

PICatch

USER MANUAL

PICatch - USER MANUAL

PICatch purpose

The application PICatch is a supporting tool during the process of analyzing PI profile of an applicant and its match with the required position profile. It makes the analysis of applicant versus position match more efficient, especially during a mass recruitment.

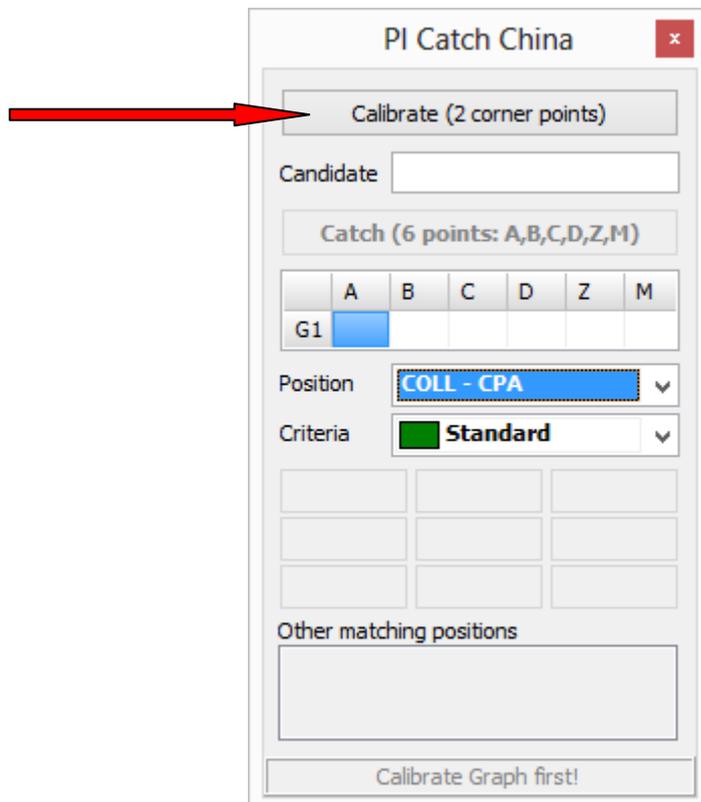
General description

The PI Catch application contains information about the position profile and the tolerance ranges for perfect and good fit between applicants and position profile. Recruitment specialist catches the specified points of the applicant profile and the PICatch compares them with the requirements. An output is displayed in the form of OK - green colour (perfect fit), OK – orange colour (good fit), KO – red colour (not good fit). At the same time it displays criteria that are met (green colour) and not met (red colour) for the selected criteria level – standard or mild. The last information displayed at the bottom window is a list of other positions where is a match between their requirements and the applicant PI profile.

Operation instructions

1. Calibration of the PICatch

1.1. Click on Calibrate (2 corner points) button



1.2. Click on the left and right corner of PI graph scale. The precision in horizontal direction is important!

The screenshot shows the 'View PI' interface for 'Sample2, John'. The interface includes a header with the PI logo and a navigation bar. Below the header, there is a table with personal and survey information:

Name:	John Sample2	Status:	Unknown
Occupation:		Folder:	/Predictive Advantage SA - Martin Novotny/Archive/
Job Code :		Survey Date:	8/27/2009
Dept Code :			
Type:	Unknown		

Below the table, there are three PI graphs. Each graph has a vertical list of points and a horizontal line graph. The first graph is labeled 'SELF' with points A (7), B (8), C (4), D (7), and M (27). The second graph is labeled 'SELF CONCEPT' with points A (5), B (7), C (2), D (11), and M (29). The third graph is labeled 'SYNTHESIS' with points A (12), B (15), C (6), D (18), E (10), and M (56). Two red arrows point to the left and right corners of the graph area, indicating where to click for calibration.

PI for: John Sample2 Date: 8/27/2009
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Exit and Close Window

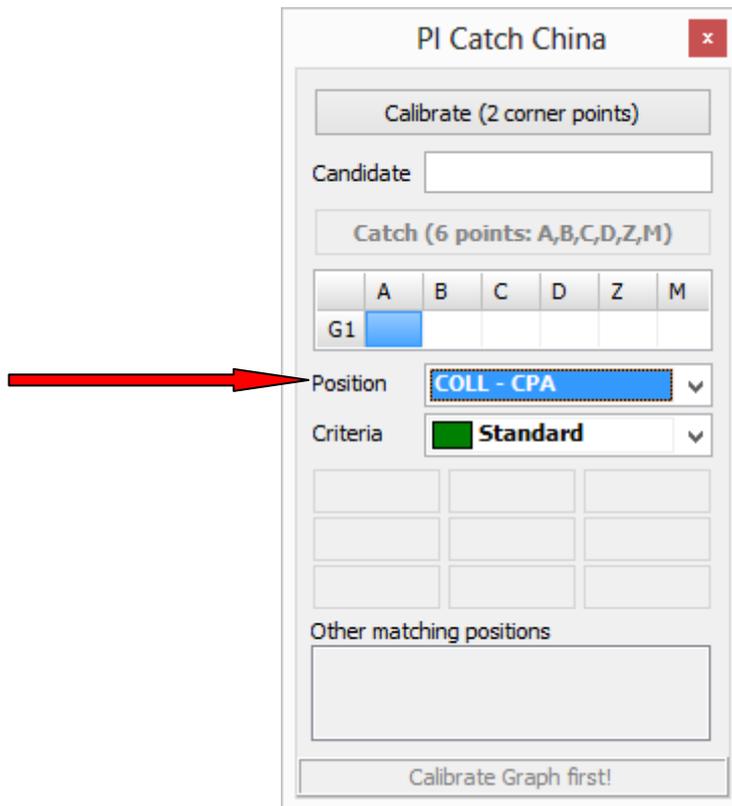
After calibration the size of the PI graph window must not be changed!

If you accidentally click on a wrong point click again on Calibrate (2 corner points) button and repeat calibration.

The calibration is performed only once after the PICatch start unless the size of the PI graph window is changed.

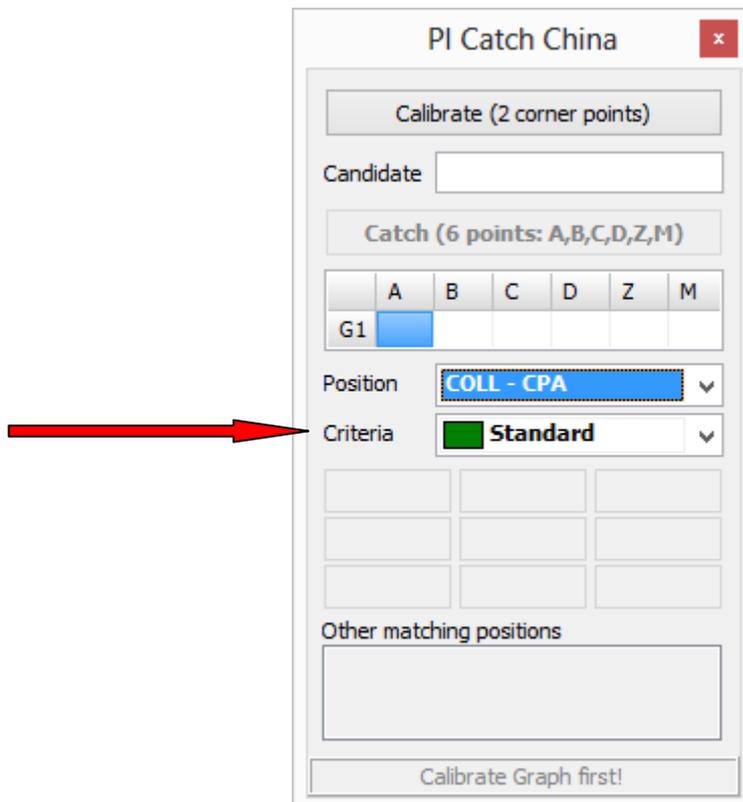
2. Evaluate applicant and position profiles match

2.1. Select the position to which you select applicants using the roll down menu on the PICatch



The screenshot shows the 'PI Catch China' window. At the top is a 'Calibrate (2 corner points)' button. Below it is a 'Candidate' text input field. A 'Catch (6 points: A,B,C,D,Z,M)' button is followed by a grid with columns A, B, C, D, Z, M and a row G1. The G1 cell under column A is highlighted in blue. Below the grid, a red arrow points to the 'Position' dropdown menu, which is currently set to 'COLL - CPA'. Below that is the 'Criteria' dropdown menu, set to 'Standard'. There are three empty grid cells below the criteria. At the bottom, there is an 'Other matching positions' text area and a 'Calibrate Graph first!' button.

2.2. Select the criteria level – Standard or Mild (optional, if you keep the default setting the candidate's PI is always evaluated against both levels).



This screenshot is identical to the one above, showing the 'PI Catch China' window. A red arrow now points to the 'Criteria' dropdown menu, which is set to 'Standard'. The 'Position' dropdown remains set to 'COLL - CPA'. The rest of the interface, including the 'Calibrate' button, 'Candidate' field, 'Catch' button, grid, and 'Calibrate Graph first!' button, is the same as in the previous image.

2.3. Fill in the candidate name – optional (this step is not obligatory, the field was added for the affiliates that don't have an HR system in place)

The screenshot shows the 'PI Catch China' window with the following elements:

- Buttons: 'Calibrate (2 corner points)' at the top.
- Text input: 'Candidate' with a red arrow pointing to it.
- Button: 'Catch (6 points: A,B,C,D,Z,M)' below the candidate field.
- Table:

	A	B	C	D	Z	M
G1						
- Dropdowns: 'Position' set to 'COLL - CPA' and 'Criteria' set to 'Standard'.
- Grid: A 3x3 grid of empty cells below the dropdowns.
- Text: 'Other matching positions' above a large empty text area.
- Button: 'Calibrate Graph first!' at the bottom.

2.4. Click on Catch (6 points A,B,C,D,Z,M) button

This screenshot is identical to the previous one, but the red arrow now points to the 'Catch (6 points: A,B,C,D,Z,M)' button.

2.5. Click on the 6 points in the correct order :

1. Factor A on the first graph Self
2. Factor B on the first graph Self
3. Factor C on the first graph Self
4. Factor D on the first graph Self
5. Zero point Z on the first graph Self (top of the triangle on the scale)
6. Factor M on the third graph SYNTHESIS

The precision in horizontal direction is important!

If you accidentally click on a wrong point click again on Catch (6 points A,B,C,D,Z,M) button and start catching 6 points from the first one.

The screenshot shows the 'accessPI - Mozilla Firefox' browser window. The URL is <https://accesspi.piwebservices.com/Popups/PIPROPup.aspx?linkname=PIPROView&link=viewpi&navtype=piview&RecordID=>. The page title is 'View PI'. The main content area is titled 'Sample2, John'. Below the title, there are two tables of information:

Name:	John Sample2	Status:	Unknown
Occupation:		Folder:	/Predictive Advantage SA - Martin Novotny/Archive/
Job Code :		Survey Date:	8/27/2009
Dept Code :			

Below the tables, there are three graphs. Each graph has a vertical axis with factors A, B, C, D, and M. The first graph is labeled 'SELF' and has values: A: 7, B: 8, C: 4, D: 7, M: 27. The second graph is labeled 'SELF CONCEPT' and has values: A: 5, B: 7, C: 2, D: 11, M: 29. The third graph is labeled 'SYNTHESIS' and has values: A: 12, B: 15, C: 6, D: 18, E: 10, M: 56. Red arrows point to specific points on the graphs: 1. Factor A (top right of the first graph), 2. Factor B (top left of the first graph), 3. Factor C (middle left of the first graph), 4. Factor D (middle right of the first graph), 5. Zero point (top of the triangle on the first graph), and 6. Factor M (bottom right of the third graph). The bottom of the window shows 'PI for: John Sample2 Date: 8/27/2009' and 'Copyright © 1994-2000, 2002, 2005 by Praendex, Inc. All rights reserved.' There is an 'Exit and Close Window' button in the bottom right corner.

2.6. Capture from PICatch the evaluation results for the evaluated position and for other potential positions

2.7. For the next applicant evaluation start from 2.2. Click on Catch (6 points A,B,C,D,Z,MS) button

3. PICatch updates

When starting PICatch the application checks automatically if a new version is available, if yes you are asked to install the new version and old version is disabled.

4. Data storing

PICatch stores all captured data and in a global database. These data are regularly analyzed which enables to fine tune the criteria setting in order to gradually increase the recruitment process efficiency.

5. Examples of the assessment results

5.1. The results of the assessment are shown in the bottom field of the PICatch

Candidate passed the standard level of criteria:



Candidate failed to pass standard level but passed the mild level of criteria:



Candidate failed to pass any criteria:



5.2. A candidate assessed against Standard level of criteria for the position DSM. Result OK - green, i.e. passed as suitable for the position:

PI Catch Philippines ✕

Calibrate (2 corner points)

Candidate

Catch (6 points: A,B,C,D,Z,M)

	A	B	C	D	Z	M
G1	1,8	0,8	-1,6	0,1	0	2,1

Position **SLS DSM** ▼

Criteria ■ **Standard** ▼

A B C
 D D/C

Other matching positions

OK

5.3. A candidate assessed against Standard level of criteria for the position DSM. Result OK - orange, i.e. didn't pass Standard level criteria but passed Mild level, i.e. is somehow suitable for the position. In other matching position is listed DSM – Mild level, i.e. is somehow suitable also for DSM position:

PI Catch Philippines ✕

Calibrate (2 corner points)

Candidate

Catch (6 points: A,B,C,D,Z,M)

	A	B	C	D	Z	M
G1	-1,2	1,1	-0,7	1,3	0	2,1

Position **SLS SA** ▼

Criteria ■ **Standard** ▼

A B C
 D B/A D/A
 D/C

Other matching positions

SLS DSM - Mild level

OK

5.4. A candidate assessed against Standard level of criteria for the position CC Operator. Result OK - green, i.e. passed as suitable for the position. Based on the information in Other matching position field is also suitable for the position SA and somehow suitable for the positions CCC Operator and DSM:

PI Catch Vietnam ✕

Calibrate (2 corner points)

Candidate

Catch (6 points: A,B,C,D,Z,M)

	A	B	C	D	Z	M
G1	-0,6	0,6	-0,7	0,9	0	2,3

Position CC Operator

Criteria Standard

<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> C
<input checked="" type="checkbox"/> D	<input checked="" type="checkbox"/> B/A	<input checked="" type="checkbox"/> D/A
<input checked="" type="checkbox"/> B/C		

Other matching positions

CCC Operator - Mild level
 SLS DSM - Mild level
 SLS SA - Standard level

OK

5.5. A candidate assessed against Standard level of criteria for the position CCC Operator. Result OK - orange, i.e. is somehow suitable for the position.

PI Catch Vietnam ✕

Calibrate (2 corner points)

Candidate

Catch (6 points: A,B,C,D,Z,M)

	A	B	C	D	Z	M
G1	0	-0,3	-0,7	1	0	2,3

Position CCC Operator

Criteria Standard

<input checked="" type="checkbox"/> A	<input type="checkbox"/> B	<input checked="" type="checkbox"/> C
<input checked="" type="checkbox"/> D	<input type="checkbox"/> B/A	<input checked="" type="checkbox"/> D/C

Other matching positions

OK

5.6. A candidate assessed against Standard level of criteria for the position Sales Trainer. Result KO - red, i.e. is not suitable for the position. But he is somehow suitable for DSM position.

PI Catch China ✕

Calibrate (2 corner points)

Candidate

Catch (6 points: A,B,C,D,Z,M)

	A	B	C	D	Z	M
G1	0,7	-0,3	-1,2	-0,8	0	2,3

Position **SLS - Sales Trainer** ▼

Criteria ■ **Standard** ▼

⊖ A

⊕ B

⊖ C

⊖ D

⊖ B/A

⊖ D/A

⊖ D/C

⊖ C/A

⊕ M

Other matching positions

SLS - DSM - Mild level

KO

5.7. A candidate assessed against Standard level of criteria for the position REG Operator. Result OK - green, i.e. passed as suitable for the position. Based on the information in Other matching position field is also suitable for the position UW Operator and somehow suitable for the positions CS Operator and TS Operator:

PI Catch China ✕

Calibrate (2 corner points)

Candidate

Catch (6 points: A,B,C,D,Z,M)

	A	B	C	D	Z	M
G1	-1	-0,4	0,2	1,2	0	2,2

Position **OPS - REG Operator** ▼

Criteria ■ **Standard** ▼

⊕ A

⊕ B

⊕ C

⊕ D

⊕ D/A

⊕ D/C

⊕ C/A

Other matching positions

OPS - CS Operator - Mild level ▲
OPS - TS Operator - Mild level ▲
OPS - UW Operator - Standard I ▼
OPS - ...

OK

5.8. A candidate assessed against Standard level of criteria for the position UW Operator. Result KO - red, i.e. is not suitable for the position. And is not suitable for any other position.

The screenshot shows the 'PI Catch China' window. At the top right is a close button (X). Below it is a 'Calibrate (2 corner points)' button. A 'Candidate' text box is empty. A 'Catch (6 points: A,B,C,D,Z,M)' button is present. Below this is a table:

	A	B	C	D	Z	M
G1	3	0,7	-1,4	-2,3	0	2,2

Below the table, 'Position' is set to 'OPS - UW Operator' and 'Criteria' is set to 'Standard'. There are buttons for A, B, C, D, B/A, and D/C, each with a red minus sign. Below these is an 'Other matching positions' text box. At the bottom, a red bar contains the text 'KO'.

6. Last upgrades

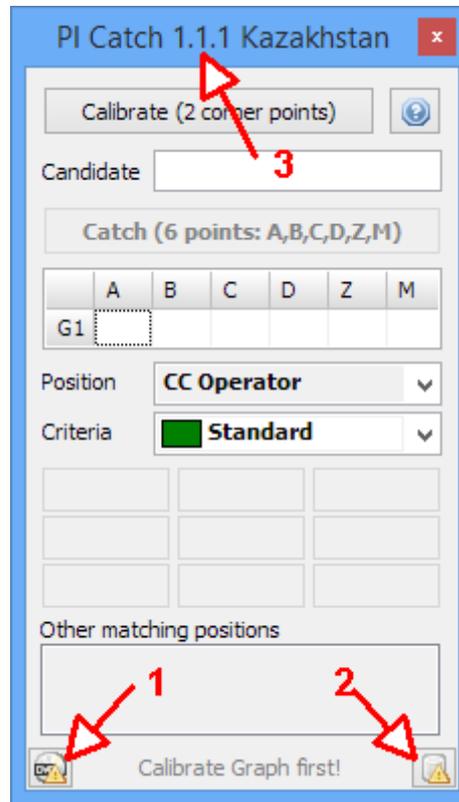
6.1. A button to open the User Manual was added to the top right corner of PICatch.

The screenshot shows the 'PI Catch China' window. At the top right is a close button (X). Below it is a 'Calibrate (2 corner points)' button and a new blue circular button with a book icon, which is pointed to by a red arrow. Below this is a 'Candidate' text box. A 'Catch (6 points: A,B,C,D,Z,M)' button is present. Below this is a table:

	A	B	C	D	Z	M
G1						

Below the table, 'Position' is set to 'COLL - CPA' and 'Criteria' is set to 'Standard'. There are buttons for A, B, C, D, B/A, and D/C. Below these is an 'Other matching positions' text box. At the bottom, a text box contains the message 'Calibrate Graph first!'.

- 6.2. The icons indicating that communication ports from/ to the application are blocked due to the local network security settings. If these icon/s appear at the bottom part of PICatch you should contact you IT department to unblock relevant communication ports:
- (1) Shows that program could not check for new version (uses tcp port 80 for communication)
 - (2) Shows that remote HQ database is not connected (uses tcp port 1146 for MSSQL server or 3306 for mySQL)



- (3) An indication of the current software version was added to the caption of the application.