



Using the PAN System

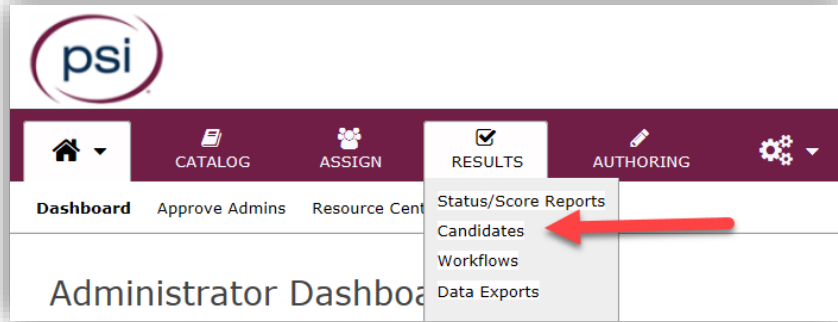
ACCESSING RESULTS: BY CANDIDATE

Updated: April 11, 2018



- The “Candidates” section is a central hub for a candidate’s actions, results, and history.
- To see all assessments, 360s, workflows, etc. that have been worked on by a given candidate:

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A screenshot of the 'Search Candidates' form. It contains several input fields: 'First Name:', 'Last Name:', 'Email:', 'Username:', and 'Postal Code:'. Below these is a radio button group for 'Include Sub Clients:' with 'Yes' and 'No' options. There is a 'From group:' field with a '+ Select' button. At the bottom left is a 'Search' button with a magnifying glass icon. A red arrow points to the 'Search' button.

1. Select “Candidates” under the “Results” tab
2. Locate a candidate by providing the requested information. Narrow your search results by providing as much information as you can.
3. Expand your search by including “Sub Clients”
4. You can also narrow your search by “Group”
5. Click “Search”

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Click a Name to view details for that candidate. Click a Client to switch to that client.

Name	Email	Username	Postal Code	Client	Status	Date Created
TEST, TEST	[REDACTED]	Chra2yh37	46032	[REDACTED]	Active	01/12/2018
testaf, testaf	[REDACTED]	CNg3kRqrN	46032	[REDACTED]	Active	08/21/2017
tester, test	[REDACTED]	CzvEk8Fuj	46032	[REDACTED]	Active	05/26/2017

Candidate Details

Candidate Name TEST, TEST

Email [REDACTED]

Username Chra2yh37

Postal Code 46032

Send Registration Email

Account Notes

Groups

6. Scroll down to see your search results
7. Click a candidate's "Name" to view details
8. To view the candidate's assessment results, click "Assessments" (or 360, if applicable) under the "Results" tab

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<input type="checkbox"/>	Details	Name	Status	Date Assigned
<input type="checkbox"/>	View Details	pan test	Expired	01/17/2018
<input type="checkbox"/>	View Details	Test MCG	In Progress	01/17/2018
<input type="checkbox"/>	View Details	Hilson Safety/Security Risk Inventory (HSRI)	Completed	01/30/2018

[Merge Selected Results](#)

Battery Instance Details

Verify Numerical Reasoning Managerial Professional - GP Norm -Ability Report Complete

Email Address [Redacted] **Date Assigned** 04/04/2017 **Share Score Reports** No

Login ID [Redacted] **Assigned By** [Redacted] **Email Sent** Yes

[View Score Reports](#) [Share Results](#)

Numerical Reasoning - MP Job Level - [Multi-Language] [General Population] Completed and Scored

Date Started 04/04/2017 **Date Completed** 04/04/2017

9. Click “View Details” for the assessment results you wish to review.
10. If desired, click the boxes on the far left to select the assessments you would like to combine into one report, then click “Merge Selected Reports”
11. Click “View Score Reports” to see a PDF of the report



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QUESTIONS?

Contact Your PAN Account Representative