Create and View a Job Template

Templates

10.1. Create a Job Template

Job templates enable you to measure single or multiple individuals against specific competences.

- Go to the 'Templates' tab along the top of the screen.
- Select 'Job Templates'.
- Click on the ➕ symbol in the lower-left corner of the screen.
- Enter a unique name for your job template.
- Add a description, if required.
- Decide if you want to make it cloneable and/or available to other users.
- Click on the 'Add Item' button on the right to start selecting from the list of competences.
- Choose a category from the list and click on the triangle next to the heading to expand the list of competences.
- Alternatively, type a keyword in the search field.
- Click on a competence to add it to the Job Template – you will see the selected competence drop onto the screen behind.
- When you've finished selecting competences, click 'Close'. Click 'Save' when you're finished.
- Note: You have the option to add a desired score to each competence. You can choose a score between 0 and 5 (the higher the number = the more desired). This enables you to place more importance on some competences than on others and the system will produce a percentage rating for each of the selected competences, along with a slider result displaying each individual's scores on a scale between -5 to 5. Otherwise, the system default applies where simply a slider result will be shown.

	Competence Name	Score	
✚	Being a positive change agent and able to create excitement	2	🗑
✚	Ensuring that coaching interventions end with a clear goal or action plan	5	🗑
✚	Following of a process in a steady and exact way	3	🗑

10.2. How to View a Job Template

- Select the 'Database' tab and then 'Individuals' from the dropdown menu.
- Click on 'Behavioural Analysis' in the column on the left and a list of candidates will appear.
- Select the individual(s) required by placing a tick in the box alongside their names.
- Click on the 'Open Preview' button at the top of the screen.
- Click on the 'Job Templates' tab.
- All your existing job templates will appear on the left-hand side of the screen.
- Select the job template required.
- Highlight the individual(s) you wish to measure on the top right of the screen.
- Results will appear on the screen.
- Select 'Print PDF' or 'Print XLS' on the top right of the screen, if you wish.

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