

QUICK GUIDE: REVELIAN EXPRESS

View detailed instructions for using Revelian Express on the support site at help.revelian.com

SIGN UP TO REVELIAN EXPRESS

Signing up is simple: it takes less than 60 seconds and there are no complex contracts or ongoing commitments.

1. Go to app.revelian.com/re and select **Sign Up Now**
2. Enter your details, agree to the terms of service, and click **Sign up** to create your account.

Once you've signed up, you can either purchase credits (the more credits you buy, the more free credits you get) to assess candidates or employees, or pay as you go with a credit card.

PURCHASE CREDITS

Buying credits is a good way to get a discount on the price of your assessments, or to request an invoice that you can pay within 7 days. Once you've paid for your credits, they're available for use immediately.

1. Use the **Purchase Credits** link at the top of the screen.
2. On the screen that appears, select the appropriate credit amount. Prices will vary depending on your currency.

Purchase Credits

You can use credits to buy any assessments and skills tests for 12 months*. The more credits you buy, the more free credits you receive. **i**

| CUSTOM | LITE | STANDARD <small>MOST POPULAR</small> | PROFESSIONAL |
|--|--|--|--|
| \$ <input type="text" value="enter amount"/> | \$ 1,500 | \$ 2,500 | \$ 5,000 |
| Choose your own amount | Get 10% free credits \$1,650 value | Get 15% free credits \$2,875 value | Get 20% free credits \$6,000 value |
| <input checked="" type="checkbox"/> Valid for 12 months* | <input checked="" type="checkbox"/> Valid for 12 months* | <input checked="" type="checkbox"/> Valid for 12 months* | <input checked="" type="checkbox"/> Valid for 12 months* |
| <input checked="" type="checkbox"/> Unlimited support | <input checked="" type="checkbox"/> Unlimited support | <input checked="" type="checkbox"/> Unlimited support | <input checked="" type="checkbox"/> Unlimited support |
| Buy Now | Buy Now | Buy Now | Buy Now |

Example credits pricing table, showing AU currency

3. Choose whether to pay for your credits now by credit card, or pay later using BPAY or EFT. If you choose to pay later, you will have 7 days to pay for your credits.
4. Complete the transaction. If paying now, you can start assessing candidates immediately.


ASSESS CANDIDATES OR EMPLOYEES

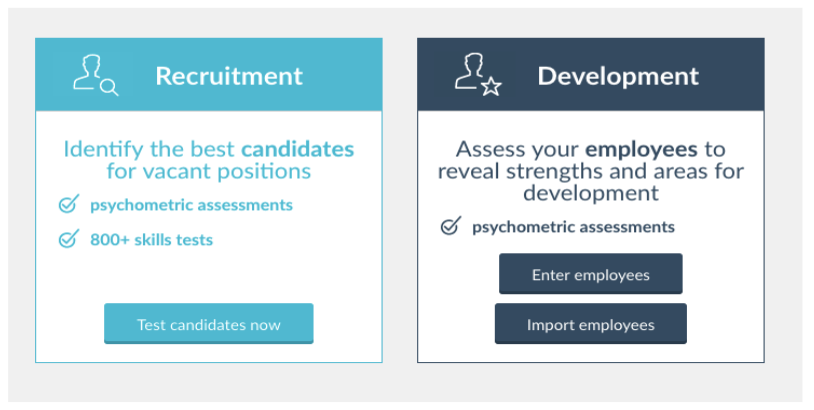
You can assess candidates or employees in three easy steps.

To get started, click **Assess Now** on the Home page or at the top right of the screen.

Choose whether you want to assess candidates for a vacant position, or assess your current employees for developmental purposes.

Assess Now

Use recruitment assessments for candidates, i.e. people you are considering for vacant positions, and development assessments for employees, i.e. people who currently work for you. 



ASSESS CANDIDATES (RECRUITMENT)

STEP 1: ENTER CANDIDATE DETAILS

1. Type the name and email address of each candidate you'd like to assess, the position they've applied for and the appropriate position type and management level.

| First Name * | Last Name * | Email * | Position Title * | Position Type * | Management Level * | Remove |
|--------------|-------------|------------------------|-------------------|-----------------|--------------------|---|
| Sanjay | Richards | srichards@revelian.com | Sales Coordinator | Sales | None |  |
| Ming | Lee | mlee@revelian.com | Sales Coordinator | Sales | None |  |

Have candidates complete assessments by * 24 Apr 2019  [Add another candidate](#)

If you've entered a position title previously, it will appear in a drop-down list when you start typing its name. Just select it from the list to assess new candidates for the same position.

3. If you need to enter more than five candidates, click the **Add another candidate** link.
4. Select a completion date by clicking the calendar icon. Candidates will have until midnight PST (USA), AEST (Australia) or GMT (UK) on this date to complete. You can extend this later if you need to.
5. Click **Continue** to move to Step 2.

Discover what lies
below the surface.

 revelian.com

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enquiries@revelian.com










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REVELIAN
A Criteria Company

STEP 2: SELECT ASSESSMENTS

The most appropriate assessments for each position will be pre-selected for you, based on the position type and management level you selected in Step 1. You can change these by selecting the checkboxes for each assessment.

- View more information about each assessment by clicking the **Learn more** link or hovering over the checkbox for that assessment.

| Screening Assessments | | | Sales Coordinator | |
|---|----------------------------------|----------------------------|-------------------------------------|---------------------------|
| | | | What tests should I choose? | |
|  | Cognitive Ability (\$100) | Learn more | <input type="checkbox"/> | |
|  | Cognify (\$100) | Learn more | <input checked="" type="checkbox"/> | Customise |
|  | Emotify (\$100) | Learn more | <input checked="" type="checkbox"/> | |
|  | Verbal Reasoning (\$100) | Learn more | <input type="checkbox"/> | |
|  | Numerical Reasoning (\$100) | Learn more | <input type="checkbox"/> | |
|  | Abstract Reasoning (\$100) | Learn more | <input type="checkbox"/> | |
|  | Safety Behaviour - Long (\$100) | Learn more | <input type="checkbox"/> | |
|  | Safety Behaviour - Short (\$100) | Learn more | <input type="checkbox"/> | |
|  | Reliability (Integrity) (\$100) | Learn more | <input type="checkbox"/> | |

STEP 3: CONFIRM ORDER AND INVITE CANDIDATES

The first time you invite candidates or employees, we'll ask for your company information, including its name, ABN or VAT (Australian and UK companies), billing address and phone number. You can edit this later if you need to in the My Account section.

If you've already purchased credits, these will be displayed on screen for you to use.

If you don't have pre-purchased credits, enter your credit card details. All information (yours and your candidates') is fully secured and encrypted using the latest Secure Socket Layer (SSL) technology. You can also save your payment details for next time so you don't need to enter them again later.

Click **Pay now** (or **Continue** if you're using credits) to complete the transaction and send invitations. You'll receive a confirmation message outlining what happens next.

Payment and Invitation Confirmation

- Your payment has been processed successfully.
- Your Tax Invoice (#153058) is available in the 'My Account' menu. [View Tax Invoice.](#)
- Your candidates have been invited by email to complete the selected assessments by 24 Apr 2019.
- A confirmation email including candidate assessment details has been sent to marketing@revelian.com.

i What happens next?

- > The position contact will receive an email containing each candidate's results as soon as they complete their assessments. You can also view their results and manage candidates by logging in to Revelian Express and selecting 'My Candidates'. If you want to update the position contact, you can do so by going to 'My Positions' in Revelian Express.
- > Candidates will receive an email reminder 2 days before the assessment due date if they have not completed all assessments.
- > You can view individual [candidate](#) progress and compare candidates for each [position](#) via Revelian Express at any time.
- > Candidates will automatically receive a copy of their '[feedback report](#)' via email on completion of all invited assessments.

ASSESS EMPLOYEES (DEVELOPMENT)

STEP 1: ENTER EMPLOYEE DETAILS

1. Type the name and email address of each employee you want to assess.

| First Name * | Last Name * | Email * | Gender * | Remove |
|-------------------------------------|------------------------------------|--|----------------------------------|-------------------------------------|
| <input type="text" value="Ming"/> | <input type="text" value="Blue"/> | <input type="text" value="mblue@revelian.com"/> | <input type="button" value="M"/> | <input checked="" type="checkbox"/> |
| <input type="text" value="Sanjay"/> | <input type="text" value="Pink"/> | <input type="text" value="spink@revelian.com"/> | <input type="button" value="M"/> | <input checked="" type="checkbox"/> |
| <input type="text" value="Chris"/> | <input type="text" value="Black"/> | <input type="text" value="cblack@revelian.com"/> | <input type="button" value="F"/> | <input checked="" type="checkbox"/> |




Have employees complete assessments by *

[Add another employee](#)

2. Select a completion date by clicking the calendar icon. Employees will have until midnight PST (USA), GMT (UK), AEST (Australia) on this date to complete. You can extend this later if you need to.
3. Click **Continue** to move to Step 2.

STEP 2: CHOOSE ASSESSMENTS FOR EMPLOYEES

1. Choose which assessments you want to use for each employee.
 - View more information about each assessment by clicking **Learn more** or hovering over the checkbox for that assessment.
 - View pricing information next to each assessment and at the bottom of each employee column.
 - If you entered more than 3 employees in Step 1, use the table arrows (< and >) to view the other employees.






| Recommended Assessments | Chris Black <small>More info about tests</small> | Ming Blue <small>More info about tests</small> | Sanjay Pink <small>More info about tests</small> |
|---|---|---|---|
|  Behavioural Profile (\$150) Learn more Deselect for all | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  Safety Behaviour (\$150) Learn more Select for all | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  Emotional Intelligence (\$150) Learn more Deselect for all | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | (\$300) | (\$300) | (\$300) |

- You can select an assessment for all employees by selecting **Select for all**. If you want to undo this, use the **Deselect for all** option that will appear.
2. When you're happy with the assessment selection, click **Continue** to move to step 3.

STEP 3: CONFIRM ORDER AND INVITE EMPLOYEES

1. The first time you invite employees or candidates, we'll ask for your company information, including its name, ABN, billing address and phone number. You can edit this later if you need to via My Account.
2. If you've already purchased credits, these will be displayed on screen for you to use.
3. If you don't have pre-purchased credits, enter your credit card details. All information (yours and your employees') is fully secured and encrypted using the latest Secure Socket Layer (SSL) technology. You can also save your payment details for next time so you don't need to enter them again later.
4. Click **Pay now** (or **Continue** if you're using credits) to complete the transaction and send invitations. You'll receive a confirmation message outlining what happens next.

Payment and Invitation Confirmation

-  Your payment has been processed successfully.
-  Your Tax Invoice (#153059) is available in the 'My Account' menu. [View Tax Invoice](#).
-  Your employees have been invited by email to complete the selected assessments by 24 Apr 2019.
-  A confirmation email including employee assessment details has been sent to marketing@revelian.com.
-  **What happens next?**
 - > Marketing User (marketing@revelian.com) will receive results via email each time an employee completes their assessments.
 - > Employees will receive an email reminder 2 days before the assessment due date if they have not completed all assessments.

VIEW CANDIDATE / EMPLOYEE RESULTS

- You'll receive an email as soon as each candidate or employee completes assessments, containing links to their individual report/s and, for candidates, the position report that ranks them all in order of suitability based on their assessment results.
- You can also view results at any time for candidates via the **My Positions** and **My Candidates** screens and for employees via the **My Employees** screen.

MANAGE YOUR CANDIDATES / EMPLOYEES

- You can manage your candidates on the **My Candidates** screen and employees on the **My Employees** screen.
- Invite people for more assessments by ticking the box next to their name and clicking **Invite candidates (or employees) for more testing**.

EXPIRED INVITATIONS / EXTENDING INVITATIONS

If one or more candidates or employees don't complete any of the assessments they were invited to, you can either:

- Use their assessments for another candidate or employee, or
- Uninvite them and receive a credit for the value of their assessments.

TO USE THEIR ASSESSMENTS FOR ANOTHER CANDIDATE OR EMPLOYEE:

1. Click the person's name.
2. Change their details to that of the new person.
3. Click the **Resend** or **Extend Invite** link.

You can only use this function to invite someone to the same tests, e.g. if a candidate hasn't completed cognitive ability and safety, you can change their name and invite the new person to complete the same tests.

TO RECEIVE A CREDIT FOR THEIR ASSESSMENTS:

1. In the **My Candidates** screen, click the icon in the **Resend, Extend or Uninvite** column
2. Click the **Uninvite Candidate** button
3. Select the assessments you want to uninvite the candidate from, and whether you want to send an email notification.
4. Click the **Uninvite** button to complete the process. The assessment credit will be added to your account, and you can use it the next time you invite candidates or employees to complete assessments.

MANAGE YOUR ACCOUNT

In the My Account section, you can:

- Update your account and billing details
- Change your password
- View and download invoices
- Choose whether to generate full or summary reports by default
- Get a referral code to give to other people, so they can get a discount on Revelian Express. You will also get a generous reward for each user that signs up and invites candidates or employees
- Add and manage additional Revelian Express users.