

# **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

**JQFI**<sup>®</sup>

First Name

Show more search options

Figure 2: Invitations menu

Sign in at 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**, the Invitations menu is your home screen. There are four menu screens: Invitations, Test Takers, Prescreens, and Dashboard.

Metrics Reporting Inc Training Demo Change Team JOFI-112-EC. Management Zone 2

Bulk Upload

Email

Score Profile

ch for invitations or load the most recent 50

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		J <u>Q</u> FI
		Welcome
	Log in to	JOFIscore.com to continue to JOFIscore.com.
n,	Email addres	ss — @metricsreporting.com
nail	Password	) ©
	Forgot passv	word?
the four s,		Continue
Click h	James Guest Sign Out ere to edit your default settings	Figure 1: Sign-in page
Custom ID	Q Search	

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Invitations Test Takers Prescreens Dashboard Training Demo / Invitations New Invitation

Last Name





#### 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)

Invite Test Taker	Reference Text (optional)	IT y
invite lest laker		de
Details	Included at the top of the invitation email. Max length 60 characters.	the
First Name	Congratulations Notification	in
Jane	Send congratulations notification per account settings	111
Last Name	Congratulations Email Template	Th
Smith	Congrats: CN STANDARD with JFR 🗸 🗸	as
Email	Scheduling Link	wit
jane@example.com	Choose Scheduling Link	
Send invitation via email	~	ар
Mobile Phone	JOFI Assessments	US
555-123-4567	Assign prescreen OR one or more of the other assessments. Screening	wit
Send invitation via text message	JOFI Quick Prescreen	со
Custom ID (e.g. Requisition #)		COI
JOBID-42101	Assessments	Wł
Emoil Tomplate	<ul> <li>✓ JOFI Personality Traits</li> <li>✓ JOFI Thinking Skills</li> </ul>	are
Email Template Invitation Email Template	JOFI Career Interests	
		wil
Invite: MRI TS PT CI	Send Invitation	Inv

f you have set relevant defaults (see PS14), these will auto-populate n 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.

aining Demo / Invitations	New Invitation Bul	k Upload		
rst Name	Last Name	Email	Custom ID	
	guest			Q Search Reset
ow more search options				
playing 5 Invitations				
NAME		CUSTOM ID	STATUS	
Guest, James jwguest5040+4@gmail.com (972) 983-3788 Created Sep 29, 2020		TEST20200929A	Sent	View
Guest, James jwguest5040+1@gmail.com Created Jul 30, 2020		TEST07302020	✤ Accepted Jul 30, 2020	View
Guest, Jimmy jwguest5040+1129@gmail.com (972) 983-3788 Created Nov 29, 2021			Accepted Nov 29, 2021	View

Figure 4: Invitations menu with recent records



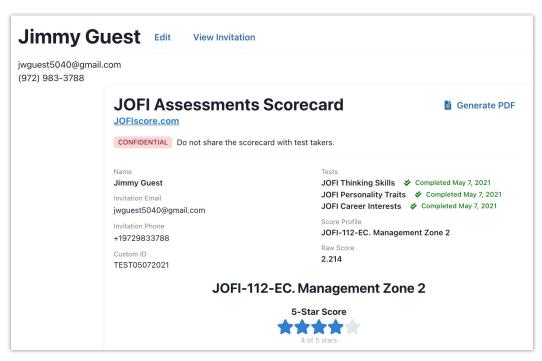
nt

#### **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.

irst Name	Last Name	Email	Custom ID		
jimmy				Q Search Reset	
how more search options					Click Sco
ound 3 Test Takers 🛃 Group Develo	opment Report (CSV) 🛛 🛎 Group Perso	onality Report			for the re
NAME	TESTS	STATUS	5-STAR	VIEW TEST TAKER	test take
Guest, Jimmy jwguest5040@gmail.com	<ul> <li>Personality</li> <li>Thinking</li> </ul>	<ul> <li>May 7, 2021</li> <li>May 7, 2021</li> </ul>	4 of 5 stars	Scorecard	
(972) 983-3788 TEST05072021	♥ Interests	<ul> <li>May 7, 2021</li> <li>May 7, 2021</li> </ul>		Job Fit	
Guest, Jimmy jwguest5040+1129@gmail.com	Personality	Feb 7, 2023		Scorecard	
(972) 983-3788	Interests	Not Started	3 of 5 stars	Job Fit	
Test, Jimmy	Personality Thinking	<ul> <li>Feb 6, 2023</li> <li>Mar 24, 2023</li> </ul>		Scorecard	
jwguest5040+0818@gmail.com TEST0223	<ul> <li>Thinking (In Use)</li> </ul>	Mar 24, 2023	3 of 5 stars	Job Fit	
12310223	Interests	Feb 6, 2023			

Figure 5: Test Taker menu with recent records



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.)

2. Replace the example data with your own, then save the file. Note that only

Ensure that the file contains no formatting, and that none of the email addresses have been automatically converted to links (Excel will do this

sometimes). All of the values in the file should be plain text.

First Name			
Jimmy			
Last Name			
Guest			
Email			
jwguest5040@gmail.com			
Email cannot be changed			
Custom ID (e.g. Requisition #	)		
TEST05072021			
Save			
Team James Guest Demo (Metrics R	Reporting Inc) Change Team		
James Guest Demo (Metrics F <b>Tests</b>	Reporting Inc) Change Team		
James Guest Demo (Metrics F	Reporting Inc) Change Team	STATUS	USED FOR SCORI
James Guest Demo (Metrics F <b>Tests</b> History		STATUS Completed on 2021-05-07 11:44 am	USED FOR SCORI
James Guest Demo (Metrics F Tests History DATE ASSIGNED	TEST		
James Guest Demo (Metrics F Tests History DATE ASSIGNED 2021-05-07 11:23 am	TEST V JOFI Career Interests	Completed on 2021-05-07 11:44 am	~
James Guest Demo (Metrics F Tests History DATE ASSIGNED 2021-05-07 11:23 am 2021-05-07 11:23 am	TEST ♥ JOFI Career Interests ● JOFI Thinking Skills	Completed on 2021-05-07 11:44 am Completed on 2021-05-07 12:21 pm	*

Figure 7: Edit Test Taker menu

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.

Figure 8: The Bulk Upload feature

Upload the file by selecting it below
 Confirm the data, then click Send Invitations

Choose File No file chosen

Bulk Upload Invitations (.csv)

1. Click here to download the template (.csv)

first name, last name, and email are required.

Instructions

Select a CSV file

## 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.

J <u>Q</u> FI°				James Guest	Sign Out
Account Metrics Reporting Inc	Team Training Demo Change Team	Score Profile JOFI-112-EC. Management Zone 2	~		
Invitations Test Takers	Prescreens Dashboard				
Training Demo / Prescreens					
First Name	Last Name	Email	Custom ID		
	1			Q Search	Reset
Show more search options					
		Loading			

Figure 9: Search bar

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