**OVERVIEW:**

1. **The website that acts as an interactive TempWorks library with training videos and articles is:**

|  |
| --- |
|  |

1. **Dashboard widgets are:**
2. **Keyboard shortcuts are located within:**
3. **Can employee records be deleted out of Enterprise?**
4. **What is the difference between an order and an assignment?**

**HIERARHCY:**

1. **Where does one access the hierarchy wizard?**
2. **Hierarchy determines a user’s scope of:**
3. **What is an Entity?**
4. **What is a Branch?**

|  |
| --- |
|  |

**EMPLOYEE PART 1:**

1. **There are three ways to create an employee record in the system:**

|  |
| --- |
|  |
|  |
|  |

1. **When manually adding a new employee, how is the “Branch” determined within the tax setup section of the “add new employee screen”?**
2. **The washed status refers to:**

|  |
| --- |
|  |

1. **Is there a limit to the number of documents that can be stored on an employee record? If so, what is it?**
2. **Users’ document all of their recruiter activity by:**

|  |
| --- |
|  |

1. **True or False: Message action codes and interest codes can be customized by your company to match the types of messages you log and the interest codes (skills) that you track.**
2. **How can a user determine whether or not an employee record is currently active?**

1. **Employees’ can be deactivated and reactivated by:**

|  |
| --- |
|  |

1. **These two buttons are important because:**



|  |
| --- |
|  |

1. **Every time an employee reports that they are available for work, log this message:**

|  |
| --- |
|  |

1. **What does the “star” icon allow within the avatar area allow users to do?**

|  |
| --- |
|  |

1. **What are interest codes used for?**

|  |
| --- |
|  |

**EMPLOYEE PART 2 - SEARCHING:**

1. **Before ever starting a new search, what should you do?**

|  |
| --- |
|  |

1. **Below is an example of an enhanced search that pulls up all employees that have reported available in the last week:**

* Click “Enhance Search”
  + Select the Profile Category
    - * Click the “Message Action” field
        + Set the message action to “Available”

Click the “Message Date” field

Set the first dropdown to >=

Set the date to last Monday

1. **What category within the enhance search section allows users to search on message action codes and interest codes?**
2. **When selected, what does the “show in results” check box do when running a search?**
3. **To save a search (so that it be run again in a moment’s notice) do this:**

|  |
| --- |
|  |

**EMPLOYEE PART 3:**

1. **What is an “assignment restriction” and what functionality is tied to it?**
2. **Can contact methods be deleted from the employee visifile?**
3. **What contact method allows you to text an employee out of Enterprise?**
4. **Where should one document behavioral based interview questions?**
5. **Where are reference checks stored?**
6. **Where does one document the desired pay of an employee?**

**EMPLOYEE – RESUME PARSER**

1. **Where is the resume parser located in Enterprise?**
2. **What can be parsed into Enterprise?**
   1. **A resume file**
   2. **A folder of resumes**
   3. **The text of a resume**
   4. **All of the above**
3. **Can image based pdf’s (scanned resumes) be parsed into Enterprise?**
4. **How do you “create and export a resume” from the employee record? What does that do?**

**CUSTOMERS PART 1:**

1. **Where can a user locate the contacts associated with a customer?**

|  |
| --- |
|  |

1. **What is a wildcard search? What does it do?**

|  |
| --- |
|  |

1. **Every physical location that a temporary employee is sent to is called a:**

|  |
| --- |
|  |

1. **If directions and dress code information is added to a worksite, where will that information flow?**
2. **What are multiplier codes?**
3. **Where are multiplier codes *originally* added in Enterprise?**
4. **What happens when a required document is added to a customer record?**

1. **What is the benefit of attaching default worker comp codes to a customer record?**
2. **What does it mean if a customer interest codes is “required”?**

|  |
| --- |
|  |

**ORDERS PART 1:**

1. **To create a new order in Enterprise:**

|  |
| --- |
|  |

1. **What information flows into a new order from the customer record?**

|  |
| --- |
|  |

1. **What *status* does a new order default to?**
2. **When a user assigns the number of people required on an order, what happens to the order status?**
3. **To easily reference open orders throughout the day I can:**

|  |
| --- |
|  |

1. **To find all of the active and unfilled orders in my branch run the following order search:**

* Set the “Filled” toggle button to “unfilled”
  + Set the “Active” toggle button to “active”
    - * Set the branch dropdown to my branch

**ORDERS PART 2:**

1. **What is a *Master* order?**
2. **Why should one NOT include start dates or end dates on a *master* order?**
3. **How do you copy an order?**
4. **What is the gross profit calculator and where is it located?**

**ASSIGNMENTS PART 1:**

1. **To create a new assignment in Enterprise:**

|  |
| --- |
|  |

1. **There are two types of “assignment restrictions,” what are they, and what do they mean?**

|  |
| --- |
|  |
|  |

1. **What is the difference between “Save” and “Save and Close” when creating an assignment?**

|  |
| --- |
|  |

1. **To confirm that an employee has been successfully assigned, users can navigate to what page of the employee record?**
2. **To see all employees that have been assigned to an order, as well as individual pay rate, bill rate, start date, and end date information, navigate to this page:**

|  |
| --- |
|  |

**ASSIGNMENTS PART 2:**

1. **In using the candidate worksheet, how would a user search for candidates for a specific order?**

|  |
| --- |
|  |

1. **How would a user document a message from a search results page?**

|  |
| --- |
|  |

1. **What happens when a candidate is added to an order?**

|  |
| --- |
|  |

1. **How would you update a candidate’s current status (ex. From *submitted* to *interview*)**
2. **How would a user include notes/comments when updating a candidates status?**

|  |
| --- |
|  |

1. **What page within the employee record allows a user to see an employee’s candidate history?**

|  |
| --- |
|  |

**ASSIGNMENTS PART 3:**

1. **What category within the employee “enhance search” allows users to search by assignment start date?**

|  |
| --- |
|  |

1. **True or False: First day check in call messages can be linked/posted to the employee and assignment record?**

|  |
| --- |
|  |

1. **If the “expected end date” on an assignment passes, what happens?**

|  |
| --- |
|  |

1. **What happens when the “Customer DNA” checkbox is selected within an assignment?**
2. **How can a user close multiple assignments from the order record?**

|  |
| --- |
|  |

1. **How are pay raises properly documented in Enterprise?**

|  |
| --- |
|  |