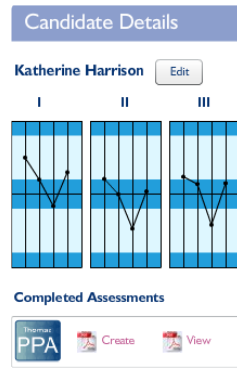


E-Guide to Thomas Online

Issue Four



Welcome to issue four 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..?

'Candidate Details'

A brand new page displaying a candidate's PPA profile, assessments already completed and the option to schedule new assessments.

How does it work?

This page allows you to view candidate details 'at a glance'. The left hand side of the screen displays the candidate name, PPA graphs and a list of assessments completed with the option to view existing reports, or create new ones. Assessments that have not been completed are listed on the right of the screen with the option to 'instantly' schedule each assessment.

An 'Edit' button appears next to the candidates name, which takes you to the 'Amend candidate details' page. From here you can view and amend the candidate's name, address, personal and contact details. From this screen you can also indicate whether the candidate will be a 'Job Evaluator', view the status of their most recent assessment and manage assessments yet to be completed including: sending a reminder email, completing now, or deleting the assessment.

How will it help me?

Visible PPA graphs provide the foundation for viewing candidates in terms of their particular set of strengths and preferences. Access to existing candidate reports is faster, and creating new reports or scheduling assessments can all be done from one page. Giving fast, straightforward access to all your candidate details, this page simplifies candidate management.

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