

# **RIGHT** *choice* **SYSTEM**

## View Candidate Report

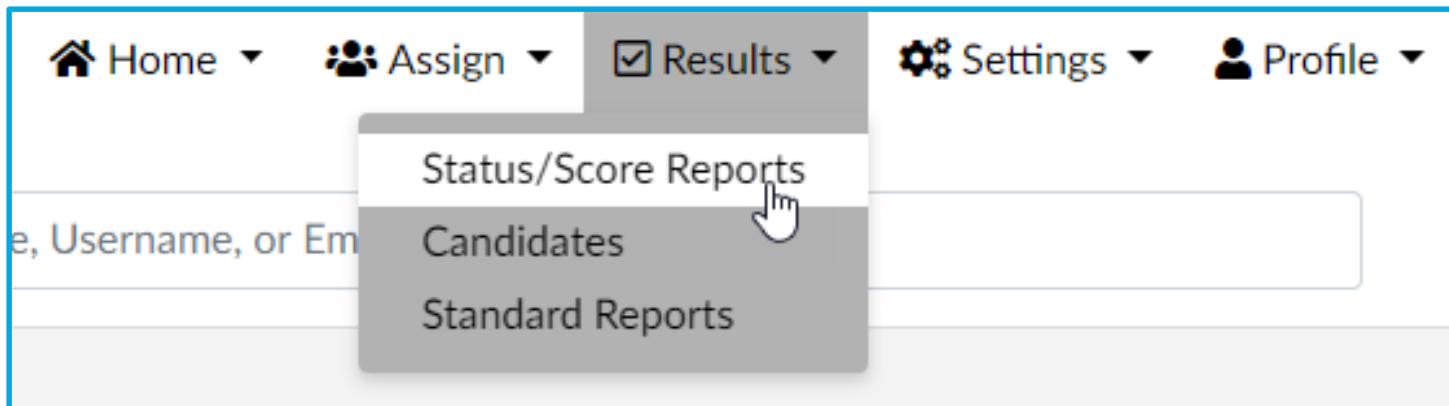
# Three Options to Look Up a Candidate's Report

## Option 1

Once the candidate completes the assessment, an automated email is sent to the test giver with a link to the report.

## Option 2

Go to "Results" and click on "Status/Score Report" from the dropdown menu.



## Option 2 Continued

Click on the number in the "Completed" column.

Please note you will have different assessment(s) in this view based on your RightChoice System selections. This image only reflect an example.

Product Status Matrix						
+ View by Status						
Product Title	Available	Assigned	Completed	Expired	Withdrawn	
Background Questions	5	3	1	-	-	
Career Profile+ U.S. Non Student With Personality	5	3	1	-	-	
Career Profile+ U.S. Student With Personality	5	3	-	-	-	
Performance Skills Index (Agency)	5	3	1	-	-	
Setup Decisions CPPlus US	5	-	1	-	-	

## Option 2 Continued

Click on "View Report" in the row for the candidate you are accessing.

<input type="checkbox"/>	Assigned By ▾	Date Completed ▾	Name ▾	Career Profile Rating ▾
<input type="checkbox"/>	Admin, LIMRA	02/12/2020	Test, Test	11

Click on "View Report" and this will open the report as a PDF.

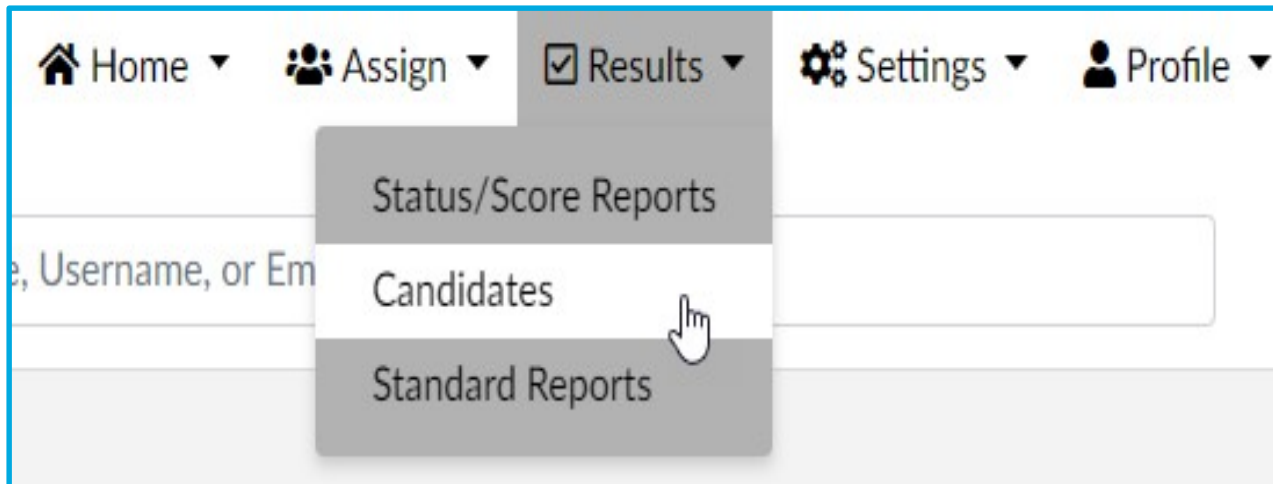
### Report Information

**Candidate Name** Test, Test  
**Date Modified** 2/12/2020 3:30:31 PM

<input type="checkbox"/>	Assessment	Report	Language	
<input type="checkbox"/>	Career Profile+ U.S. Non Student With Personality	Candidate Report		<input type="button" value="View Report"/>
<input type="checkbox"/>	Career Profile+ U.S. Non Student With Personality	Recruiter Report		<input type="button" value="View Report"/>

## Option 3

Go to "Results" and click on "Candidates" in the dropdown menu.



## Option 3 Continued

Enter the information you know and click “Search”.

### Search Candidates

First Name:

Last Name:

Email:

Username:


Include Sub Clients:  Yes  No

From group:

## Option 3 Continued

Click on the name of the candidate you are searching.

Click a Name to view details for that candidate. Click a Client to switch to that client.

Name	Email	Username	Client	Status	Date Created
 Test, Test	jjordan@limra.com	Cbcadbztq	LLG Modern Woodmen of America (url: LLG_174)	Active	02/12/2020

Click on "Assessments" and then "View Details".

### Candidate Details

Candidate Name: Test, Test  
Email: jjordan@limra.com  
Send Registration Email: [Send Registration Email](#)  
Account Notes: [View Notes](#)  
Groups:

[Results](#) [Logs](#)

**Assessments**

<input type="checkbox"/>	Details	Name	Status
<input type="checkbox"/>	<a href="#">View Details</a>	Background Questions	Completed
<input type="checkbox"/>	<a href="#">View Details</a>	Setup Decisions CPPlus US	Completed
<input type="checkbox"/>	<a href="#">View Details</a>	Career Profile+ U.S. Non Student With Personality	Completed

## Option 3 Continued

Click on “View Score Reports”.

### Battery Instance Details

Career Profile+ U.S. Non Student With Personality **Complete**


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Test, Test

Email Address	Date Assigned	Share Score Reports	Days to Expire
jjordan@limra.com	02/12/2020	No	

	<b>Assigned By</b> Admin, LIMRA	<b>Test Assignment Email Sent</b> No
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**View Score Reports** 

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CP+ U.S. Non Student With Personality **Completed**

Date Started	Date Completed	Scoring Status
02/12/2020	02/12/2020	Completed





## Option 3 Continued

Click on "View Report" and the report will open as a PDF.

### Report Information

**Candidate Name** Test, Test  
**Date Modified** 2/12/2020 3:30:31 PM

<input type="checkbox"/>	Assessment	Report	Language	
<input type="checkbox"/>	Career Profile+ U.S. Non Student With Personality	Candidate Report		 View Report
<input type="checkbox"/>	Career Profile+ U.S. Non Student With Personality	Recruiter Report		 View Report

Merge Selected Reports

Close