

Description

When it comes to administering tests onsite, consider the PIN method of test administration, because it will reduce your time spent logging in and out of Wonderlic Online by:

- Setting up test takers in advance
- Keeping record of who and who is not scheduled to test

How the Pin Method Works

Job openings always receive interest from multiple candidates who will need to be brought onsite and tested. And scheduling these candidates usually spans several days. With the PIN method you can plan in advance!

1. Click the **Select** box, left of the candidates name if they came through your Internet testing link provided by Wonderlic
2. Click the **Add** button if the candidates are not in your Wonderlic Online database
3. Click **Assign Task** to bring up the test dialogue box
4. Select the appropriate tests
5. Click **Issue PIN** and **Go** to finish assigning the tests
6. A roster appears with candidate names, tests completed and tests yet to take
7. Click the **Download Printable Instructions** button and **Open** and print the .PDF file.

A page prints for each candidate with instructions to take the test online. All that remains for you to do is greet the candidate and help them login to the testing screen. Results will appear in Wonderlic Online within 10 minutes of completion.

Quick Tip

You can save the testing link address in “Favorites” on the testing computer, or create a shortcut on your desktop to save even more time.



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Select	Name	Last Activity	Status
<input checked="" type="checkbox"/>	Walsh, Amelia	1/28/2009 10:00:08 AM	New
<input checked="" type="checkbox"/>	Diggs, Tina	1/23/2009 9:10:30 AM	New
<input checked="" type="checkbox"/>	Luebke, Chris	1/16/2009 9:18:05 AM	New

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Add New Candidate

Job: * Assembly Worker

Job Requisition: Corporate

First Name:

Last Name:

Phone: Ext:

Email:

Address1:

Address2:

City:

State: -- Select --

Zip/Postal Code:

First Name is Required
 Last Name is Required

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Assign Tasks

Tasks

WebApp	<input checked="" type="checkbox"/> Test	<input type="checkbox"/> Re-Test
WPI	<input checked="" type="checkbox"/> Test	<input type="checkbox"/> Re-Test
WBST-V	<input checked="" type="checkbox"/> Test	<input type="checkbox"/> Re-Test
WBST-Q	<input checked="" type="checkbox"/> Test	<input type="checkbox"/> Re-Test

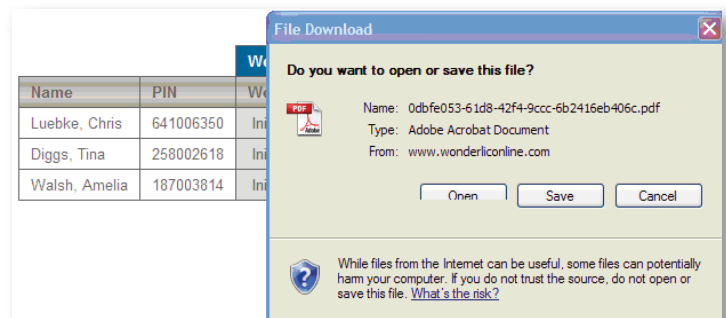
Administration Type

Start Now Send Invitation Issue Pin

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Name	PIN	WebApp	WPI	WBST-V	WBST-Q
		WebApp	WPI	WBST-V	WBST-Q
Walsh, Amelia	187003814	Initiated	Initiated	Completed	Completed
Diggs, Tina	258002618	Initiated	Initiated	Initiated	Initiated
Luebke, Chris	641006350	Initiated	Initiated	Initiated	Initiated

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1. Login to Wonderlic Online

- Access www.wonderliconline.com
- Enter *Username* and *Password*



Client Login

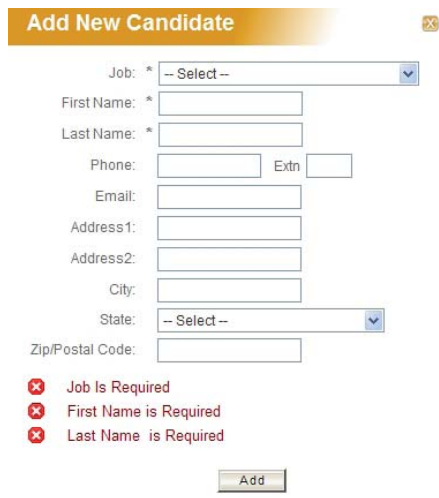
Login/Email:
 Password:

Save Login Username

[Forgot your Password?](#)

2. Add or Select Candidates

- Click on the **Add** button to add a new candidate **OR** select a candidate by clicking the box left of their name.
- Click on the **Assign Task** button



Add New Candidate

Job: *

First Name: *

Last Name: *

Phone: Extn:

Email:

Address1:

Address2:

City:

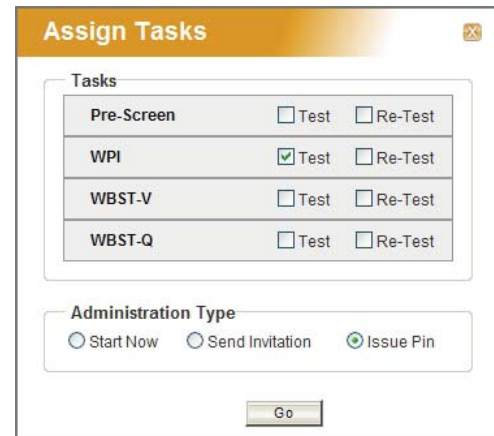
State:

Zip/Postal Code:

Job Is Required
 First Name is Required
 Last Name is Required

3. Assign Task and Issue Pin

- Click on the assessments you want to give; you may choose more than one assessment
- Click on **Issue PIN**
- Click **Go**



Assign Tasks

Tasks

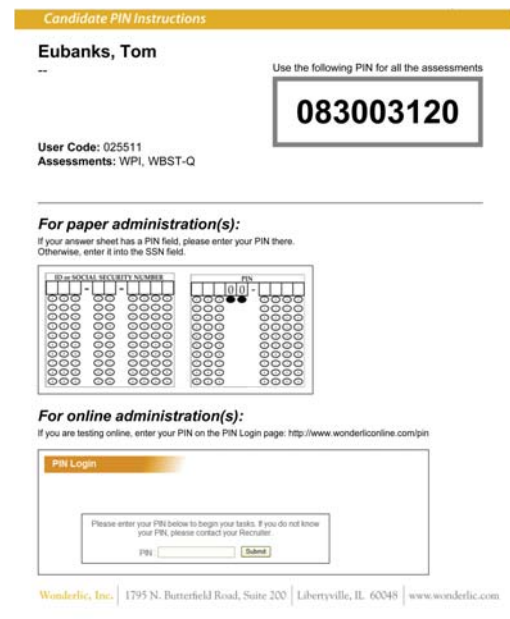
Pre-Screen	<input type="checkbox"/> Test	<input type="checkbox"/> Re-Test
WPI	<input checked="" type="checkbox"/> Test	<input type="checkbox"/> Re-Test
WBST-V	<input type="checkbox"/> Test	<input type="checkbox"/> Re-Test
WBST-Q	<input type="checkbox"/> Test	<input type="checkbox"/> Re-Test

Administration Type

Start Now Send Invitation Issue Pin

4. Print Pin Sheet

- Click **Download Printable** instructions
- **Open** and print the .PDF file
- Give the printed **PIN** sheet to the candidate when they are ready to begin testing; the address of the testing link is at the page bottom



Candidate PIN Instructions

Eubanks, Tom

Use the following PIN for all the assessments

083003120

User Code: 025511
 Assessments: WPI, WBST-Q

For paper administration(s):
 If your answer sheet has a PIN field, please enter your PIN there.
 Otherwise, enter it into the SSN field.

For online administration(s):
 If you are testing online, enter your PIN on the PIN Login page: <http://www.wonderliconline.com/pin>

PIN Login

Please enter your PIN below to begin your tasks. If you do not know your PIN, please contact your Recruiter.

PIN:

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