



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

Positions | Candidates | Analytics | Attract | Settings | Account

My Positions Add Position

My Positions

Mouse over the magnifying glass next to a position on your "Positions" tab for available options, like adding Custom Questions, or "Updating" position settings.

To set a position as a favorite click the star (turning it yellow). You can select multiple positions. To view favorite positions click the box next to 'Show only my Favorites' right under the sort drop down.

Add Position

Sort: Creation Date(Newest First) ▾ Filter by: Clear ?

Show only my Favorites Show inactive positions

- 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

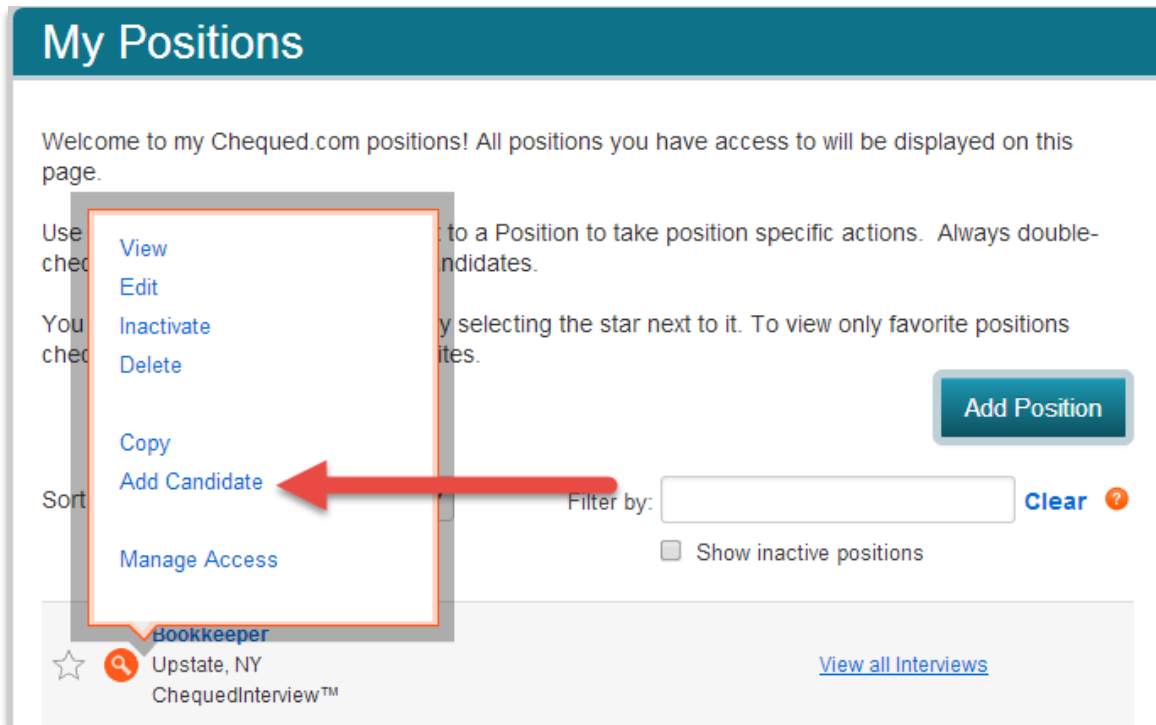
The screenshot shows a web interface for creating a position. At the top, there are two tabs: 'Search' (active) and 'Browse'. Below the tabs, there are two main sections: 'Select a category...' and '...and select a job title:'. The 'Select a category...' section is a scrollable list with the following items: Healthcare Practitioners and Technical, Healthcare Support, Installation, Maintenance, and Repair, Legal, Life, Physical, and Social Science, Management, Military Specific, **Office and Administrative Support** (highlighted), Personal Care and Service, and Production. The '...and select a job title:' section is a scrollable list with the following items: Bill and Account Collectors, Billing, Cost, and Rate Clerks, **Bookkeeping, Accounting, and Auditing Clerks** (highlighted), Brokerage Clerks, Cargo and Freight Agents, Computer Operators, Correspondence Clerks, Couriers and Messengers, Court Clerks, and Credit Authorizers. Below these sections, there is a 'Modules *' section with three checked checkboxes: ChequedReference™, ChequedFit™, and ChequedInterview™.

- 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**

The screenshot shows the 'Position Name' and 'Location Name' input fields. The 'Position Name' field contains the text 'Bookkeeper' and has a red question mark icon to its right. The 'Location Name' field contains the text 'Upstate, NY' and has a red question mark icon to its right. To the right of the 'Location Name' field, there is a green plus sign icon followed by the text 'Add Location'.

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

Add a Candidate

Enter the first name, last name and email address of the candidate(s) to begin the process.

Position *

* *

*



*Fields with * are required.*
Add up to 10 candidates on this page, or use the [Import Candidates](#) function to invite more.

Have candidates complete assessment by: [+ Add more 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.

Positions	Candidates	Analytics	Attract	Settings	Account
All Candidates	ChequedReference™	ChequedFit™	ChequedInterview™	Add Candidates	

Configure and Plan the Interview

Candidate	Position	Completed	Status / Score	
 Lisa Simpson crrouth513+121@gmail.com	Bookkeeper	-	Not Started	

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

Assign Interviews

Welcome to the ChequedInterview planning process! On this page can:


- Assign interviewers to evaluate a candidate.
- View the interview questions using the provided link. [View](#)
- The invitation email that the interviewer will receive after you launch the interview.

To assign an interviewer to this candidate, select the Add Interviewer button below. You will need to assign at least one interviewer to launch the interview. Once you have entered all of the interviewers, select Launch. The assigned interviewers will receive an email with instructions to interview the candidate.


You can return to this interview at any time to view its status or to add additional interviewers to this plan. You are able to remind an interviewer to complete by using the orange magnifying glass next to the interviewer's name.



Position: Bookkeeper
Candidate: Lisa Simpson
Email: crrouth513+121@gmail.com
Interview Status: Not Started

[View Interview Questions](#)
[View Interviewer Email](#)



- 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**.

Name	Job Title	Email	Status / Score	Relationship
 Montgomery Burns	Owner	ccrouth513+32232@gmail.com	Sent	Upper level Manager

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™		<input type="checkbox"/>
Mike Kramek	Sales Associate - Bakery Lo...	08/26/2014	08/26/2014	ChequedInterview™		<input type="checkbox"/>
Lisa Simpson	Baker Assistant - Bakery Lo...	08/07/2014	08/11/2014	ChequedInterview™		<input type="checkbox"/>
Catherine Gladden	Sales Associate - Bakery Lo...	08/21/2014	08/28/2014	ChequedInterview™		<input type="checkbox"/>

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>