

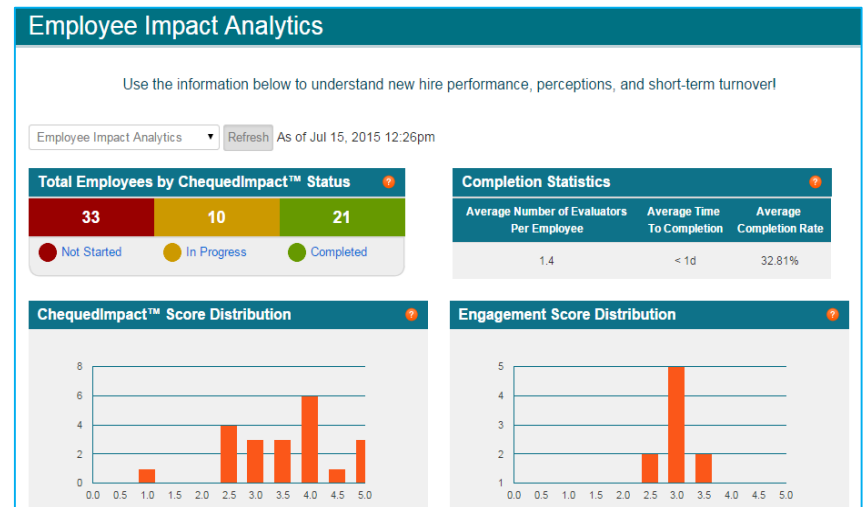
# Impact Post-Hire Surveys Mark Hired Training



# Impact

## ...What is it?

- Early stage post-hire survey
- Insight into Talent Acquisition processes
- A systematic way to collect feedback
  - View of emerging trends




# Collect New Hire Information: HOW TO

## STEP 1: Log In To Your Account

<https://app.chequed.com/>

← → ↻ <https://app.chequed.com> ☆



Log In

Log In

Username \*

Password \*   Show Password

Remember me

[Forgot your username or password?](#)

Log In

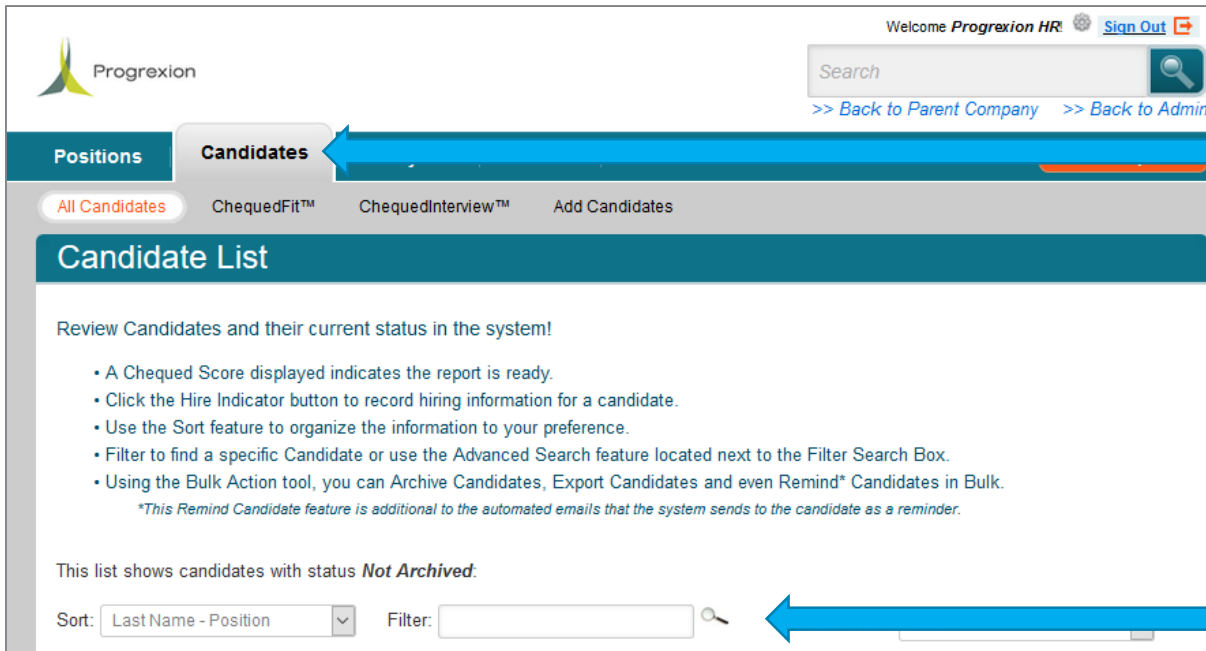
**FAQs**

**Password Not Working?**  
Make sure there are no extra spaces at the beginning or end of your email address or password AND/OR use the "Forgot Password" button on the login page to reset your password.

**Did you know?**  
If you have questions or need assistance from Chequed.com, [please click here.](#)

# Collect New Hire Information

## STEP 2: Locate The Candidate Being Hired



The screenshot shows the Progrexion HR system interface. At the top left is the Progrexion logo. At the top right, it says "Welcome Progrexion HR" with a "Sign Out" button. Below this is a search bar with a magnifying glass icon. Underneath the search bar are two links: ">> Back to Parent Company" and ">> Back to Admin". The main navigation bar has two tabs: "Positions" and "Candidates". A blue arrow points to the "Candidates" tab. Below the navigation bar are four sub-tabs: "All Candidates", "ChequedFit™", "ChequedInterview™", and "Add Candidates". The "All Candidates" tab is selected. Below the sub-tabs is a dark blue header for "Candidate List". Underneath is a section titled "Review Candidates and their current status in the system!" followed by a bulleted list of instructions: "• A Chequed Score displayed indicates the report is ready.", "• Click the Hire Indicator button to record hiring information for a candidate.", "• Use the Sort feature to organize the information to your preference.", "• Filter to find a specific Candidate or use the Advanced Search feature located next to the Filter Search Box.", "• Using the Bulk Action tool, you can Archive Candidates, Export Candidates and even Remind\* Candidates in Bulk." Below the list is a note: "\*This Remind Candidate feature is additional to the automated emails that the system sends to the candidate as a reminder." At the bottom left, it says "This list shows candidates with status **Not Archived**:". Below this is a "Sort:" dropdown menu set to "Last Name - Position" and a "Filter:" search box with a magnifying glass icon. A blue arrow points to the "Filter:" search box.

1. Go to the 'Candidates' tab

2. Use the filter to speed up your search

- Search by name or email

# Collect New Hire Information

## STEP 3: Click the Hire Indicator Button

Candidate	Position	Entered	Completed	Product	Status / Score	Hire Indicator	Bulk Actions
Cordia Jensen	Call Center Agent - Omaha, NE	07/29/2015	07/29/2015	ChequedFit™			<input type="checkbox"/>
Reed Roman	Call Center Agent - Omaha, NE	07/29/2015	07/29/2015	ChequedFit™			<input type="checkbox"/>
Debra Haynes	Call Center Agent - Omaha, NE	07/29/2015	07/29/2015	ChequedFit™			<input type="checkbox"/>
Corinne Cherry	Call Center Agent - Omaha, NE	07/29/2015	07/29/2015	ChequedFit™			<input type="checkbox"/>

Click the Hire Indicator for the appropriate candidate record

# Collect New Hire Information


## STEP 4: Fill In Hire Details

### Hire Information

**Hello!**  
Please help us collect the hiring information for this candidate.  
Simply fill in the information for the required fields below.  
*It'll only take a moment, we promise!*

New Hire First Name *	<input type="text" value="Reed"/>	?
New Hire Last Name *	<input type="text" value="Roman"/>	?
New Hire Email *	<input type="text" value="nick.maciariello+1048@gmail.com"/>	?
Hire Date *	<input type="text" value="03/24/2016"/>	?
Start Date *	<input type="text"/>	?
New Hire was hired for the job of	<input type="text" value="Call Center Agent"/>	?
New Hire's manager *	<input type="text" value="Search hiring manager"/> <a href="#">+ Add new hiring manager</a>	?
New Hire was sourced from	<input type="text" value="Search source"/> <a href="#">+ Add new source</a>	?
New Hire's recruiter	<input type="text" value="Search recruiter"/> <a href="#">+ Add new recruiter</a>	?
Requisition number	<input type="text"/>	?
New Hire Compensation	<input type="text"/> US dollar   USD Annually	?

*Fields with \* are required.*



- New Hire First Name\*
- New Hire Last Name\*
- New Hire Email\*
  - Update this to their company email address
- Hire Date\*
- Start Date\*
- New Hire's Manager\*
  - First Name
  - Last Name
  - Email Address
- Source
- Recruiter
  - First Name
  - Last Name
- Requisition Number
- Compensation Details

\*Required Fields

# That's it! The system takes it from there

