

## HAMMER - Manual Test Script - Candidate Scoring Form

1. Ensure that the user is on the correct website by checking for the HAMMER logo on the top left corner of the website.
2. Check for a column below the HAMMER logo. Click the button labeled “Applicant Scoring Form” on the left sidebar to access the form.
3. Make sure that the title at the top of the new page are the words “Applicant Scoring Form”. The page formatting should resemble that of a form, with required fields to fill out and two buttons at the bottom of the page.
4. Check for existing titles and descriptions at every blank field. Each field is indicated by a rectangular white box that represents where the location information should be inputted. Some fields require typed inputs while others contain a drop down menu option.
5. Click the white box under the applicant ID. Type in the applicant’s ID, which corresponds to each individual applicant.
6. Attempt to save by clicking the save button at the bottom of the form. There should be a popup warning message in the reviewer first name field, since it is the first required field that is left blank in the form.
7. Fill in the Reviewer first name field and attempt to save again. Similar to step 6, there should be a popup warning message in the reviewer last name field because it is now the first required field that is still empty.
8. Fill in the reviewer last name field and remove the input for applicant ID. Attempt to save. The warning should now appear in the applicant ID field.
9. Fill in the applicant ID field.
10. The 4 following categories after the reviewer last name field should be labeled Education, Work, Extracurriculars and Skills and Awards. Check that those fields appear on the form.
11. Ensure that those fields contain drop down menus that carry numbers ranging from 1 to 5. These represent the scores a company reviewer can assign to the individual. Note that for the same applicant, different reviewers may input different scores.
12. Attempt to assign a random score from the drop down menu for education. Similar to steps 6 and 7, a warning should pop up under the work field.

13. Repeat step 12 for the work, extracurriculars, and skills and awards field. Note that during the process, the form should not be able to be saved without warning messages even if any of the 4 categories are not filled in, even if the fields filled in are not consecutive in terms of the order given by the form.
14. At this point, only the reviewer comments section should be empty.
15. Attempt to submit the form. This should generate a warning in the reviewer comments section, because it is required and still blank.
16. Write comments for the current applicant in the comments box.
17. Check that all required fields are filled in and attempt to save. This should go through without any warnings.
18. Open a new applicant scoring form by following steps 1 through 4. When returning to this page, a new blank form should automatically be opened after the previous one has been saved. Check that all fields in the current form are empty.
19. Fill in all required fields again.
20. At any time before saving the form, click on the cancel button. This should return the user to the home page.
21. Follow steps 1 to 4 again. All fields in the form should be blank.
22. After submitting all forms, check that the data from them are saved.
23. Lastly, run Lighthouse and ensure accessibility score is above 90.