

## PS02: JAMS Functions I – Test Registration

The JOFI Assessment Management System (JAMS) is the online platform that allows registered users to:

- Invite test takers to complete any of the three JOFI assessments
- View scores against 70 system score profiles that cover the world of work
- Generate JOFI Job Fit reports

### Sign-In

Sign in at [www.jofiscore.com](http://www.jofiscore.com). If you cannot sign-in, click “Forgot password” and you will receive an email to reset your password.

### JAMS Dashboard

When you log in to JAMS at [www.jofiscore.com](http://www.jofiscore.com), the Invitations menu is your home screen. There are four menu screens: Invitations, Test Takers, Prescreens, and Dashboard.

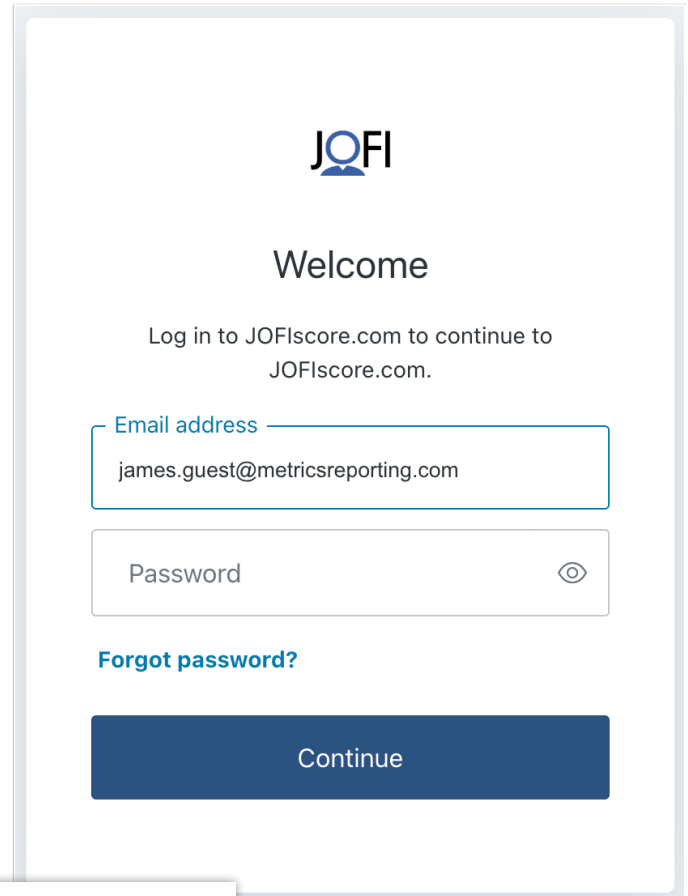


Figure 1: Sign-in page

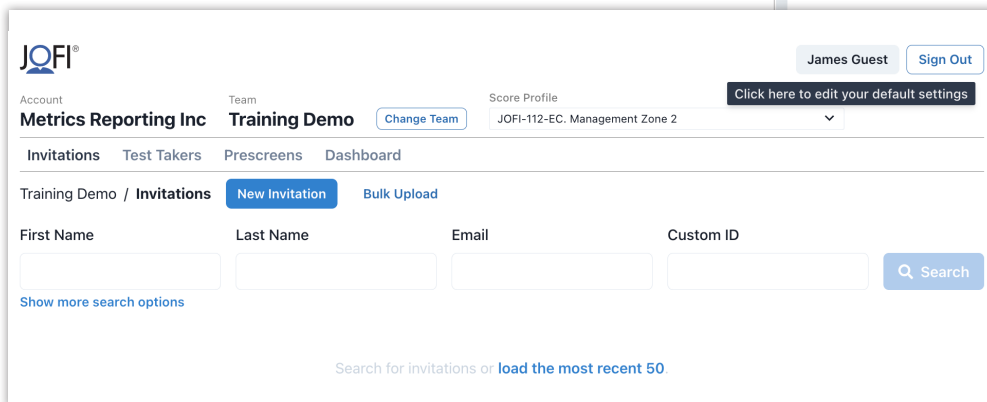


Figure 2: Invitations menu

## How to Create New Invitations

From the Invitations menu you can create, send and edit invitations. To create an invitation, click New Invitation (see the blue New Invitation box in Figure 2).

Fill out the invitation form and choose the assessments you would like to assign. You can choose to send the invitation by email, text message, or both. JOFI assessments are optimized for mobile phones. (See Figure 3)

If you have set relevant defaults (see PS14), these will auto-populate in your new invitations.

The Prescreen is used as a first stage for jobs with high volumes of applicants and is not used simultaneously with the other three core assessments.

When required fields are complete, you will be able to Send Invitation.

Figure 3: A New Invitation form

The Invitation Menu will then begin to track the status of your invitations. When test takers Accept and begin an assessment, a test taker record will be created and will be accessible from the Test Taker menu.

NAME	CUSTOM ID	STATUS	
<b>Guest, James</b> jwguest5040+4@gmail.com (972) 983-3788 Created Sep 29, 2020	TEST20200929A	Sent	<a href="#">View</a>
<b>Guest, James</b> jwguest5040+1@gmail.com Created Jul 30, 2020	TEST07302020	✓ Accepted Jul 30, 2020	<a href="#">View</a>
<b>Guest, Jimmy</b> jwguest5040+1129@gmail.com (972) 983-3788 Created Nov 29, 2021		✓ Accepted Nov 29, 2021	<a href="#">View</a>

Figure 4: Invitations menu with recent records

## Editing Test Taker Information or Re-assigning Tests

To modify test taker information or to assign an additional test or a retake, go to the Test Taker menu.

The screenshot shows the 'Test Takers' menu with search filters for First Name, Last Name, Email, and Custom ID. A search for 'jimmy' has been performed. Below the search are two report download buttons: 'Group Development Report (CSV)' and 'Group Personality Report'. A table lists three test takers:

NAME	TESTS	STATUS	5-STAR	VIEW TEST TAKER
Guest, Jimmy jwguest5040@gmail.com (972) 983-3788 TEST05072021	Personality Thinking Interests	May 7, 2021 May 7, 2021 May 7, 2021	4 of 5 stars	Scorecard Job Fit
Guest, Jimmy jwguest5040+1129@gmail.com (972) 983-3788	Personality Interests	Feb 7, 2023 Not Started	3 of 5 stars	Scorecard Job Fit
Test, Jimmy jwguest5040+0818@gmail.com TEST0223	Personality Thinking Thinking (In Use) Interests	Feb 6, 2023 Mar 24, 2023 Mar 24, 2023 Feb 6, 2023	3 of 5 stars	Scorecard Job Fit

Click Scorecard for the relevant test taker.

Figure 5: Test Taker menu with recent records

The screenshot shows the 'Jimmy Guest' profile page with 'Edit' and 'View Invitation' links. The email is jwguest5040@gmail.com and the phone is (972) 983-3788. The 'JOFI Assessments Scorecard' section includes a 'Generate PDF' button and a 'CONFIDENTIAL' warning. The scorecard details are as follows:

Name <b>Jimmy Guest</b>	Tests JOFI Thinking Skills <span>✓</span> Completed May 7, 2021 JOFI Personality Traits <span>✓</span> Completed May 7, 2021 JOFI Career Interests <span>✓</span> Completed May 7, 2021
Invitation Email jwguest5040@gmail.com	Score Profile JOFI-112-EC. Management Zone 2
Invitation Phone +19729833788	Raw Score 2.214
Custom ID TEST05072021	

The overall score is **JOFI-112-EC. Management Zone 2** with a **5-Star Score** of 4 of 5 stars.

From the Test Taker Scorecard, click Edit next to the test takers' name in the upper left-hand corner of the Scorecard page (Figure 6).

Figure 6: Test Taker Scorecard

## Editing Test Taker Information or Re-assigning Tests *(continued)*

From the Edit Test Taker menu, you can modify some fields (e.g. correct names or change custom IDs) and assign additional tests or retakes. If a test taker has taken an assessment more than once, you can choose which one to use for scoring here too.

## How to use the Bulk Upload Feature

Some organizations have jobs that attract very high volumes of applicants. The bulk upload feature allows users to invite large pool of applicants efficiently. From the Invitations menu, click Bulk Upload. (See Figure 2, to the right of the blue Invitations button.)

Figure 7: Edit Test Taker menu

Figure 8: The Bulk Upload feature

Follow the instructions on the page, beginning with downloading the .csv template. Input the relevant information into the .csv form. Use the “Choose File” button to Select your completed .csv form.

JAMS will automatically review your .csv form and alert you to common errors in formatting or data entry. You can edit and correct the fields within the screen and without re-uploading the form. When complete, select the desired assessment(s) and Send Invitations.

## How to Search for Scores

Each of the main menus – Prescreen, Test Takers, and Invitations – has a search bar. You can select “load the most recent 50” to display the relevant records.

The expanded list will show test taker names, tests assigned, the status of these tests, and the five-star rating for the selected score profile.

Figure 9: Search bar

Please reach out to [support@jofiscore.com](mailto:support@jofiscore.com) with questions or for additional information.