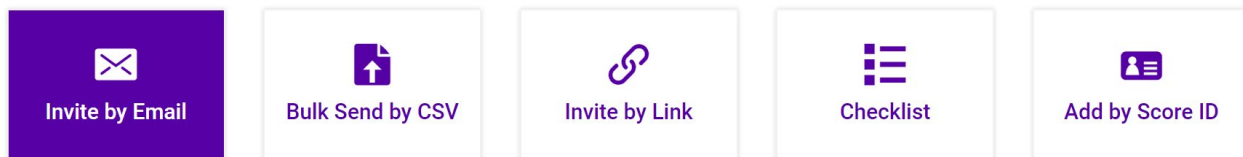




HOW TO SEND OUT THE PI COGNITIVE ASSESSMENT (CA)

- You will want to send an email to the candidate in advance introducing the CA so that the candidate can be on the lookout for the email from Predictive Index and understand the basics of the assessment.
- For the most part, you will only be sending the Cognitive Assessment (CA) to candidates, not current employees. The one exception might be when you are considering a current employee for a possible move within the organization.
- It is important to first set the Job Target so that you have a Target Cognitive Score before using candidates' CA scores as hiring data points. To set the Job Target, send the Job Assessment out to 3-5 stakeholders who know the position well. This will set targets for both the behavioral and cognitive demands of the position.
- CA results are more sensitive than BA results. Only PI account users who have Account Owner status will have access to a candidate's CA data.

When you click on Send Assessments or Assessment Center, you are presented with these five options:



To send the CA to candidates, Use Invite by Email.

1. **INVITE BY EMAIL – FOR CANDIDATES**

No need to enter a job here. Since you've already sent the Behavioral Assessment (BA) out to candidates, their name should pop up when you type it in. Select the name and click Next. Highlight the CA with a check mark, ensuring the BA is no longer checked. Click Next. Feel free to personalize the invitation as you wish (optional) and then click Send.