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STEP-BY-STEP GUIDE FOR SENDING
SKILL ASSESSMENTS

USER GUIDE



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STEP-BY-STEP GUIDE FOR SENDING SKILL ASSESSMENTS

Follow the steps here:

1. AI or Manual Skill Assessment Template Selection

- Once the candidates' resumes are scored, you can move to the next step: creating the skill assessment.
- **Choose or Create an Assessment Template:** You can either create a new custom template for the assessment or choose a previously saved template.
- To create manually, design your questions and define scoring criteria for each question.
- To use AI, let the system generate an assessment based on the job title and requirements.
- **Templates:** Templates can include a combination of multiple-choice questions, coding tasks, behavioral assessments, and psychometric tests.
- You can also customize the difficulty level and question types.

2. Assign Skill Assessment Score Criteria

After selecting or creating the assessment template, you must assign a score for the assessment.

- For example, you can assign a score range (0–100) for the entire assessment.

- Define specific passing thresholds: For example, candidates need at least 70% in the resume match to proceed with the assessment.

3. Candidate Selection Based on Resume Scores

After scoring the resumes, filter candidates who meet your required resume score threshold.

- For example, candidates who scored 70% or more based on the resume evaluation will be eligible to receive the skill assessment.

Note: This ensures that only candidates who meet the predefined resume criteria are considered for the next step in the hiring process.

4. Send Skill Assessment to Eligible Candidates

- Once you've filtered the candidates who meet the scoring criteria, proceed to send them the skill assessment.
- **Send Assessment:** Select the eligible candidates (those who passed the resume scoring criteria).
- Click on "Send Skill Assessment" to trigger the invitation.
- The system will automatically send an email invitation to these candidates with a link to take the assessment.
- **The email will contain:** A link to the assessment.
- Instructions on how to complete it.
- A deadline for submission.

5. Tracking Assessment Completion

- **Monitor Progress:** The platform will allow you to track the completion of each candidate's skill assessment.

- **Candidate Answer Records:** Once the assessment is completed, the candidate's answers will be recorded in their profile for review.

6. Export Assessment Reports

- **Generate Reports:** Once all candidates have completed their assessments, you can generate detailed reports to evaluate their performance.
- **The report will include:** Candidate names
 - Resume score
 - Assessment score
 - A breakdown of scores by individual skills or sections.
- **Export Formats:** The report can be exported in PDF format to share with your team or for further analysis.

