured so that the order is randomly determined.

The questions or the answers may be randomized; or both may be randomized at the same time. The order in which questions and answers may appear is random across candidates. Utilizing this feature is recommended by Oracle to deter candidates who might want to share answers to questions.

Instructions and questions that are sequentially linked can be excluded from randomization.

Configuration

The settings below describe how to turn randomization on and off. Additionally, if randomization of questions is turned on, individual questions may be selected to be excluded from the randomization. Randomization is configured in the Assessment Authoring Center by the assessment author. Contact Oracle Support for changes to authored assessments.

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Setting Name	Description	Location
Randomize Question Order	• On • Off (Default)	Assessment Authoring Center > Manage Assessments > [Assessment] Select Assessment > [Assessment] > Reorder Questions
Randomize Question Order	• On • Off (Default)	Assessment Authoring Center > Manage Assessments > [Assessment] Select Assessment > [Assessment] > Reorder Questions

Assessment Results View

The components of the Assessment Results View are configurable.

The Recruiting administrator can choose which fields to display, including:

- Passed
- Score
- Band
- Exceptional
- Details

All the fields listed are displayed by default.

Passed: Oracle recommends not using a Pass or Fail distinction when a criterion validation study has not been conducted. The default value for this field is Yes. If no value is set for this field, all candidates' results will say Yes. An alternative configuration is to display a non-passing score in red in the overall assessment Score field. This field can be removed from the Results View.

Score: This is the overall assessment score. Oracle recommends that the score not be displayed.

Band: The band assigned to the candidate's score. The author configures bands to use for score reporting.

Exceptional: It is recommended to not use Exceptional distinction when a criterion validation study has not been conducted. The default value for this field is No. If no value is set for Exceptional, all candidates' results will say No. This field can be removed from the Results View.

Configuration

Assessments Results View is configured in Recruiting Administration by the Recruiting administrator.

Assessment Result Field	Location
Band	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Band
Details	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Details

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Assessment Result Field	Location
Exceptional	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Exceptional
Passed	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Passed
Score	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Score

Optimized Mobile Candidate Experience (Beta)

Assessment offers an optimized display for mobile devices that utilizes the full Experior candidate experience in a touch screen interface.

When a candidate begins an assessment, the application checks to see if the candidate is using a mobile device. If the candidate is using a mobile device, and Optimize Display on Mobile Device (Beta) is enabled for that assessment, the assessment will be presented using the Optimized Mobile Candidate Experience (Beta). If the candidate is using a mobile device, and Optimize Display on Mobile Device (Beta) is not enabled for that assessment, the assessment will be presented as configured for a standard display. It is recommended to use an inline display mode for a better candidate experience.

The following features of the *New Candidate Assessment Experience* have been optimized for mobile devices:

- Color bar for branding continuity
- Progress bar
- Countdown clock
- Previous, Next, Finish buttons activated based on configured navigation
- Key navigation menu for unlimited navigation configuration

Supported mobile devices are:
- iPhone
- iPad
- Android

Optimized Mobile Candidate Experience is currently in Beta version. Functionality will increase over time.

Configuration

Existing customers must have been migrated to the new Experior candidate experience before configuring Optimize Display on Mobile Device (Beta). Assessment validity must be assessed to determine if the Mobile Candidate Experience (Beta) is appropriate for each assessment before enabling Optimize Display on Mobile Device (Beta) for that assessment.

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Setting Name	Location
Optimize Display on Mobile Device (Beta)	Assessment Authoring Center > Manage Assessments > [Assessment] > Reorder Questions

Branding with the New Candidate Assessment Experience

The new candidate assessment experience provides improved performance, usability, and branding capabilities to enhance the candidate experience.

The new candidate experience is built on a dedicated infrastructure that is isolated from the Assessment Authoring Center and Assessment Interview Guide tools. By being decoupled, the new candidate assessment experience will remain operational even if issues are encountered in other areas of the Assessment product. This will help improve overall response time and stability for candidate assessments.

In addition, usability and branding improvements were introduced with the new, modern, and interactive candidate assessment experience.

The background color and text color for the assessment header are configurable and help to enhance the candidate experience by aligning the assessment look and feel with the career section branding.

The system will provide clearer distinction to candidates who are attempting to access an assessment but cannot. Specifically, candidates will receive a message page if they:

- Try to take an assessment when they have exceeded the number of allowed attempts.
- Try to take an assessment but have exceeded the number of days in which they were allowed to take the assessment.
- Try to take an assessment they have completed successfully.
- Try to proceed with an assessment after the session has timed out.

Visual cue enhancements have been added:

- A progress bar that dynamically displays assessment progress.
- A real-time countdown clock on timed assessments.
- An indication of the total number of questions to be completed in the assessment.
- A clearer process for returning to the career section upon assessment completion. With inline configuration a continue button is available, with pop-up configuration a close button is available.

Configuration

Existing customers must activate the new candidate experience with a request in My Oracle Support. On this support ticket, indicate the RGB number of the background color and text color in the header bar of the new design, for branding purposes.

Configurable Navigation

With the adoption of the new candidate experience, assessment authors have the option to configure the system to allow candidates to navigate freely through the assessment.

The assessment property, Experior Navigation provides two options:

- Unlimited navigation
- Linear navigation

Unlimited navigation is the default navigation for all new assessments. It will allow candidates to move back and forth through assessment pages and skip to specific questions and pages. Candidates will have the ability to change answers at any time before clicking **Finish**. This includes changes during the initial assessment attempt, as well as changing previously answered questions in subsequent attempts of the same assessment.

Visual cue enhancements have been added to support the new navigation option:

- A progress bar that dynamically displays assessment progress.
- Previous and Next buttons.
- A navigation menu and question key that enables candidates to track the assessment progress by page and navigate to a page quickly.
- Visual distinction of answered and not answered questions.
- A finish button that becomes usable when all questions have been answered.

Linear navigation is the default navigation for all existing assessments. Candidates must complete all answers on a page before proceeding to the next page.

For some assessments, the explorability that is inherent in unlimited navigation is beneficial and increases user completion rates and satisfaction. For example, in cognitive assessments, the candidate can skip a hard question and come back to it later. For other assessments, explorability can impact validity. This is the case with bio-data assessments, in which a candidate's initial response is gathered.

For authored assessments, the Assessment Practice Team will do an active review of assessment content to determine if Unlimited Navigation is appropriate. If so, the team will proactively contact the customer to discuss and plan activity to unlimited navigation once they migrated to the new candidate experience.

Any assessment author can activate this feature by unpublishing the assessment, making it unavailable, changing the Experior Navigation value, and republishing. If Oracle has put non-Oracle content into Assessment and a navigation change is desired for the assessment, contact your Client Executive to request modifications. They will then work with the Oracle Assessment Practice Team to have the changes implemented.

Configuration

Setting Property	Location
Experior Navigation	Assessment Authoring Center > Manage Assessments > [Assessment] > Add or Edit Properties

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Configurable Text on Instruction and Completion Pages

With the adoption of the new candidate experience, assessment authors can configure text to be presented to candidates on the instruction page and the completion page for each assessment.

Default text is provided for both the new instruction page and the new completion page that will be used for all assessments, if no other text is configured for individual assessments. The default text can be edited for each active language. For authored assessments, the Assessment Practice Team will be doing an active review of assessment content to determine if custom text is needed for each assessment. The team will then proactively contact the customer to discuss and plan activity to customize text once migrated to the new candidate experience.

Custom instruction and completion messages are configured in Assessment Properties. Configure Messages only becomes available after the Assessment Properties page has been saved. Once custom instruction and completion text is saved, it will override the default text. To revert the assessment back to either the default instruction or completion text, clear the appropriate text from the field and click Save. Text changes are applied in real time for active assessments. Instruction and completion text can be previewed using Preview the Assessment and clicking Experior.

The custom assessment instruction and completion text supports line breaks, bold, left and center alignment, bulleted lists, and numbered lists using the following HTML tags.

- Line Break < br/>
- Bold
- Center Alignment <div class="center"> </div>
- Unordered Lists for Bullets <ul>
- Ordered Lists for Numbers <ol>
- Individual List Items <li>

A bulleted list that appears like this to a candidate:

- Bullet 1
- Bullet 2
- Bullet 3

Will appear like this to the assessment author:
Bullet 1

Bullet 2

Bullet 3

A numbered list that appears like this to a candidate:

1. Number 1
2. Number 2
3. Number 3

Will appear like this to the assessment author:
Number 1

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Number 2

Number 3

Assessment Instructions Page

The Assessment Instructions page is the entry page into the Assessment. The candidate reads the instructions and clicks **Start Assessment** on this page. The text can be tailored to explain the purpose of the assessment and how it will be used. It can clarify the nature and goals of the assessment, the expected length, and any other relevant instructions that may be applicable for the that assessment. Custom assessment instructions can give candidate information that will help them prepare and be successful before beginning the assessment.

The default text on the instructions page is:

Instructions

Carefully read the following instructions and make sure that you understand them before starting the assessment.

- You must answer every question in order to complete the assessment.
- Once complete, a Finish button will become active to submit your answers.
- Complete the assessment without assistance. Your answers may be verified at a later time.
- Use the buttons provided within the assessment design (not browser buttons) to navigate.

Assessment Completion Page

The Assessment Completion Page is the page that displays the assessment completion confirmation message. The message can be tailored to explain the completed experience, what the candidate needs to do next to proceed, and any other relevant instructions upon completion that may be applicable for candidates who have completed the assessment. Two buttons alternatively are available depending on assessment delivery. Continue will be used if the assessment flow is delivered inline and Close will be used if initiated from an email or a pop-up window.

The default text on the completion page is:

You have completed the assessment. Thank you.

Configuration

Any assessment author of a non-Oracle authored assessment can change instruction or completion text as needed. When customizing the completion text, ensure that the text accommodates both pop-up and inline delivery methods for the user experience.

If Oracle has put non-Oracle content into Assessment and this custom text is desired for the assessment, contact your Client Executive to request modifications. They will then work with the Assessment Practice Team to have the changes implemented.

Setting Name	Location
Configure Messages	Assessment Authoring Center > Manage Assessments > [Assessment] > Add or Edit Properties > Configure Message

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3 Creating Assessment Content

Assessment Content

Assessment content includes a variety of elements.

- *Dimensions*
- *Assessment Questions*
- *Response Sets*
- *Bands*
- *Band Markers*
- *Evergreen Validity*
- *Question Scores*
- *Global Scores*
- *Interview Guides*

Dimensions

Dimensions label competencies and provide grouping for assessment results.

An assessment can be designed to measure one or several dimensions.

Assessment Questions

Assessment questions are intended to evaluate candidate knowledge, skills, or personality traits in a specific dimension.

There are three types of assessment questions:

- Single answer: Answers appear as radio buttons. Only one answer can be selected.
- Multiple answer: Answers appear as check boxes. One or more answers can be selected.
- Instructions: Do not have associated answers. It is important to make sure instruction questions appear in the appropriate places of the assessment.

Assessment questions can have customized answers or reusable response sets.

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Response Sets

The Response Set Library stores answers that can be copied to multiple questions.

When creating a question, authors can link to a predefined response set from the Response Set Library. A response set is linked to the question when it is copied to that question. This creates a copy of the response set with the question and leaves a copy of the response set in the Response Set Library.

The response sets available for the question must include all of the translations needed for the languages selected for the question. Each response set can include translations for all available languages supported in the candidate experience.

When a response set is linked to a question, the response set is unavailable for modification. A response set can be unlinked from a question for editing purposes. Once unlinked, answers can be changed, added, or deleted from a response set. Changes to an unlinked response set only affect the copy of the response set being edited, other copies of the response set remain.

The Response Set editor allows authors to track usage and linkage of response sets in the history section.

Bands

Bands are score divisions.

When a candidate takes an assessment, dimension scores and a global score are calculated for the version of the assessment. The candidate's dimension scores and global scores fall within a range. This range is referred to as a band in Assessment.

Band names may vary by organization. By default, assessments are designed to separate candidate assessment score ranges into three groups:

- Red candidates have a poor to below average score.

- Yellow candidates have a score that is slightly below the average.

- Green candidates have an above average to exceptional score. The top 40% of applicants receive this global band. Candidates best suited for hiring are usually located in this band.

ABC Corporation has an assessment measuring three dimensions: interpersonal skills, honesty, and loyalty. The cashier version of the assessment has the following properties: Honesty has a -20 to 30 point range and is weighted at 40% importance; Loyalty has a -10 to 10 point range and is weighted at 10%; and interpersonal skills has a -40 to 30 point range and is weighted at 50%. The global range is -29 to 28.

Each dimension score has three bands: red, yellow, and green. The ranges of the bands must include all possible scores.

The breakdown of the bands for the honesty dimension is:

- Red has a range of -20 to -5 points.

- Yellow has a range of -5.1 to 15 points.

- Green has a range of 15.1 to 30 points.

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Band Markers

Bands have markers that provide extra distinction between candidate pools.

Global Score Band Markers

Global bands are the bands dividing candidates by global score. There are three markers available for global bands:

- Exceptional is a mark that shows the candidate did exceptionally well on an assessment. A candidate in an exceptional band has a yes in the exceptional field in the job submission assessment summary.

- Failed means a candidate failed the assessment. A candidate in a failed band has the word No in the passed field in the job submission assessment summary.

Dimension Score Band Markers

Dimension bands are the bands dividing candidates by dimension score. There are two markers available for dimension scores:

- Hurdle is a mark that indicates a candidate did particularly well in a dimension. Oracle does not use this distinction in its assessments. Exact behavior would need verification.

- Failed means a candidate failed that band of an assessment. Failing a segment of an assessment should end the assessment.

ABC Corporation has a personality assessment which measures three dimensions: interpersonal skills, honesty, and loyalty. The cashier version has the following properties: Honesty has a -20 to 30 point range and is weighted at 40% importance; Loyalty has a -10 to 10 point range and is weighted at 10%; and interpersonal skills have a -40 to 30 point range and are weighted at 50%. The global range is -29 to 28.

There are four global bands.

- Poor has a range of -29 to -10 and is marked failed because candidates in this category are not likely to be good hires.

- Average has a range of -10.1 to 5.

- Good has a range of 5.1 to 15 and is marked exceptional because the candidates in this pool are likely to be high performers. This marker is not marked evergreen because a candidate could fail a segment and land in this category.

- Great has a range of 15.1 to 28 and is marked exceptional and evergreen because a candidate with these qualities is most likely to remain a qualified candidate. There is no indication of a candidate's evergreen status in the Recruiting Center.

Evergreen Validity

Global bands marked as evergreen allows authors to configure a band scores that override otherwise configured validity periods.

Evergreen is a configurable option on a band that overrides the validity period for assessment responses. A candidate whose score falls within an evergreen band does not have to retake the assessment for that scoring version. A candidate

who falls within a band that does not have evergreen configured on the scoring version would still be required to retake the assessment once the validity period expires.

Evergreen validity can be used to exempt candidates who passed an assessment version or restrict candidates who scored poorly. It can also be used to create an assessment with all bands and scores to be valid indefinitely.

Question Scores

Assessment authors designate points for answers to specific questions in the Score Editor.

Global Scores

The global score is the sum of the weighted dimension scores.

Global Score Range

The global score is determined by totaling the net number of points earned by the candidate.

ABC Corporation has a personality assessment which measures interpersonal skills, honesty, and loyalty. The cashier version has the following properties: Honesty has a -20 to 30 point range and is weighted at 40% importance; Loyalty has a -10 to 10 point range and is weighted at 10%; and interpersonal skills have a -40 to 30 point range and are weighted at 50%.

The minimum global score is calculated using the following calculations:

- A=low honesty * honesty weight=-20 * .4=-8
- B=low loyalty * loyalty weight=-10 * .1=-1
- C=low interpersonal skills * interpersonal skills weight=-40 * .5=-20
- Minimum Global Score=A+B+C=-8 -1 -20=-29.

The maximum global score is calculated using the following calculations:

- A=high honesty * honesty weight=30 * .4=12
- B=high loyalty * loyalty weight=10 * .1=1
- C=high interpersonal skills * interpersonal skills weight=30 * .5=15
- Maximum Global Score=A+B+C=12 +1 + 15=28.

The range for the global score is -29 to 28.

Creating Assessment Content

The steps to create assessment content are:

1. Create a dimension.
2. Create an optional response set

3. Create assessment question adding response sets to questions as applicable.
4. Create a band.
5. Order the band.
6. Add the band to a dimension.
7. Optionally, create interview guides.

Creating a Dimension

Assessment Authoring Center > **Manage Dimensions**
1. Click New.
2. Fill in the Dimension Name.
3. Enter a description.
4. Click Save or Save and continue.

Creating a Response Set

Assessment Authoring Center > **Manage Response Sets**
1. Click New.
2. Enter the name of the response set.
3. Configure languages, as necessary.
    a. Click Configure Languages.
    b. Select all active languages.
    c. Click Done.
4. Enter a Description.
5. Click Add Response Set if there was a Response Set created
6. Enter answers. Click Add Answer to enter each additional answer choice.
7. Enter a response set code in the Response Set Properties box.
8. Click Save.

Creating an Assessment Question

An optional, reusable response set has been created.

An associated dimension has been created, if applicable.

Assessment Authoring Center > **Manage Assessment Questions**
1. Click New.
2. Select question type.
3. Enter Dimension code, if applicable.
4. Configure languages, as necessary.
    a. Click Configure Languages.
    b. Select all active languages.
    c. Click Done.
5. Enter question.
6. Click Add Response Set if there is an existing, appropriate response set or enter answers directly into question. Click Add Answer to enter each additional answer choice.
7. Enter answers. Click Add Answer to enter each additional answer choice.
8. Click Save.

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The question is saved but unavailable. Questions in Not Available status can be edited. Questions in Available status can be added to assessments.

Activating an Assessment Question

A question has been created.

Assessment Authoring Center > **Manage Assessment Questions**
1. Click on the question name.
2. Select Available as the status.
3. Click Save.

The question can be used in an assessment.

Creating a Band

Assessment Authoring Center > **Manage Bands**
1. Click New.
2. Enter the name of the band.
3. Click Save.

Ordering Bands

Assessment Authoring Center > **Manage Bands**
1. Select the new position of the band using the Order select box.
2. Click Save Band Order.

Adding a Band to a Dimension

Assessment Authoring Center > **Manage Dimensions**
1. Click Manage Dimensions.
2. Click a dimension name.
3. Click Add or Edit Bands.
4. Click Add Band.
5. Select bands by checking the corresponding box.
6. Click Done.

The selected bands are added automatically to an assessment when a dimension is added.

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Adding Content to the Assessment

The steps to add content to assessments are:

1. *Add dimensions to the assessment*. Bands assigned to dimensions will be added automatically.
2. *Add questions to the assessment*.
3. *Configure question display properties* if not already done. You can review the assessment planning matrix and randomization.
4. *Preview the assessment*.

Adding Dimensions to an Assessment

Dimensions have been created.

Assessment Authoring Center > **Manage Assessments**
1. Click the name of an assessment.
2. Click Add or Edit Dimensions.
3. Click Add Dimensions.
4. Check dimension boxes to add the dimensions to assessment.
5. Click Done.

Bands that have been assigned to dimensions are automatically added to the assessment when the dimension is added.

Adding Questions to an Assessment

Questions have been created and activated.

Assessment Authoring Center > **Manage Assessments**
1. Click the name of an assessment.
2. Click Add or Edit Questions next to the appropriate domain name.
3. Click Add Assessment Questions.

   If no questions exist, click Create a New Question and follow instructions to create and activate assessment questions.

4. Click Continue.
5. Configure question displays and randomization, if not already configured.
6. Click Save.

Configuring Question Display Properties

Review the assessment planning matrix, randomization, question display properties, and optimized mobile candidate experience (beta) for guidance in configuring the assessment.

Assessment Authoring Center > **Manage Assessments** > **Reorder Questions**
1. Enter the number of questions to be displayed on each assessment page.
2. Check Randomize Question Order, if appropriate.

3. Check Randomize Answer Order, if appropriate.
4. Check Optimize Display on Mobile Devices (Beta), if appropriate.
5. Click Save or Save and continue.

Previewing the Assessment

Dimensions and questions have been created, activated, and added to the assessment.

Assessment Authoring Center > **Manage Assessments**
1. Select the assessment.
2. Click Preview the Assessment.
3. Select the appropriate candidate experience tab.
4. Navigate through the assessment preview using the assessment navigation controls.

Creating Assessment Scoring Versions

Before adding scoring criteria, the Assessment Version must be created and selected.

1. *Designate scoring weights for answers to each question.*
2. *Designate scoring weights for assessment version bands*, creating a global score.

Weighing Answers

The assessment version must have a status of Not Available.

Questions have been added to the assessment.

Assessment Authoring Center > **Manage Assessment Versions**
1. Click Add or Edit Scores.
2. Enter points for the answer to each question.
3. Click Save or Save and continue.

Weighing Dimensions

The assessment version must have a status of Not Available.

Questions have been added to the assessment.

Answers to questions have weights.

Assessment Authoring Center > **Manage Assessment Versions**
1. Click on the name of the assessment version.
2. Click Add or Edit Selection Measurements.
3. Select dimensions to add bands.

    Global can also be selected to add bands.
4. Click Add Band.
5. Select bands and click Done.

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6. Indicate the dimension's weight relative to the other dimensions as a percentage.

   The combined dimension weights have to equal 100% for the assessment version to be activated.

7. Click Save or Save and continue.

The range and weight are used to determine the global range.

Interview Guides

An interview guide is an optional screening tool that provides recruiters and hiring manager with specific candidate assessment answers and interview questions that relate to the candidate's assessment results.

When an assessment version is created, the assessment author can choose to activate interview guide generation. If this option is enabled the system generates an interview guide for employees who take that version of the assessment.

Enabling Interview Guide generation is determined when assigning assessment version properties.

Interview Guide Content

Name	Description
Applicant Information	
Job name	Auto-filled with the job name from Recruiting.
Applicant name	Auto-filled with the applicant name from Recruiting.
Application date	Auto-filled with the application date from Recruiting.
Assessment completed	Auto-filled with the date the assessment was completed from Recruiting.
Prescreening result	Auto-filled with prescreening results from Recruiting.
Overall Match to Job	
Dimension Text	Assessment version specific text to describe the overall the assessment. This text is not labeled dimension text.
Pass	If a global band has been marked as failed and a candidate fell into that band this value is no. If the candidate's global band does not have a failed marker this value is yes.
Exceptional	If a global band has been marked as exceptional and a candidate falls into that band this value is yes.
Global Band	The candidate's global band based on the global score.
Global Interpretation	Description of how to interpret the global band result.
Results Summary Table	Lists the dimensions measured and the candidate's dimension band.
Interview Guideline	Instructions to the interviewer.
Interview Guide Questions	Default interview questions asked to all candidates.
Dimension Specific Information	
Impact	A rating scale a hiring manager can use to note personal perception of the candidate.

Name	Description
Job Fit Personality rating	A rating scale a hiring manager can use to note personal perception of the candidate.
Dimension description	Information on the dimension that was measured.
Interpretation for	Information on how to interpret the candidate's dimension band.
Interview Questions for the Dimension	Two types of interview questions make up this portion of the interview guide: interview questions configured to show up on all assessments with the dimension, and interview questions configured to show up based on the dimension band the candidate receives.
Assessment Questions	Assessment question and answer combinations for answers marked to validate. These questions and answers only show up on a candidate's interview guide if the candidate has selected the answer marked for validation.

Interview Questions

Interview questions can be used by all assessments, dimensions, and dimension bands.

Interview questions can be created in the Interview Question Library. These questions can be associated with an assessment in three ways:

- *Through a specific assessment version*.
- *Through dimensions*. Interview questions associated with a dimension appear on all interview guides generated for an assessment associated with that dimension.
- *Through dimension bands*. Interview questions associated with dimension bands appear on the interview guides of those candidates who fall into that dimension band.

Creating an Interview Question

Assessment Authoring Center > **Manage Interview Questions**
1. Enter the new interview question.
2. Enter the code in the Question Properties.
3. Click Done.

Adding Interview Questions to the Interview Guide for an Assessment Version

Assessment version must be created and Not Active.

Activate Interview Guide Generation is Enabled.

Interview questions have been created.

Assessment Authoring Center > **Select Assessment Version** > **Add or Edit Interview Questions**
1. Click Select Questions and Answers to validate.

2. Select an interview question by clicking the check box next to the question.
3. Click Save or Save and continue.

Adding an Interview Question to a Dimension

Interview questions have been created.

Dimensions have been created.

Assessment Authoring Center > **Manage Dimensions**
1. Click the name of the dimension.
2. Click Add or Edit Interview Questions for the Dimension.
3. Click Add Interview Questions.
   - If interview questions have not been configured, new interview questions can be created from this point by clicking Create a New Interview Question.
4. Select an interview question by clicking the check box next to the question.
5. Click Done.

Adding an Interview Question to a Dimension Band

The dimension must have bands associated with it.

Interview questions have been created.

Assessment Authoring Center > **Manage Dimensions**
1. Click the name of the dimension.
2. Click Add or Edit Interview Questions for bands.
3. Click Add Interview Questions next to the appropriate band name.
   - If interview questions have not been configured, new interview questions can be created from this point by clicking Create a New Interview Question.
4. Select an interview question by clicking the check box next to the question.
5. Click Done.

The interview question is included on the interview guides of candidates who have taken an assessment with the dimension and been assigned the designated band.

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4 Configuring Assessments

Configuring the Assessment in the Assessment Authoring Center

The configuration of assessments in the Assessment Authoring Center consists of the following steps.

1. *Configuring assessment properties*
2. *Configuring instructions and completion messages*
3. *Configuring languages*
4. *Creating assessment content*
5. *Configuring question display properties*
6. *Configuring assessment status*
7. *Creating assessment versions*
8. *Configuring assessment version properties*
9. *Configuring assessment version status*
10. *Creating an interview guide*
11. *Publishing the assessment*

Configuring Assessment Properties

Review the assessment planning matrix for guidance in configuring the assessment.

See *Assessment Properties* for more information about properties.

Assessment Authoring Center > **Manage Assessments**
1. Click New or the name of an assessment.
2. Enter the Assessment Name, Code, Result Validity Period, and Time Allowed if applicable.
3. Select Language and Experior Navigation.
4. Click Save or Save and continue.

Configuring Instructions and Completion Messages

The Assessment Properties have been saved.

Review the assessment planning matrix and configurable instruction and completion pages for guidance in configuring the assessment.

Assessment Authoring Center > **Manage Assessments**
1. Click Configure Messages.
2. Select a language.
3. Enter instruction text and format as appropriate.
4. Enter completion text and format as appropriate.

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    5. Click Save.

Configuring Assessment Languages

Assessment Authoring Center > **Manage Assessments**
    1. Click New or the name of an assessment.
    2. Click Configure Languages.
    3. Select all active languages.
    4. Click Done.

Active languages are available for configuration.

Creating Assessment Content

The steps to create assessment content are:

    1. Create a dimension.
    2. Create an optional response set
    3. Create assessment question adding response sets to questions as applicable.
    4. Create a band.
    5. Order the band.
    6. Add the band to a dimension.
    7. Optionally, create interview guides.

Configuring Question Display Properties

Review the assessment planning matrix, randomization, question display properties, and optimized mobile candidate experience (beta) for guidance in configuring the assessment.

Assessment Authoring Center > **Manage Assessments** > **Reorder Questions**
    1. Enter the number of questions to be displayed on each assessment page.
    2. Check Randomize Question Order, if appropriate.
    3. Check Randomize Answer Order, if appropriate.
    4. Check Optimize Display on Mobile Devices (Beta), if appropriate.
    5. Click Save or Save and continue.

Configuring Assessment Status

Assessment must be in Not Available status to be edited or deleted.

Assessment must be in Available status to be published.

Assessment Authoring Center > **Manage Assessments** > **Change Assessment Status**
    1. Select Status.
    2. Click Save or Save and continue.

Creating an Assessment Version

An assessment must be created.

Review the Assessment Planning Matrix and Assessment Version Properties for guidance in configuring the assessment.

Assessment Authoring Center > **Manage Assessments**
1. Click Manage Assessments.
2. Click the name of an assessment.
3. Click Select Assessment Versions.
4. Click New.
5. Enter Name and Code.
6. Check Save Partial Assessments, if applicable and complete multiple sitting settings.
7. Activate Interview Guide Generation if applicable.
8. Click Save or Save and continue.

Configuring Assessment Version Status

Assessment version must be in Not Available status to be edited or deleted.

Assessment version must be in Available status to be published.

Assessment Authoring Center > **Manage Assessments** > **Change Version Assessment Status**
1. Select Status.
2. Click Save or Save and continue.

Interview Guides

An interview guide is an optional screening tool that provides recruiters and hiring manager with specific candidate assessment answers and interview questions that relate to the candidate's assessment results.

When an assessment version is created, the assessment author can choose to activate interview guide generation. If this option is enabled the system generates an interview guide for employees who take that version of the assessment.

Enabling Interview Guide generation is determined when assigning assessment version properties.

Publishing an Assessment

Assessment must be in Available status to be published.

Assessment Authoring Center > **Publish Assessment** > **Assessment Status Publication**
1. Select a client.

   The Publication List will populate with the assessments published on the zone selected.
2. Click Add.
3. Select an assessment to add to the publication list.

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4. Click Done.
5. Click Publish List.
6. Click Yes.

Assessment Versions

Assessments can have multiple versions.

The questions on the assessment are the same for all versions but can have different properties and scoring methods. Assessment versions affect Assessment Retakes and Scoring.

Assessment Properties

Name	Description	Location
Name	The assessment name. It is recommended to make the assessment name meaningful.	Manage Assessments > [Assessment] > Add or Edit Properties
Code	A unique identification code assigned by the assessment author used by the system to identify the assessment.	Manage Assessments > [Assessment] > Add or Edit Properties
Language	The active languages for the assessments. Translations to questions and answers must be provided for all available languages.	Manage Assessments > [Assessment] > Add or Edit Properties
Result Validity Period	The time span, in days, after the assessment is completed that the answers are valid.	Manage Assessments > [Assessment] > Add or Edit Properties
Time Allowed	The time span, in minutes, that a candidate has to complete an assessment attempt.	Manage Assessments > [Assessment] > Add or Edit Properties

Question Display Properties

Name	Description	Location
Questions per page	The number of questions that appear to the candidate per page in the assessment.	Manage Assessments > [Assessment] > Reorder Questions
Randomize Question Order	The presentation of assessment questions and answers may be configured so that the order is randomly determined. This feature randomizes all question types including instruction type questions. When activated the option to fix questions in place will be available.	Manage Assessments > [Assessment] > Reorder Questions
Not Randomized	A question level property that allows an author to skip the randomization of individual questions. Randomize Question Order must be selected for this feature to be displayed. A fixed question will be in the question sequence at the count placeholder.	Manage Assessments > [Assessment] > Reorder Questions

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Name	Description	Location
Randomize Answer Order	Answers to questions are randomized on every assessment attempt.	Manage Assessments > [Assessment] > Reorder Questions
Optimize Display on Mobile Devices (Beta)	An optimized display for mobile devices that utilizes the full Experior candidate experience in a touch screen interface. Assessment validity must be assessed to determine if the Mobile Candidate Experience (Beta) is appropriate for each assessment.	Manage Assessments > [Assessment] > Reorder Questions

Assessment Version Properties

Name	Description	Location
Code	Unique identification code	Manage Assessments > [Assessment] > Select Assessment Versions > [Name] > Add or Edit Version Properties
Background Color	-	Manage Assessments > [Assessment] > Select Assessment Versions > [Name] > Add or Edit Version Properties
Save Partial Assessments	If multiple sittings are allowed, Save Partial Settings must be turned on to configure the number of attempts, the allowed number of days from initial attempt, and in what conditions the assessment may be resumed.	Manage Assessments > [Assessment] > Select Assessment Versions > [Name] > Add or Edit Version Properties
Activate Interview Guide Generation	Generates an interview guide when an assessment is completed based on the candidates answers.	Manage Assessments > [Assessment] > Select Assessment Versions > [Name] > Add or Edit Version Properties

Configuring the Assessment in Recruiting Administration

The configuration of assessments in the Recruiting Administration consists of the following steps.

1. Assessments must be activated in the Assessment Authoring Center before they can be used in a requisition flow. Authored assessments must be activated by Oracle Support. Assessments are sourced to the application using an external tool and enabled by default if the service does not require any additional configuration. Contact Oracle Support for details.
2. *Configuring assessment settings*.
3. *Configuring assessment input fields*.
4. *Configuring assessment result fields*.
5. *Configuring assessment user-defined forms*.
6. *Configuring the assessment message displayed to candidates*.
7. *Configuring the assessment candidate selection workflow*.

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8. *Selecting message templates for the Assessment*.
9. *Activating the assessment.*
10. *Adding the Screening block in the requisition file*.
11. *Adding the Screening block in the candidate file*.
12. *Granting assessment permissions*.

Configuring Assessment Settings

The Access Administration user type permission is required.

Configuration > **[Recruiting] Administration** > **Screening Services**

1. Click an assessment.
2. Click Edit next to Properties.
3. In the Settings section, configure the assessment settings as desired.
4. Click Save.

Configuring Assessment Input Fields

The Access Administration user type permission is required.

Configuration > **[Recruiting] Administration** > **Screening Services**

1. Click an assessment.
2. Click the link under Input Fields.
3. Click Edit next to Properties.
4. Under Default Value, select the assessment that will appear by default in the assessment field located in the requisition Screening block.
5. Click Save.

Configuring Assessment Result Fields

Assessment results fields are not configurable by the system administrator. For details, see *Assessment Result Fields*.

Configuring Assessment User-defined Forms

The Access Administration user type permission is required.

Configuration > **[Recruiting] Administration** > **Screening Services**

1. Click an assessment.
2. Under User-defined Forms, configure the following elements. For details, see *Assessment User-defined Forms*.
   - Capture of input fields: This is where you define how the Assessment Version field (input field) will appear in the requisition file in Edit mode. You can define elements such as the field type (drop-down list, radio button) and if the field is mandatory.
   - Display of input fields: This is where you define how the Assessment Version field (input field) will appear in the requisition file in View mode. You can define elements such as the field type (drop-down list, radio button) and if the field is mandatory.

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- ○ Display of result fields: This is where you define how the Assessment result fields will appear in the candidate submission. Available fields are: Band, Details, Exceptional, Interview Guide, Passed, Score.
- ○ Display of result set fields: This is used only for those external partners whose certification includes result set fields. Assessment does not use this kind of fields. Therefore, nothing to configure here.
3. Click Save.

Configuring the Assessment Message Displayed to Candidates

The Access Administration user type permission is required.

Configuration > **[Recruiting] Administration** > **Screening Services**
1. Click an assessment.
2. Click Edit next to Labels.
3. Select the language in which you want to create the message.
4. Complete the fields as desired. For details, see *Assessment Labels*.
5. Click Save.
6. Click Preview next to Labels to see how the message will appear to candidates.

Configuring the Assessment Candidate Selection Workflow

The Access Administration user type permission is required.

Configuration > **[Recruiting] Administration** > **Screening Services**
1. Click an assessment.
2. Click Create next to CSW Actions.
3. Complete the fields as desired. For details, see *Assessment Candidate Selection Workflow*.
4. Click Save.

When the candidate selection workflow is used in the Recruiting Center, the execution of the Assessment will be carried out automatically.

Selecting Message Templates for the Assessment

Message templates are used either when the recruiter manually requests an assessment for a candidate, or when a candidate decides on the Career Section to receive an e-mail with a link to the Assessment service instead of taking the assessment immediately during the submission process.

The Access Administration user type permission is required.

Configuration > **[Recruiting] Administration** > **Screening Services**
1. Click an assessment.
2. Click Edit next to Correspondence.
3. Click Select under Message template (internal candidates).
4. Select the message template you want to send to internal candidates.
5. Click Select.
6. Click Select under Message template (external candidates).
7. Select the message template you want to send to external candidates.

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8. Click Select.
9. Click Save.

The candidate will receive an e-mail based on these templates, depending on whether the candidate is an internal or external candidate. The e-mail will contain a link where to take the Assessment.

Activating the Assessment

The Access Administration user type permission is required.

The screening service must be Draft.

Configuration > [Recruiting] Administration > Screening Services
1. Click an assessment.
2. Click Activate located next to the name of the assessment.

The status of the assessment is changed to Active. The Assessment is then available in the Recruiting Center and Career Section provided that the Assessment is included in a requisition and then the requisition is posted to a Career Section.

Adding the Screening Block in the Requisition File

The user-defined file must have the inactive or draft status.

At least one section must be created in the user-defined file.

Configuration > [Recruiting] Administration > User-defined Files
1. Click on a user-defined file of type Requisition File.
2. Click Edit next to Section Ordering.
3. Enter the name of the Screening section in the Add a Section field.
4. Click Create Section.
5. Select the Screening block in the Available Blocks section and drag and drop it to the Screening section you created.
6. Click Save.

Adding the Screening Block in the Candidate File

The user-defined file must have the inactive or draft status.

At least one section must be created in the user-defined file.

Configuration > [Recruiting] Administration > User-defined Files
1. Click on a user-defined file of type Candidate File.
2. Click Edit next to Section Ordering.
3. Enter the name of the Screening section in the Add a Section field.
4. Click Create Section.
5. Select the Screening block in the Available Blocks section and drag and drop it to the Screening section you created.
6. Click Save.

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Granting Assessment Permissions

The following permissions are used for assessments.

User Type Permission	Description	Location
Request services from Taleo partners	Allows Recruiting Center users to request an Assessment service for candidates. The Request Screening Service is then available in the More Actions list.	Configuration > [SmartOrg] Administration > [Users] User Types > Recruiting > Other
Access Taleo partners summary results	Allows Recruiting Center users to access summary results in the candidate submission file.	Configuration > [SmartOrg] Administration > [Users] User Types > Recruiting > Other
Access Taleo partners detailed results	Allows Recruiting Center users to access detailed results regarding the assessment. The Provider Detailed Results link becomes available in the candidate submission file.	Configuration > [SmartOrg] Administration > [Users] User Types > Recruiting > Other

Assessment Properties, Settings, and Fields in Recruiting Administration

The table presents the properties, settings, and fields used to configure Assessment in the Recruiting Administration.

Assessment Property	Description	Location
Name	Name of the assessment.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit
Description	Description of the assessment.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit
Provider Name	Name of the provider.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit
Provider Description	Description of the provider.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit
Type	Type of screening service.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit

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Assessment Property	Description	Location
Status	Status of the assessment. Possible values are Active, Inactive.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit
Code	Code given to the assessment.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit

Assessment Setting	Description	Location
Validity Period	The validity period is the number of days that an assessment result is valid. If a candidate takes an assessment after the validity period, a request is made to the Assessment Authoring Center for an assessment. The Assessment Authoring Center will respond based on the behavior of the assessment configured in the Assessment Authoring Center. It is a best practice to use the setting "Defined by user" with a date range specified that will not exceed the validity of the assessment. Possible values are: • Always valid: The results for a particular version received by Recruiting will remain valid for the life of the candidate. If the candidate applies to another position with the same version attached to the requisition, the candidate will NOT be presented with the Screening block in the application process. • Defined by user: This is similar to Always valid by a time frame from when the assessment was completed is entered. A recruiter can therefore specify how long before a candidate would be required to retake an assessment. • Defined by partner: The Screening block is always presented to candidates. When they click the link to take the assessment the Assessment application will determine, based on the assessment author's criteria, if they are allowed to retake it. If not, they are presented with a message indicating that they have already completed the assessment.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit
Candidate must answer email within (in hours)	Time frame in hours in which the candidate has to take an assessment. The assessment must be completed in the time frame specified.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit
This service is mandatory for new requisitions and for those updated while in "Draft" status	If this setting is activated, the Assessment is mandatory on the requisition file, meaning that it is preselected in the Screening section and cannot be removed.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit

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Assessment Setting	Description	Location
Access this service through the browser full-screen mode	If using pop-up assessment delivery, this setting determines that the browser ignores the latest defined pop-up size and instead presents the assessment in full screen mode.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit
Client Identifier	Name to identify the company as a customer. This value must be identical to the value defined in the Assessment Authoring Center.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit
Delay to wait before timing out a request (in hours)	When a request times out the system will no longer try to receive a candidate assessment summary. The assessment author should be consulted if requests are not being completed. A higher value gives candidates more time to take and complete an assessment. Once a request expires, Recruiting will NOT accept results for this assessment.	Configuration > [Recruiting] Administration > Screening Services > Assessment > [Properties] > Edit

Assessment Input Field	Description	Location
Version	The assessment version is selected by Recruiting Center users in the Screening block of the requisition. The properties of the input field are: • Code: The internal name of the input field. The code is a read-only property. • Name: The label of the field in the requisition file. For example, Assessment Version. • Domain: The type of field. The domain is a read-only property. • Mandatory: If the service definition specifies the field as being mandatory, then the input field will always be mandatory. If the service definition specifies the field as optional, then you can configure the field as being either mandatory or optional. For example, if the input field is mandatory, then in the Recruiting Center, the Assessment Version field in the requisition file Screening block will have a red asterisk to indicate that the field must be completed. • Default Value: Assessment displayed by default in the requisition file.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Input Fields > Version [Properties] > Edit

Assessment Result Field	Description	Location
Band	The band is the candidate global band.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Band

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Assessment Result Field	Description	Location
Details	This is the label of the Details link displayed in the candidate job submission, under the Screening block.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Details
DetailsUrl	This is the label for the URL used to request the interview guide (if enabled) from the Assessment application.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > DetailsUrl
Exceptional	No global bands have been denoted as "Exceptional". This value will always be "No" and is not relevant to the assessment interpretation.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Exceptional
Passed	A status of "Yes" indicates that the candidate received a passing green or yellow global band. Passed status of "No" indicates that the candidate received a failing red global band.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Passed
Score	The score is the candidate's global score. It is best to focus on the global band and dimension bands rather than the global score.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Score

Assessment User-Defined Form	Description	Location
Capture of input fields	This is where you define how the Assessment Version field (input field) will appear in the requisition file in Edit mode. You can define elements such as the field type (drop-down list, radio button) and if the field is mandatory.	Configuration > [Recruiting] Administration > Screening Services > Assessment > User-defined Forms
Display of input fields	This is where you define how the Assessment Version field (input field) will appear in the requisition file in View mode. You can define elements such as the field type (drop-down list, radio button) and if the field is mandatory.	Configuration > [Recruiting] Administration > Screening Services > Assessment > User-defined Forms
Display of result fields	This is where you define how the Assessment results fields will appear in the candidate submission. Available fields are: Band, Details, Exceptional, Interview Guide, Passed, Score.	Configuration > [Recruiting] Administration > Screening Services > Assessment > User-defined Forms
Display of result set fields	This is used only for those external partners whose certification includes result set fields. Assessment does not use this kind of fields. Therefore, nothing to configure here.	Configuration > [Recruiting] Administration > Screening Services > Assessment > User-defined Forms

Assessment Label	Description	Location
Service Name	This is the name of the service. Default value: Assessment (AAWT)	Configuration > [Recruiting] Administration > Screening Services > Assessment > Labels

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Assessment Label	Description	Location
Label 1	Default value: We would like you to provide additional information that will help us evaluate your qualifications for the job.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Labels
Label 2	Default value: Therefore, we invite you to fill out an online assessment questionnaire. This process occurs in another window. You must answer all questions in a page before clicking Next.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Labels
Label Before Link to Service	Default value: Do not use the browser's Back or Forward buttons to view previous or following questions. If you do so, you will lose all the information you have entered.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Labels
Link to Service	Default value: Fill out the assessment questionnaire	Configuration > [Recruiting] Administration > Screening Services > Assessment > Labels
Tooltip for Link to Service	Default value: Access the assessment questionnaire	Configuration > [Recruiting] Administration > Screening Services > Assessment > Labels
Label 3	Default value: After completing the questionnaire, you will automatically return to this page.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Labels

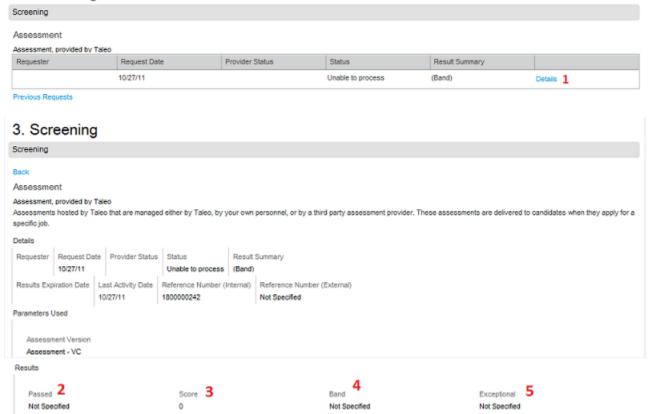| Assessment CSW Action	Description	Location
Workflow	The action will take place when a candidate uses the specified workflow.	Configuration > [Recruiting] Administration > Screening Services > Assessments > CSW Actions
Step	The action will take place when the specified step is reached or later if the status criteria is not yet met.	Configuration > [Recruiting] Administration > Screening Services > Assessments > CSW Actions
Status	The candidate must have this status when they reach the selected step or the action will not take place until this status is reached.	Configuration > [Recruiting] Administration > Screening Services > Assessments > CSW Actions
Action	Send Online Screening Assessment	Configuration > [Recruiting] Administration > Screening Services > Assessments > CSW Actions
Phase	The phase is used with the candidate selection workflow (CSW). If a certain step/status is reached in the CSW, then the system can send out a Phase request to the partner (like perform additional assessment for the candidate after the candidate reached a certain step in the CSW). Phases are not used with Assessment.	Configuration > [Recruiting] Administration > Screening Services > Assessments > CSW Actions

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Assessment Message Template	Description	Location
Message template (internal candidate)	Message templates are used either when the recruiter manually requests an assessment for a candidate, or when a candidate decides on the Career Section to receive an email with a link to the Assessment service instead of taking the assessment immediately during the submission process. A message template is selected for internal candidates.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Correspondence
Message template (external candidate)	Message templates are used either when the recruiter manually requests an assessment for a candidate, or when a candidate decides on the Career Section to receive an email with a link to the Assessment service instead of taking the assessment immediately during the submission process. A message template is selected for external candidates.	Configuration > [Recruiting] Administration > Screening Services > Assessment > Correspondence

Assessment Fields in the Recruiting Center

The illustration presents assessment fields configured in the Recruiting Administration.

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Element	Description
1: Details	Configured via Details field in Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Details
2: Passed	Configured via Passed field in Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Passed
3: Score	Configured via Score field in Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Score
4: Band	Configured via Band field in Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Band
5: Exceptional	Configured via Exceptional field in Configuration > [Recruiting] Administration > Screening Services > Assessment > Result Fields > Exceptional

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Configuring Assessment in Career Section Administration

The configuration of Assessments in Career Section Administration consists of the following steps.

1. *Adding the screening block in the Career Section application flow*
2. *Configuring the screening block in the Career Section application flow*

Adding the Screening Block in the Career Section Application Flow

The Access the Career Section administration section user type permission is required.

The application flow must be inactive.

Configuration > **[Career Section] Administration** > **Application Flows**
1. Click an application flow.
2. Click Edit.
3. Enter the name of the Screening section in the Add a Page field.
4. Click Create a Page.
5. Select the Screening block in the Available Blocks section and drag it to the Screening section you created.
6. Click Save.

Configuring the Screening Block in the Career Section Application Flow

The Access the Career Section administration section user type permission is required.

The application flow must be inactive.

Configuration > **[Career Section] Administration** > **Application Flows**
1. Click the application flow containing a Screening block.
2. In the Application Flow Properties page, under Page Ordering, click the Screening link.
3. Click Edit next to Properties.
4. Complete the fields. For details, see *Screening Block Properties*.
5. Click Save.

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Career Section Screening Block Properties

Screening Block Property	Value	Location
Allow candidates to receive questionnaire information later by email	• Yes • No	Configuration > [Career Section] Administration > Application Flows > Click an application flow > Screening link > Edit
Show this block to the following candidates	• ACE Candidates • Those who Meet RMI Criteria • Those who Meet Required Criteria • All Candidates	Configuration > [Career Section] Administration > Application Flows > Click an application flow > Screening link > Edit
Display Mode (The assessment can be delivered in a separate window (pop-up) or in the same window (inline) of the Career Section.)	• Pop-up Window • Inline	Configuration > [Career Section] Administration > Application Flows > Click an application flow > Screening link > Edit
This service is mandatory (candidates must click the link to access the questionnaire immediately or choose to receive it by email, if the latter is activated.	• Yes • No	Configuration > [Career Section] Administration > Application Flows > Click an application flow > Screening link > Edit
Service (The services available to the zone.)	No	Configuration > [Career Section] Administration > Application Flows > Click an application flow > Screening link > Edit

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5 Using Candidate Assessment Results

Using Assessment Results to Evaluate Candidates

Following best practices when using assessment results to evaluate a candidate will result in high quality hires.

The assessment summary is available in the candidate submission, in the Screening section of the Job Submission tab.

By default, candidates are put in three bands: red, yellow, and green. The band names may vary by company preference.

The first step in evaluating a candidate is to focus on the global band. Candidates with green global results should be reviewed first. Yellow candidates can be reviewed. We highly recommend against considering candidates that have a global band of red.

The next step is to review the candidate's individual dimension results. Candidates with more green dimension bands should be considered before candidates with fewer green dimension bands. For example, a candidate with 6 green dimension bands is a better candidate to proceed to the interview than a candidate with 4 green dimension bands.

When planning the interview, the hiring manager should review the dimension results from the assessment. Any yellow or red dimension areas should receive more focus during the interview. Using behavioral-based interview questions is the best technique to evaluate a candidates competence in the dimension topic areas. An automatically generated interview guide is an optional feature that can be included with assessment results.

A final evaluation is the determination of fit between the role being filled and the candidate's dimension results from the assessment. A hiring manager or recruiter should have a good idea of the specific competency requirements for the specific position being filled. This knowledge should be used to compare a candidate's assessment results to the specific competency requirements of the given role.

Assessment Results Fields in the Candidate Submission

Field	Description
Requester	Name of the person requesting the screening service. In the case of assessments, it is usually the name of the candidate since the request is made during the application through the Career Section.
Request Date	Date when the assessment was requested.
Provider Status	Status of the request on the partner's side. The field can be empty and values displayed may differ for each partner.
Status	Status of the request.
Result Summary	In the partner certification, it is possible to mark one field as the Result Summary field. Values come from the assessment partner. Values displayed may differ for each partner.

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Field	Description
Details	The Details link opens the Details view which provides an overview of the dimensions assessed and the candidate's dimension bands. To go back to the summary view, click Back.
Previous Requests	The Previous Requests link gives access to the previous transactions with the same provider.
Results Expiration Date	Validity of the results. When the date is passed, the results expire.
Last Activity Date	Date when last activity took place.
Reference Number (Internal)	ID for the request.
Reference Number (External)	Partner ID for the request.
Online Assessment Solution	The input parameter specified on the corresponding requisition.
Results	This section presents assessment result fields coming back from the partner.
Provider Detailed Results	The Provider Detailed Results link opens a window to navigate in the partner's site where further details are provided regarding the assessment results.

Assessment Status in the Candidate Submission

Status	Description
Waiting For Provider Response	When a candidate attempts to take an assessment by clicking a link a request is sent to the assessment provider. Once the response is received the status will change to Unable to Process, Service Requested, or Sent to Candidate.
Unable to Process	The connection between the request and acknowledgment of assessment request was not successful. Contact Oracle Support.
Service Requested	The candidate has clicked a link to take the assessment.
Sent to Candidate	The system has fulfilled a request to send a link to the assessment to the candidate via email.
In progress	-
Acknowledged by Provider	The assessment has been completed. If the assessment was completed by the candidate a score is now available. If a score is not available the candidate completed the assessment by timing out.
Partner Didn't Respond within Set Time	The *Delay to wait before timing out a request (in hours)* time limit has been met.
Candidate Didn't answer email within Set Time	The *Candidate must answer email within (in hours)* time limit has been met.
Declined By Candidate	The candidate declined to take the assessment.

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6 Extracting Data

Data Extraction

Data can be extracted from the Assessment Authoring Center menu, using the Reporting and Analytics feature.

Data Extraction Using the Reporting and Analytics Feature

A report can be configured to include or not candidate answers.

When an author runs a report without including candidate answers, the report contains global scores, global bands, dimension scores, and dimension bands. Omitting unnecessary answers improves the performance of the extraction tool.

Reports with candidate answers are mainly used to do a large scale analysis of the assessment and adjust scoring as necessary. Changing the contents of questions or answers after the assessment is scored is not recommended.

A single candidate assessment record can be extracted. If an inquiry is raised about a candidate's results, an author can easily extract the record of a single candidate.

When doing a data extraction, responses greater than 256 characters are truncated because of the CSV file limitations.

Extracting Data with Reporting and Analytics

1. In the Assessment Authoring Center menu, click Reporting and Analytics.
2. Specify the desired configuration for the assessment data extraction.
   - Client: The extraction is done for the selected client.
   - Assessment: The extraction contains data from the selected assessment.
   - Versions: The extraction can be done for one or several versions.
   - Candidate ID: The assessment answers are based on the specified candidate ID.
   - Period during which the assessments were taken: The extraction contains data within the selected date range. When you select a date in the From and To fields, the date range must be less than or equal to 30 days.
   - Include candidate answers: The extraction contains the answers of candidates who took the assessment version in the period specified. If the file being generated is too big, decrease the period range.
3. Click Extract.

If the total number of records exceeds 20000, change the configuration to obtain less than 20000 records and extract the data in multiple chunks.

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