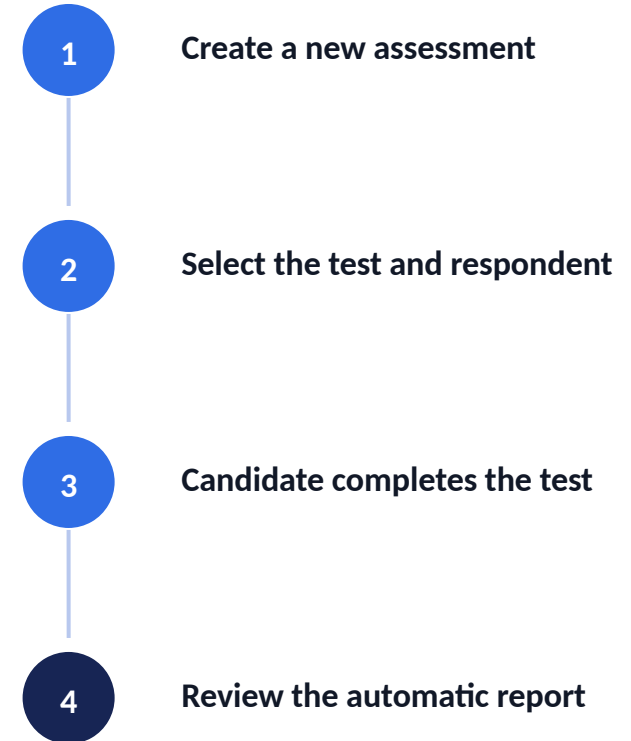




Psicotest Module

User Guide

Create, send, complete, and review psychometric assessments in one streamlined workflow.



STEP 1

Open the Psicotest module

Start a new assessment from the psychometric test dashboard.

1

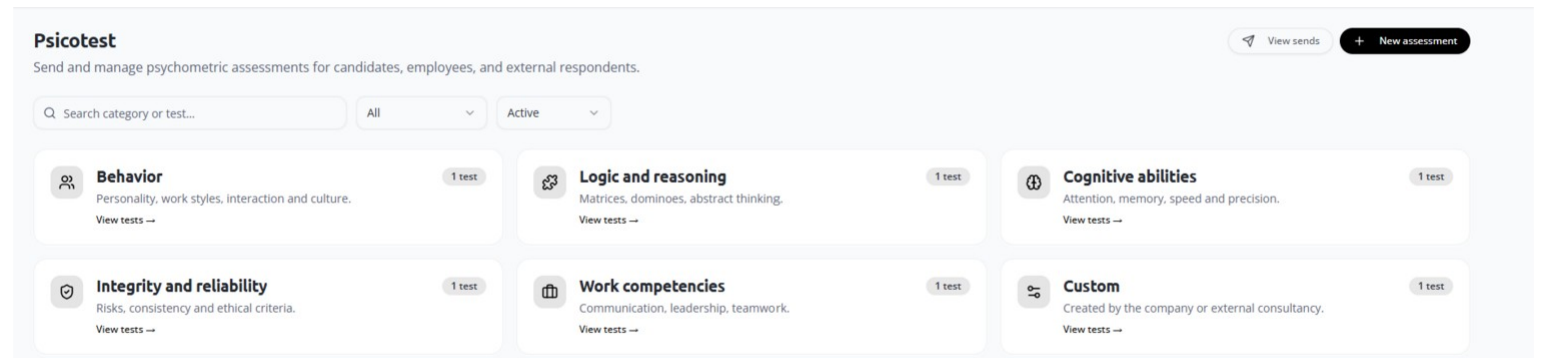
Open Psicotest from the platform menu.

2

Review the available assessment categories.

3

Click New assessment in the upper-right corner.



You can also search or filter tests by category and status.

STEP 2

Select and send the assessment

Choose the test, identify the respondent, and send the invitation.

1 **Select the psychometric test you want to send.**

2 **Choose the respondent type:**
Candidate, Employee, or External.

3 **Enter the respondent's name and email address, then send the assessment.**

[Back to Psicotest](#)

New assessment

Assign a psychometric assessment to a candidate, employee, or external respondent.

Select test

Choose the psychometric test to send

Attention, Memory, and Cognitive Speed

Attention, Memory, and Cognitive Speed

Assessment of sustained attention, working memory, processing speed and accuracy, and mental organization.

⌚ 12 min · 📊 Escala 1-5

Respondent type

Who will this assessment be sent to?

- ☐ Candidates
☐ Employees
☒ External

Respondent information

👤 Full name *

Respondent's name

✉ Email address *

email@example.com

STEP 3

The respondent begins the evaluation

The invitation opens a clear summary of the test before the questions begin.



What the respondent sees

- Assessment title and purpose
- Estimated completion time
- Number of questions
- Instructions and evaluator message

To begin, click “Comenzar evaluación”.

STEP 4

Review the automatic results report

Once the assessment is completed, the system analyzes the answers and generates the report.

- 1 Open the completed assessment.
- 2 Review the respondent and assessment details.
- 3 Analyze the dimension scores, profile chart, and report findings.

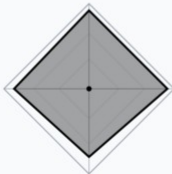


Reporte Psicotest

Comportamiento Laboral

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PRUEBA Comportamiento Laboral	CATEGORÍA Comportamiento
ENVIADO 22 Jul 2026	COMPLETADO 22 Jul 2026
ID EVALUACIÓN CF978044	

Perfil por dimensión (1-5)



Colaboración y trabajo en equipo: 4.6 · Responsabilidad y ética laboral: 4.8 · Manejo del estrés y presión: 4.0 · Adaptabilidad y actitud: 4.4

Reporte Psicotest Confidencial — uso interno Página 1

Automatic analysis

The report consolidates the assessment data and presents the respondent's profile by dimension for easier review and decision-making.