

Using Our Internet Assessment Service

Selby & Mills Limited
Tregoning Mill
St. Keverne
Helston
Cornwall Tel: +44(0) 1326 280382
TR12 6QE Email: info@selbymills.co.uk
United Kingdom Web site: www.selbymills.co.uk

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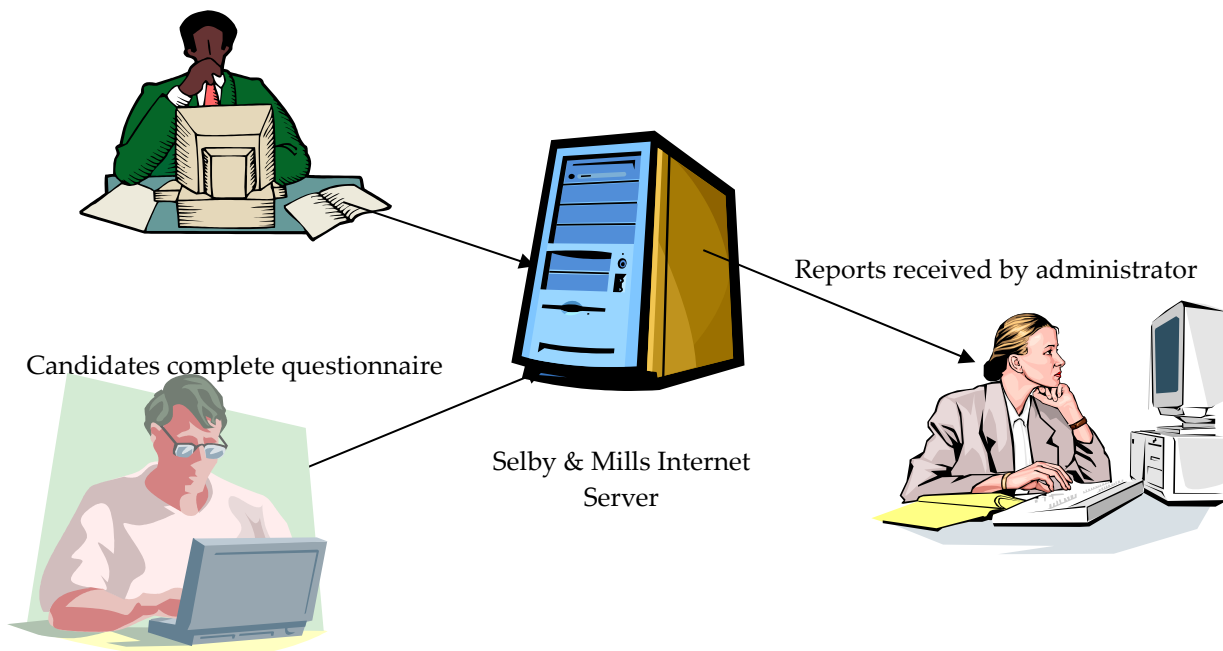
Introduction

Our Internet system enables you to assess candidates wherever they are in the world so long as they have an Internet connection. This can be controlled by a single administrator who can order reports as soon as the questionnaire is completed and direct each report to the appropriate recipient.

Our system is available 24/7 and has had no 'downtime' since it was first initiated.

The **only** charges involved are for reports as and when you request them. There are no registration, license, completion or other fees.

The cost of the different reports varies and these are shown on our price lists. Examples of the reports available are on our web site.



Benefits - Operational

- Completion from any location
- Notification of completions by email
- Reports can be immediately ordered
- Reports emailed direct to requested recipient

Benefits – Corporate

- Flexible reporting options
- The questionnaire & reports can be branded.
- Charges based on reports ordered.

Set-up

Portals

In order to access our Internet based questionnaires you must have a Domain Portal for each questionnaire.

Each portal is associated with a trained user who will receive notifications of completions and be able to order reports.

Each portal will have a URL address of the form **http://myportal.testsdirect.com** where '**myportal**' can be almost anything you would like so long as it is unique. It is normally your organisation's name or initials with an identifier if you have more than one portal.

You could also have a 'button' on your web site directly linking to this address.

This portal site can be branded & modified to match your requirements. For example: -

- Our logo on the site can be replaced with yours if you supply an appropriate graphics image (.PNG, .JPG or .GIF). The logo may appear on the left, right or centre of the screen.
- The logo can be removed altogether if you wanted to frame our site within yours.
- Additional text can be added to the biographics page.
- The biographic fields can be changed/deleted in order to achieve the best set for your use.
- You can determine which biographic questions must be answered and which are optional.
- Once a candidate completes the questionnaire they are normally directed to our web site but this can be changed to direct them to any page you choose on your web site where you could have a personalised 'Thank You' statement. Alternatively the window could just close after the questionnaire is completed.

Reports

Similarly our logo on reports can be replaced with yours if you supply an appropriate graphics image (.PNG, .JPG or .GIF)

Assessor report title pages

You may have your own design of title pages on Assessor reports.

There are two different default title pages. One that appears on Feedback reports and one that appears on Assessment & Competency reports.


You will need to supply an HTML file for each page that you would like to change in this way. The file can insert a number of pieces of information such as Report Name, Candidate's Name etc.

If this is of interest then please contact us for further information.

Administration

To administer the questionnaire on the Internet you arrange for the candidate to visit the portal site from any location where they have access to the Internet and complete the questionnaire.

The questionnaire will initially collect some biographic information



Title

Surname

First name

Other initials

Email address

Telephone number

Gender **Please Select** ▼

Date of birth

Address line 1

Address line 2

Address line 3

Address line 4

County

Post code

Country

Position **Please Select** ▼

Activity **Please Select** ▼

Industry **Please Select** ▼

Monitoring of Equal Opportunities

We support current Equal Opportunity legislation and policies. Please would you provide the following information for monitoring purposes only. Your response will not be included as part of the questionnaire results. Please note that, This information is strictly confidential. You do not have to answer this question. The following classification is recommended by the Commission for Racial Equality.

My ethnic origin is **Please Select** ▼


Permission to use your data.

We are continually working to improve the reliability and general quality of our questionnaires. We would like to retain your data in order to improve the questionnaire for future completors. Your data will be kept securely and analysed only in groups. The group analysis will be used to improve the questionnaire and in particular to develop a new reference groups; that is, to tell future questionnaire completors how they compare against other groups of people. We may also compare groups and publicise the results of the differences between groups.

Yes, I agree to my data being retained.

Next ➔

and then present the questionnaire. First there will be an introduction and instructions:-



Introduction

The questions which follow will take you approximately 25 minutes to complete. The questionnaire has been designed to provide a brief and clear description of your work orientation and capability.

This questionnaire is intended to identify your natural or true interest in specific work activities. It looks at your long term preferences rather than short term motivations.

The questionnaire is in three sections.

- Section A contains 112 questions
- Section B contains 32 questions
- Section C contains 46 questions

You may take what time you need to complete the questionnaire; so long as you remember the need to work quickly, giving the first natural response which comes into your mind.

Continue ➔

**Section A**

Read each statement carefully on the screens which follow. They are all possible descriptions of the way you may feel and behave at work.

If a statement does not seem relevant to you, think how you would act or feel if it did. Try to indicate clearly the direction and strength of your personal preferences for different aspects of work and working life.

The RIGHT answers are those that truly reflect what is important to you; the WRONG answers are those which do not, or which you give only because you feel someone other than yourself 'expects' you to say this.

There are 112 questions in this section.

[Continue](#) **Section A**

We want, with your help, to explore some important aspects of your personality and patterns of behaviour. We have made no attempt to conceal what we are doing, or include questions to trip you up. It is possible for you to cheat, but there will be no real gain for anyone if you do. Please be as honest with yourself as you can.


Your answers will reflect your true nature most closely if you make your choices quickly. Try to forget how others say you ought to behave. We are all forced to conform to rules and expectations to some extent; but, for the moment, set that aside. Make your choices based on what you feel, deep down, to be your most typical and comfortable preferences.

We would like you to answer by recording your reaction to each of the statements by choosing one of the following:

- My reaction is NEGATIVE. This is NOT how I feel or behave.
- My reaction is NEUTRAL. I have no particular feelings for or against this statement.
- My reaction is POSITIVE. This DOES reflect my feelings and behaviour.
- My reaction is VERY POSITIVE. This STRONGLY reflects how I feel and behave at work.

[Continue](#)

And then the questions will be presented.




Section A.

Negative	This is NOT how I feel or behave.
Neutral	I have no particular feelings for or against this statement.
Positive	This DOES reflect my feelings and behaviour.
Very Positive	This STRONGLY reflects how I feel and behave at work.

Select the one option from the list above that most clearly reflects your reaction to the statement below and then click on the appropriate button.

1. My preferred type of work is secure and predictable



Section A.

Negative	This is NOT how I feel or behave.
Neutral	I have no particular feelings for or against this statement.
Positive	This DOES reflect my feelings and behaviour.
Very Positive	This STRONGLY reflects how I feel and behave at work.

Select the one option from the list above that most clearly reflects your reaction to the statement below and then click on the appropriate button.

2. My preferred type of work is going to offer me success, if I can meet the challenge

At the end of the questionnaire the candidate will be notified that they have finished and by clicking on the [Continue] button will either be re-directed to another site or the window will close depending on the option you have selected.



You have now completed the questionnaire.

Thank you.

Please click on the button below to continue.

[Continue](#) 

Reporting

Once the individual has completed the questionnaire an email will be sent to the nominated administrator notifying them of the completion: -



Example Portal
Questionnaire: Assessor Two **Completion:** 2013:08:22 15:06:59
Identification: 196525 **Candidate:** Sam Sample
Portal: myportal.testsdirect.com **Email:** samsample@gmail.com


[Click here to select the reports to be produced.](#)

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Upon clicking on the email link the administrator will see the report download screen for this individual on the web.

The reports shown will vary depending on what are available to the administrator.



Example Portal
Questionnaire: Assessor Two **Completion:** 2013:08:22 15:06:59
Identification: 196525 **Candidate:** Sam Sample
Portal: myportal.testsdirect.com **Email:** samsample@gmail.com

Send Reports to:
 Norm: Showing:

- Competencies - High/Low - £24.00
- Full Competencies - £40.00
- Full Competencies - World of Work - £40.00
- Administrator Competencies - £24.00
- Manager Competencies - £24.00
- Purchasing Officer Competencies - £24.00

Total Cost: £0.00

Produce Reports Please select the reports/modules required.

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The administrator will select the reports/modules they want and specify the norm group to be used and then click on the [Produce reports] button.

Selby & Mills
Example Portal
 Questionnaire: Assessor Two Completion: 2013/08/22 13:06:59
 Identification: 196525 Candidate: Sam Sample
 Portal: myportal.testsdirect.com Email: samsample@gmail.com

Send Reports to:
 Norm: Showing:

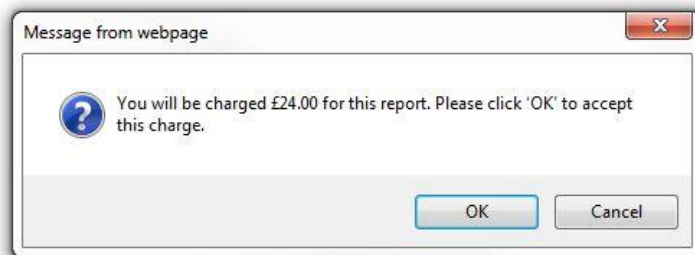
- Competencies - High/Low - £24.00
- Full Competencies - £40.00
- Full Competencies - World of Work - £40.00
- Administrator Competencies - £24.00
- Manager Competencies - £24.00
- Purchasing Officer Competencies - £24.00

Total Cost: £24.00


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This will cause a warning screen to be displayed indicating the cost of the reports selected. They may exit the process at this stage.



If they decide to continue then a screen will be displayed indicating what has been selected.



Example Portal
 Questionnaire: Assessor Two Completion: 2013-08-22 15:06:59
 Identification: 196525 Candidate: Sam Sample
 Portal: myportal.testsdirect.com Email: samsample@gmail.com

Send Reports to:
 Norm: Showing:

- Competencies - High/Low - £24.00
- Full Competencies - £40.00
- Full Competencies - World of Work - £40.00
- Administrator Competencies - £24.00
- Manager Competencies - £24.00
- Purchasing Officer Competencies - £24.00

Total Cost: £24.00

The selected reports have been successfully ordered. Confirmation will be received soon.

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The administrator will also receive an emailed copy of this screen for their records.

As indicated on this screen the report will have been automatically sent to the email address specified by the administrator. This enables the administrator to send reports to the individual or to the assessor as appropriate wherever they are based.

Candidate History

This facility enables you to access information about the candidates who have completed an assessment on your portal. You will be able to see all of the completions and from that list be able to select a candidate and produce reports for that candidate.

This facility will probably be of particular value when a large number of candidates are completing over a short period of time and enhances the existing reporting facility.

By going to the URL address <http://myportal.testsdirect.com/client/> the following page will be displayed:-

at this point you enter your password and click on the [Check] button and the main page will appear.

On that page you may examine the most recent completions. Both completions and partial completions are shown on the page with the latest one at the top of the screen. [Please note that from time to time we be removing the partial completions.]

ID	Details	Started	Completed	
22881	Sam Sample samsample45@hotmail.com	2005:10:20 12:01:06	2005:10:20 12:01:33	
22879	Sam Sample samsample45@hotmail.com	2005:10:20 11:55:24	2005:10:20 11:55:50	
22878	Sam Sample samsample45@hotmail.com	2005:10:20 11:41:00	2005:10:20 11:41:30	
22877	Sam Sample samsample45@hotmail.com	2005:10:20 11:35:50	---	

You may go to earlier completions by clicking on the appropriate set.

You can change the number of completions that are shown on each page by typing a new number for 'Size of range' and clicking on the adjacent [Go] button. Once changed this will remain at the new setting until you change it again.

[Please note that from time to time we will be removing the partial completions.]

Beside each completion are two icons.

- The right hand one will allow you to order reports without having to find the original completion email that you received.
- The middle one will show whether any reports have been produced for this candidate, just hover your cursor over the icon to see details.
- The left hand one will show the biographic details of the candidate.

By clicking on the [Download All Results] button you will download a text file of all of the completions which you can view most clearly in Excel. This is an easy way to obtain a list of all the candidate names along with other details such as date of completion, email address etc.

By clicking on the [Change Password] button you may change your password. Once changed this new password will remain in effect until you change it again.

Finally you should terminate each session by clicking on the [Logout] button.

Notes