Quick Start to ChequedInterview™

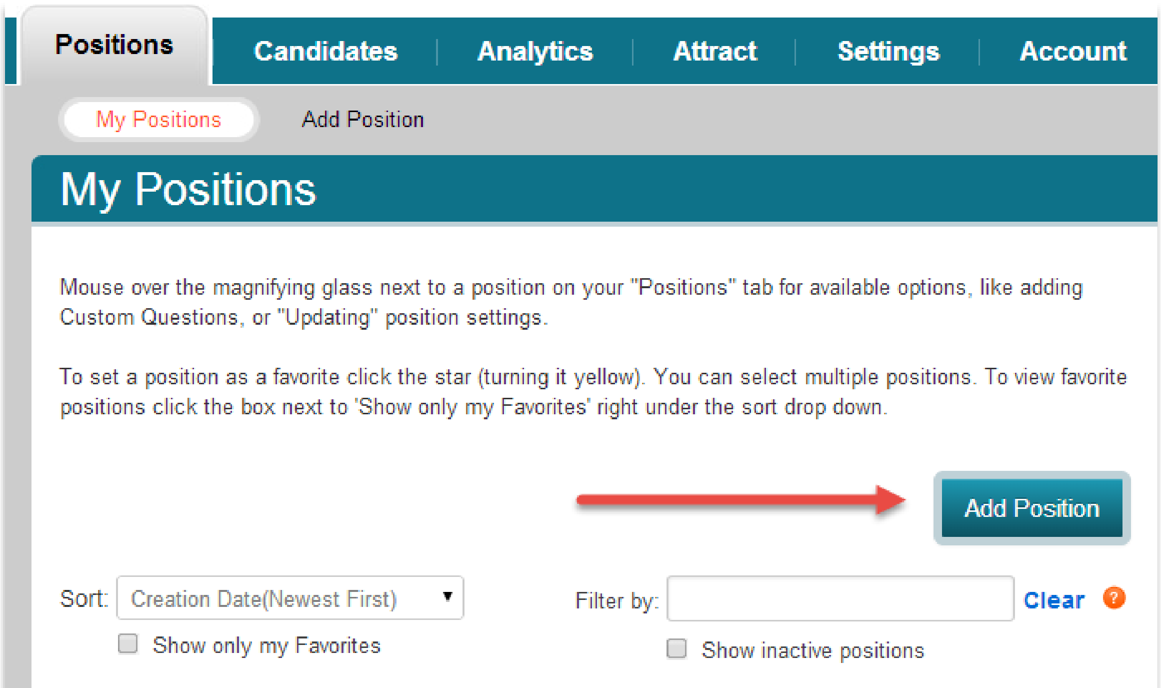
ChequedInterview™ is part of the ChequedSuite™ Predictive Talent Selection technology platform, and was designed to help save you time, and to increase the quality of your hires with world class behavioral science.

ChequedInterview™ is easy to add to your current hiring workflow; all you need are the names and email addresses of the candidate, as well as your team of interviewers. Our system will notify you when each interview is complete.

In the following pages, you'll learn to:

1. Create a Position
2. Add a Candidate
3. Invite Interviewers
4. Open and Distribute the Candidate Report

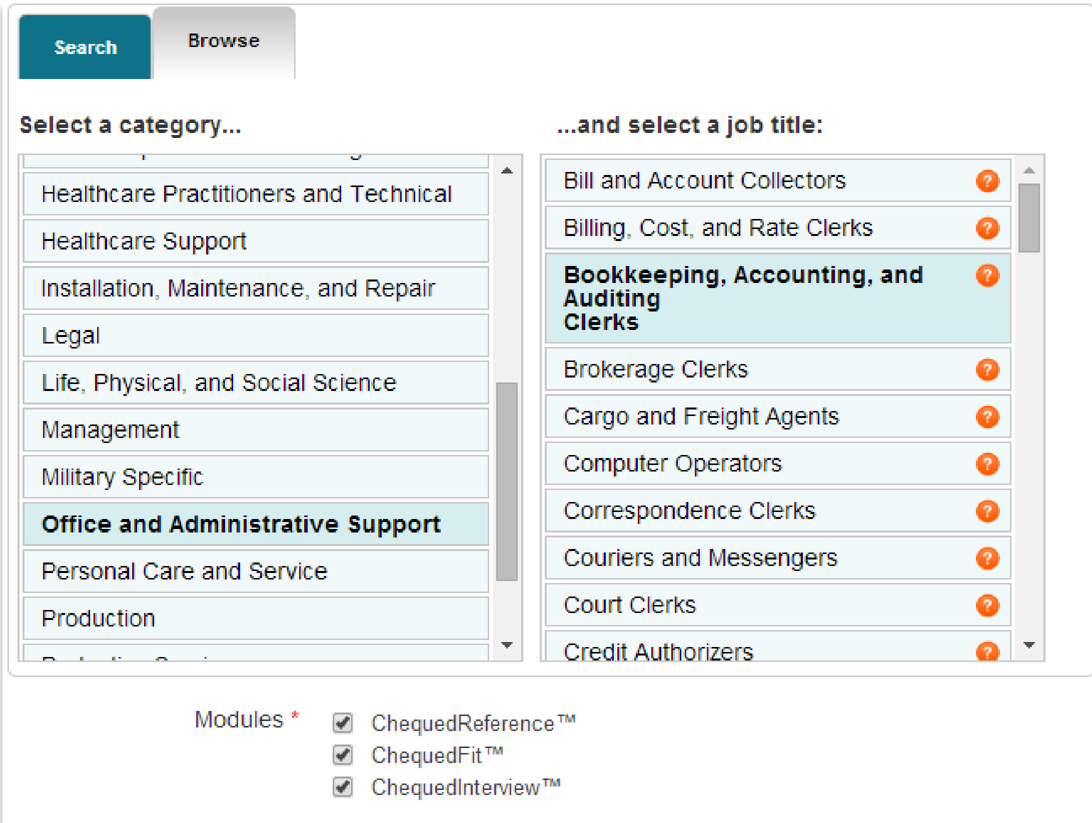
Create a Position



- Select the **Positions** tab and click the **Add Position** button.

- To create a position, **Search or Browse** for the most appropriate job title for your position. Any Customized positions configured in your account will be displayed under Custom Positions.

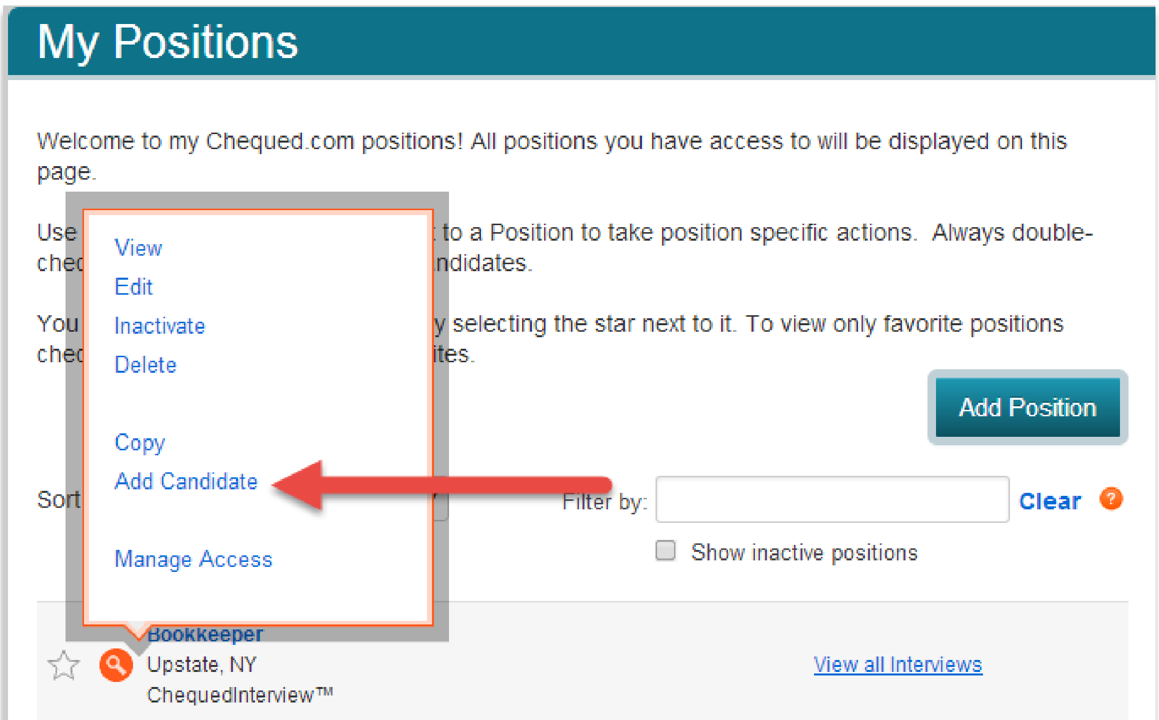
Create a Position



- Enter a **Position Name** to match the name of the position you are hiring for, or use the one that is provided.
- Enter the **Location** by selecting the **Add Location** link under the **Position Name**

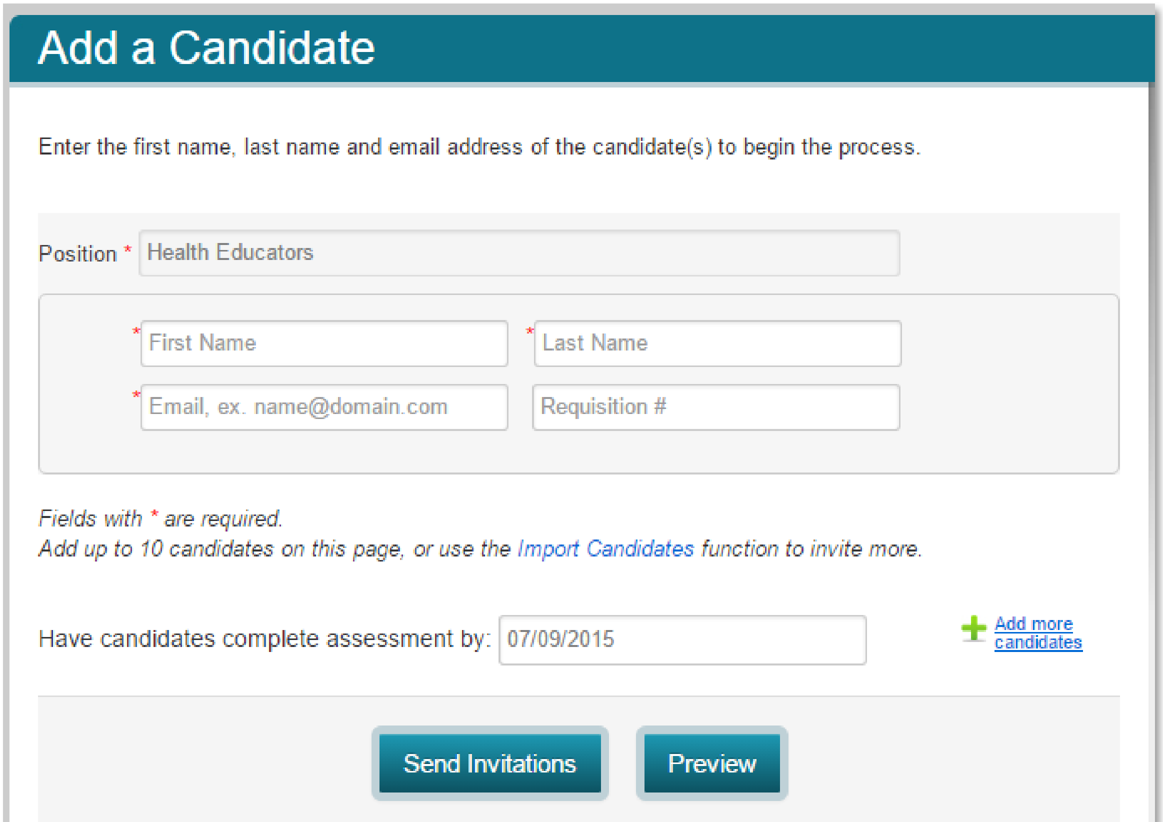
Add Candidates

- Select the **Orange Magnifying Glass** next to the position you have created. In the pop-up list of actions, select **Add Candidate**
    - **Note**: Once a position is created, you can assign an unlimited number of candidates to it.



- Enter the candidate's First Name, Last Name, and E-mail address. (Adding a Requisition Number is optional.) Select **Create** (pictured on the next page).
    - Note: You may enter multiple candidates by selecting the **Add More Candidates** button.
    - Note: Adding a candidate here will allow the enabled Chequed modules to be attached to the candidate.

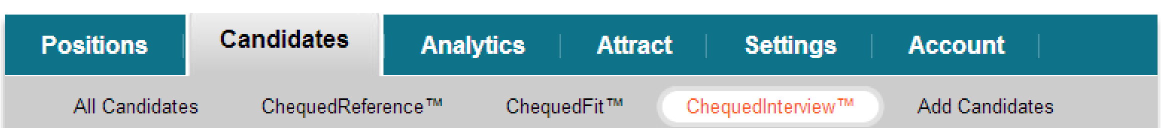
Add Candidates



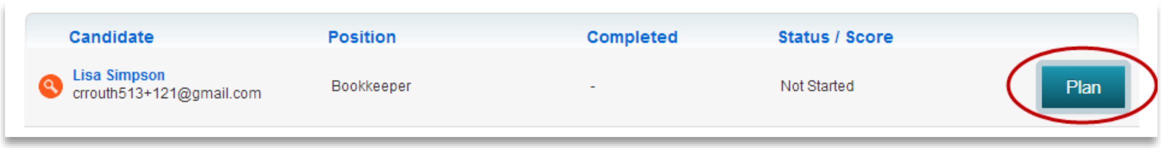
- Once you select **Send Invitations**, the candidate will receive an invitation to complete any assessment modules (if applicable) and the ability to plan an interview for this candidate will be available.

- You may monitor the progress of candidates by selecting the **ChequedInterview™** tab under **Candidates.**

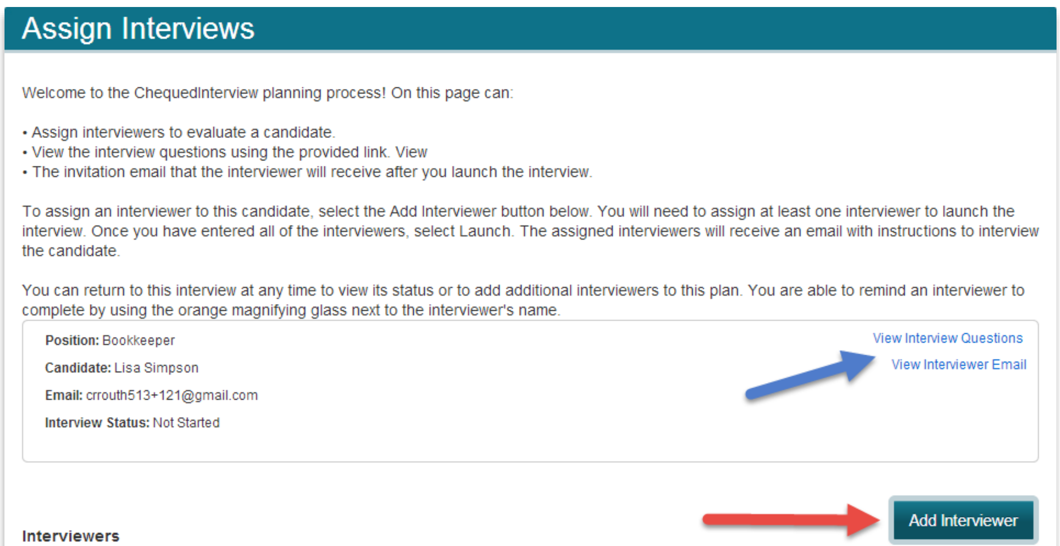
    - If applicable, you can also monitor the candidate status for other modules.



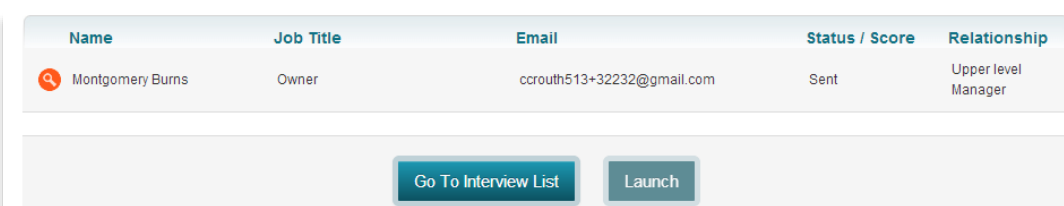
Configure and Plan the Interview



- After the interview has been created select **Plan** to access the candidate interview



- The interview questions and interviewer email can be reviewed before initiating the interview.
- Select **Add Interviewer** to invite interviewers for the candidate. You will be prompted to add relevant interviewer information like **relation** to the candidate, and email address.
- Select **Launch** to send **interview emails** to **interviewers.**



Monitor and Sort Candidates

- From the **Candidates** page you can view a list of candidates, along with the position to which they're applying, and their status and score.
- You may monitor the progress of your candidate interviews from the **ChequedInterview™** tab
    - Candidates can be sorted by any of column headers below:

Candidate	Position	Entered	Completed	Product	Status / Score	Bulk Actions
Lisa Simpson	Baker Assistant - Bakery Lo...	08/07/2014	08/08/2014	ChequedReference™		
Mike Kramek	Sales Associate - Bakery Lo...	08/26/2014	08/26/2014	ChequedInterview™		
Lisa Simpson	Baker Assistant - Bakery Lo...	08/07/2014	08/11/2014	ChequedInterview™		
Catherine Gladden	Sales Associate - Bakery Lo...	08/21/2014	08/28/2014	ChequedInterview™		

Archiving a Candidate

- **Archive** a candidate to remove them from general view
    - The candidate file is not deleted and can be restored
    - Archiving candidates is recommended for candidates that are removed from your hiring workflow
- Multiple candidates can be archived at the same time using **Bulk Actions** on the **Candidates** tab

View the Candidate Report

- Once the interviewers have input their interview scores and feedback into the system, you will receive an automatic notification that the report is available.
    - You can log in to the system and view the status of your candidates.
- To view the candidate's **ChequedInterview™** report:
    - Select the **Positions** tab, then click **Interviews**
    - Find the candidate's name.
- Click on the candidate's **Status/Score** to be taken to the complete candidate report.
- Save, print, or share the report.

Best Practices

- Focus attention first on candidates that score the highest.
- Don't over-interpret the report; trust the software! The assessments are scientifically validated to provide easy to use information.
- Use the **ChequedInterview™** questions during the interview. The questions are job specific, and relate to the most significant competencies needed for the position.
- Review the Structured Interview Guide before the interview.

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.*

Helpful Links

Log in to Chequed.com: https://app.chequed.com