This instructional guide identifies the steps necessary to open a requisition with an assessment from the core HR system.

Note: Only agencies that have a contract with Infor Talent Science for assessment testing and have completed the implementation stage with Infor Talent Science, will have the option to advertise a vacancy with an assessment.

Follow these steps to open a requisition with an assessment:

**Step 1:** Log in to People First.

**Step 2:** Select the My Team tile on the Manager landing page.

**Step 3:** Search by employee or position number.

**Step 4:** Select the navigation menu > Work Information > Vacancy.
Step 5: Select New to create a new entry.

Step 6: Change Vacancy Status to Open with Assessment.

Step 7: Select Save.

- Once the vacancy is opened in People First, it is sent to the Talent Management system and assigned to the Service Center for completing the initial review and assigning the recruiting specialist for that requisition.
- Once the Service Center step is completed you will receive a system-generated email followed by an email directly from the recruiting specialist within four hours of opening the requisition.

Step 8: Select the Talent Management tile on the Manager landing page.

Step 9: Select the Recruiting Approvals tile in the To Do section on the Talent Management home page.
Step 10: Select the specific requisition to be updated.

Step 11: Review the requisition, update the necessary fields, and update the Assessment Assignment fields as applicable.

- Status – Validate “New” is selected; if not, then update.
- Vendor – Validate “PA” is selected; if not, then update.
- Assessment – Select the applicable assessment (Note: The Service Center will preselect an assessment prior to sending the requisition to the hiring manager. However, the hiring manager MUST ensure the correct assessment is selected before sending for approval.)
- Email Template – Validate “Candidate Assessment Vendor Email” is selected; if not, then update.

Step 12: Once all applicable updates to the requisition are completed, select Send to Next Approver.

Step 13: To confirm, select Send to Next Approver.

Step 14: To view candidate assessment information (after they have applied and completed the assessment).

- Select Recruiting from the Home navigation dropdown menu.
- Click the number hyperlink in the Candidates column for the desired requisition to navigate to the Candidates Grid.
- Select Display Options on the Candidates Grid.
- Within the Display Options window, select the top checkbox in the assessment column to include the assessment score, recommendation and assessment status columns; then select Update Screen.
Step 15: Mouse over the result in the Score, Recommendation, or Assessment Status column to access the Detailed Results link.

Step 16: Select View detailed results to access the assessment. Once you click the View detailed results link, you are taken to the Infor Talent Science system to review the assessment results for the selected candidate.

Step 17: Within the Infor Talent Science system, review the terms and conditions and select I Agree; then select View Assessment Results.
Talent Management - Opening a Requisition with an Assessment

Approve and Continue

I have read and agree with the terms and conditions of the Infor Use Agreement and I have carefully reviewed the Ideal Profile on this page and agree that it accurately represents the position for which I am considering this candidate.

Agree

Cancel View Assessment Results

Traqe Test
Test Position 3 Candidate for Sphero Text Company

Overall Rating

Profile Overview Homewor Attributes Interview Questions Development Print

Overview
Core Competencies, Relative to Ideal Profile

Core Characterizations

- Conscientiousness
- Realistic Thinking
- Organized
- Team Oriented
- Flexibility

Assets and Liabilities

Assets
- Comfortable working individually or in a team
- Demonstrates empathy for others
- Works in a slow but steady fashion
- Takes occasional social activities with colleagues
- Frequent feedback on past experiences

Liabilities
- Likes to control content at times
- Presents ideas that may not always be up-to-date
- Prefers change as leading to new problem-solving advancements
- Denies others through excessive demands
- Spends time on analyses