PS03: JAMS Functions II – The Prescreen Assessment and Creating PDF Documents

The JOFI Prescreen Assessment

The Prescreen is the simplest JOFI assessment. In Figure 1, there are five Prescreen test takers records with names, custom IDs, Status, two scores (Score and Energetic), and an option to view.
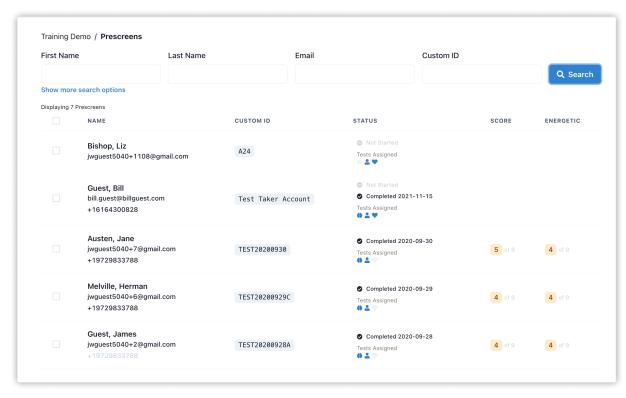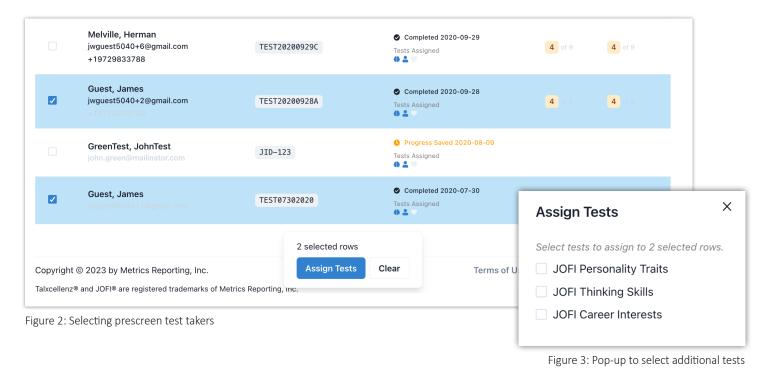

Figure 1:
Prescreen Dashboard

- The status column indicates progress (not started, progress saved, assessment completed) as well as icons that indicate whether other assessments were assigned: a brain for Thinking Skills, a person for Personality, and a heart for Career Interests.

- The Score is a simple score of 1–9. There is no further detail for the Prescreen assessment. The Energetic score adds data from the assessment characteristic of physical occupational roles. If the job you are trying to fill is primarily a "desk job" requiring normal amounts of physical activity, use the Score column. If the job is highly physical, use the Energetic column.

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The JOFI Prescreen Assessment *(continued)*

If you wish to assign further assessments to individuals that have taken the Prescreen, simply check the box by the name of one or more relevant individuals. A pop-up will appear; choose the assessments you wish to assign and click the Assign Tests button; invitations will be emailed / texted to the test takers.

Figure 2: Selecting prescreen test takers

Figure 3: Pop-up to select additional tests

How to Generate PDFs of Score Profiles or Job Fit Reports

From the Test Taker menu, choose Scorecard on the summary line for a particular test taker to open that test taker's scorecard.

At the top right of the scorecard is a button to Generate PDF (see Figure 4). Clicking once will generate the form, and, when ready, a second click will download it.
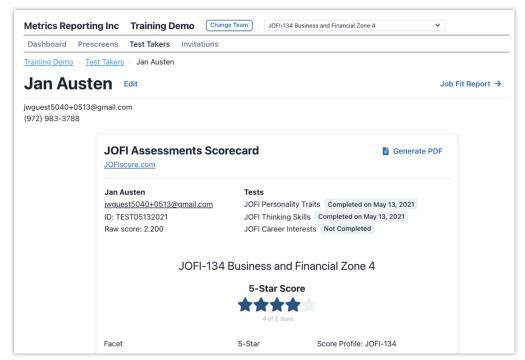

Figure 4: The top of a Scorecard

How to Generate PDFs of Score Profiles or Job Fit Reports *(continued)*

In the upper right-hand corner of the screen is another link for the Job Fit Report. After you go to the Job Fit Report, the Generate Report links there connected with the three available versions of the Job Fit Report function the same way as the Scorecard (see Figure 5).
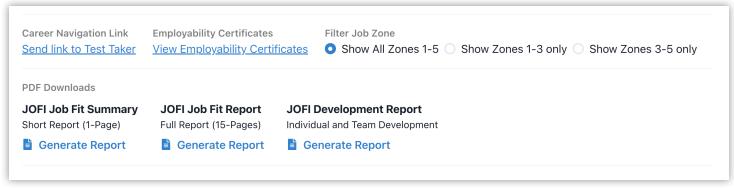
Career Navigation Link
[Send link to Test Taker](#)

Employability Certificates
[View Employability Certificates](#)

Filter Job Zone
● Show All Zones 1-5   ○ Show Zones 1-3 only   ○ Show Zones 3-5 only

PDF Downloads

JOFI Job Fit Summary
Short Report (1-Page)

📄 Generate Report

JOFI Job Fit Report
Full Report (15-Pages)

📄 Generate Report

JOFI Development Report
Individual and Team Development

📄 Generate Report

Figure 5: Job Fit Report options

For general guidance on the use of scorecards and job fit reports, note:

• Assessment scorecards should be considered personal and confidential information.

• Individual scorecards are not shared with candidates or career navigation participants.

• Scorecards are for recruiters and coaches only and should be treated as confidential employee / client / student records.

• The JOFI Job Fit Report is designed to be shared with test takers.

• JAMS allows Users to send test takers a link to download any one of the three JOFI Job Fit reports.

Please reach out to **support@jofiscore.com** with questions or for additional information.