Recruitment AI Knowledge Base

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1. In-Premises Test Policy

Eligibility Criteria:

- Candidates scored above 60%.
- The candidate has NOT taken the secondary test in the last 3 months.
- The candidate has NOT previously been invited and failed to show up.
- The candidate has been invited less than 2 times.
- The candidate is NOT a staff member.
- Candidates previously passed secondary test with 60–65% OR scored above 70%.

Disqualification Conditions:

- I took a secondary test within the last 3 months.
- No-show after previous invitation.
- Already invited twice and did not show up.
- Name appears in staff records.
- Fails to meet the score threshold.

2. Invitation Process Policy

- Invitations must be sent using MS Word Mail Merge.
- Email must address the candidate personally.
- Include test date, time, and venue.
- Include test instructions.

3. Test Conduct Policy

- Inform candidates about duration, format, and expectations.
- Do NOT use the back button.
- Do NOT refresh the browser.

- Do NOT multi-click the start button.
- Do NOT change browser orientation during the test.
- Ensure stable internet connection.
- Monitor and flag suspicious behavior or cheating.

4. Data Sources

- Portal Download.
- Application Link: https://orangegroups.com/orange-hr/