



## CANDIDATE SELF-SERVICE GUIDE

### **Part 5: Instructions for Taking Online Assessments**

[Click here to access these instructions in a video format](#)

After applying for a posting at HRSD, you will receive an e-mail confirming your application and notifying you that you have an assessment that needs to be completed.

Assessments are brief questionnaires designed to assist HRSD's recruiting staff in reviewing all interested candidates. Answers provided will be used to identify those candidates whose qualifications most closely match those in the job description.

- **Step 1:** Launch the Candidate Self-Service Login Screen by clicking on the link '[Log-in to Candidate Self-Service](#)' from the 'Jobs at HRSD' page accessible from [www.hrsd.com](http://www.hrsd.com). HRSD Employees can also get access from the Human Resources page on Sharepoint.
- **Step 2:** Provide the information requested on the Candidate Login Screen shown below. If you forgot your password, click the 'Forgot your password' link and a new password will be e-mailed to you (refer to instructions "[CSS Password Request and Reset](#)" if you need assistance).

**Candidate Login Screen**

**Already registered?**

Please enter your Last Name, Candidate Code, and Password below.

Last Name:

Candidate Code:

Password:

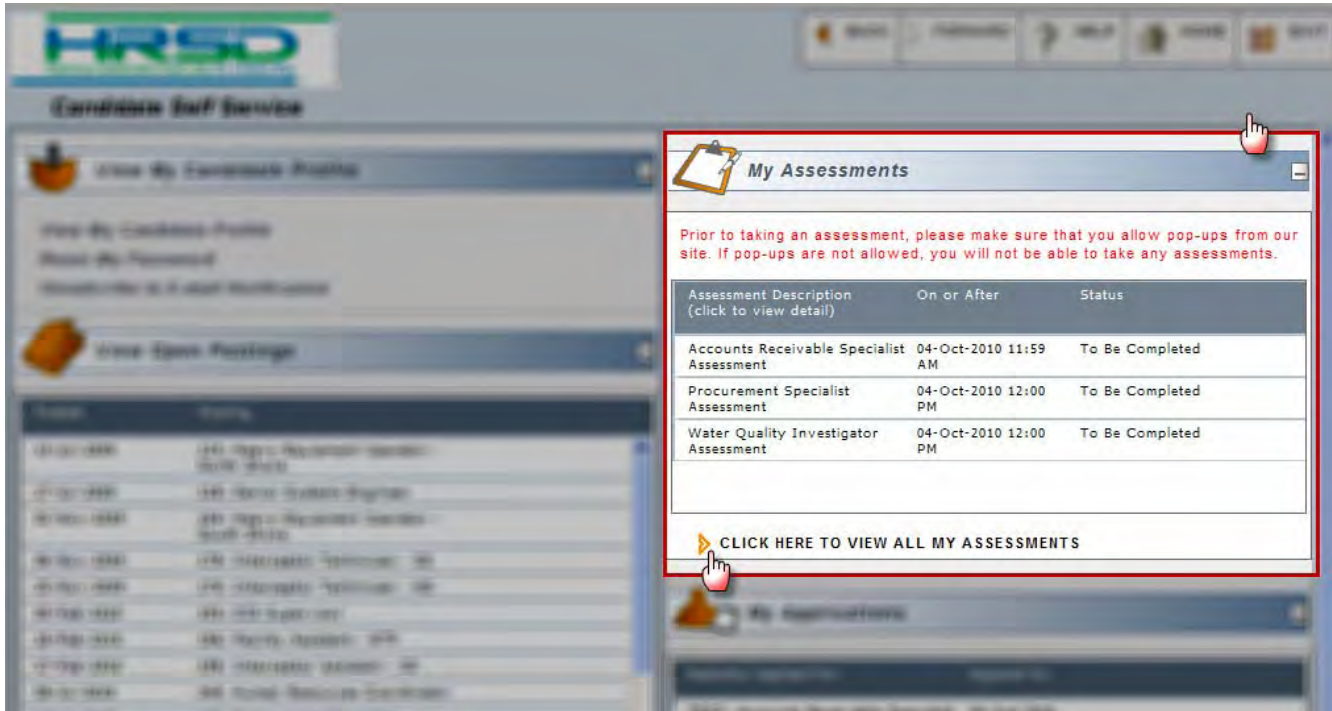
**Are you a new candidate?**

**[Forgot your password?](#)**

The image shows a screenshot of a web-based login interface. It has a light blue background. At the top, the title 'Candidate Login Screen' is written in a bold, orange font. Below the title, the text 'Already registered?' is also in orange. A grey instruction line says 'Please enter your Last Name, Candidate Code, and Password below.' There are three white input fields with grey borders, labeled 'Last Name:', 'Candidate Code:', and 'Password:'. To the right of the 'Password:' field is a grey button with the text 'CONTINUE' and a right-pointing arrow. At the bottom of the form, there are two more orange links: 'Are you a new candidate?' and 'Forgot your password?'.

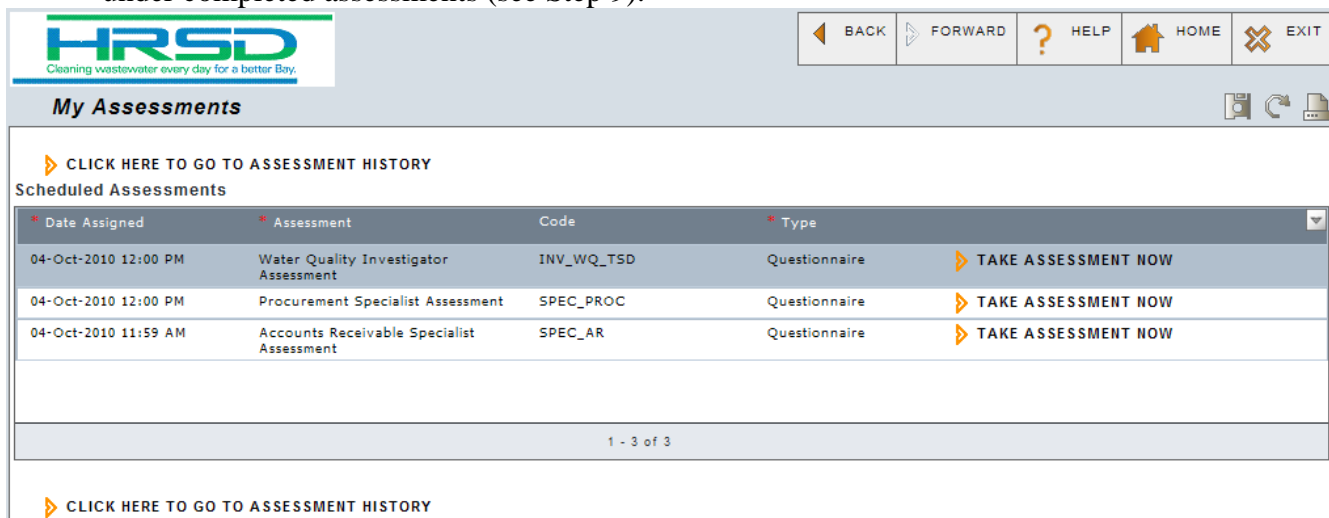


- **Step 3:** The next page is the Candidate Self-Service (CSS) Splash. Assessments are listed under the 'My Assessments' section. Click on the specific assessment to be completed or click on the link 'CLICK HERE TO VIEW ALL MY ASSESSMENTS'.



- **Step 4:** The next screen will list all the assessments you need to complete. Note that you must allow pop-ups from HRSD in order for the assessment to open. Firefox and Internet Explorer users can use the following [instructions for how to allow pop-ups](#).

Click on the link 'Take Assessment Now' to launch the assessment. If you have multiple assessments to take, **you must finish one assessment completely before starting another**. When you finish an assessment, the assessment will be removed from the list of scheduled assessments and will show up under completed assessments (see Step 9).





- **Step 5:** An assessment similar to the one shown below will open up in a new window. You must allow pop-ups from this site in order for the assessment to open. If the assessment has multiple pages, **completely answer all** the questions on each page before you click '**CONTINUE**' or '>' button to go to the next page. To go back to a previous page, click the '<' button.

Test9-CC Test9-CC is completing an online assessment.	QUESTIONS: 1 to 3 of 4	Time Started : 12:00 PM
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**Water Quality Investigator Assessment** 1 2

[ Do you have a valid driver's license from your state of residence?  
1  Yes  
1  No

[ Do you have a high school diploma or GED?  
2  Yes  
1  No

[ Have you completed courses or a degree in Biology, Chemistry,  
3 Engineering, Environmental Science, Toxicology, or a related  
1 science?  
 No courses completed/degree in unrelated discipline  
 Yes, completed high school science courses  
 Yes, completed college level science courses  
 Yes, Associate's degree  
 Yes, Bachelor's degree

[CONTINUE >](#)

< >

Done

- **Step 6:** Before you click 'Complete' be sure to review your answers for accuracy. Once you complete an assessment you are not able to modify your responses. Once you have reviewed your answers, lick the '**COMPLETE**' button to finish your assessment.

Test9-CC Test9-CC is completing an online assessment.	QUESTIONS: 1 to 3 of 4	Time Started : 12:00 PM
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**Water Quality Investigator Assessment** 2

[ Do you have experience in environmental laboratory and field  
4 sampling practices with an emphasis on trace environmental  
1 contaminants?  
 Yes  
 No

[COMPLETE >](#)

< >



- **Step 7:** When you click 'COMPLETE', the final assessment page will be launched stating that you have completed the online assessment. Click 'CLOSE' to exit.

Test9-CC Test9-CC is completing an online assessment.	<b>QUESTIONS:</b> 4 to 4 of 4	Time Started : 12:00 PM
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**Water Quality Investigator Assessment** 1 2

*Thank you for completing the online assessment.*

*This window can now be closed.*

- **Step 8:** After completing an assessment, its status will change from 'to be completed' to 'completed'. You can review your answers to your assessments by clicking on the link '**Click here Go to Assessment History**'.


The screenshot shows the HRSD 'My Assessments' page. At the top left is the HRSD logo with the tagline 'Cleaning wastewater every day for a better Bay'. To the right are navigation buttons: BACK, FORWARD, HELP, and HOME. Below the logo is a link: 'CLICK HERE TO GO TO ASSESSMENT HISTORY'. Underneath is a section titled 'Scheduled Assessments' containing a table with the following data:

Date Assigned	Assessment	Code	Type	
04-Oct-2010 11:59 AM	Accounts Receivable Specialist Assessment	SPEC_AR	Questionnaire	TAKE ASSESSMENT NOW

At the bottom of the table area, it says '1 - 1 of 1'. Below the table is another link: 'CLICK HERE TO GO TO ASSESSMENT HISTORY' with a hand cursor icon pointing to it.



- **Step 9:** The Assessment History page shown below lists all of the assessments you have taken along with completion dates and your answers to the questions.

BACK FORWARD ? HELP HOME X EXIT

### Assessment History

[CLICK HERE TO RETURN TO SCHEDULED ASSESSMENTS](#)

Completed Assessments

* Date Completed	* Assessment	Code	* Type
04-Oct-2010 12:16 PM	Water Quality Investigator Assessment	INV_WQ_TSD	Questionnaire
04-Oct-2010 12:12 PM	Procurement Specialist Assessment	SPEC_PROC	Questionnaire

1 - 2 of 2

Question	Your Answer
Do you have a high school diploma or GED?	Yes
Do you have a valid driver's license from your state of residence?	Yes
Do you have experience in environmental laboratory and field sampling practices with an emphasis on trace environmental contaminants?	Yes
Have you completed courses or a degree in Biology, Chemistry, Engineering, Environmental Science, Toxicology, or a related science?	Yes, Bachelor's degree

1 - 4 of 4

[CLICK HERE TO RETURN TO SCHEDULED ASSESSMENTS](#)

**Tip:** When launching assessments, it is important that you take only **one assessment at a time** and check the header or the title of the assessment before starting.

**Congratulations!**  
**You have successfully completed the instructions for taking assessments online.**

**Next Lesson:**  
**[Part 6 – How to request or reset your password](#)**