

OCALIBER - HOW TO USE STEPS

Work Flow Diagram

1

Register/Sign In/Login - Set Benchmark (Job/Role) & Value Fitment

Use your Email, Mobile No. and Create Password to **Register/Sign-in/ Login**. You start at the Admin Dashboard, with **Candidate Assessment** page. Use **Benchmark** dropdown on top to **Create New Benchmark** for the Job/Role you want to Assess and Hire Candidates. OR Use Assessment for Coaching-Training purpose. Use **Create New Benchmark** link to set parameters (Career Interests, Work Styles and Competencies) for the **Benchmark** (Job/Role). For editing or making changes Use **Manage Benchmark** link in dropdown. Use **Manage Value Fitment** link in the Benchmark dropdown for Setting up your Organizational Values. Use **View Value Fitment** TAB in the Candidate's Report, to see the match between Organizational Values and Candidate's Personal Values.



2

Add Candidates - Link Candidates - Manage Candidates

Use **Add Candidate** link in Candidates dropdown to ADD a new Candidate. As you complete the Candidate details, Ocaliber UserID & Password are automatically sent to the Candidate's Email Id and Mobile phone by SMS. Candidates can take Assessments with it. Use **Manage Candidates** link to see and edit the Status, Details and Allow Candidate to see their Reports. Use **Link Candidates** in Benchmark dropdown to assign Candidates to the Benchmark (Job/Role), for which you are assessing them.



3

Candidate Assessment Dashboard - Process results - Ranking & Reports: Press Process TAB at Candidate Assessment Dashboard to see the Results, Rank Orders and Reports.

For each Candidate - Job match percent, Category, Test Coherence, and Rank (for the Benchmark Job/ Role) are shown in a row. You can see the Summary Report and Graphs matching Candidate's profile to the Benchmark (Job/Role) by clicking at the BLUE TAB at the end of the row. Here you can further access the Candidate's Detailed Report, Value Fitment Chart, and Competency details to have a comprehensive view of Candidate's Profile.



4

Assigning Interviewers / Coaches to Candidates - Questions Bank Setup - Preferred Questions for Interviewers or Coach / Trainers

Recruitment/ Hiring Managers can assign **Interviewers** for each Candidate through **Manage Team** link in **Welcome [Company Name]** dropdown. Interviewers can Login through their respective Accounts and submit their Interview assessments that the Recruitment Manager will be able to see in his/her Admin Dashboard. In Benchmark dropdown, there are separate Question Banks for Recruitment and Coaching purposes. Recruiter/ Human Resource Manager can select and assign the preferred set of Questions for the Interviewer or the Coach/Trainer.



5

Using OCALIBER for Development - Coach-Mentor-Train your People

Ocaliber Reports are scientific, detailed and comprehensive, and they provide valuable insights for an Individual's profile. Human Resources Professionals, Coaches and Trainers can use these insights to have a meaningful discussion with Person and help them craft an Individual Development Plan that is definitive and based on scientific acumen.

