

## JOFI® Assessments – Training Checklist

Please use this list to check your knowledge of JOFI Assessments and the JOFI Assessment Management System (JAMS). Let us know how we can best support your training needs to ensure you get the full benefit from JOFI assessments and JAMS:

- Confirm ability to sign in, send assessment invitations, and view the scores
- Confirm ability to select the proper email invitation template
- Confirm ability to send invitations by email and/or mobile text message
- Confirm ability to edit/delete an invitation (blocked if invitation has been accepted)
- Confirm ability to search for specific invitations
- Confirm knowledge of [support@jofiscore.com](mailto:support@jofiscore.com) email address and [Contact Our Team](#) form
- Confirm ability to search and filter Quick Prescreen test takers
- Confirm ability to invite Quick Prescreen test takers to take additional assessments
- Confirm ability to search for specific test takers
- Confirm ability to select the correct 5-Star **Score Profile** for specific jobs
- Confirm ability to interpret scores for **Quick Prescreen**
- Confirm ability to interpret scores for **Thinking Skills**
- Confirm ability to interpret scores for **Personality Traits**
- Confirm ability to interpret scores for **Career Interests**
- Confirm ability to set User defaults for teams and score profiles via the name link at upper right
- Confirm ability to edit test taker data: Custom ID, assign additional tests, assign retakes, select which assessment is used in Scorecard (and 5-Star rating), and change team
- Confirm ability to address a bounce notice caused by an email address typo by deleting the initial assessment invitation and resending the invitation (caution may have been received via text)
- Confirm ability to enter manual scores for SkillSurvey and/or structured interview guides (SIGs)
- Confirm understanding of STAR items in Scorecard View and relation to 5-Star Rating
- Confirm understanding of compensatory scoring; average of Red (1), Yellow (2), and Green (3)
- Optional: Confirm ability to look up jobs with O\*NET search and select proper JOFI score profile
- Optional: Review Career Coaching Worksheet (participant interpretation of Personality Traits)
- Optional: Confirm ability to use Bulk Upload for registration (especially Prescreen Users)
- Optional: Review structured interview guide (SIG) in PPTX (Julie MacFarland can help)
- Optional: Review Custom Score Components (CSCs) if additional measures are used
- Optional: Review that Custom Score Profiles (CSPs) will be needed if CSCs are used

Please contact us at [support@jofiscore.com](mailto:support@jofiscore.com) to schedule training.