

# Assessment Centre User Manual



**... Doing HR Differently**

NEOS Pty Ltd  
March 2011

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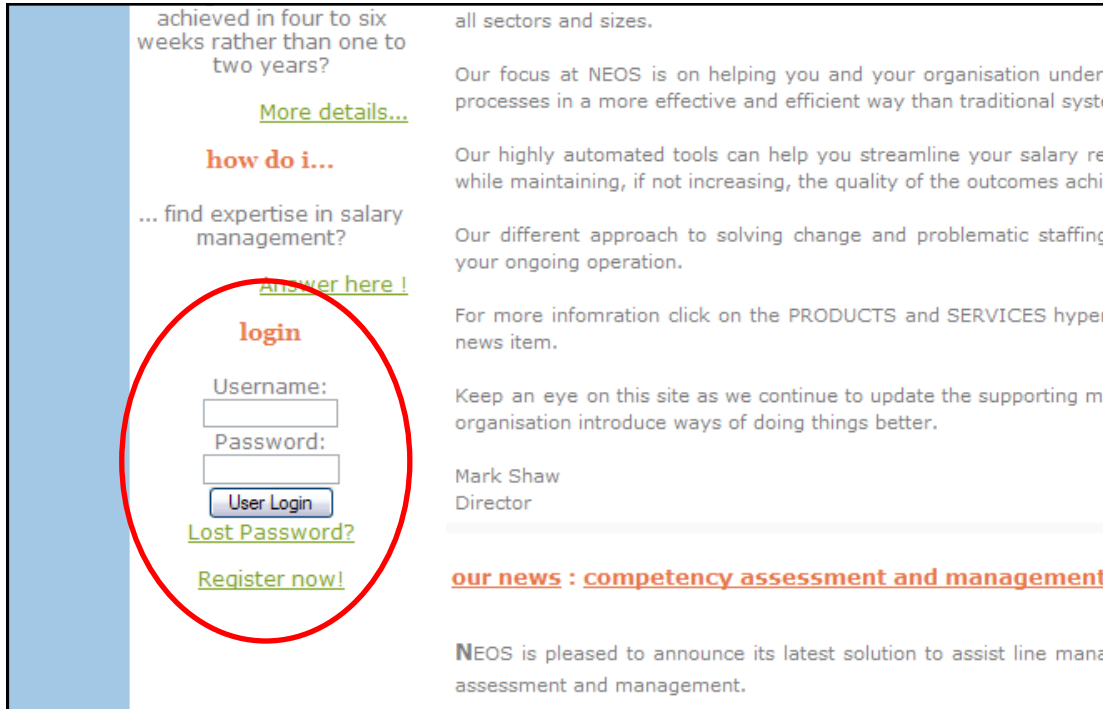
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## 1. To Log In

Go to the <http://neoshr.com.au> home page.

Scroll down, and you will find the log in form at the bottom of the left hand menu.  
See Figure 1.

Enter your user name and password and click *User Login*.



The screenshot shows a webpage with a blue sidebar on the left and a white main content area. The sidebar contains text about salary management and a red circle highlights the login form. The login form includes fields for 'Username:' and 'Password:', a 'User Login' button, and links for 'Lost Password?' and 'Register now!'. The main content area contains text about NEOS services and a news item titled 'our news : competency assessment and management'.

**Figure 1: Login**

## 2. The Assessment Centre

The Assessment Centre is where you undertake assessments, review histories and download records. Figure 2 displays the Assessment Centre page.

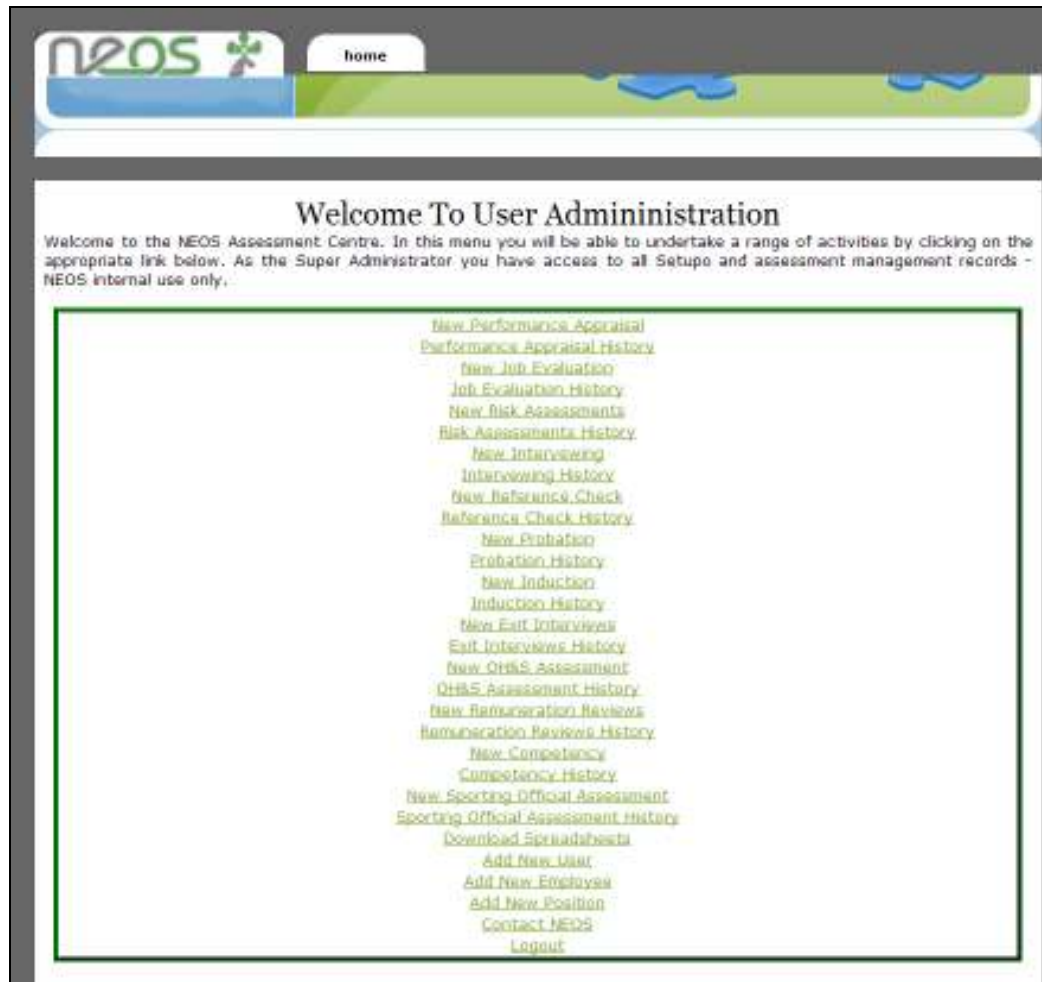


Figure 2: Assessment Centre Page

### 3. Conducting a new Assessment

#### 3.1. Conducting a new Assessment

To conduct a new assessment, select the module type as required on the Assessment Centre home page. For example, if you wish to conduct a new Exit Interview, select "New Exit Interview" as per Figure 3. A new page will load (see Figure 4).

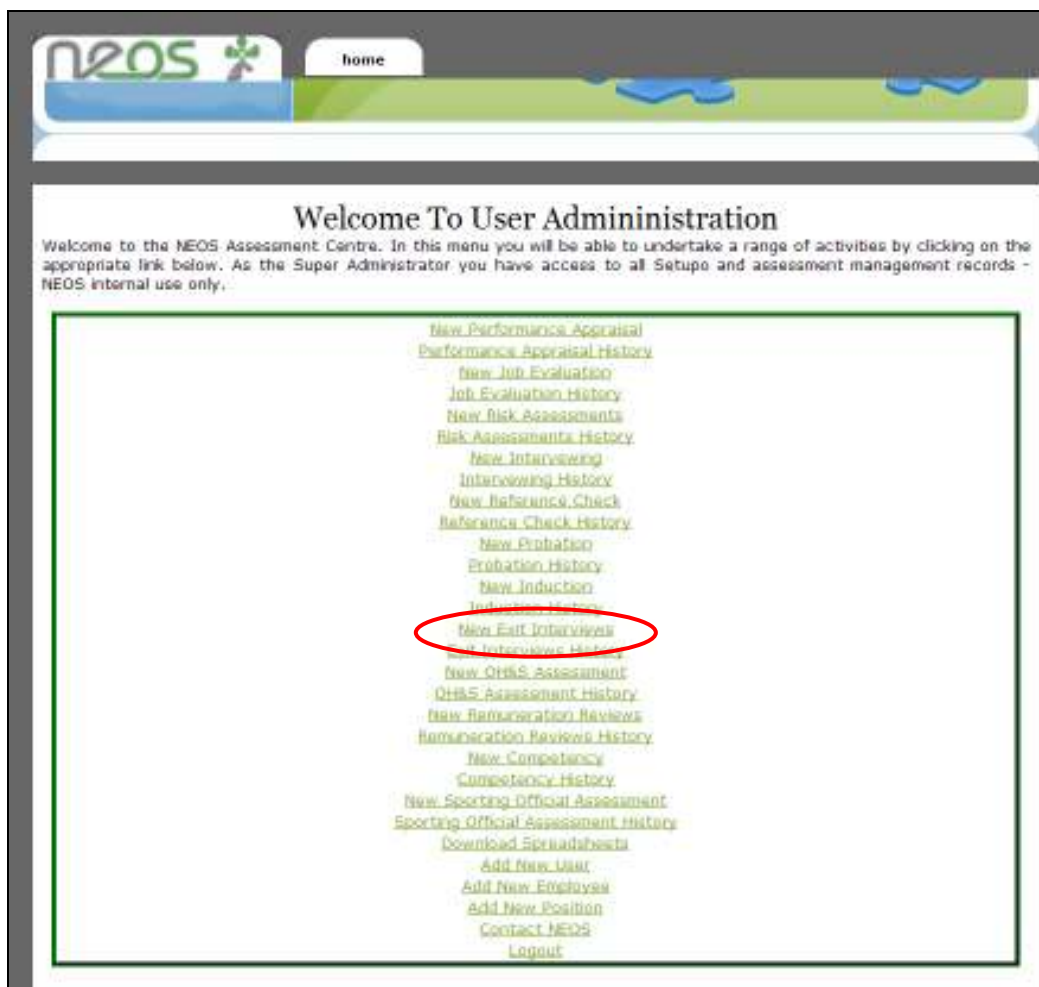
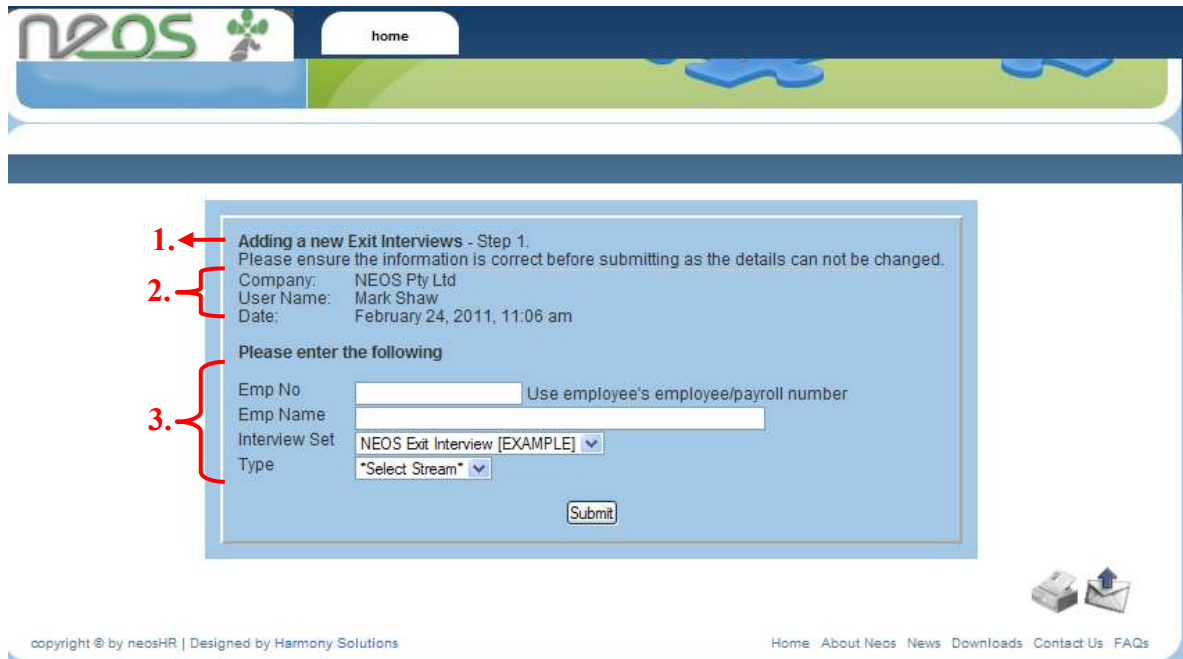


Figure 3: New Assessment



1. ← Adding a new Exit Interviews - Step 1.  
Please ensure the information is correct before submitting as the details can not be changed.

2. { Company: NEOS Pty Ltd  
User Name: Mark Shaw  
Date: February 24, 2011, 11:06 am

3. { Please enter the following

Emp No  Use employee's employee/payroll number

Emp Name

Interview Set NEOS Exit Interview [EXAMPLE] ▼

Type \*Select Stream\* ▼

Submit

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**Figure 4: Example of creating a new assessment**

Depending on the type of assessment you are performing, a slight variation of the above screen will load. Each screen consists of:

1. Title (type) of Assessment
2. Details of Assessment (company, user, date)
3. Details needed to perform Assessment (eg. job number, job title, award, stream, risk number, set, activity, employee, position)

To proceed enter the appropriate details for the assessment being made. Hit *Submit*.

### 3.2. General Assessment Screen Lay out

A copy of the general assessment screen layout is now displayed in Figure 5.

The key aspects of the screen are:

1. Category tabs: A position is evaluated against a number of categories. Simply click on the tab name to move between categories.
2. Elements: Each category contains a number of elements. Each element is used to describe a particular aspect of the position.
3. Element Points: Each element is assessed on a number of levels. The total provides a predetermined result based on the level selected

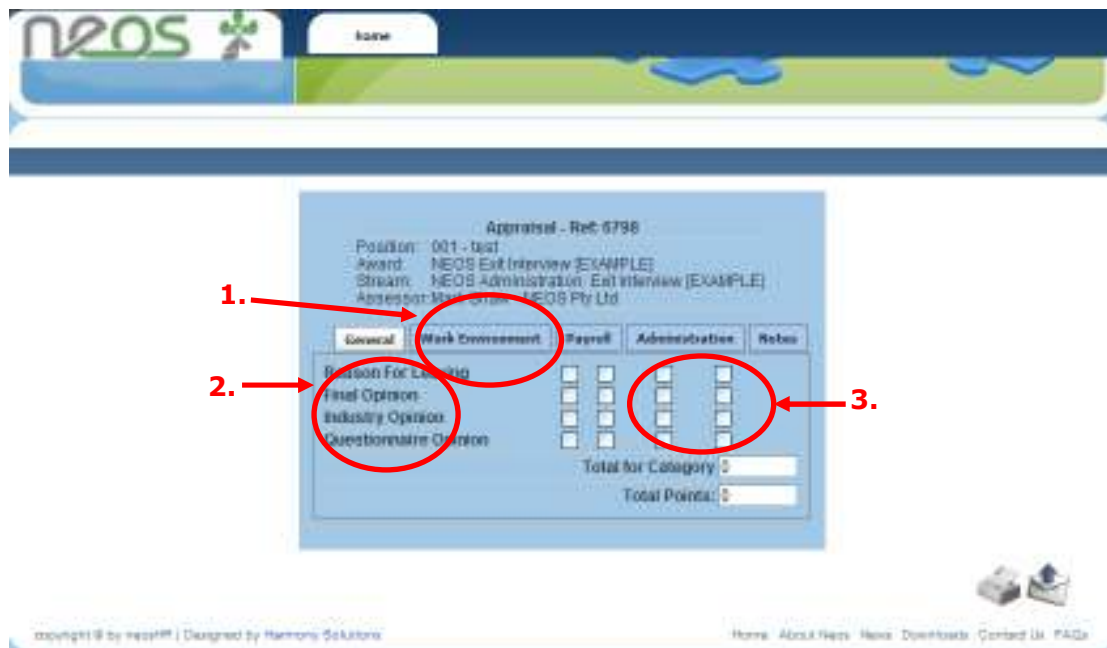


Figure 5: General layout



### 3.3. Entering data

Figure 6 is an example of the data entering screen. Each tab represents a skill category, and on each tab are numerous elements. A level must be selected for each element. After reviewing the position requirements slowly move the mouse or pointer across the squares to the left of the element "Qualifications" (see circle below). As your pointer moves across the square a dialogue box describing the meaning of this value will appear (see



Figure 7).



The screenshot shows the initial screen of the NEOS HR system. At the top, there is a navigation bar with the NEOS logo and a 'Home' button. Below this is a main content area with a blue header and a green and blue decorative background. The central part of the screen displays an appraisal form for 'Appraisal - Ref: 6798'. The form includes the following information:

- Position: 001 - test
- Award: NEOS Exit Interview [EXAMPLE]
- Stream: NEOS Administration Exit Interview [EXAMPLE]
- Assessor: Mark Shaw - NEOS Pty Ltd

The form is divided into five tabs: General, Work Environment, Payroll, Administration, and Notes. The 'General' tab is currently selected. Under the 'General' tab, there are four rows of options, each with four checkboxes corresponding to the tabs:

	General	Work Environment	Payroll	Administration	Notes
Reason For Leaving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Option	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industry Option	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Questionnaire Option	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the options, there are two input fields: 'Total for Category' and 'Total Points', both with a '0' value.

At the bottom of the screen, there is a footer with the text 'Copyright © by neosHR | Designed by Harmonic Solutions' on the left and a navigation menu with links: 'Home', 'About Neos', 'News', 'Downloads', 'Contact Us', and 'FAQs' on the right.

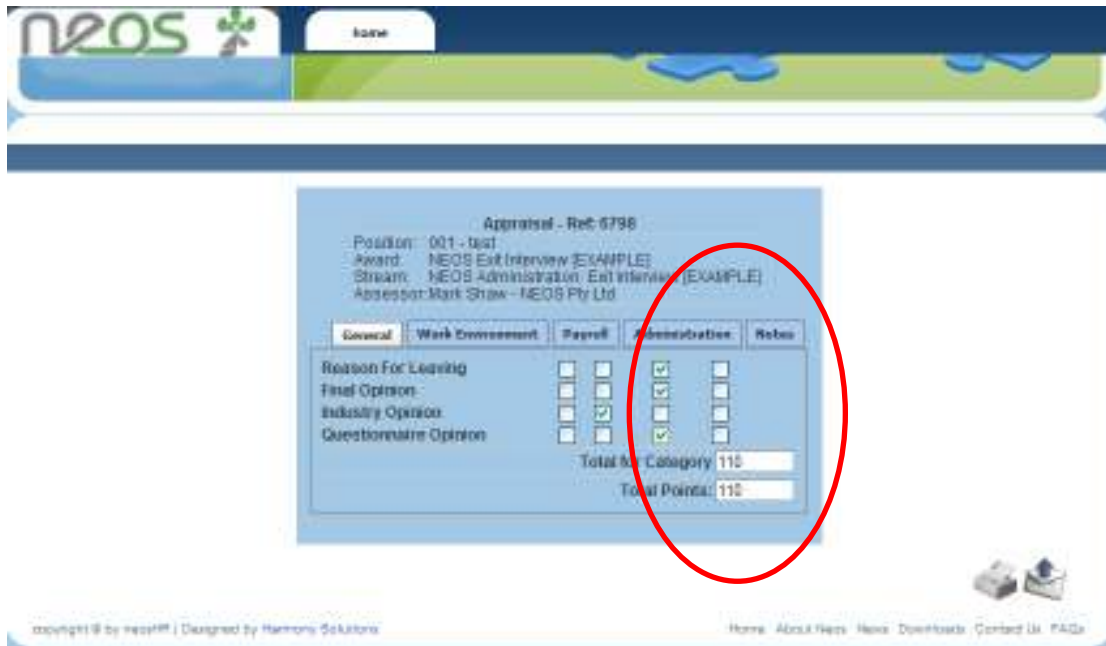
Figure 6: Initial screen



**Figure 7: Example of a dialog box**

Check the tick box when you have identified the most appropriate level for the element.

NB: Only one selection per element is allowable. Once an element is checked, a total will appear on the right hand side of the screen. As a level is nominated for each element, the total for that element will be presented and the total value of the category will be displayed as in Figure 8.



**Figure 8: Completed category showing category total**

### 3.4. Confirming and Saving Data

Once you are satisfied that you have selected the correct level for each element, move onto the next category by selecting the next tab. Make a level selection for each element under all categories.

### 3.5. Adding Special Comments to Your Report

The *Notes* tab is provided for the inclusion of free text (see Figure 9). Use this tab to make any special comments regarding the assessment, some qualifying remarks, or other comments (ie salary /Personal Classification) or recommendations. The "Notes" section prints on the automatic reports. The "Comments" section is for internal/assessor comments and are kept confidential.



The screenshot displays the NEOS HR system interface. At the top left is the NEOS logo and a 'home' button. The main content area shows an 'Appraisal - Ref: 6798' form. The form includes the following details: Position: 001 - test, Award: NEOS Exit Interview [EXAMPLE], Stream: NEOS Administration - Exit Interview [EXAMPLE], and Assessor: Mark Shaw - NEOS Pty Ltd. Below these details are five tabs: 'General', 'Work Environment', 'Payroll', 'Administration', and 'Notes'. The 'Notes' tab is selected and active. It contains two text input areas: 'Notes (Used in the Report)' and 'Comments (For internal purposes only)'. A 'Store Notes' button is located at the bottom left of the form. The footer of the page contains copyright information: 'Copyright © by testHR | Designed by Harmony Solutions' and navigation links: 'Home | About Us | News | Downloads | Contact Us | FAQs'.

**Figure 9: Recording notes and comments**

#### 4. Creating a Report

Once a level has been allocated to every element under each category, a report can be printed. Select the *Store Record* button that would have appeared after selecting the level for the final element. See Figure 10.



**Figure 10: Creating a report**

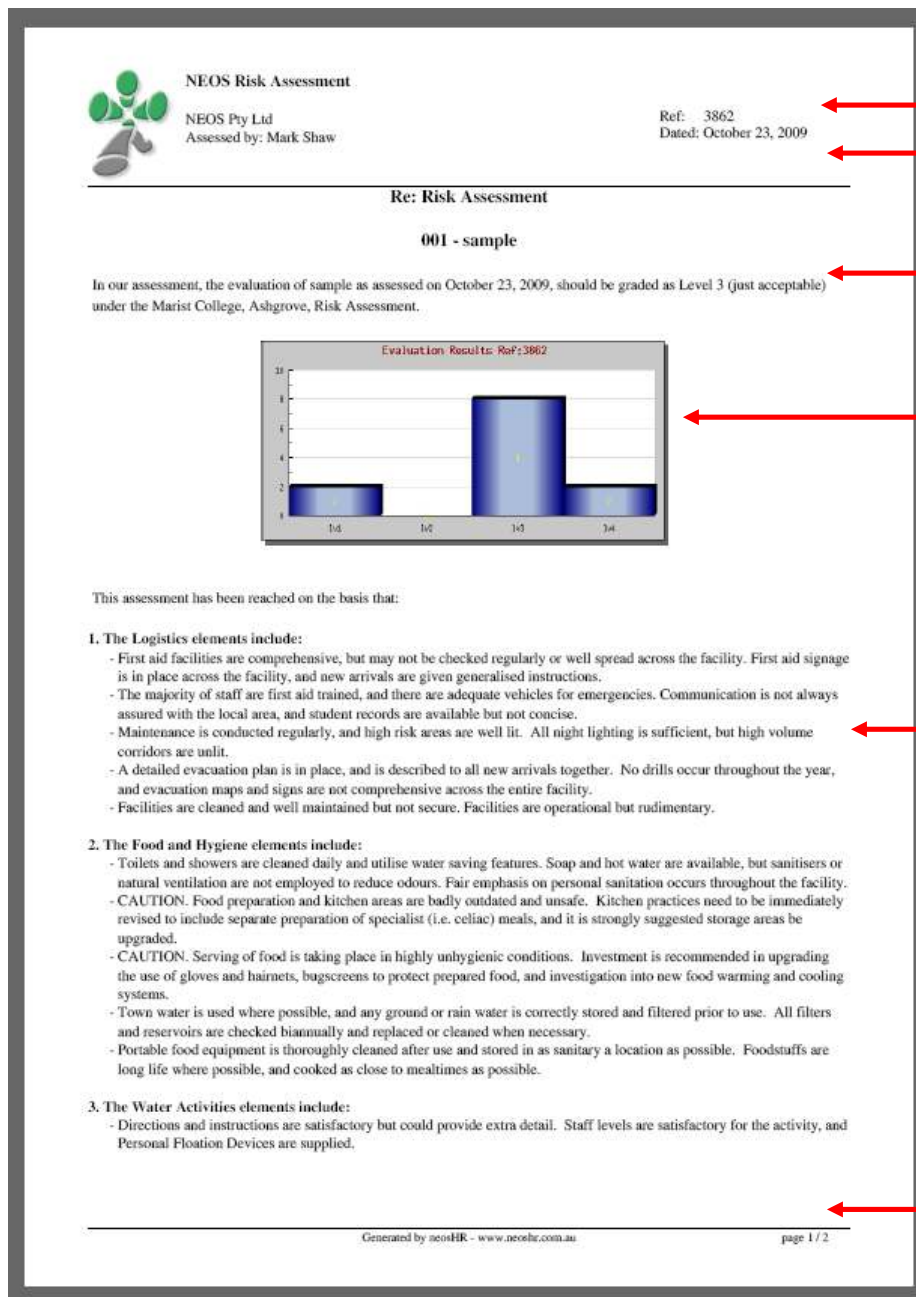
A new screen will open giving you three options; *Print Report*, *Another Appraisal*, and *Return to Home Page* (see Figure 11). Select the desired option.



**Figure 11: Report options**

If *Print Report* is selected, the report will be generated in a new window from where it can be printed to a local or network printer or saved PDF file. A sample report is shown in Figure 12. Once this occurs, the internet explorer window will return the user to the home page.

If *Another Report* is selected, the browser will direct you back to the starting page to create another assessment under the same module.



**Figure 12: Sample report**

This report contains the following detail:

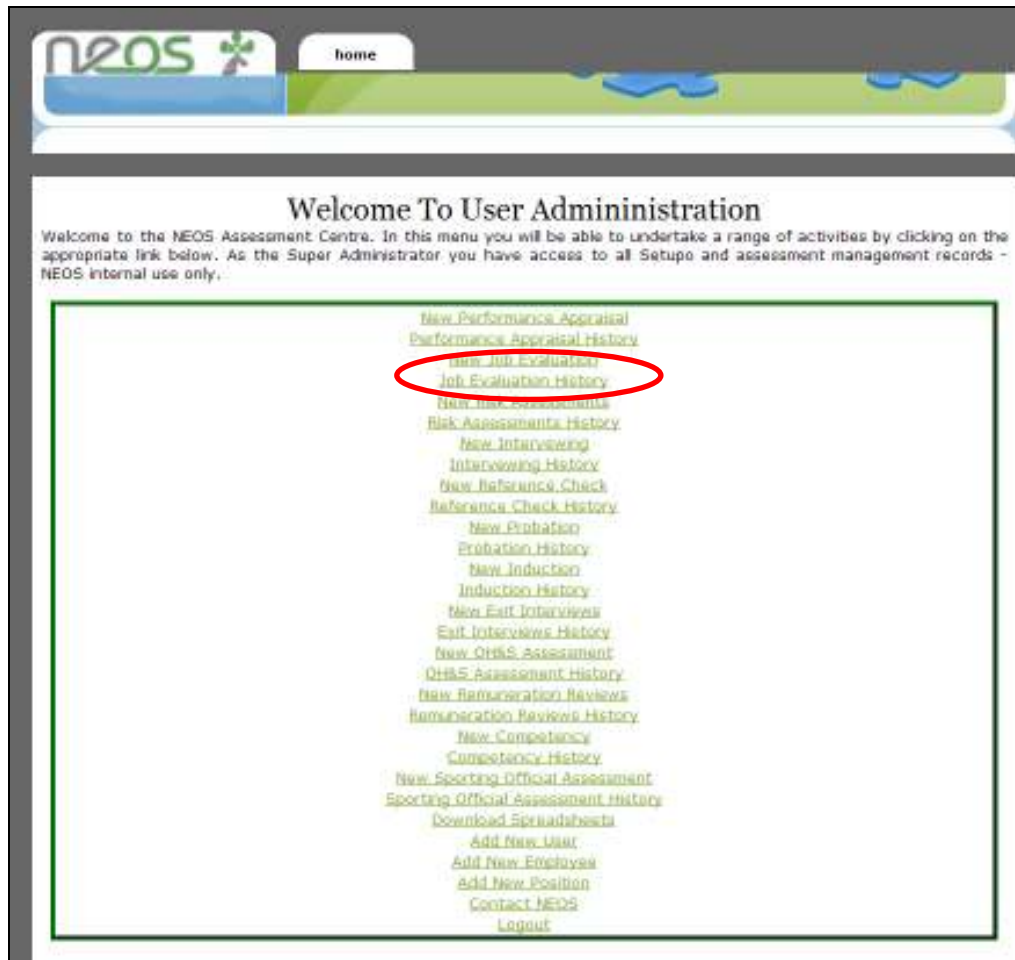
1. A unique reference number
2. The date the report was printed
3. The date the assessment was made
4. A graph, indicating how many elements were rated at each level
5. Word descriptions of each level selected
6. Notes as made by the assessor (if applicable)

This report can then be printed, saved under a general directory of an electronic management system or emailed. This document should be stored/processed as per your company's policies.



## 5. Viewing Assessment history

Select the history you wish to view. For example, if you wish to view the history for Job Evaluation, select *Job Evaluation History* on the User Administration menu (see **Figure 13**).



**Figure 13: Evaluation History**

A new page will open containing the records that you have access to. These records can be sorted by clicking on the drop down filter column headings. This enables records to be filtered by job no., job title, date, award, stream or level. Choose the report you wish to review, and click "Show" (see Figure 14). A box will appear asking you to Save or Open the file.



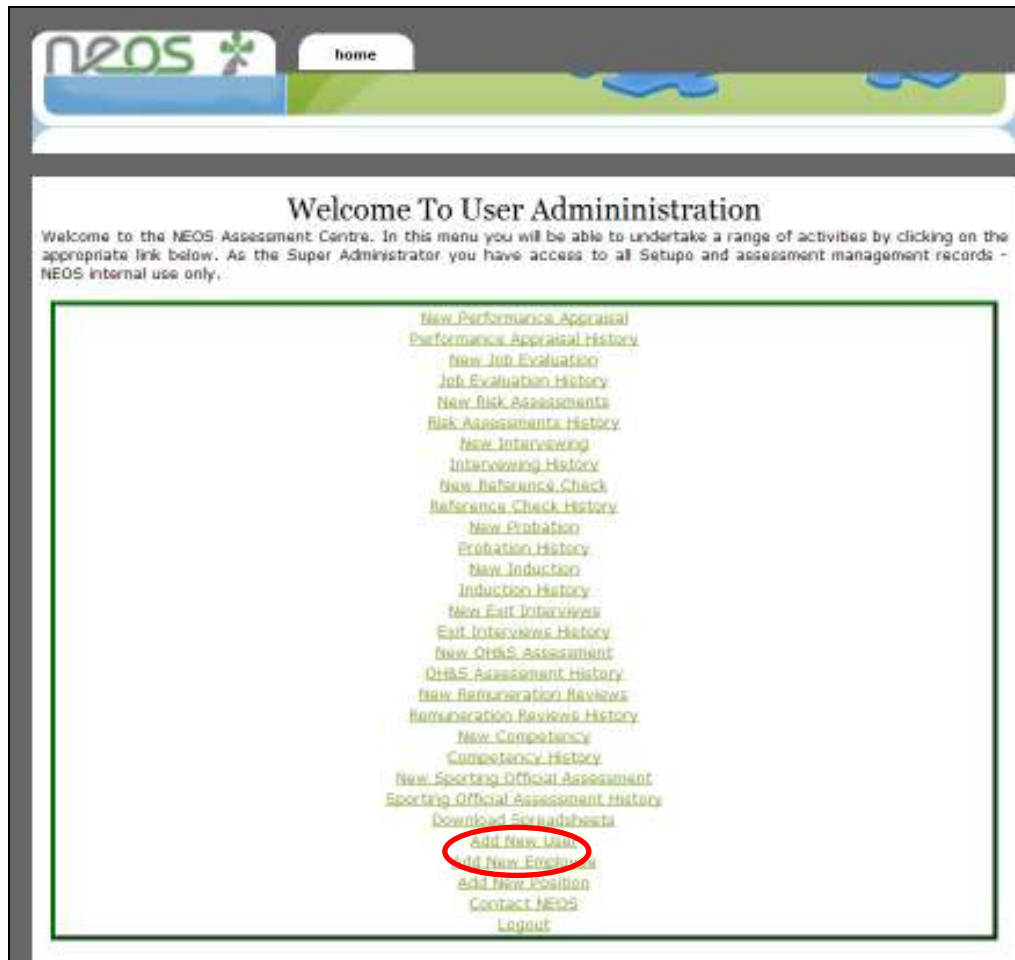
NEOS HR - Job Evaluation History									
Assessment History									
ID	Job No	Job Title	Date	Awd	Str	Lvl	User Menu		
Filter	Filter All	Filter All	Filter All	Filter All	Filter All	Filter All	Filter All	Filter All	Filter All
1391	VD002	Senior Design Engineer (BSC)	January 5, 2004	1	10	6	Show	Del	Del
1394	VW001	Manager Water and Sewerage	January 5, 2004	1	10	8	Show	Del	Del
1397	VW001	Manager Water and Sewerage	January 5, 2004	1	10	7	Show	Del	Del
1398	VW001	Manager Water and Sewerage	January 5, 2004	1	10	8	Show	Del	Del
1399	VW001	Manager Facility Services	January 5, 2004	1	10	8	Show	Del	Del
1400	TGA	Manager Community Health and Compliance	January 5, 2004	1	10	6	Show	Del	Del
1404	D15982	Administration Officer	January 7, 2004	1	10	2	Show	Del	Del
1405	T001	test 1	January 7, 2004	1	10	2	Show	Del	Del
1431	TONYTEST	Testing the Blank	January 20, 2004	1	10	4	Show	Del	Del
1536	PA081	Team Member Safety Project	January 29, 2004	1	10	2	Show	Del	Del
1537	PA078	HR Systems Support Officer	January 29, 2004	1	10	4	Show	Del	Del
1539	PA074	Administration Officer Training	January 29, 2004	1	10	2	Show	Del	Del
1540	PA074	Personnel Officer	February 1, 2004	1	10	4	Show	Del	Del
1541	PA067	Workplace Health and Safety Coordinator	February 1, 2004	1	10	5	Show	Del	Del
1542	PA068	Workplace Health and Safety Advisor	February 1, 2004	1	10	3	Show	Del	Del
1543	PA064	Administration Officer	February 1, 2004	1	10	2	Show	Del	Del
1544	PA081	Industrial Relations Officer	February 1, 2004	1	10	6	Show	Del	Del
1545	PA074	Personnel Officer	February 1, 2004	1	10	5	Show	Del	Del
1546	1	level 1	February 1, 2004	1	10	1	Show	Del	Del
1547	2	level 2	February 1, 2004	1	10	2	Show	Del	Del
1548	3	level 3	February 1, 2004	1	10	3	Show	Del	Del
1549	4	level 4	February 1, 2004	1	10	4	Show	Del	Del
1550	5	level 5	February 1, 2004	1	10	5	Show	Del	Del
1551	6	level 6	February 1, 2004	1	10	6	Show	Del	Del
1552	7	level 7	February 1, 2004	1	10	7	Show	Del	Del
1553	8	level 8	February 1, 2004	1	10	8	Show	Del	Del
1554	3	level 3	February 1, 2004	1	10	3	Show	Del	Del
1555	1	test	February 2, 2004	1	10	4	Show	Del	Del
1561	PA062	Training and Development Coordinator	February 3, 2004	1	10	6	Show	Del	Del
1564	101	Roads Management Accountant	February 4, 2004	1	10	4	Show	Del	Del
1565	101	Supervisor Workshop	February 4, 2004	1	10	3	Show	Del	Del
1568	SD0024	Workshop Workshop	February 4, 2004	1	10	2	Show	Del	Del
1578	99	test	February 10, 2004	1	10	1	Show	Del	Del

Figure 14: Evaluation History record list

## 6. User management

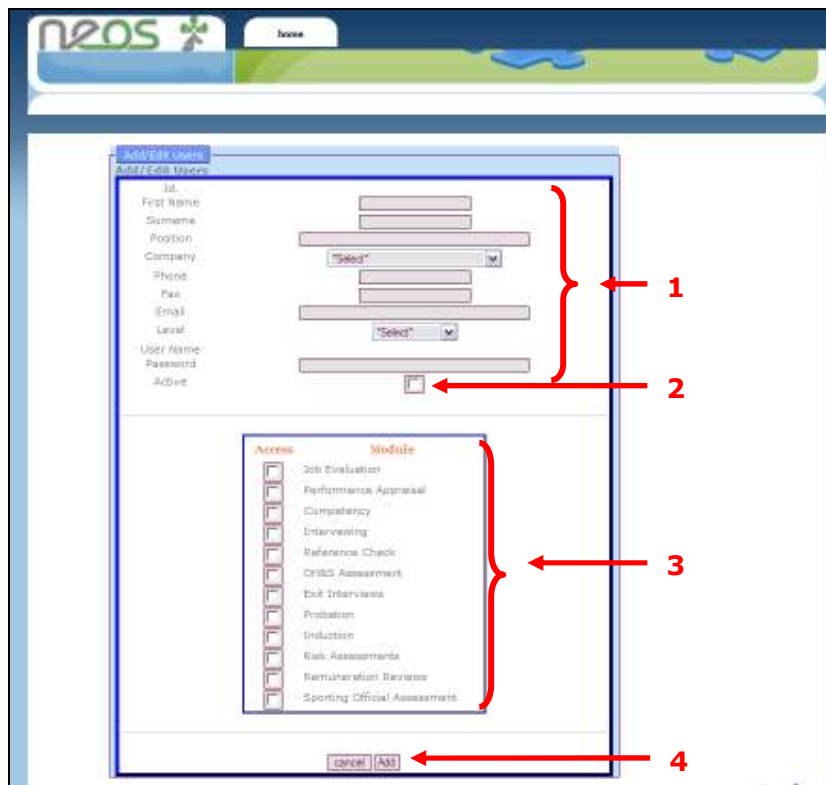
### 6.1. To add a new user

To add a new user, select *Add New User* from the User Admin menu. See Figure 15 below.



**Figure 15: User Admin Menu**

A new page will load (see Figure 16).



The screenshot shows the 'Add/Edit Users' form in the NEOS system. The form is titled 'Add/Edit Users' and has a 'Home' button in the top right. The form is divided into two main sections: 'User Details' and 'Access'. The 'User Details' section includes fields for Id, First Name, Surname, Position, Company, Phone, Fax, Email, Level, User Name, Password, and Active. The 'Access' section is a table with columns for 'Access' (checkboxes) and 'Module'. The 'Active' checkbox is checked. The 'Access' table lists various modules with checkboxes next to them. At the bottom of the form are 'Cancel' and 'Add' buttons. Red arrows and brackets point to specific elements: 1 points to the first name and surname fields; 2 points to the 'Active' checkbox; 3 points to the 'Access' table; 4 points to the 'Add' button.

Access	Module
<input type="checkbox"/>	Job Evaluation
<input type="checkbox"/>	Performance Appraisal
<input type="checkbox"/>	Competency
<input type="checkbox"/>	Interviewing
<input type="checkbox"/>	Reference Check
<input type="checkbox"/>	Oral Assessment
<input type="checkbox"/>	Exit Interviews
<input type="checkbox"/>	Probation
<input type="checkbox"/>	Induction
<input type="checkbox"/>	Risk Assessments
<input type="checkbox"/>	Remuneration Review
<input type="checkbox"/>	Sporting Official Assessment

**Figure 16: New User**

To complete a new user:

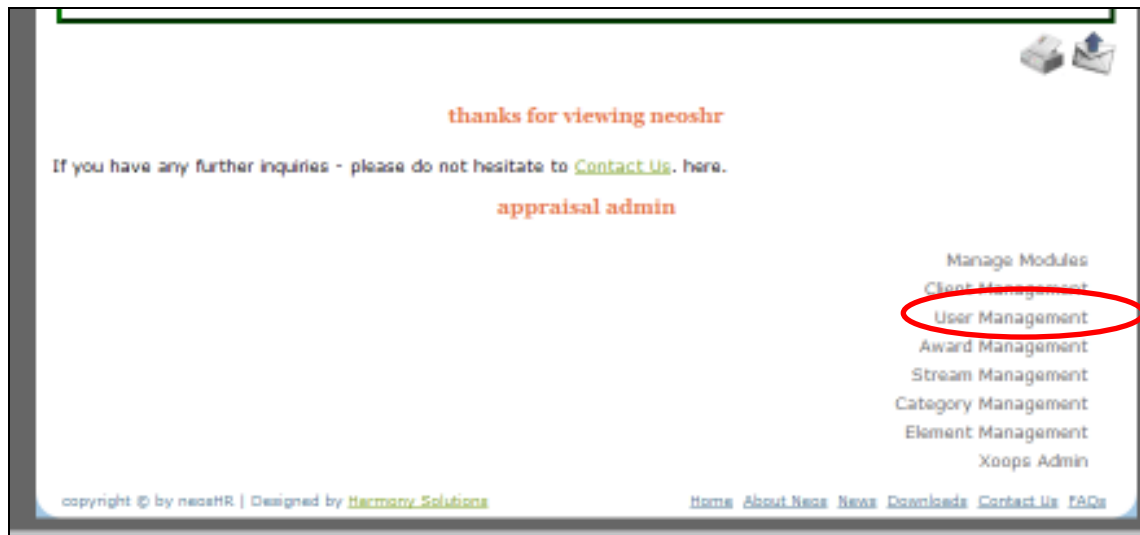
1. Fill out all the appropriate details
2. NB. Email address: admin@neoshr.com.au
3. Ensure the box marked "Active" has been checked
4. Check all applicable module boxes
5. Click *Add* at the bottom of the screen

NEOS will issue an email to the new user providing their username and password for log-in.

## 6.2. To access user management

User management can only be accessed if you have the appropriate level of access.

From the *Add New User* menu, click *User Management* located on the bottom, right-hand side of the screen. See Figure 17.



**Figure 17: User Management**

A new screen will load (see Figure 18).



**main menu**

**user menu**

- Home
- Change Password
- Logout
- Help
- Contact Neos

**more info**

- Testimonials
- Case Studies

**did you know ?**

All computers can use and access Internet Explorer, even if your organisation's preferred browser is different.

[More details...](#)

**how do i...**

### User Management

ID	Type	Lvl	Surname	Firstname	Cell	Act	Del	Add
1001	Super	4	Ayling	Anthony	1	<a href="#">Act</a>	<a href="#">Del</a>	
1004	Super	4	Shaw	Mark	3	<a href="#">Act</a>	<a href="#">Del</a>	
1016	Super	4	Shaw	Mark	40	<a href="#">Act</a>	<a href="#">Del</a>	
1029	Org Admin	5	Crosby	Peter	18	<a href="#">Act</a>	<a href="#">Del</a>	
1031	Super	4	Gilbert	Rachael	40	<a href="#">Act</a>	<a href="#">Del</a>	
1032	Org Admin	5	Kemke	Reg	20	<a href="#">Act</a>	<a href="#">Del</a>	
1034	Org Admin	5	Riggall	Paul	22	<a href="#">Act</a>	<a href="#">Del</a>	
1035	Org Admin	5	Sarkis	Peter	3	<a href="#">Act</a>	<a href="#">Del</a>	
1036	Org Admin	5	Nickalvis	Kylie	19	<a href="#">Act</a>	<a href="#">Del</a>	
1037	Org Admin	5	Argent	Kim	18	<a href="#">Act</a>	<a href="#">Del</a>	
1038	Org Admin	5	Crosby	Peter	18	<a href="#">Act</a>	<a href="#">Del</a>	
1039	Org Admin	5	O'Donnell	Todd	18	<a href="#">Act</a>	<a href="#">Del</a>	
1040	Org Admin	5	Holloway	Alan	18	<a href="#">Act</a>	<a href="#">Del</a>	
1045	Org Admin	5	Dumbleton	Ricki	25	<a href="#">Act</a>	<a href="#">Del</a>	
1046	Org Admin	5	Hannigan	Nicky	4	<a href="#">Act</a>	<a href="#">Del</a>	
1047	Org Admin	5	Hanward	Eve	4	<a href="#">Act</a>	<a href="#">Del</a>	
1048	Org Admin	5	Dalboom	Justina	26	<a href="#">Act</a>	<a href="#">Del</a>	
1049	Org Admin	5	Lyndh	Christine	25	<a href="#">Act</a>	<a href="#">Del</a>	
1050	Org Admin	5	Pagnem	Travis	25	<a href="#">Act</a>	<a href="#">Del</a>	
1051	Assessor	6	Groot	Lindsay	18	<a href="#">Act</a>	<a href="#">Del</a>	
1052	Org Admin	5	Soltys	Jacqueline	24	<a href="#">Act</a>	<a href="#">Del</a>	
1053	Org Admin	5	Chapman	Peter	24	<a href="#">Act</a>	<a href="#">Del</a>	
1054	Org Admin	5	Carney	David	24	<a href="#">Act</a>	<a href="#">Del</a>	
1056	Org Admin	5	Houston	Debbie	17	<a href="#">Act</a>	<a href="#">Del</a>	
1058	Org Admin	5	Campbell	Veronica	25	<a href="#">Act</a>	<a href="#">Del</a>	
1066	Org Admin	5	Gilbert	Barbara	19	<a href="#">Act</a>	<a href="#">Del</a>	

User List as at Monday August 10, 2009 10:35:17am  
 (Total Records: 60)

**Figure 18: User Management Menu**

From here each column can be sorted by clicking a particular heading within the table. For example, to sort all employees alphabetically by surname, click *Surname* and the list will refresh to display all employees alphabetically.

### 6.3. To edit an existing user

On the *User Management* screen find the user you wish to edit. Click *Edit* next to the users name in the right hand column. See Figure 19.



**Figure 19: To Edit Users**

A new page will load (see Figure 20).

You will be able to amend the user's details. Please note that the User password can not be changed. Ensure the "User Active" button is checked before saving the changes. Click *Update* to save changes.



**Figure 20: Editing Users**



#### 6.4. To delete a user

To delete a user, click *Delete* next to the users name on the right hand column in the User Management menu. See Figure 21.



**Figure 21: Deleting Users**

A new page will load as per Figure 22.

Click "Delete" at the bottom of the screen.



**Figure 22: Deleting a User**

### **6.5. To change a password**

Due to our current security settings users are unable to change their passwords themselves. Should you desire to change your password please contact [admin@neoshr.com.au](mailto:admin@neoshr.com.au) and we can arrange to have it changed for you.

## 7. Additional Advice

### Do

- ✓ Look for the general overall scope of the job  
Ie: Supervise V's manage, type of qualification needed
- ✓ Interpret and place your value judgement on the written position description
- ✓ Look for consistency across the categories and elements
- ✓ Refer to the company policy if necessary
- ✓ Scroll over the pop up just near the probable element level
- ✓ After generating a report, click on <return to menu> to return to members page
- ✓ Complete every assessment you start. Cancelling part way through will "crash" the system
- ✓ When researching the role ask, "show me evidence", "show me an example of the work" and "demonstrate"

### Don't

- × Use the Internet Explorer <⇐Back> key when processing
- × Use single or double quote symbols ('"")
- × Trust reports where multiple reports have been incorrectly generated from the one specific assessment you have completed. The data in the report will probably be corrupted
- × Cancel an assessment part way through

### Also remember

- ☞ Check you have ticked all elements – otherwise the report and level will be wrong and the report will generate with NUL
- ☞ Check you have put in any necessary "additional notes" before you generate a report
- ☞ Data cannot be amended after it is saved. You need to add a new appraisal, evaluation, or competency assessment
- ☞ Jobs with incorrectly generated data because of using the <⏪back> key or other issues will generate incorrect reports
- ☞ If all else fails, log out of internet explorer and log in again
- ☞ Use the notes area to explain variance

## **8. Support**

*Initially, all support calls to:*

Neos Pty Ltd: Phone: 07 3420 8200

Email: [admin@neoshr.com.au](mailto:admin@neoshr.com.au)

### *Technical Support*

Starvision IT: Phone: (07) 3822 1717

Email: [tayling@starvision.com.au](mailto:tayling@starvision.com.au)