

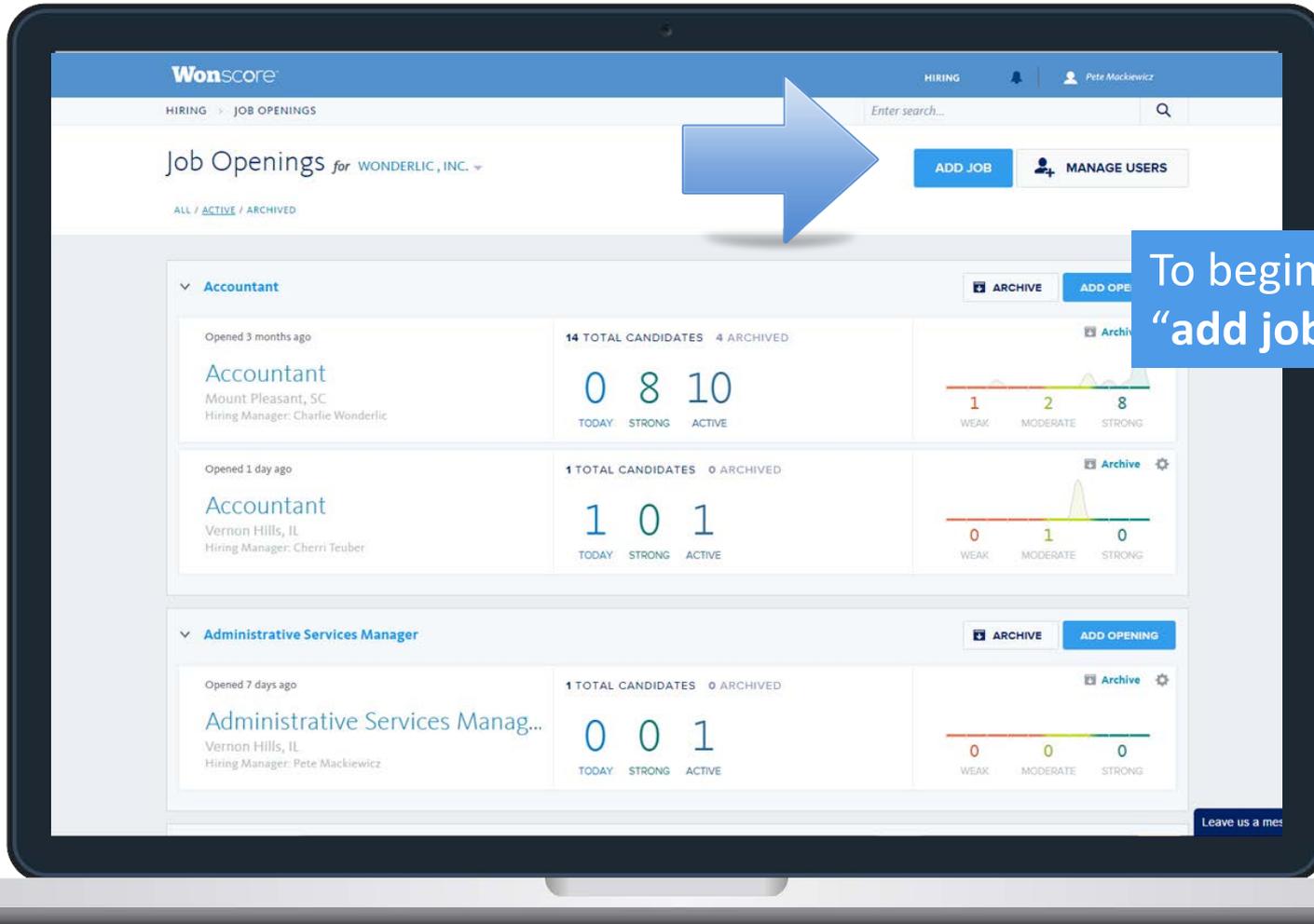


# WonScore®

## Quick-Start Guide

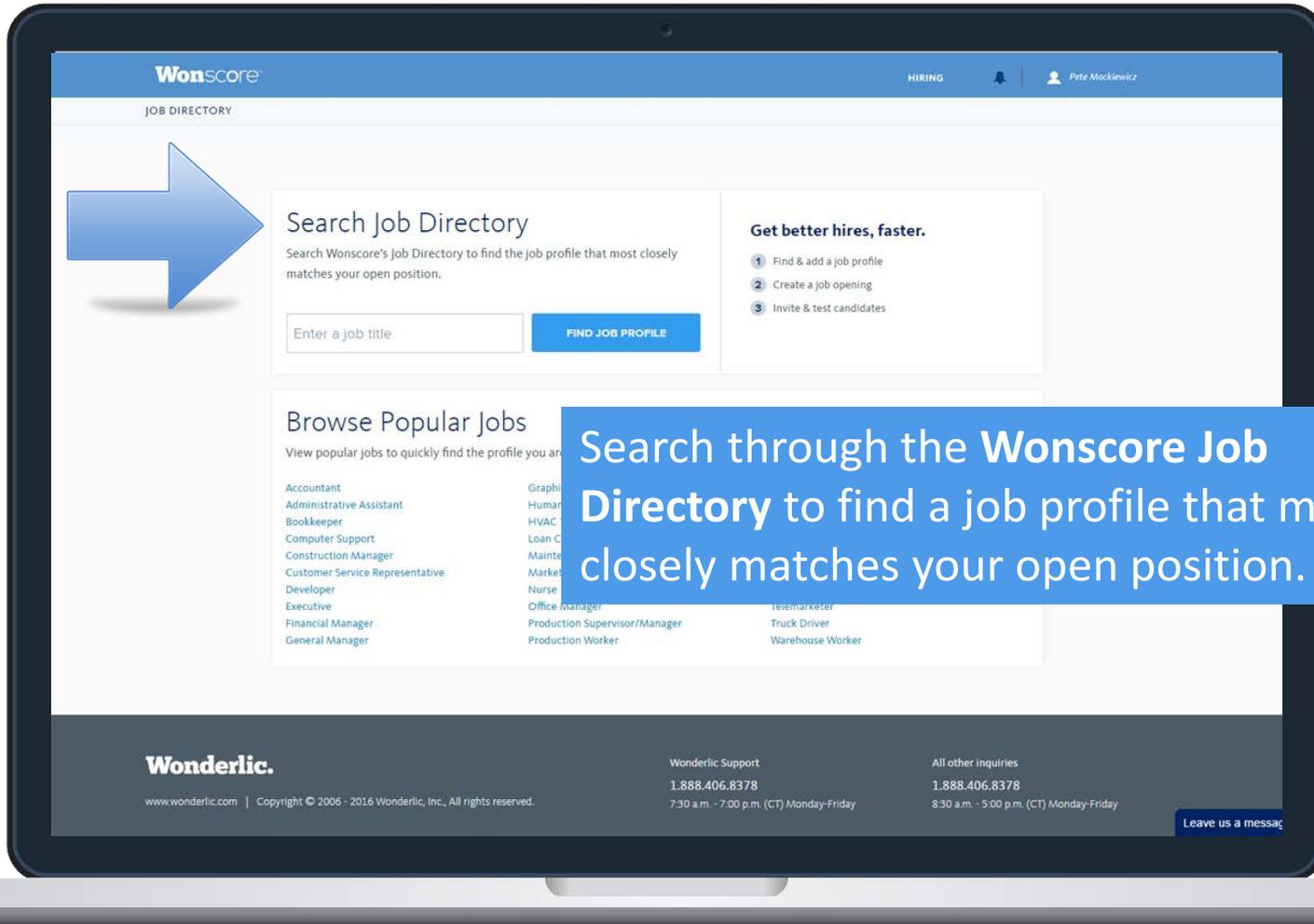
# **Adding a Job & Initiating a Test**

# Add a Job

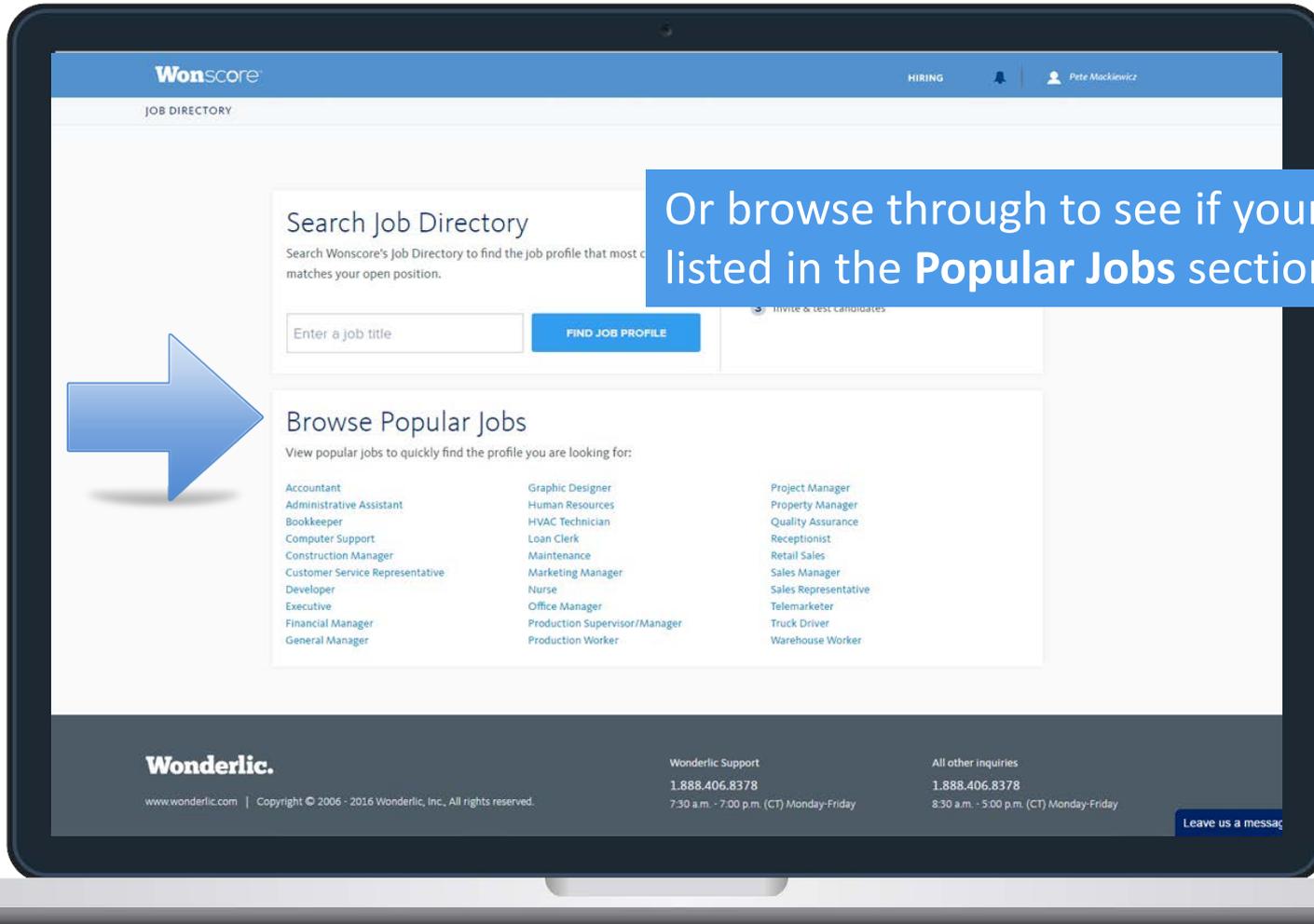


To begin, click "add job."

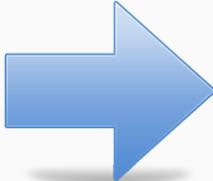
# Search Job Directory



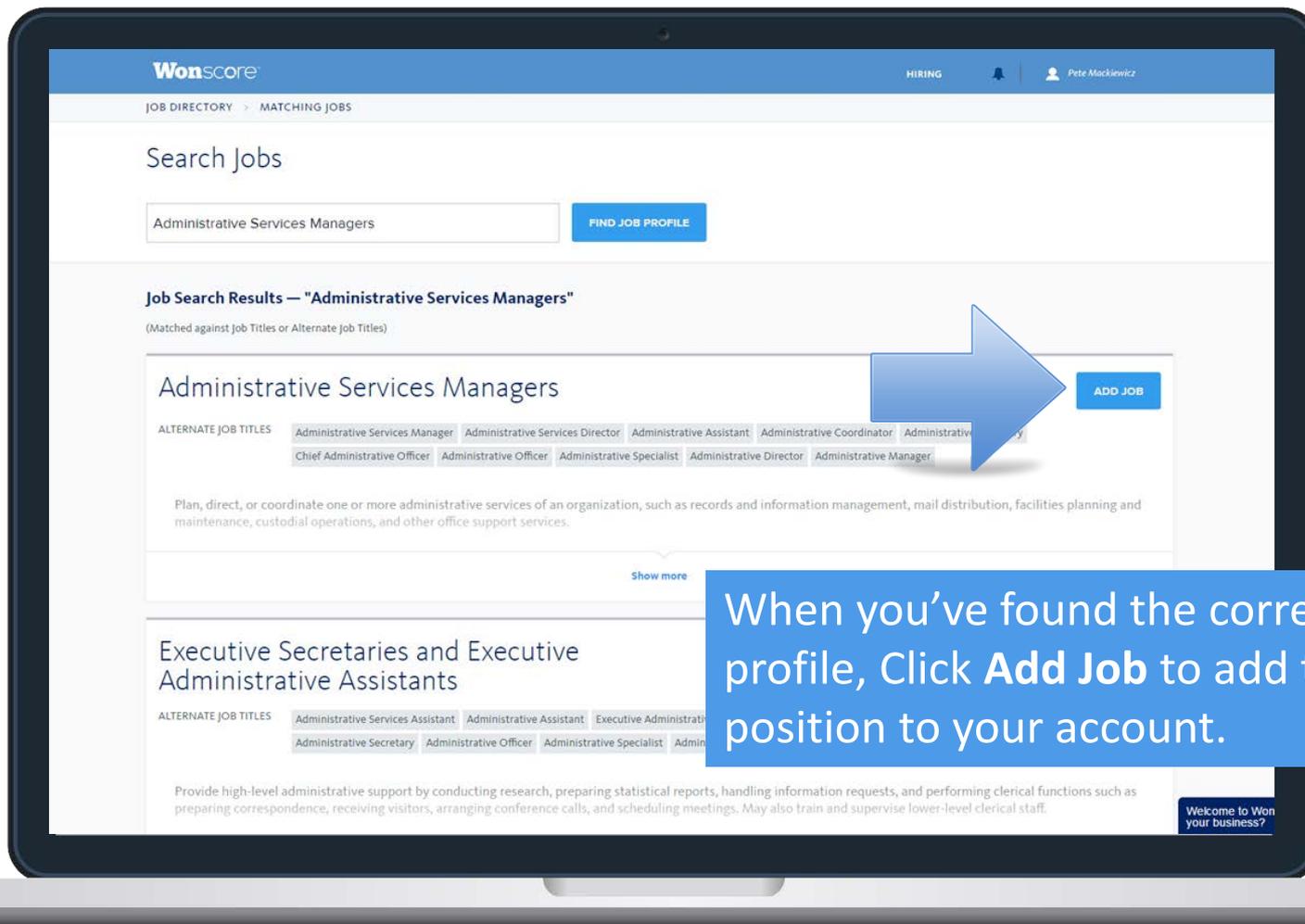
# Browse Popular Jobs



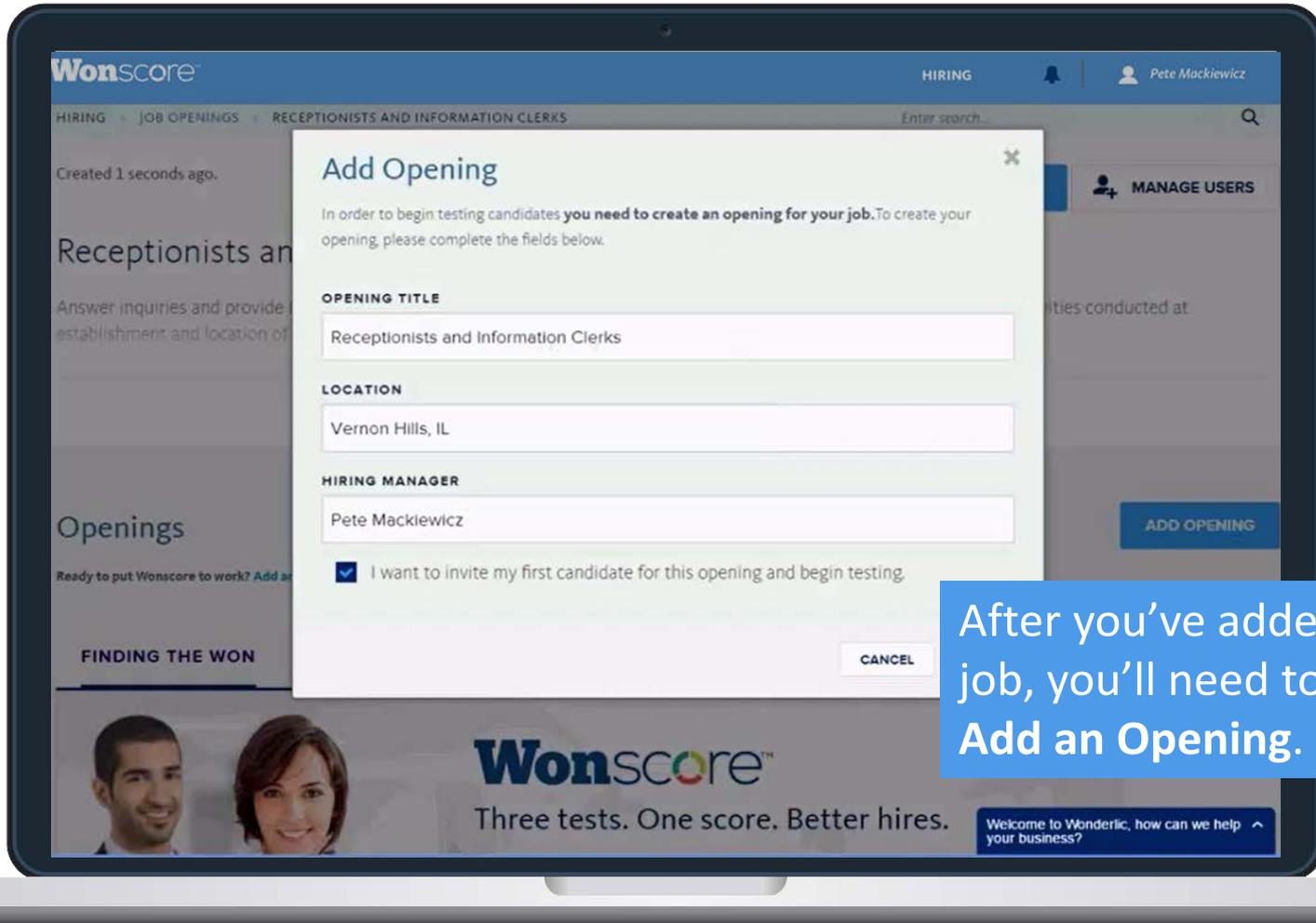
Or browse through to see if your job is listed in the **Popular Jobs** section.



# Select Your Job

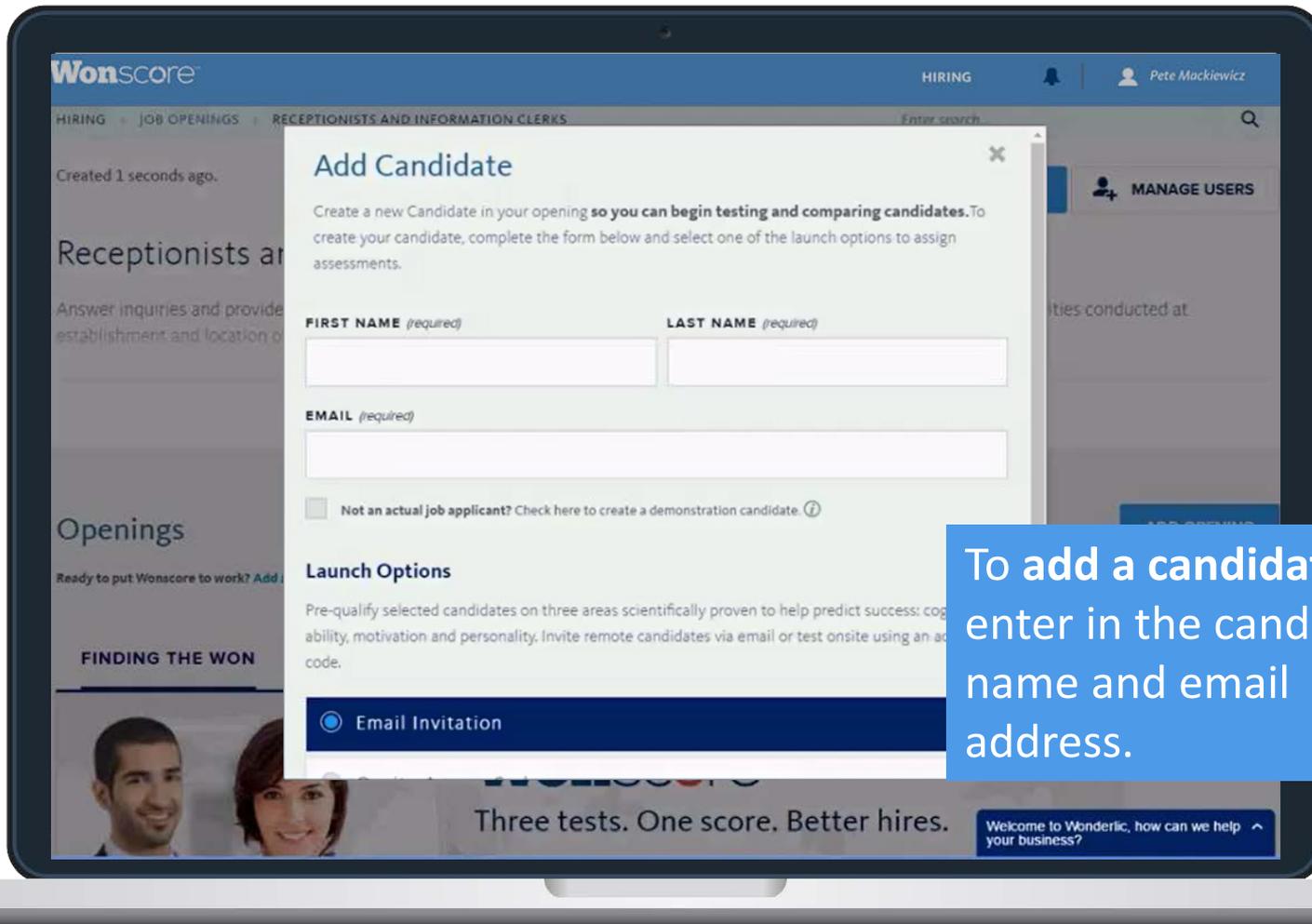


# Add an Opening



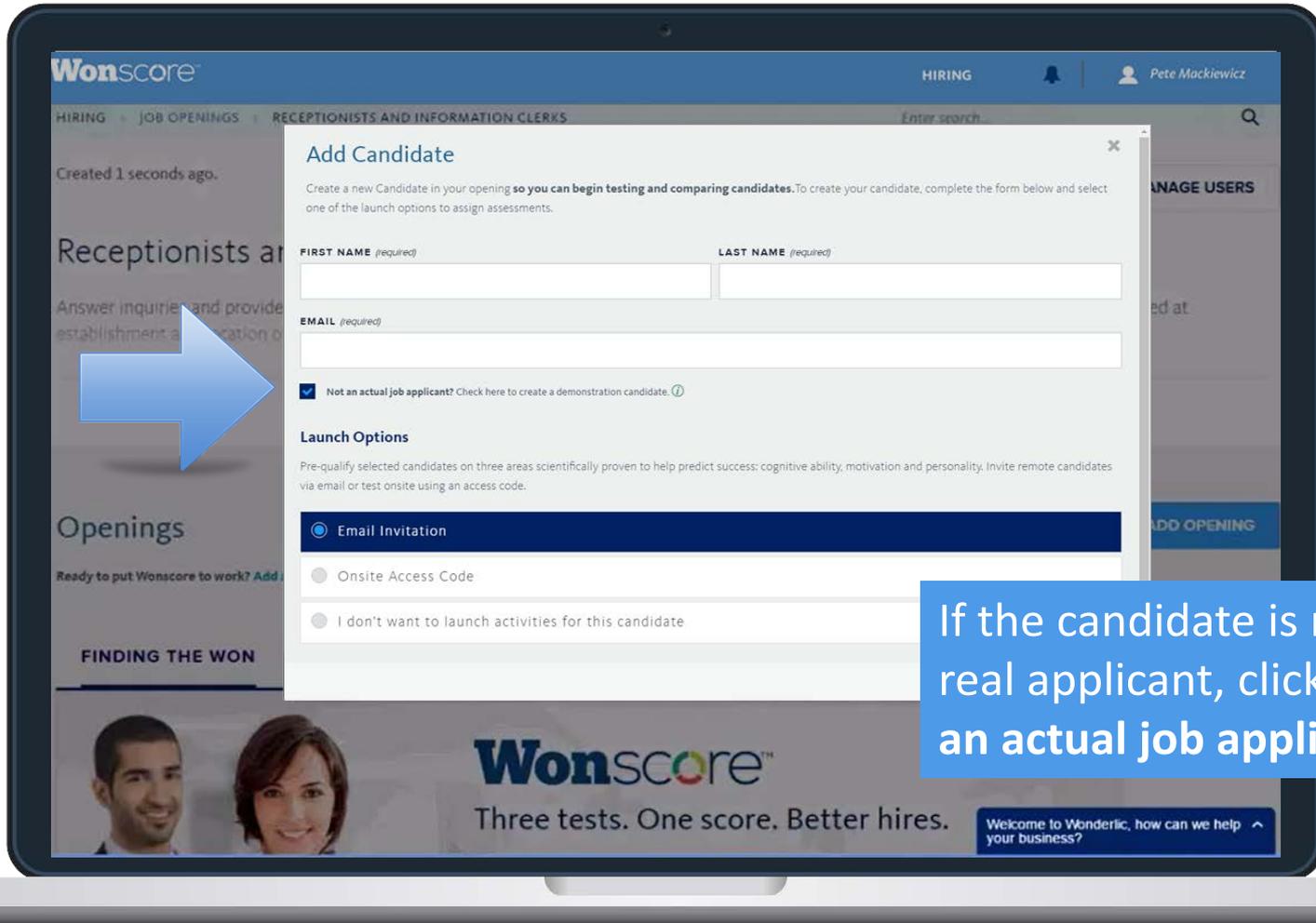
After you've added your job, you'll need to Add an Opening.

# Add a Candidate

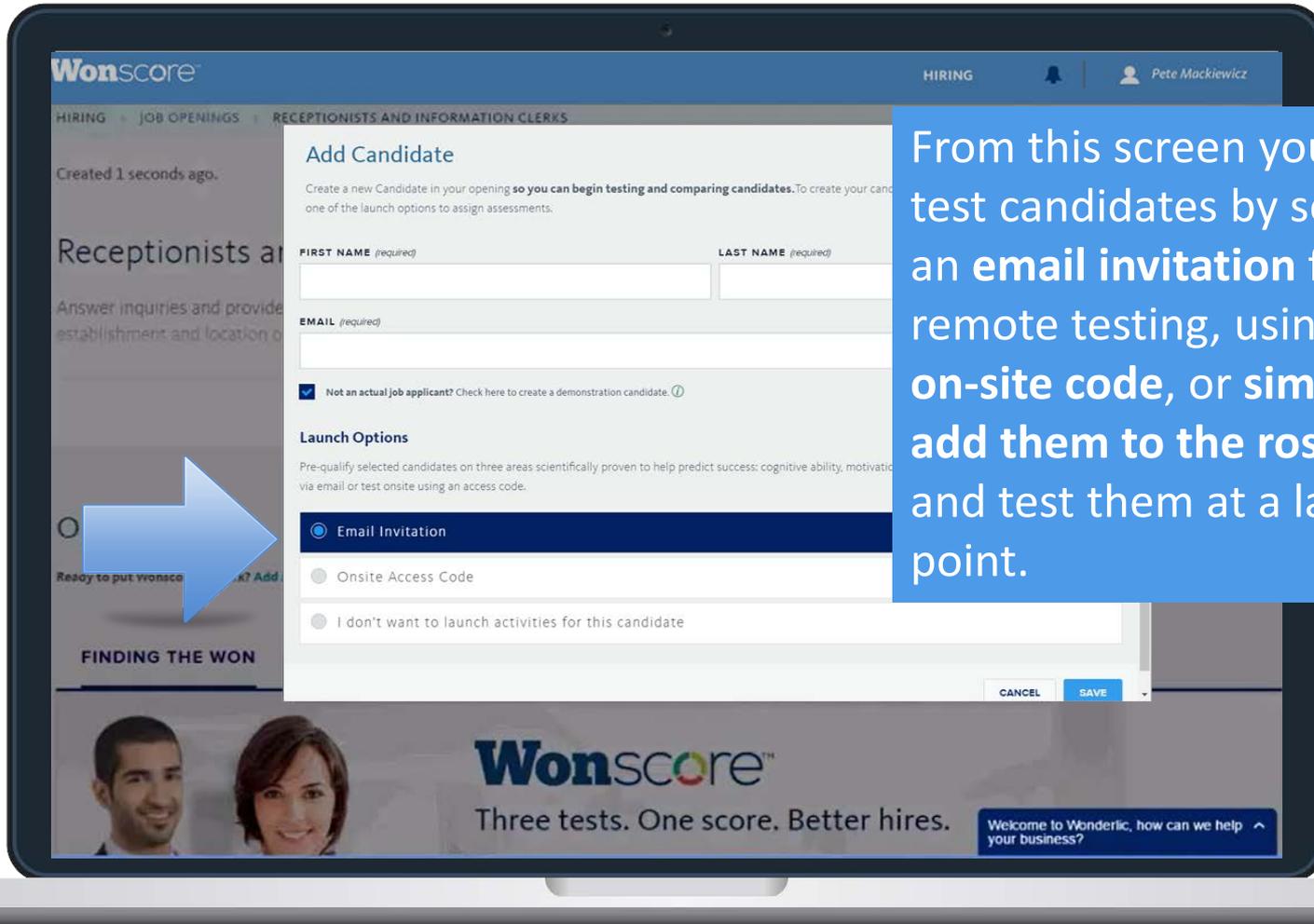


To add a candidate, enter in the candidate's name and email address.

# Add a Candidate



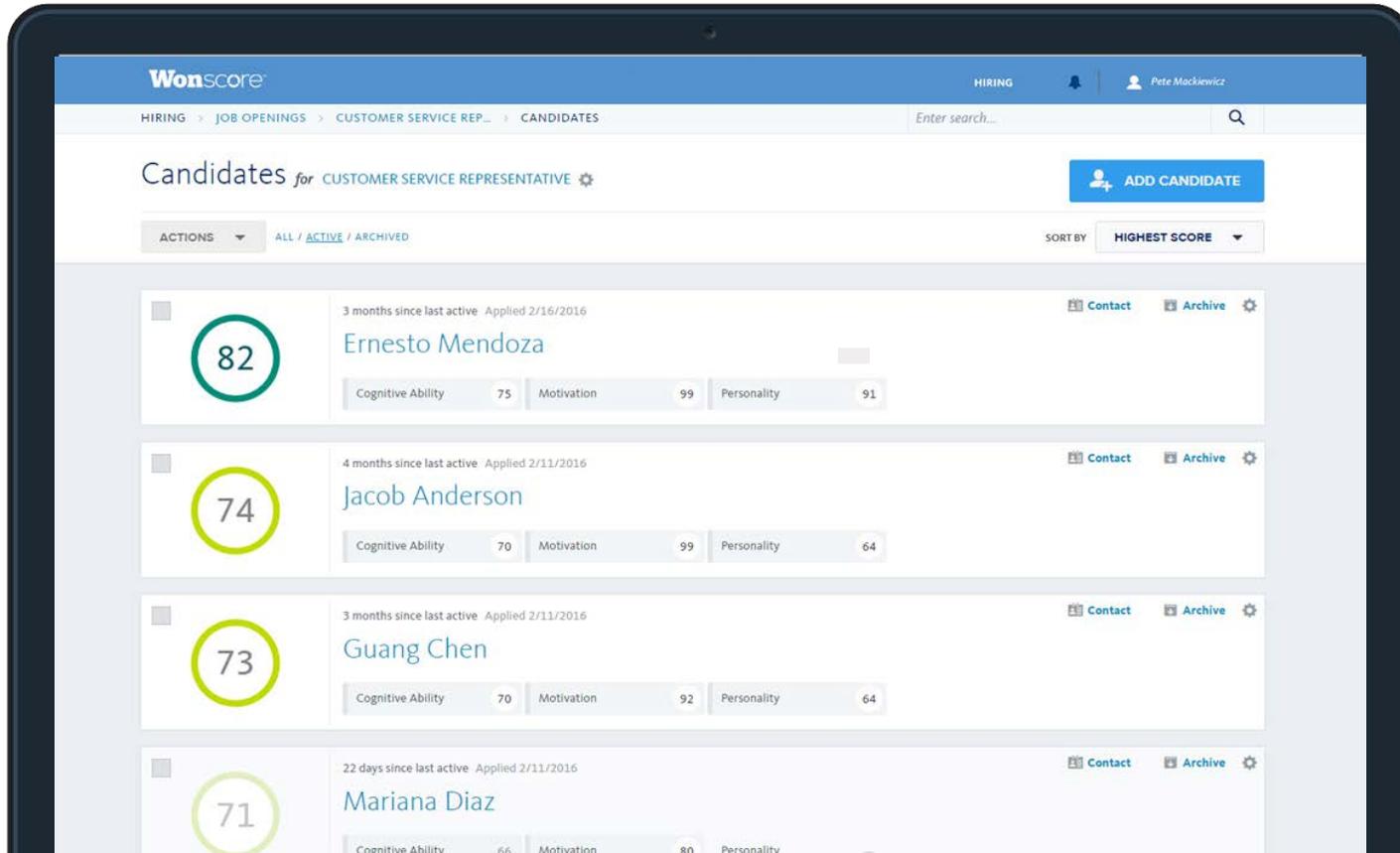
# Launch Options



From this screen you can test candidates by sending an **email invitation** for remote testing, using an **on-site code**, or simply **add them to the roster** and test them at a later point.

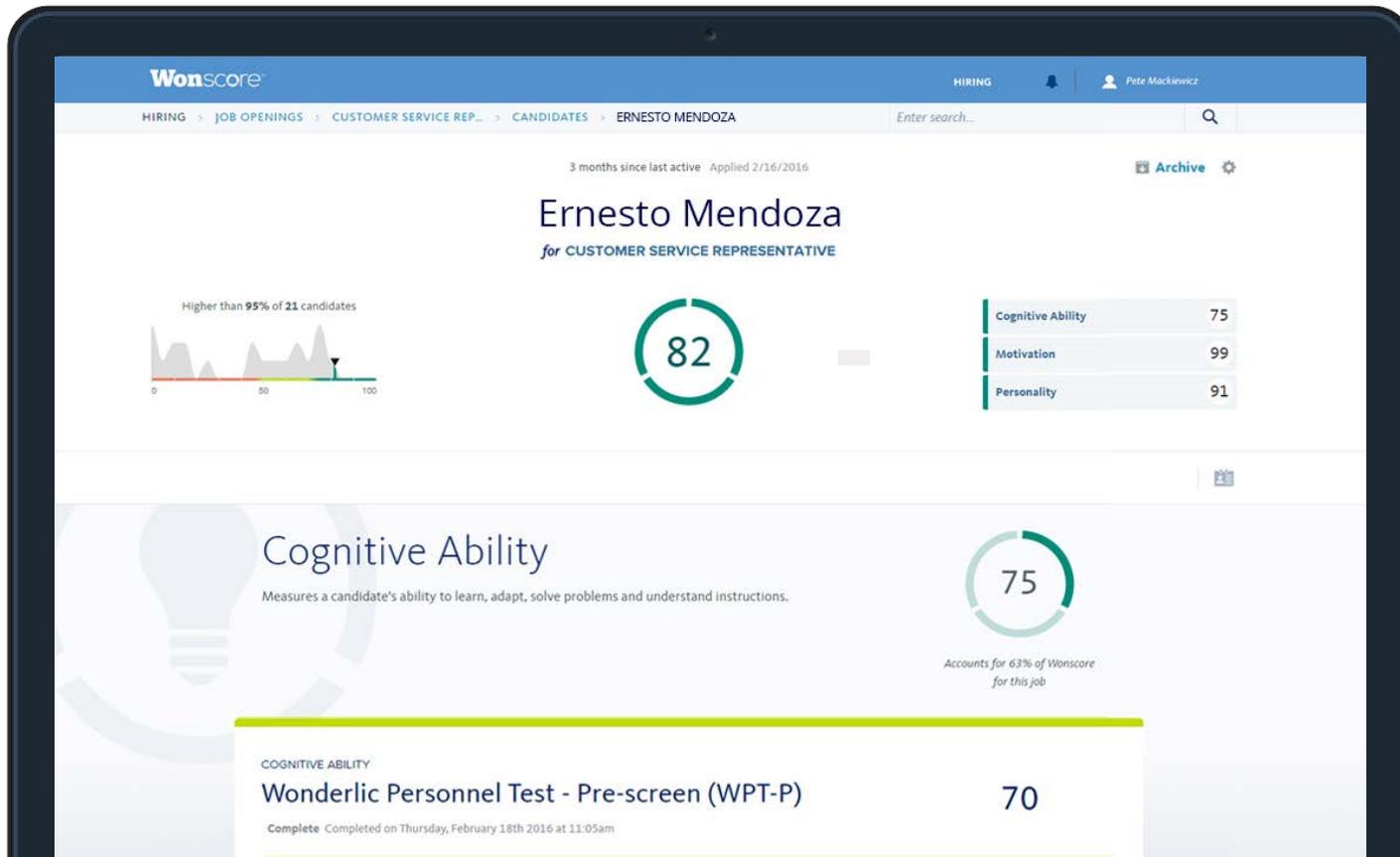
# Review Results

# Review Results



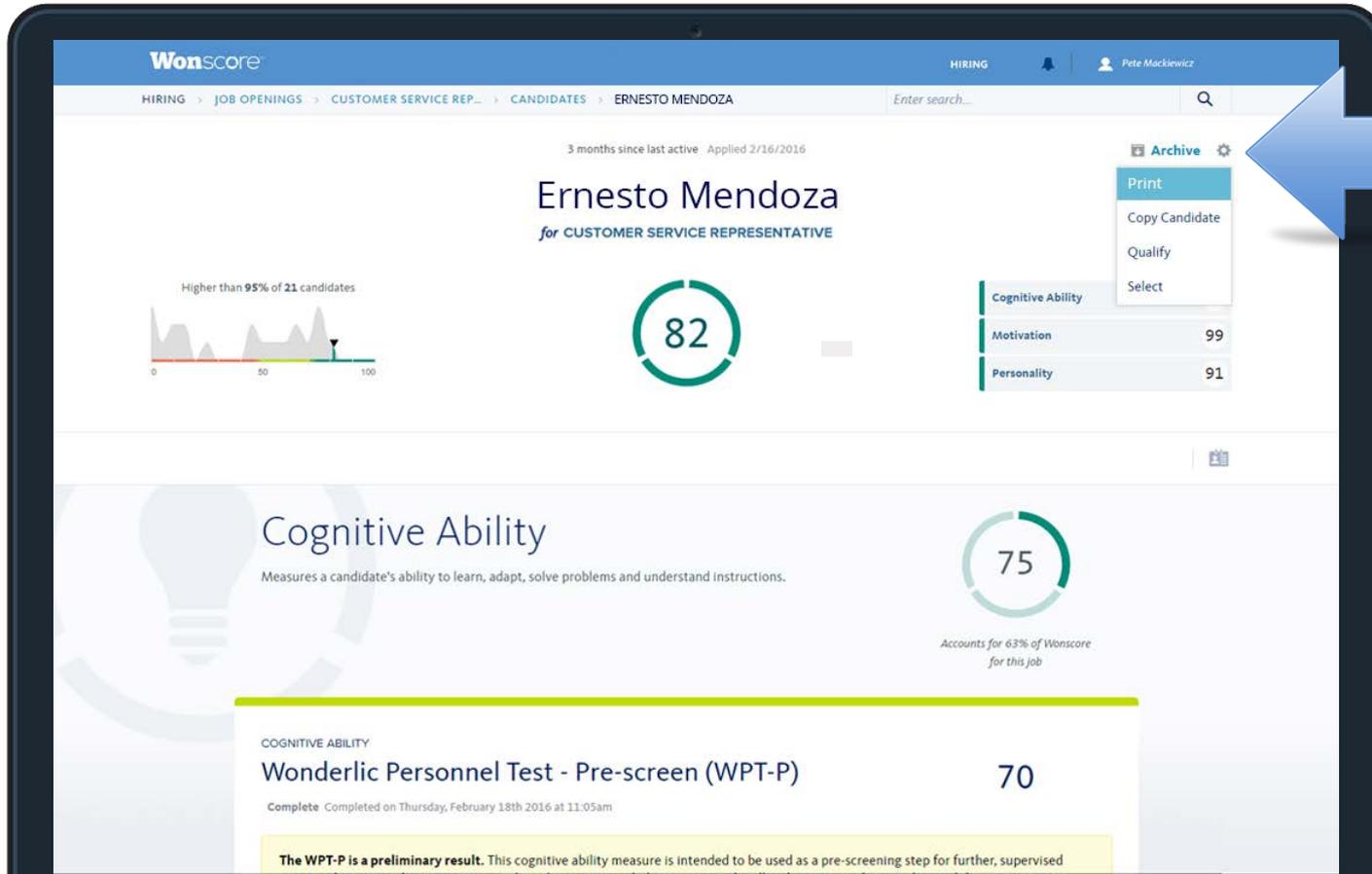
Wonscore results are presented as a **single score** that helps you compare candidates. By default, results are sorted from highest to lowest Wonscore.

# Candidate Details



To view more **detail**, simply click the candidate's name from this screen and you'll see more detail on each assessment the candidate completed.

# Print Results



The screenshot displays the Wonscore interface for a candidate named Ernesto Mendoza. The page shows a navigation breadcrumb: HIRING > JOB OPENINGS > CUSTOMER SERVICE REP... > CANDIDATES > ERNESTO MENDOZA. The candidate's profile includes a score of 82, a comparison chart stating 'Higher than 95% of 21 candidates', and a 'Cognitive Ability' score of 75. A dropdown menu is open, showing options: Print, Copy Candidate, Qualify, and Select. A blue arrow points to the 'Print' option. Below the main profile, a section for 'Cognitive Ability' is highlighted with a yellow bar, showing a score of 70 for the 'Wonderlic Personnel Test - Pre-screen (WPT-P)'. A note at the bottom states: 'The WPT-P is a preliminary result. This cognitive ability measure is intended to be used as a pre-screening step for further, supervised'.

Need a hard copy or a PDF of a candidate's results? The **print function** allows you to print a hard copy or save as a PDF.

# Copy Candidate

The screenshot displays the Wonscore hiring dashboard. At the top, the navigation bar shows 'HIRING' and the user 'Pete Mackiewicz'. Below this, the breadcrumb trail reads 'HIRING > JOB OPENINGS > CUSTOMER SERVICE REP... > CANDIDATES'. A search bar is present with the placeholder 'Enter search...'. The main heading is 'Candidates for CUSTOMER SERVICE REPRESENTATIVE'. There is an 'ADD CANDIDATE' button and a filter for 'ACTIONS' set to 'ALL / ACTIVE / ARCHIVED'. The 'SORT BY' dropdown is set to 'HIGHEST SCORE'. The candidate list includes:

Score	Name	Applied	Cognitive Ability	Motivation	Personality
82	Ernesto Mendoza	2/16/2016	75	99	91
74	Jacob Anderson	2/11/2016	70	99	64
73	Guang Chen	2/11/2016	70	92	64
71	Mariana Diaz	2/11/2016	66	80	-

If you have more than one job opening, Wonscore allows you to move candidates into different jobs to evaluate their fit. Simply select the **Copy Candidate** feature.

# Copy Candidate

Wonscore®

HIRING | HIRING | PETE MACKIEWICZ

HIRING > JOB OPENINGS > CUSTOMER SERVICE REP... > CANDIDATES

Enter search...

### Copy Candidate

Ernesto Mendoza's current opening: Customer Service Representative

To copy this candidate to another opening, please select an option from the list of active openings below and click save.

DESTINATION OPENING

Receptionist

Receptionist (Vernon Hills, IL - Pete Mackiewicz)

CLOSE SAVE

74 Ernesto Mendoza

Cognitive Ability 70 Motivation 99 Personality 64

4 months since last active Applied 2/11/2016 Contact Archive

73 Guang Chen

Cognitive Ability 70 Motivation 92 Personality 64

2 months since last active Applied 2/11/2016 Contact Archive

71 Mariana Diaz

Cognitive Ability 66 Motivation 80 Personality -

Choose another job opening, and click “save”. The candidate’s test results will be compared against the new position, and the Wonscore will likely change.

# Posting on an External Job Board

# Posting on an External Job Board

**Job Posting Link**

Add this link to any job posting to seamlessly direct candidates into the **Accountant** opening on Wonscore. All candidates will be pre-qualified on three areas scientifically proven to help predict success: cognitive ability, motivation and personality.

Job posting links can also be shared with potential candidates or used in group testing sessions.

<https://hiring.wonderlic.com/openings/56bcc77154ee540100a5f37c/apply>

CLOSE

Opened 13 days ago      1 TOTAL CANDIDATES   0 ARCHIVED

**Accountant**  
Vernon Hills, IL  
Hiring Manager: Chern Teuber

0   0   1  
TODAY   STRONG   ACTIVE

WEAK   MODERATE   STRONG

Administrative Services Manager

Opened 19 days ago      1 TOTAL CANDIDATES   1 ARCHIVED

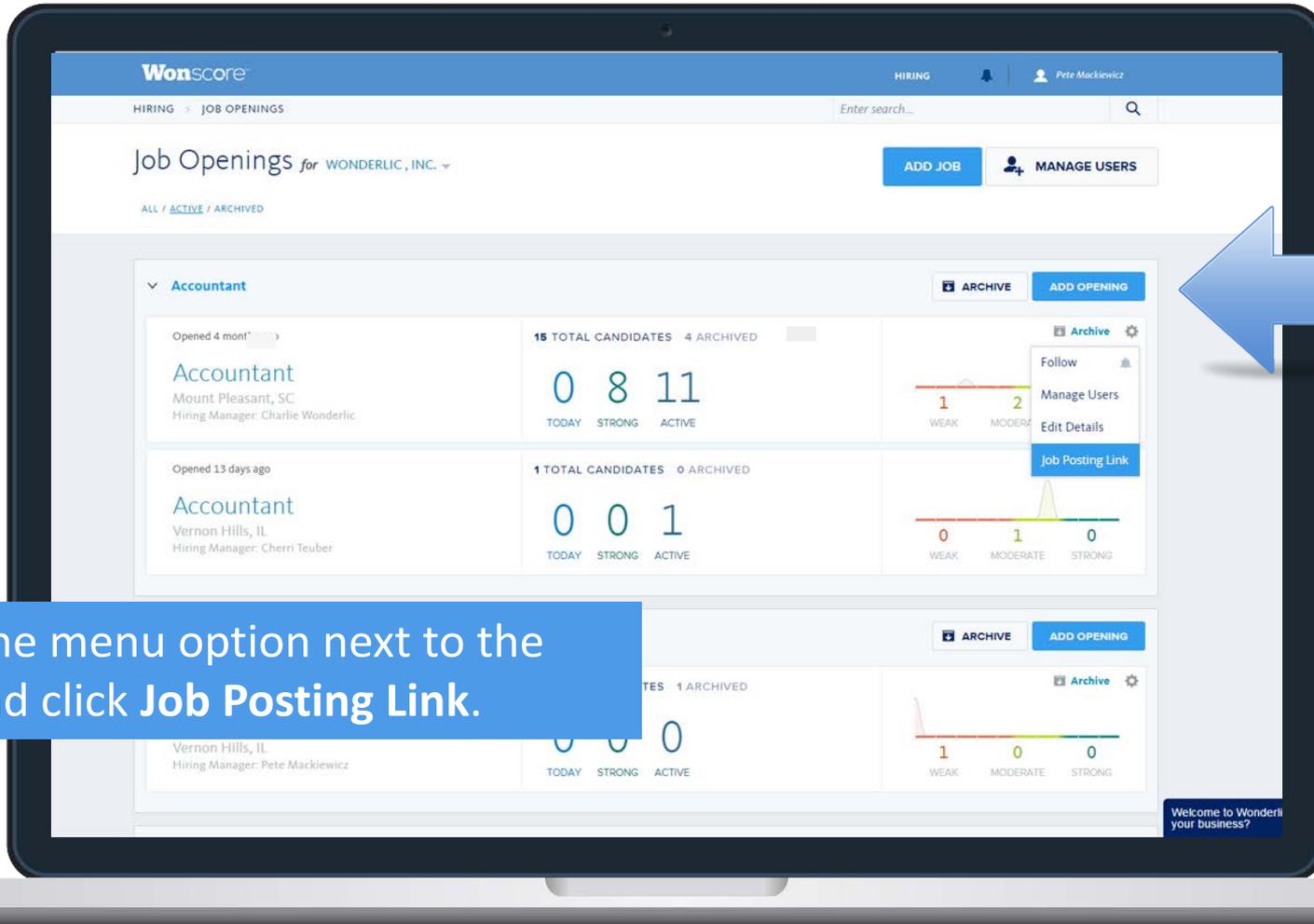
**Administrative Services Manag...**  
Vernon Hills, IL  
Hiring Manager: Pete Mackiewicz

0   0   0  
TODAY   STRONG   ACTIVE

WEAK   MODERATE   STRONG

Each opening in your Wonscore account has a **hyperlink** that you can copy and paste into your job ad. Applicants can follow the link, enter their contact information, and go through the testing program.

# Posting on an External Job Board



Click the menu option next to the job, and click **Job Posting Link**.

# Posting on an External Job Board

**Wonscore** HIRING Pete MacKiewicz

HIRING > JOB OPENINGS

### Job Posting Link

Add this link to any job posting to seamlessly direct candidates into the **Accountant** opening on Wonscore. All candidates will be pre-qualified on three areas scientifically proven to help predict success: cognitive ability, motivation and personality.

Job posting links can also be shared with potential candidates or used in group testing sessions.

<https://hiring.wonderlic.com/openings/56bcc77154ee540100a5f37c/apply>

**CLOSE**

Opened 13 days ago **1** TOTAL CANDIDATES **0** ARCHIVED

**Accountant**  
Vernon Hills, IL  
Hiring Manager: Cheri Teuber

**0** **0** **1**  
TODAY STRONG ACTIVE

**0** **1** **0**  
WEAK MODERATE STRONG

**Administrative Services Manager** **ARCHIVE** **ADD OPENING**

Opened 19 days ago **1** TOTAL CANDIDATES **1** ARCHIVED

**Administrative Services Manag...**  
Vernon Hills, IL  
Hiring Manager: Pete MacKiewicz

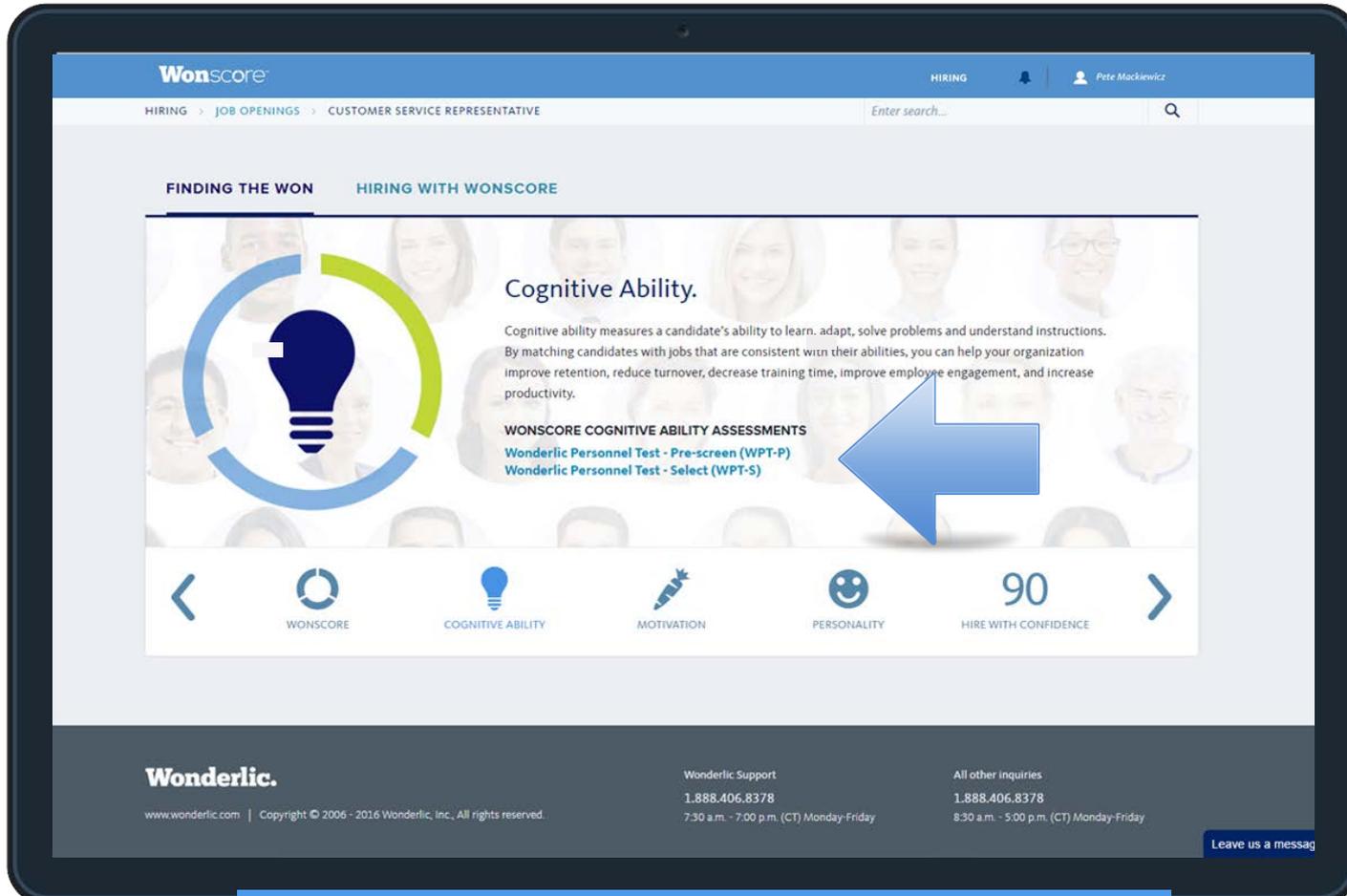
**0** **0** **0**  
TODAY STRONG ACTIVE

**1** **0** **0**  
WEAK MODERATE STRONG

Highlight the link, right-click to copy, and right-click to paste in your ad. If you use a hyperlink, you will not have to e-mail test invitations to candidates.

# Testing On-site with the Select Test

# Testing On-site



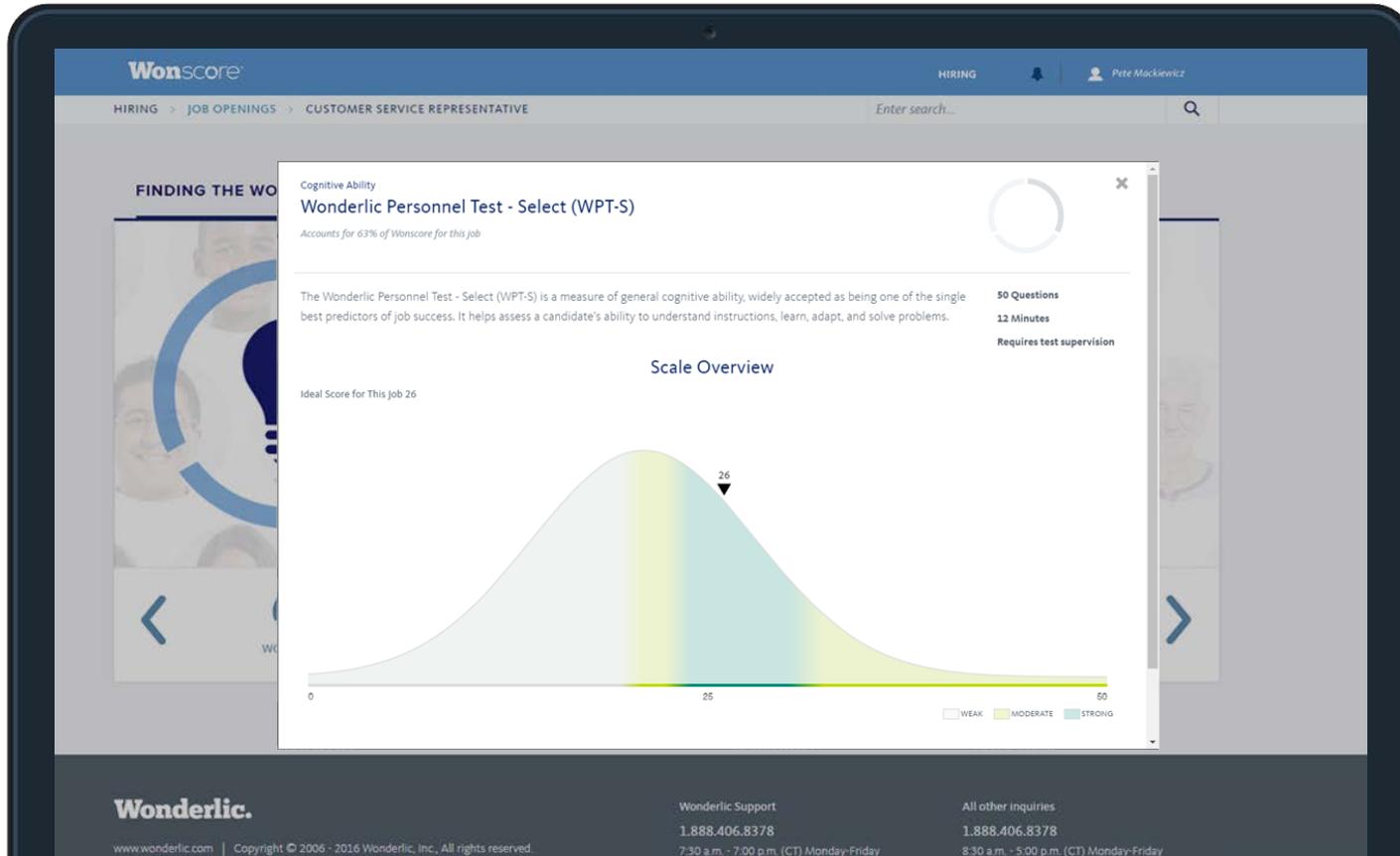
You have two versions of the **cognitive test** in your Wonscore account.

# The WPT-P

The screenshot displays the Wonscore website interface. At the top, the Wonscore logo is visible on the left, and the user's name 'Pete Mackiewicz' is on the right. The main navigation bar includes 'HIRING > JOB OPENINGS > CUSTOMER SERVICE REPRESENTATIVE'. A search bar is present with the text 'Enter search...'. The central content area shows a modal window titled 'Cognitive Ability Wonderlic Personnel Test - Pre-screen (WPT-P)'. This window includes a description of the test, its duration (12 Minutes), and the number of questions (50). Below this is a 'Scale Overview' section featuring a bell curve graph. The graph shows a score of 26, which is marked as the 'Ideal Score for This Job'. The x-axis of the graph ranges from 0 to 60, with a legend indicating 'WEAK' (0-25), 'MODERATE' (25-40), and 'STRONG' (40-60) performance levels. The bottom of the page contains contact information for Wonderlic Support and other inquiries, along with a 'Leave us a message!' button.

The **WPT-P** is used when testing candidates **remotely**, such as through an e-mail invitation or hyperlink.

# The WPT-S



The **WPT-S** is a version of the cognitive test that is administered **on-site** when a candidate arrives for an interview. The purpose of the WPT-S is to verify the results from the remote cognitive test.

# Select Test

The screenshot displays the Wonscore hiring interface. At the top, the navigation bar includes 'HIRING', a notification bell, and the user name 'Pete Mackiewicz'. Below this, the breadcrumb trail reads 'HIRING > JOB OPENINGS > CUSTOMER SERVICE REP... > CANDIDATES'. A search bar with the placeholder 'Enter search...' is on the right. The main heading is 'Candidates for CUSTOMER SERVICE REPRESENTATIVE' with an 'ADD CANDIDATE' button. A filter menu shows 'ACTIONS' with options 'Qualify', 'Select', and 'Archive'. The 'Sort by' dropdown is set to 'HIGHEST SCORE'. The candidate list includes:

Score	Name	Applied	Cognitive Ability	Motivation	Personality
72	Ernesto Mendoza	3 months since last active Applied 2/16/2016	75	99	91
74	Jacob Anderson	4 months since last active Applied 2/11/2016	70	99	64
73	Guang Chen	3 months since last active Applied 2/11/2016	70	92	64
71	Mariana Diaz	1 month since last active Applied 2/11/2016	66	80	-

When the candidate arrives on-site and you're ready to use the **Select Test**, select the box next to the candidate's name, go to the Actions menu, then click Select.

# Access and Proctor Codes

The screenshot shows a 'Select' dialog box with the following content:

**Success!**  
You have successfully generated an onsite access code for the following candidates. Follow the steps below when you're ready to initiate each onsite candidate testing session.

- 1 Take note of each candidate's onsite access code**  
Onsite Access Codes are unique to each candidate and ensure that the candidate receives the appropriate tests and displays the correct results.
- 2 Navigate to Wonscore's candidate testing portal: <https://workflow.wonderlic.com>**  
When you are ready to test a candidate, simply open a browser to the URL above. To make future testing even easier, bookmark this URL on any device you will be using to administer assessments.
- 3 Have the candidate "login" to his or her testing session using their Onsite Access Code**  
If you have lost track of a candidate's Onsite Access Code, a new code for a candidate can be generated at any time.
- 4 Have the test supervisor confirm they are present by entering their Proctor Code**  
If you are supervising the testing session, your Proctor Code is **9ZHR**. A single proctor code can be used to approve any number of candidate testing sessions, but all proctor codes expire within 15 minutes of generation. The user supervising the test session can generate a new proctor code from the 'Profile' menu at any time.

**CANDIDATES**

Ernesto Mendoza	Onsite Access Code: BCH-PZE-CCB
COGNITIVE ABILITY	WPT-S

Proctor code: **9ZHR**  
New proctor codes can be generated at any time.

Buttons: PRINT, CLOSE

Footer: Leave us a message!

Two blue arrows point to the 'Onsite Access Code' and 'Proctor code' fields.

The system will generate an access code and a proctor code, and give you specific instructions to follow.

**Still have questions?**

# Additional Training Resources

Instructional Videos:

[Comprehensive Walk-Through Video](#)

[Module 1: Adding a Job](#)

[Module 2: Reviewing Results](#)

[Module 3: Posting a Link](#)

[Module 4: Testing On-Site](#)

Other Helpful Links:

[Wonscore Login Page](#)

[Webinar Registration Page](#)

# Contact Information

Our Client Success Team is available to personally answer any questions either by [email](#), [chat](#) or phone at 888-406-8378.