OUTMATCH
12750 Merit Drive, Suite 300, Dallas, TX 75251

Impact Post-Hire Survey

Evaluation Planner Overview

With the use of the Impact Post-Hire Survey, you can gather multiple points of feedback on each new hire. To facilitate sending out the invitations to multiple evaluators, there will be one Evaluation Planner. The Evaluation Planner can invite additional evaluators, monitors status, and send reminder emails. They can also complete the Impact Survey for the new candidate.

This guide will walk you through the steps of making a candidate as hired and planning their Impact evaluation.

Mark A Candidate as Hired

The Impact Post-Hire survey will collect data on each new hire that has already been scored on one of the pre-hire OutMatch assessments (Fit, Interview, Reference). To allow the Impact Post-Hire Survey to take place, a candidate must then be marked hired within the system.

By locating a candidate within in the system, you can initiate the Mark Hired process by clicking the Hire Indicator button:

Candidate	Entered	Completed	Product	Status / Score	Hire Indicator	Bulk Actions	Candidate comparison
Maria Miller	02/11/2016	02/11/2016	ChequedFit™				add to compare

Input Details of Hire

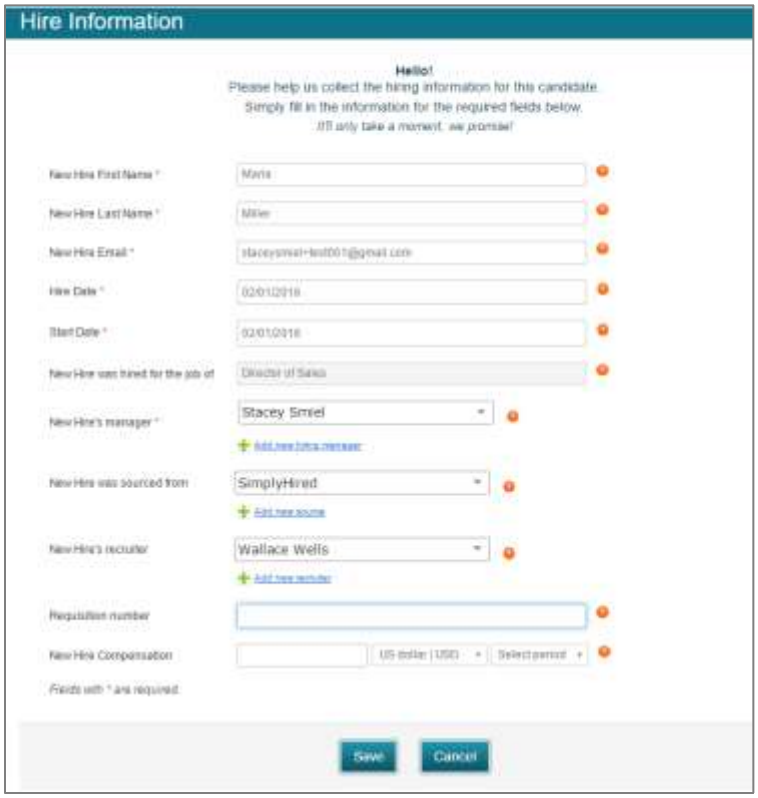
When you mark a candidate as hired, there are specific details that will be required and some that are optional:

Employee First Name*
Employee Email*
Hire Date*
Employee Manager First Name*
Employee Source
Recruiter Last Name
Employee Compensation i.e. 40000
Compensation Period i.e. Monthly; Annually

Employee Last Name*
Position Hired For*
Started On*
Employee Manager Email*
Recruiter First Name
Recruiter Email
Compensation Currency i.e. US Dollar
Requisition Number

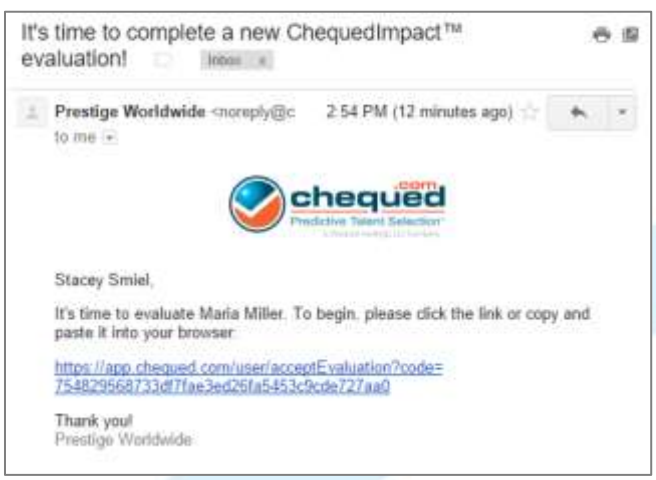
*Indicates a required field

Click the Hire Indicator button and the pop-up shown below will appear to collect the details of the hire:



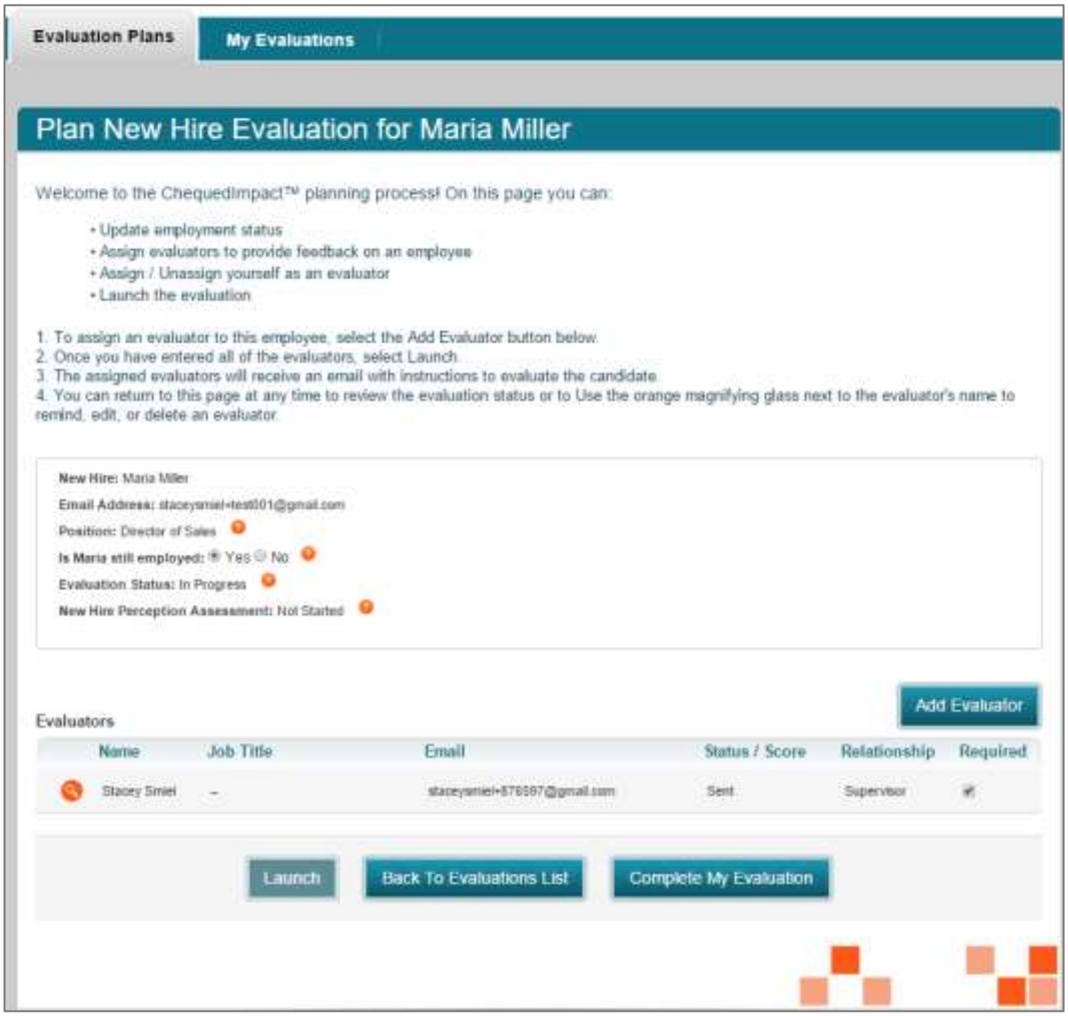
Impact Surveys

The system will use the Hire Date to figure out the appropriate day to send out the Impact Surveys. Once the allotted time has passed, the system will invite the Evaluation Planner to take action.



Plan New Evaluation

The link will bring the Evaluation Planner to a page where they can coordinate the Impact Survey process for this new hire.



From this page, the Evaluation Planner can:

- Add evaluators and launch invitations out to those individuals
  - Edit the information of the evaluators
  - Send reminders to the evaluators
- Review the status of each evaluator's progress
- View and take action on all evaluation plans assigned to them
- View and complete the evaluations (Impact Surveys) for new hires