Recruitment Knowledge Base: In-Premises Testing

1. Candidate Shortlisting Logic (The Filtering Funnel)

To qualify for an in-premises test invitation, a candidate must pass through these specific logical gates:

- **Performance Threshold:** Must have a primary score **> 60%**.
- **Recency Rule:** Must not have taken a secondary test within the last **3 months**.
- **Attendance Policy:** * Exclude candidates who were previously invited but were "No Shows."
  - **Max Invitations:** Candidates are allowed a maximum of **two (2) invitations**. If they fail to appear after the second invite, they are permanently disqualified from re-invitation.
- **Conflict Check:** Cross-reference names against the **Staff Record**; current staff members must be removed from the recruitment list.
- **Historical Performance Tracking:**
  - Identify candidates who previously passed the secondary test with **60-65%**.
  - Identify high-performers who previously scored **> 70%** on the secondary test.

2. Invitation Protocol

- **Method:** All invitations must be sent using **Microsoft Word Mail Merge**.
- **Tone:** The AI should ensure the copy feels **personal and welcoming**, rather than automated or cold.
- **Goal:** To convert shortlisted candidates into test attendees through high-touch communication.

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3. Test Administration & Proctoring (The "Conduct" Guide)

Before the test begins, the administrator (or the AI providing instructions) must address these technical "Do's and Don'ts" to ensure session stability:

Category	Requirement / Restriction
Navigation	Do not use the browser or phone **Back Button**.
Stability	Do not **Refresh** the link or browser during the session.

Interaction	Do not **Multi-click** the "Start Test" button.
Orientation	Do not switch between **Mobile and Desktop views** during the test.
Connectivity	Ensure a **stable internet/network connection** before starting.
Integrity	Active monitoring is required to detect and prevent **cheating**.

4. System Data Sources

The AI should reference these two primary locations for data retrieval and candidate redirection:

1. **Internal Records:** Data is pulled from the **Portal Download**.
2. **Application Portal:** New or prospective candidates should be directed to: https://orangegroups.com/orange-hr/