PAID PILOT PLANNING GUIDE

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| **Task** | **Month** | **Details** | **Responsibility** |
| Selection of Customer Pilot Team  | 1 | Choose pilot team members and assign responsibilities | Customer |
| Determine which Assessment Tools to use in pilot (AVP, SQ, WPP, WVA, CQ, LP) | 1 | Determine assessment tools to be used and target job types | Customer, Partner |
| Determine pilot job type(s)/ group(s)/region(s)/location(s) | 1 | Determine which areas of the business will participate in the pilot project | Customer |
| Determine process for sending out assessment links | 1 | Determine when and how assessment link sendout fits in workflow | Customer, Partner |
| Finalize report output/customization requests | 1 | Determine any custom needs (eg: benchmarks) or report combination | Customer, Partner |
| Finalize timelines | 1 | Commit to target dates for pilot stages | Customer, Partner |
| Finalize pricing & sign contract | 1 | Pricing for pilot (and beyond) | Customer, Partner |
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| Technical implementation | 2 | Enable online assessments | TC |
| Custom Benchmarking (optional) | 2 | Define target score ranges for job types assessed | Customer, TC |
| Administrator training | 2 | Train administrators on assessing participants and interpreting results | TC or Wholesale Partner |
| Hiring manager training | 2 | Train hiring managers on interpreting results | TC or Wholesale Partner |
| Go live | 2 | Begin use of assessments | Customer |
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| Technical Support | 1-12 | Ongoing technical support | TC  |
| Customer Support | 1-12 | Customer support, report interpretation | TC or Wholesale Partner |
| Feedback from stakeholders | 1, 3, 6, 12 | Collection of feedback from administrators, hiring managers and participants/candidates | TC or Wholesale Partner |
| Data Collection (job performance, turnover and safety data) | 3-12 | Collection of data to be used to determine effectiveness of assessments | Customer, TC |
| Data Analysis | 3-12 | Analyze data for final report | TC |
| Pilot Project Report | 3-12 | Final report on pilot project and recommendations for going forward | TC or Wholesale Partner |
| Evaluation on how to proceed | 3-12 | Customer decision to proceed / any changes to assessment process | Customer |
| Integration with ATS or HRIS | 3-12 | Optional – API provided, no charge, any time, customer does integration | Customer |