

# E-Guide to Thomas Online

## Issue Three



Welcome to issue three of the E-Guide to Thomas Online. To help you get to grips with our new website, each month this 60-second guide will spotlight one site feature, explain what it does, how to use it and what's so good about it!

### So what's new..?

#### The 'Jobs' page

All your Jobs can be seen from here, listed alphabetically. A search facility is available, as is the opportunity to 'Create a New Job'. If an existing Job is selected, you will be able to see the status of that job, and all the reports related to it

#### How does it work?

The 'Jobs' screen has four actions to choose from: Add Jobs, Search Jobs, Assessment Status and Add Evaluator.

- Add Jobs allows you to add new job titles and create Job Profiles.
- Search Jobs allows you to find and view existing Job Profile reports, generate new reports and create comparison reports that compare candidates on your database against the selected Job Profile.
- Assessment Status displays information about a Job Profile covering: Assessment Candidate, Assessment Assigned, Position, Date Created, Date Started, and Date Completed.
- Add Evaluator enables you to add the names of people who will be completing Job Profiles to the system. Evaluators can be emailed requests to complete Job Profiles. Evaluator details can also be managed from this screen.

#### How will it help me?

With all Job Profile functions in one place, adding new job titles, completing profiles and comparing candidates with jobs is faster than ever before. New Job Profiles can be created and compared against candidate profiles in just a couple of clicks, saving time and effort.

The page layout makes finding what you are looking for easy, so whether you are an expert or a first-time visitor using the Job Profile tool is straightforward and intuitive.

*For more advice and tips on how to get the most from our new website contact your consultant.*