

# ***Employment Inventory***

## ***Demonstration Software***

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## Introduction

**Employment Inventory (EI)** is a series of four pre-employment tests used to predict on-the-job performance of your job applicants and identifies which applicants are most likely to become productive and successful employees. The four scales have been validated and proven effective for a broad range of jobs in a wide variety of industries. The scales can be used individually or in various combinations. They are:

**Performance Scale** - Predicts success in entry-level and non-exempt positions. It helps you select employees who are reliable, dependable, motivated, and conscientious.

**Customer Service Scale** - Predicts success in positions with customer contact. It helps you choose people who are friendly, courteous, helpful, and service-oriented.

**Sales Scale** - Predicts success in jobs that involve selling. It helps you identify people with high levels of initiative, commitment, persuasiveness, and resilience.

**Tenure Scale** - Predicts the likelihood that an individual will stay on the job for at least three months. It measures an applicant's commitment, impulsiveness, responsibility, and motivation.

## To Install the EI Demo (From the Internet)

1. After downloading the file and saving it to the desktop, double click on the file.
2. Select the [Yes button](#).
3. Select the [Next button](#).
4. Select the location where you want EI installed. The default location (C:\EI) is recommended.
5. Select the [Next button](#).
6. Select the location where you want the data installed. The default location (C:\EI\DATA) is recommended.
7. Select the [Next button](#).
8. Select or enter the Program Folder name for the icons. The default is Employment Inventory.
9. Select the [Next button](#).
10. Review the install information and select the [Next button](#).
11. Select the [Finish button](#) to complete the installation.

## To Install the EI Demo (from CD)

1. Insert Employment Inventory CD.
2. Select Start then Run.
3. Type the following command to install: D:\SETUP (where D is the drive you are installing from).
4. Press the [Enter] key or click the [OK button](#).
5. Select the [Next button](#).
6. Select the location where you want EI installed. The default location (C:\EI) is recommended.
7. Select the [Next button](#).
8. Select the location where you want the data installed. The default location (C:\EI\DATA) is recommended.
9. Select the [Next button](#).
10. Select or enter the Program Folder name for the icons. The default is Employment Inventory.
11. Select the [Next button](#).
12. Review the install information and select the [Next button](#).
13. Select the [Finish button](#) to complete the installation.

### Enter EI Admin for the First Time

1. Double click on the EI Admin icon.
2. A message will appear regarding licensing information. Call Technology Based Solutions (TBS) at 215.579.0901 in order to set up your license. You must be able to access the program when calling TBS. License setup is required before reports can be viewed or printed.

## Entering the EI Demo

The **EI Administration** (EI Admin) program allows you to manage the organization's license and the processing of individuals who will take the Employment Inventory Test. Reports are also generated through this program. The **EI Testing** (EI Test) program contains the Employment Inventory Test. An individual who was been set-up through the Administration program enters the EI test and completes the assigned test.

### To Enter as the Administrator

1. Select Start, Programs, Employment Inventory, then EI Administration.
2. Enter the password "nimda".

From this screen, you can manage Groups and Individuals. The Group feature is a timesaving feature allowing you to group similar individuals (those from the same company and location taking the same tests). Groups do not have to be used.

### To Add an Individual to take the EI Test

1. Start the EI Admin program.
2. On the "Individuals in Selected Group" (right) side, select the [Add button](#).
3. (optional) Modify the Login ID. Select the [Tab] key.
4. Note the Login ID.
5. Fill in SSN/ID. Select the [Tab] key.
6. Fill in First Name. Select the [Tab] key.
7. Fill in Last Name. Select the [Tab] key.
8. Under "Selected Group", select "Demo Group". The Company/Organization, Location and Select Test will be filled in, based on the items entered in the Demo Group. By changing the "Demo Group" back to "Unassigned", you can manually fill in the Company/Organization, Location and Select Test.
9. Select one or more Languages.
10. (optional) Select Ethnic Background.
11. (optional) Select Sex.
12. Select the [OK button](#).

### To Enter as an Individual to take the EI Test

1. Select Start, Programs, Employment Inventory, then EI Test.
2. Enter the Login ID previously selected when adding the individual.
3. Select the [OK button](#).
4. Select the [Next button](#) reviewing each screen.
5. Answer each of the test questions. Instructions appear on each side.
6. Upon completion, select the [Quit button](#).
7. Select the [Yes button](#).

## To View an Individual's Report

1. Select Start, Programs, Employment Inventory, then EI Admin.
2. From the Options menu, select #2 – Include Job Readiness Reports
3. Highlight an individual who has completed the test.
4. Select the [Preview button](#).
5. Use the [Next Page](#) button to view the rest of the report.
6. Use the [Print button](#) to print the report.
7. Use the [Close button](#) to close the previewing screen.

## EI Score Interpretations

While viewing the Reports, it is important to fully understand them. There are Interpretation Guidelines available for each testing combination. In the EI Admin program, simply select Miscellaneous, then Print Interpretation Guidelines, then the appropriate testing combination.

Detailed information is presented on the following points:

- Higher scores suggest better job performance.
- Higher scores are better even within color zones.
- The difference of one point is not significant.
- Use the Score Interpretation Guideline as a reference.
- The Employment Inventory is not perfect.
- All parts of the hiring process are important.

## EI Reports

The Job Applicant Report is a profile of the test results. Since the scores are printed on this report, this should be used for administrative purposes only. The Job Readiness Reports (all other pages) are written for the test-taker. Full reports are available in the demo program.