ChequedFit™
Quick Start Guide

This Quick Start guide will help you to utilize your Chequed.com account.

Log in by selecting Sign In at the top right of the Chequed.com web page (https://app.chequed.com), then enter your Username and Password.

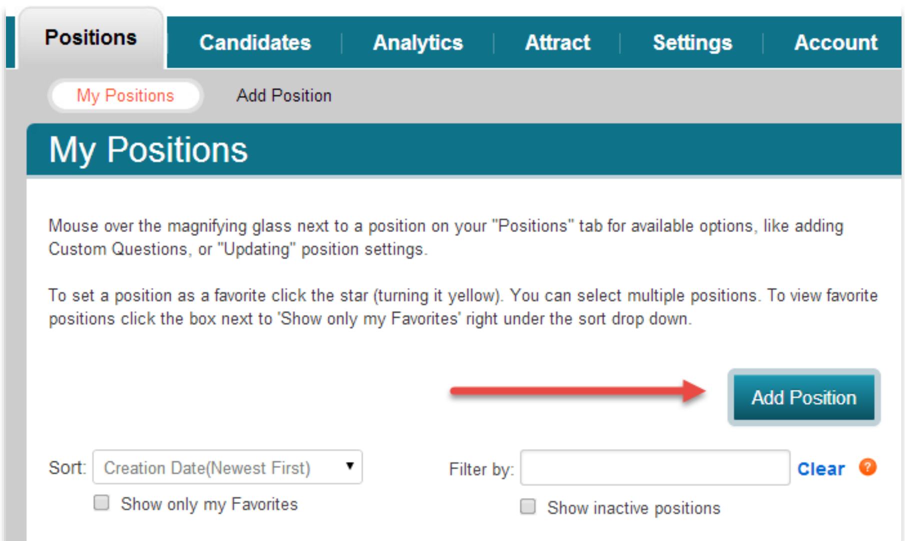
In the following pages, you'll learn to:

- ✓ Create a Position
- ✓ Add Candidates
- ✓ Monitor and Sort Candidates
- ✓ View the Candidate Report
- ✓ Access Account Settings and Analytics

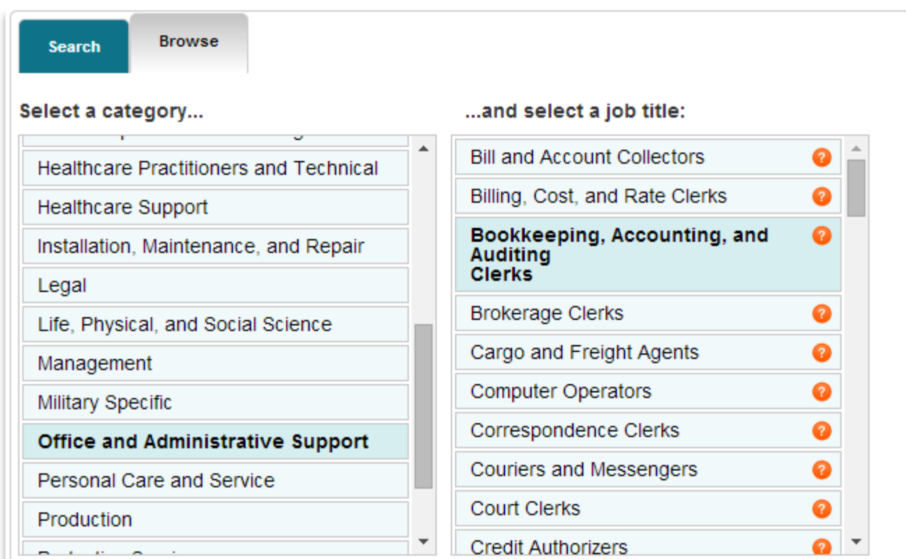
Table of Contents

Create a Position

On the Positions tab of your dashboard, click **Add Position**



To create a position, **Search or Browse** for the most appropriate job title for your position



Use the job description to help you find the most relevant position

> **Job description:** Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

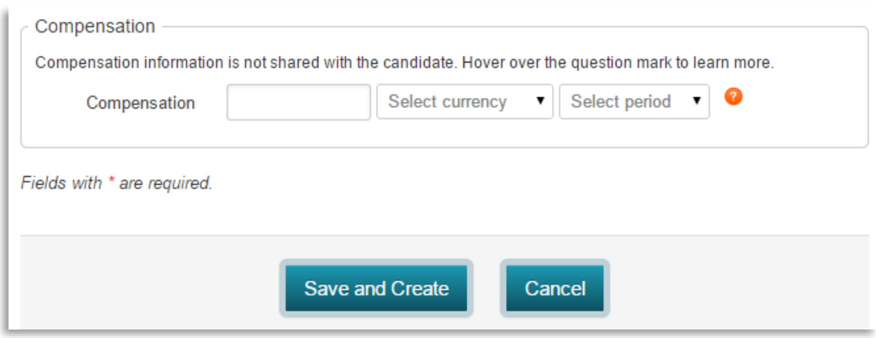
The **Position Name** can be modified to match the title of your open position

Attach **Location** to the position; you can use the drop down or Add a Location

Compensation Information (optional) can be added to each position

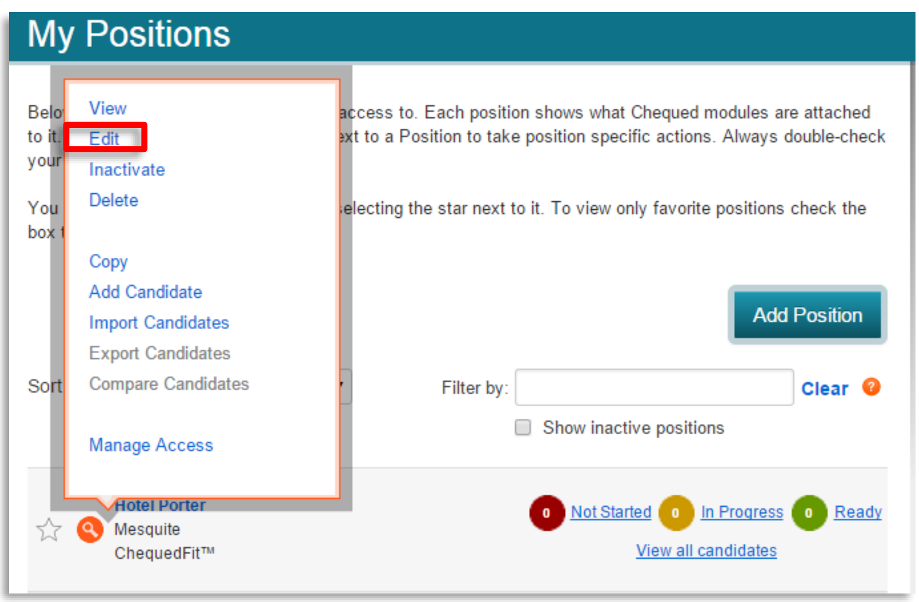
- This information is for internal use only and will not be seen by candidates

Click **Save and Create**



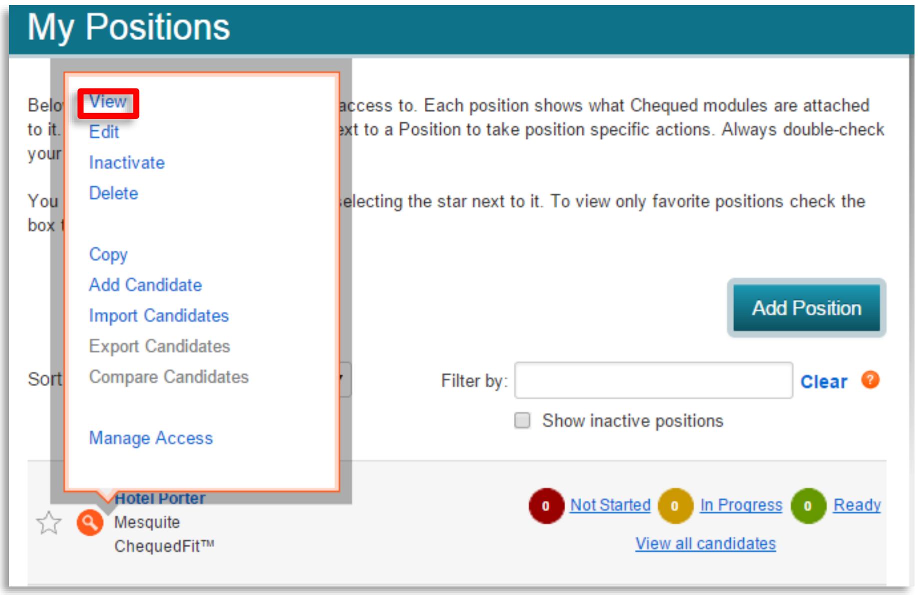
Your position will now appear on your Positions tab

- Double-check your settings prior to posting the link or adding candidates; hover over the orange magnifying glass and click **Edit** to review position details

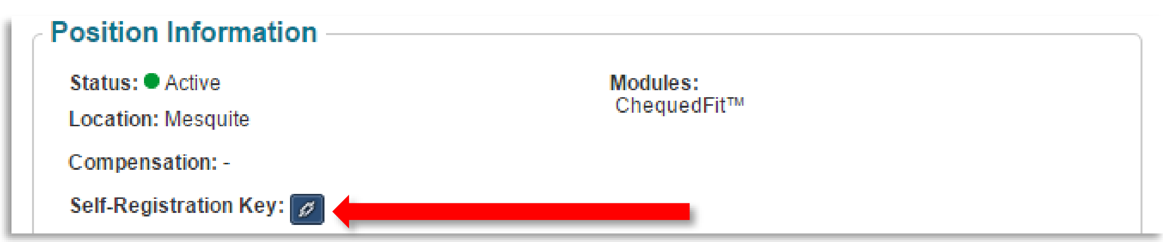


Post the Self-Registration Link

Hover over the orange magnifying glass and click **View**

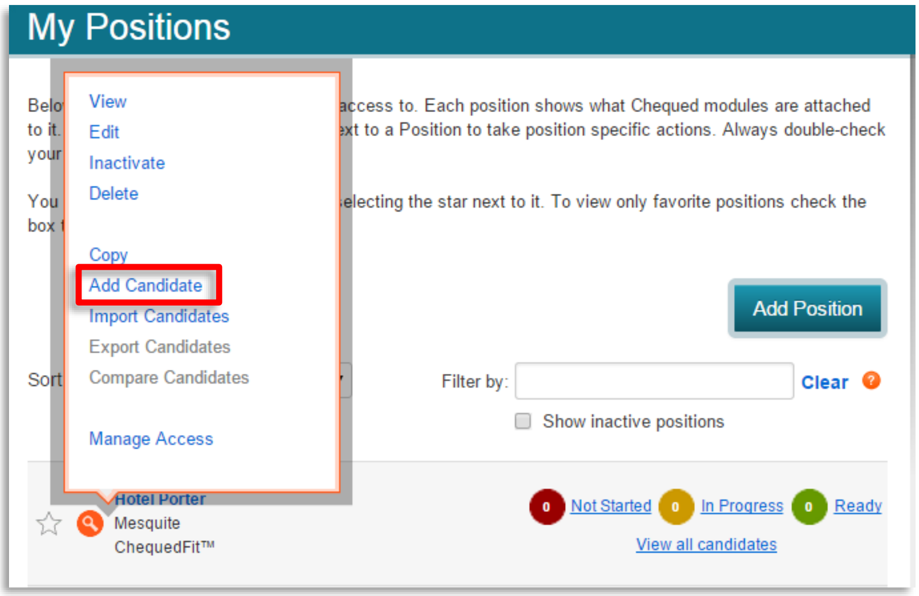


Click **Self-Registration Key** and then paste the link onto your careers page



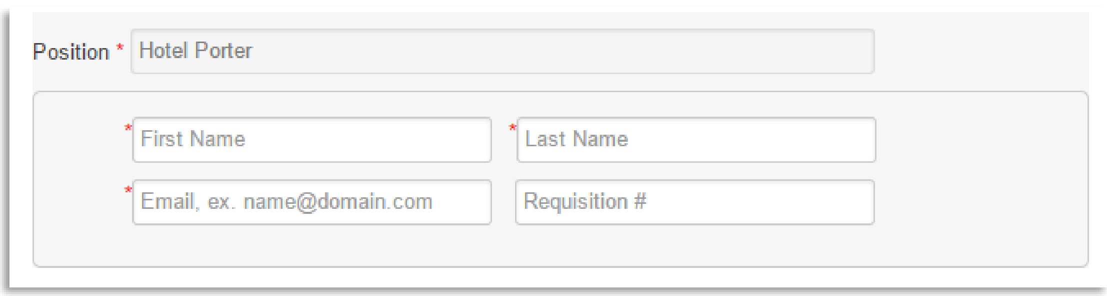
Manually Add Candidates

Hover over the **Orange Magnifying Glass** and click **Add Candidate**

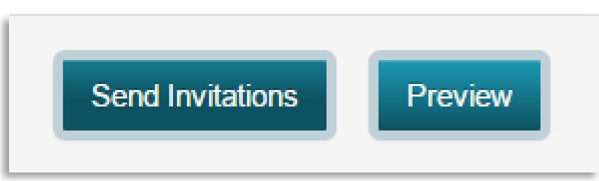


Enter the candidate's First Name, Last Name, and E-mail address

- Requisition Numbers are optional, and are only visible to your internal users



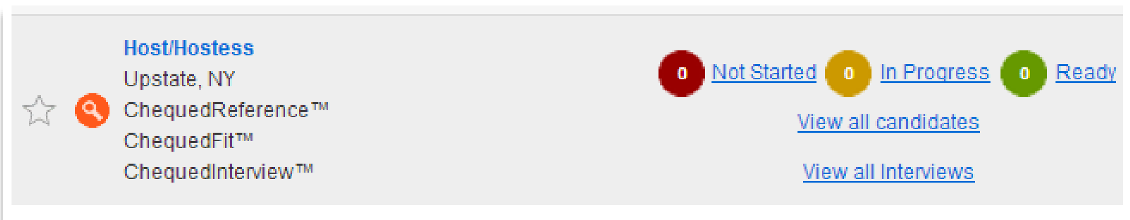
You can **Preview** the invitation email and when you're ready, click **Send Invitations**



Monitor and Sort Candidates

Monitor the progress of your candidates on a position by position basis from the **My Positions** page

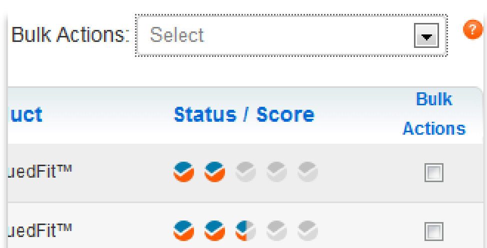
For each position all candidates exist in three color coded stages. Clicking on the status next to a position will allow you to see all candidates withinin that status



From the **Candidates** page you can view a list of candidates with their corresponding information

- Candidates can be sorted by any of these information columns

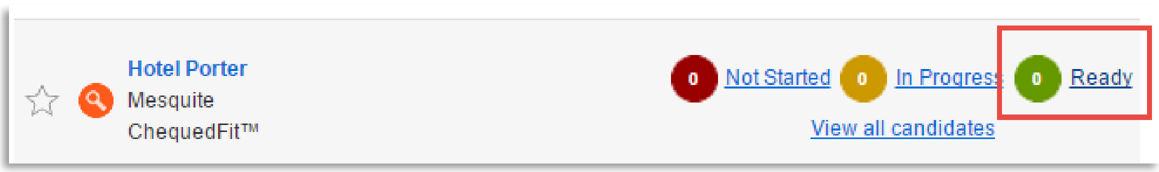
Use the **Bulk Actions** column and the **Bulk Actions** drop down to take candidate specific actions such as: send reminders



View the Candidate Report

OPTION I:

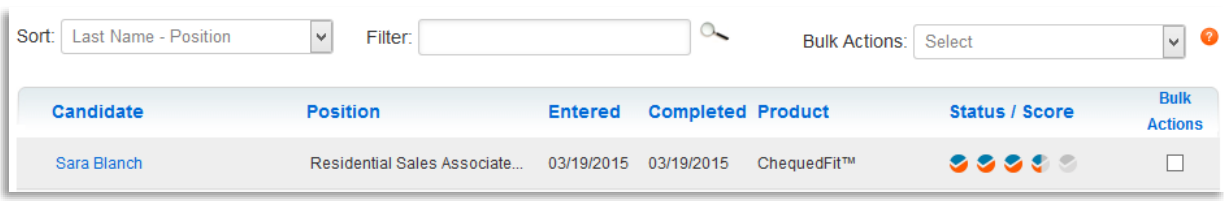
From the **Positions** tab, click **Ready** to see the list of candidates who have completed the assessment for a specific position



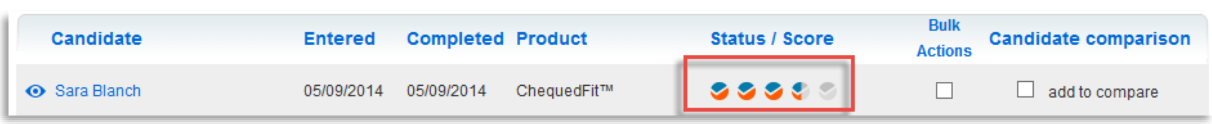
OPTION II:

In the **Candidates** tab, locate the a specific candidate that you are looking for

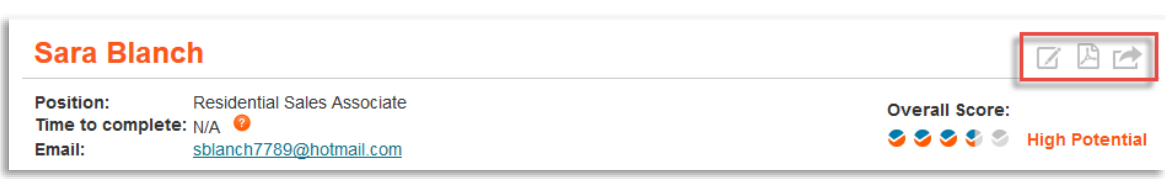
- Use **Filters** to help speed up the process



Click on the **Status/Score** to open the report



Once you open a candidate report, you can save notes on the report, download a PDF to your desktop, or share it via email



Analytics Tab

As you start running candidates through the system, the analytics tab will start to populate a general overview of your account statistics

- You will be able to see completion rates, average number of candidates per position, average time to completion, as well as the score distribution (which should form a bell curve after a good deal of candidates have been run through)

Settings Tab

Manager Profile: Allows you to edit some of the settings of your profile

Users: Shows a running list of your internal users and their access rights

- **Regular Access**: Can view positions and candidates only if they have been granted access or have added the position themselves; cannot edit account settings
- **Administrator Access**: Can view any and all positions and candidates; can assign access for regular users; can edit account settings; can add additional users
    - The **Add Manager** button allows you to invite additional people to set up an internal user account

Locations: Lists all locations attached to your account. You can add locations here or add them at the time you create a new position within the account.

Email Templates: Review all of the automated emails that are sent from the system on behalf of your account. These can be edited by those with administrator access rights.

Company Preferences: General company settings are listed and can be edited by those with administrator access rights.

Company Templates: Internal page templates that are displayed to users of certain Chequed modules. Note: Companies who use ChequedFit™ only will not need to worry about these, they are not active within the ChequedFit™ module.

Best Practices

Before adding candidates to a position, preview the position settings.

- Use the **orange magnifying glass** and select **Edit** to review and update the position settings.
- **Note:** Once a candidate has been added to the position, the settings will lock.

Test everyone you can. Let the assessment separate top potential talent from the rest. Use **ChequedFit™** as far up front in your hiring process as possible!

Focus your attention on the candidates who score the highest

Don't over-interpret the report; trust the software! The software is scientifically based and has done an accurate interpretation for you.

Check out **ChequedUniversity™** to discover a wealth of knowledge regarding all Chequed.com products. We've compiled a full database of training materials, FAQs and video tutorials just for you! *ChequedUniversity™ can be accessed upon signing into your Chequed.com account.*