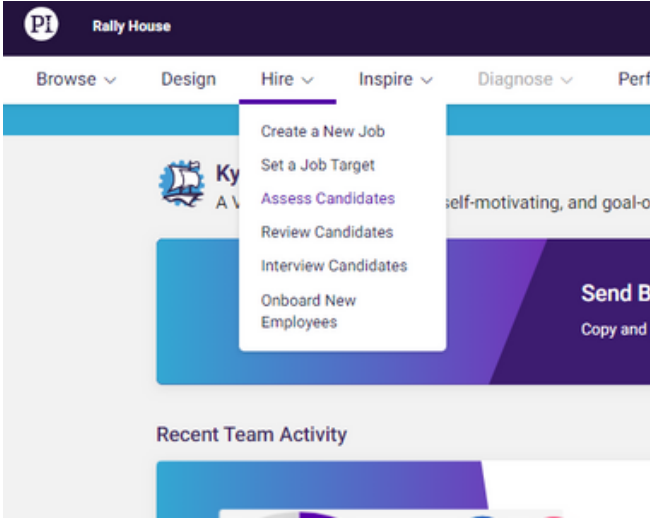


Send Assessment to Candidates

1. From your dashboard, select the **Hire** drop down and choose, **Assess Candidates**.



2. Input the email address in the **Who would you like to send assessments to?** The option to **Create New Person** will pop up, click on this and enter the information accordingly. You can enter multiple candidates if you are needing to send the link to more than one applicant.

What type of person is this?

- choose **Candidate**

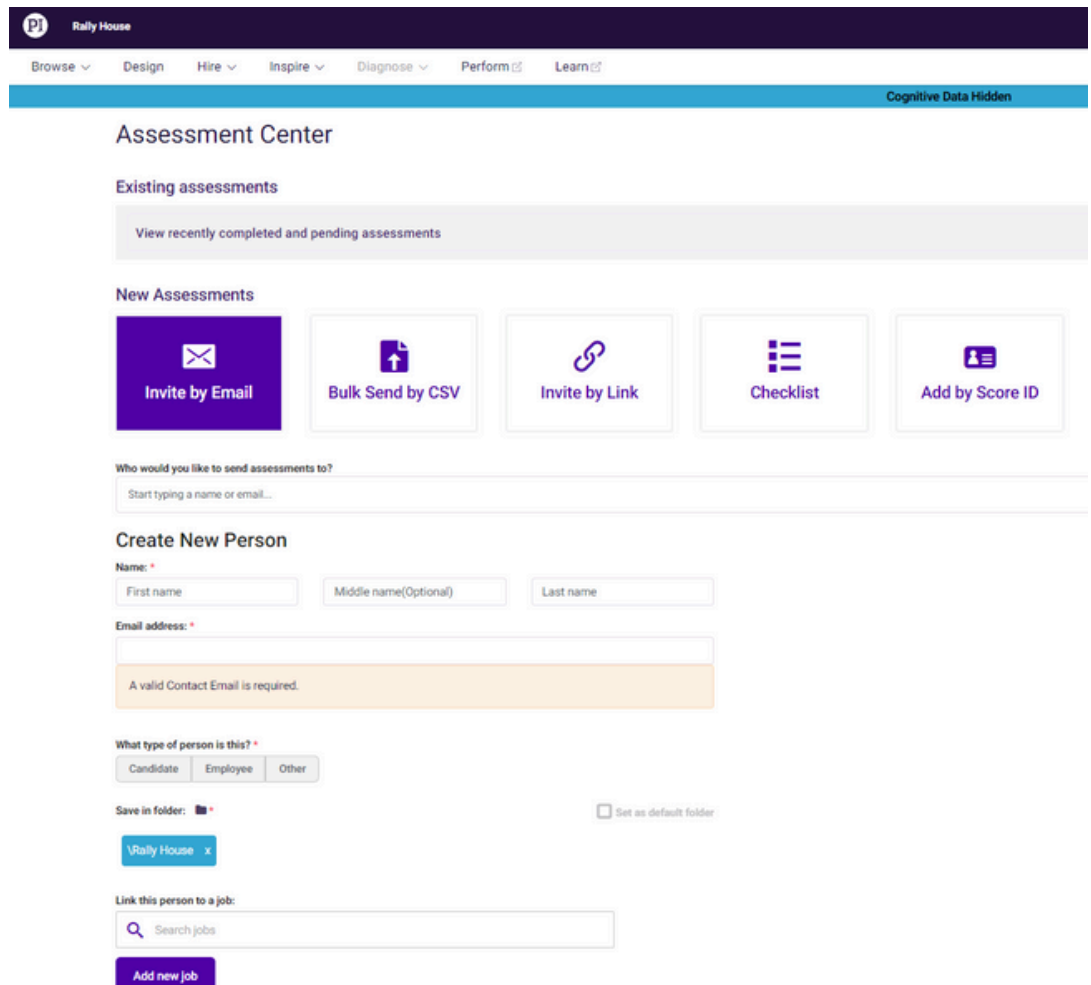
Save in folder

- Click the **folder icon** and choose **Candidate**

Link this person to a job

- Begin typing the position that they are being interviewed for and choose the appropriate position
- If the position does not appear, leave the job blank and email EmployeeRelations@RallyHouse.com so we can create a Job Target for the position

The **Create New Person** box will be active once you have completed the required information



Send Assessment to Candidates Cont.

3. Once you have entered the emails of the people you would like to send the assessment to, choose **Next**.

Assessment Center

Existing assessments

View recently completed and pending assessments

New Assessments

Invite by Email Bulk Send by CSV Invite by Link Checklist Add by Score ID

Who would you like to send assessments to?

Kylie Livingston Start typing a name or email...

NEXT

4. The Behavioral Assessment is automatically selected. You will need to **check the Cognitive Assessment** box to include it and then choose **Next**.

Assessment Center

Existing assessments

View recently completed and pending assessments

New Assessments

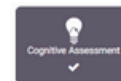
Invite by Email Bulk Send by CSV Invite by Link Checklist Add by Score ID

Which assessments would you like to send to Kylie Livingston?



Existing assessments
Kylie Livingston
2023 July 14

and/or



Send cognitive assessment after the recipient(s) complete the behavioral assessment

BACK NEXT

Send Assessment to Candidates Cont.

5. The final page allows you to review and prepare any additional messaging to the applicant. If you are good with the message as is, you can choose **Send Now** to complete the process.

Assessment Center

Existing assessments

View recently completed and pending assessments

New Assessments

- Invite by Email
- Bulk Send by CSV
- Invite by Link
- Checklist
- Add by Score ID

Personalize your invitation (optional)

Behavioral Assessment for:
Kylie Livingston

Set email and default assessment language: English

Subject: Take the PI Behavioral Assessment

Message: Please refer to the instructions below.

Auto Send Behavioral Report to Assessment Taker?
Yes No

EDIT SENDER DETAILS PREVIEW EMAIL

BACK SEND NOW