Using the PAN System
ACCESSING RESULTS: BY CANDIDATE

Updated: April 11, 2018

Results: Candidates Section

- 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:

ACCESSING RESULTS: BY CANDIDATE
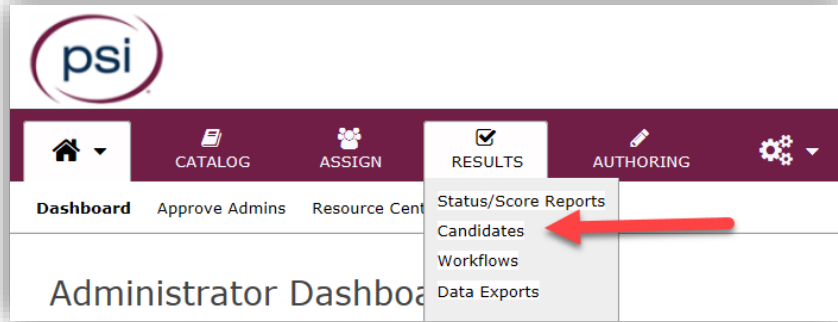
1. Select "Candidates" under the "Results" tab

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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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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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