



Administering TraitSet™ Questionnaire Reports

This document will provide you with instructions on how to administer the TraitSet™ questionnaires. It is a simple process that is done through your web browser. Depending on your company preferences the questionnaires may be taken on your premises or by the job seeker at some other location.

MANAGERS: You may administer the questionnaires by sitting with the job seeker and logging them in yourself and then letting them respond to the statements. Or you can provide them with the URL and the Username and Password for TAKING the questionnaires with a list of the questionnaires they should complete at a later time.

To get to the **Customer Login Page** use the URL = <http://www.traitset.com/company>, where “company” is replaced by YOUR specific assigned URL:

TraitSet™ Central

POWERED BY **hrgems.com**

TraitSet™ Information

Please enter the User Name and Password as supplied for TAKING questionnaires to Login and select from the list of Questionnaires as instructed.

Managers - To "View a Report", please use the separate "Report" User Name and Password.

If you have any technical questions or issues, contact [TraitSet™](#).

Click here for [Questionnaire Abbreviations Key](#).

Please enter your Login Name and Password

Username

Password

Login

Return

Enter Username and Password here:

- 1) A Login screen will appear. Enter the “Take Questionnaire” Username and Password you have been given and click on the “Login” button.



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- 2) A screen will appear with the list of questionnaires. The job seeker should click on “Take” button next to the questionnaire they are to complete.

Questionnaires	
Questionnaire WE (4.0)	<input type="button" value="Take"/>
Questionnaire CS (4.0)	<input type="button" value="Take"/>
Questionnaire LM (4.0)	<input type="button" value="Take"/>
Questionnaire SP (4.0)	<input type="button" value="Take"/>
Questionnaire RW (4.0)	<input type="button" value="Take"/>
Questionnaire AB (4.0)	<input type="button" value="Take"/>
Questionnaire WB (4.0)	<input type="button" value="Take"/>
Questionnaire WR (4.0)	<input type="button" value="Take"/>
Spanish WE (n)	<input type="button" value="Take"/>
Spanish CS (n)	<input type="button" value="Take"/>
Spanish LM (n)	<input type="button" value="Take"/>

- 3) The first screen is instructions for the **job seeker** to fill in his/her name, first, middle initial (if any), and last name. Please use the **TAB** key to navigate between fields. Click on the “**Save & Continue**” or in Spanish “**Guarde y Continúe**” button when the information is completed.

Job-seeker should type in their FIRST NAME here

Job-seeker should type in their LAST NAME here

Questionnaire WE (4.0)

CANDIDATE

Please fill in YOUR name, First and Last, below before clicking on the “Save & Continue” button at the bottom of the screen to continue.

An asterisk (*) will appear by any field left blank below. You MUST complete the field to continue. Please use the TAB key to move between fields and/or questions.

Please enter the following information.

First Name	<input type="text"/>	MI	<input type="text"/>
Last Name	<input type="text"/>		

- 4) The second screen is an instruction screen for the job seeker. The **job seeker** should carefully read this screen:

”You will be presented with a series of statements. As you think about them as they apply to you, you should select a response that most closely matches you. The responses range from 1 – Always False to 8 - Always True. 4 is Sometimes False and 5 is Sometimes True. And so forth for the other numbers.”



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Once the job seeker indicates that they understand this scale, he or she should click on SAVE & CONTINUE. (in Spanish “Guarde y Continúe”)

- 5) On the third screen, the job seeker should type in the name of the **job position** they are applying for.
- 6) When the information is completed, the job seeker should click on SAVE & CONTINUE or in Spanish “Guarde y Continúe”
- 7) He or she should proceed through the six screens making sure that a response is provided to each of the seven statements on each screen and clicking on the SAVE & CONTINUE (in Spanish “Guarde y Continúe”) button after completing each screen.
- 8) After the six screens have been completed, the final screen appears thanking the job seeker for taking the questionnaire and instructs him or her to click on the **EXIT** (SALIDA in Spanish) button. They should click ONCE on that button and will be returned to the Customer’s main login screen. (<http://www.traitset.com/company>, where “**company**” is replaced by YOUR specific assigned URL):
- 9) If the job seeker missed answering any of the questions, after clicking on the last “**Save & Continue**” button they would be presented with those items that were left blank/unanswered. The job seeker should answer those questions and click on “**Save & Continue**” (in Spanish “Guarde y Continúe”). The final thank you and EXIT screen would appear as described in #8 above.
- 10) The job seeker may take additional questionnaires as determined by the manager based upon the job position being applied for.