Candidate Web Process



Video Assessment



Domain Assessment

VERSION 2.0

TALOCITY INSTASOLUTIONS PVT. LTD.



Table of Contents

١.	Login/ Home Page	4
II.	View all jobs and apply via Home Page	6
III.	Candidate Dashboard	7
IV.	View all jobs and apply via "My Dashboard"	7
V.	Update Portfolio Details	9
VI.	Resume	10
VII.	View all jobs and apply via Job Listing	11
VIII.	Assessments	12
IX.	Take Video Assessment (One-way video interview)	12
Х.	Take Voice Assessment (TxConverse assessment)	19
XI.	Take Domain Assessment (Domain MCQ assessment)	32



Candidate Interface Flow Chart





I. Login/ Home Page

1. Enter <u>https://genpact.talocity.ai</u> in the address bar of your browser.

2. On Login Home Page, click on Candidate	
3. Sign-up/Sign-in: Enter Mobile number and	l click
<u> </u>	Login / Signup Candidate Recruiter
Welcome to Talocity We use artificial intelligence to get to know your natural steps and guide your perfect job. Vew All Jobs	Mobile Namber I +91 • 81234 56789 Next Need to login with password? Enter Password

4. An OTP (one time password) will be generated on your mobile number, enter OTP for verification.

▲Talocity	
	Login / Signup
Welcome to Talocity	Candidate Recruiter Please enter the 6-digit OTP sent to +919818610082 Incerrect mobile number? Modify Number
	Enter OTP 01:53 Didn't recieve the OTP? Resend OTP
View All Jobs	OTP sent successfully Log In Need to login with password? Enter Password



5. For candidates registering for the first time, need to enter full name, email id, create a new password (password should be of min 6 characters with at least 1 capital letter, 1 lower letter, 1 numeric, 1 special character).Select (Walk-in/ Referral/ Vendor) if you are taking assessment from office premises, reference id is mandatory. Select (Job Boards/ Social Media) if the assessment is being taken remotely. Enter Reference ID which the recruiter will provide you (it is numeric value and should be of minimum 5 digits and maximum 10 digits). Now, click on

	Candidate Recruiter
	Full Name
	A Enter Full Name
Welcome to Talocity	Email
	🖻 Enter Email
Talocity works as a one-stop shop for job seekers and recruiters by making the process of giving	Password
interviews, screening, and analysis easier.	A Enter password ●
View All Jobs	Referral Source
	Select Referral Source
	Reference id
	Register
	Already have an account? Log In
	POWERED BY :

- Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)
- □ **For new users**: Only new users need to register on the platform.
- □ **For existing candidates/users**: Can directly sign –in using registered mobile number and OTP or registered mobile number and password created during sign-up/ registration process.
- □ **Candidate who have received shortlisted notification** for a particular job will receive password in the email to sign-in as a candidate
- Make sure you have a good network connectivity during the entire assessment process.



View All Jobs

II. View all jobs and apply via Home Page

On Home Page, you can also view jobs by clicking on "View all jobs"

1. Here you can see list of all jobs and you can search & apply for a particular job.

	< Job Listing		
	Q Search Jobs		Search
Apply to Jobs	Test_10 July Mcq O Not Available	TALJD100367	0 - 0 Years 4 hours ago
Log in to Talocity and begin applying to the listed jobs.	Test_10 July Candidate Dashboard ② Not Available	TALJD100366	0 - 0 Years 4 hours ago
Log In	Test_10 July Company Workflow © Not Available	TALID100365 & 0 open positions	🖨 0 - 0 Years S hours ago
	Test_10 July Super Admin	TALID100364 & 0 open positions) 0 - 0 Years 6 nours ago

- 2. To apply, click on a particular job and click on "Apply Now"
- 3. Now you will be asked to sign-in/ register to complete the sign-in process

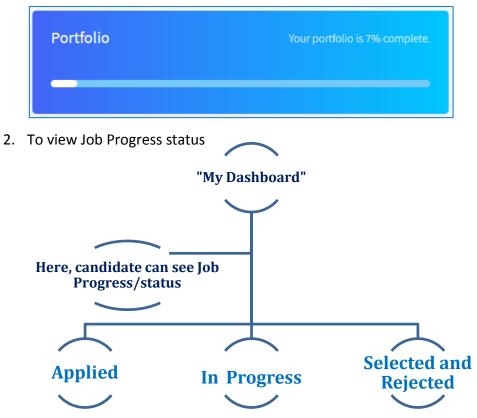
<	Job - Test_10 July MCQ		Apply Now
Job Description	Job Details		
Skills		Company Name Company A	
Education		Company Website	
Experience		www.company.com	
Location			Job QR Code
Salary			
Other Details	General Information Job Title Test_10 July MCQ	Designation AM	Functional Area Architecture / Interior Design
	Industry Accounting/Finance	Job Role Project Architect	



III. Candidate Dashboard

After signing-in, candidate lands on "My Dashboard" page

1. Portfolio completeness status can be viewed on Dashboard.



For eg: You have applied for Video assessment. If you are moved to next stage i.e. Voice assessment then you will be able to track your job interview progress

IV. View all jobs and apply via "My Dashboard"

To view list of Jobs openings, click on View All Jobs						
Δ	Hello, Radhika! Nice to see you again.					
	Portfolio Your portfolio is 4% complete. Looking to apply? View All kds					
88	Job Progress Applied (2) In Process (2) Selected Reapplied					
	TX Converse score_25th April - TALJD100105 6 1 Voice Assessment					
	Package Applied on: April 26, 2019 Focure J Result					
	GRR VOI - TALJD100108 7 1 Video Assessment Video Total Steps Completed Steps Round J Applied on: April 26, 2019 Total Steps Completed Steps					
.						



Job Listing		
5		
Q Search Jobs		Search
Grr Voi	TALJD100108	📾 0 - 0 Years
Not Available	8 0 open positions	2 hours ago
	~	
Job New Va	TALJD100107	🖨 0 - 0 Years
Not Available	8 0 open positions	2 hours ago
Vi Score_25th April	TALJD100106	🖨 0 - 0 Years
 Not Available 	8 0 open positions	1 days ago
Tx Converse Score_25th April	TALJD100105	🖨 0 - 0 Years
 Not Available 	8 0 open positions	1 days ago
Tx Converse	TALID100103	
		0 - 0 Years
Not Available	8 0 open positions	1 days ago
23	TALJD100101	📾 0 - 0 Years
 Not Available 	👃 0 open positions	1 days ago

- 1. To apply for any job, click on "Apply Now"
- 2. Now click on "Go to dashboard" as shown below



- Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)
- □ Candidate can search a particular job. Go to "View all jobs", search job by entering the TALJD ID received in the email notifications.
- □ Make sure you have a good network connectivity during the entire interview process.
- □ Candidate can also download mobile app (android/ios) and can scan the QR code from here and take assessments using mobile app



V. Update Portfolio Details

1. To update portfolio details, Click on

Δ	Portfolio				
	Job Expectation	Job Expectation			Ĺ
	Work Details	Functional Area Architecture / Interior Design	Industry Advertising/PR/MR/Events	Job Role Draughtsman	
	Employment	Expected Job Type	Nature Of Employment	Preferred Shift	
æ	Skills	NA	NA	NA	
۵	Education	Currency USD	Expected CTC Salary Range 10 Thousands 0 Hundreds To 10 Thousands 0 Hundreds	Expected Minimum Monthly Salary	
٢	Projects	050	10 mousands o Hundreds 10 10 mousands o Hundreds	IV M	
4	Languages				
	Visa Details	Work Details			Ĺ
	Portfolio	NO NOIR DEBIIS AVAILADIE			
	Certifications				
Ð		Employment You have not added any details yet!			+

- 2. Click on \checkmark to complete all fields in every section and save.
- If you wish to enter portfolio details, then it is mandatory to fill the Mandatory fields marked as* and other fields are optional. Candidate can also proceed directly for the video/voice/ domain assessments and fill the My Portfolio section post the completion of the assessments.

- Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)
- □ Candidate can also proceed directly for the video/voice/ domain assessments and fill the My Portfolio section post the completion of the assessments.
- □ If you wish to fill/update my portfolio section, make sure you fill in all mandatory fields and click on save to save the changes made by you.
- □ Make sure you have a good network connectivity during the entire interview process.



VI. Resume

- 1. To upload/update resume, Click on
- 2. Click on Update Resume
- 3. Select a resume document to upload and Click on Open

Update Resume	Open				×
	Librari	es + Documents +	-	Search Docum	ients 🔎
	Organize - New fo	lder			= • 🔟 🔞
	Favorites	Documents library		Arrang	e by: Folder 🔻
	Downloads	Name	Date modified	Туре	Size
	Sale Recent Places	Custom Office Templates	12/6/2018 3:07 PM	File folder	
	🕞 Libraries	My Data Sources	1/25/2019 5:21 PM	File folder	
	Documents	Zoom Test Resume	2/12/2019 2:10 PM	File folder	
	J Music	E Test Resume	2/12/2019 2:09 PM	Microsoft Word D	12 KB
	Pictures				
	Videos				
	🜏 Homegroup				
	: Computer	-			
	File	name: Test Resume		 Custom Files 	•
				Open 🚽	Cancel
				-	

- 4. To view the resume in full screen in new tab, Click on
- 5. Page number details, zoom in/fit to width options are given in bottom as highlighted in screenshot.

Δ	
	Lipdate Resume
	Pagan Test Resume
	Page 1 / 1 - Q +

- Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)
- □ **To upload resume is not mandatory.** If you wish to upload resume, make sure you upload the correct resume file.
- Make sure you have a good network connectivity during the entire interview process.



VII. View all jobs and apply via Job Listing

- 1. To View/ Search Job Openings, Click on
- 2. Search the job in search tab by entering the TALJD ID received via email notification to you / provided by the recruiter.
- 3. Job name, location, open positions, experience, job posted date is displayed for each job in the list.
- 4. Click on a particular job to view Job details.

Δ			
	Job Listing		
	Q Search Jobs		Search
88	Test_10 July Mcq (Applied)	TALID100367	🔂 0-0 Years
4	📀 Not Available	8 0 open positions	4 hours ago
£	Test_10 July Candidate Dashboard (Applied)	TALJD100366	🖨 0 - 0 Years
â	⊘ Not Available	8 0 open positions	5 hours ago
2			
	Test_10 July Company Workflow	TALJD100365	🖨 0 - 0 Years
	⊘ Not Available	8 0 open positions	5 hours ago
	Test_10 July Super Admin (Applied)	TALJD100364	🖨 0 - 0 Years
Ð	Not Available	8 0 open positions	7 hours ago

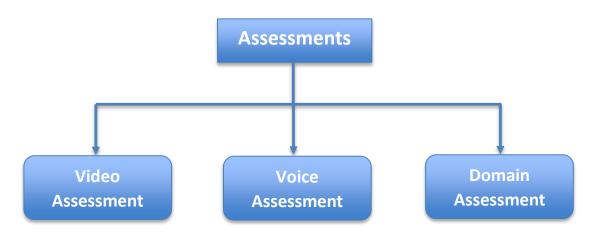
5. You can also scroll or click on the section menu to view all job details.

6. To Apply 1	for the job, Click on	and click on "Go to	Dashboard"
<	Job - Test_10 July MCQ		Apply Now
Job Description Skills Education Experience	Job Details	Company Name Company A Company Website www.company.com	
Salary Other Details			Job QR Gode
	General Information Job Title Test_10 July MCQ Industry Accounting/Finance		Functional Area Architecture / Interior Design



VIII. Assessments

The assessments can be in any order/sequence as decided by the company/ recruiter.



IX. Take Video Assessment (One-way video interview)

- 1. After candidate applies for a job, Click on " Go to dashboard"
- 2. In the Dashboard page, under applied, you will be able to view the list of jobs you have applied to.

To begin	n the	assessment,	click on	"Video	assessment"
----------------------------	-------	-------------	----------	--------	-------------

Δ	Hello, Radhika! Nice to see you again.
	Portfolio Your portfolio is 4% complete. Job Listing Looking to apply? View A3 Job
88 Ga	Job Progress Applied (2) In Process (2) Selected Reapplied
2 10 2	TX Converse score_25th April - TAL/D100105 6 1 Voice Assessment Applied on April 26, 2019 Trictal Steps Voice Steps Voice Steps
	GRR VOI - TALJD100108 7 1 Value Assessment Video Applied on April 26, 2019 Total Shops Completion Shops Noted Shaps
₽	

4. Enable Mic & Camera and speak loudly to activate the mic . Mic and Camera turns to green colour once activated.



5.	Click on	NEXT STEP	
	Δ		
		01 Let's Test Your Mic Ar	nd Camera
		Please allow the website to access y	our mic & camera.
	88	Mic Permissions	Camera Permissions
		Yes	Yes
	Ê	U	
		✓ Mic ok	🗸 Camera Ok
		NEXT STEP	
	Ð		

- 6. In "surroundings check page", read and enable background and "clothing check"
- 7. Click on "Next Step"

۵	02 Surroundings Check
	For better quality interview, pleaes ensure the following.
88	Background Check Clothing Check
Ē	Please make sure that your background is white or light coloured. Please make sure that you are formally/semi-formally/semi-formally dressed with preferrably a light or white coloured shirt
Ê	Yes Yes
	NEXT STEP
.	



8. View the Instructional Video and Click on

View the Instructional video to have an idea of how to give video assessment.

	03	
	Sample Video	
Lets get your better acquainted	with video interviews. This is how you	ur video interviews will look like
	\rightarrow	
	NEXT STEP	

9. Once you click on next step, you will see 2 options

a) Take a practice interview

- i. To understand on the actual flow of video assessment
- ii. The practice video assessment will not get uploaded
- iii. It is not mandatory to take the practice video assessment
- iv. After you walk through the practice interview you will asked to re-direct to the below page to "Proceed with actual video assessment"
- v. To take a practice interview (video assessment), click on "Take a Practice Interview". If you wish to start the assessment then directly click on "Proceed to Interview"
- b) Proceed to Interview
 - i. Click on "Proceed to interview" to start with video assessment
 - ii. This is the actual assessment and will get uploaded.

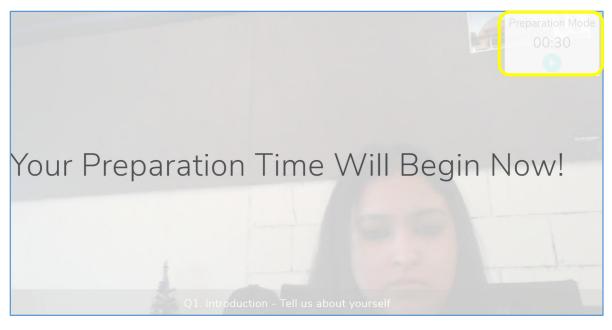
Δ	04
	Take A Practice Interview
	Lets get you better at giving a video interview. You'll get the feel of how your actual interview would be.
88	TAKE A PRACTICE PROCEED TO
i de la companya de l	INTERVIEW INTERVIEW
ŵ	
\rightarrow	



10. Number of questions, preparation time and answer time will be displayed on the screen.

	Get Ready for Question 1 of 3. Lets get ready for the next question. Please go through the below details so that you are clear.
88	1 1000 Secs CURRENT QUESTION PREPARATION TIME
æ	Welcome To Your Pratice 30 Secs
Ē	Skp - Bask Net SKp PREPARATION
Q	
Ð	

- 11. Follow the screen to start preparing. Timer will be shown on the right hand side corner of your screen
- 12. To start the answer time, click on play icon
- 13. To move to the next question, Click on stop button icon



14. Instructions that needs to be followed will be displayed on the screen. Make sure you read all the general instructions.



15. To Start the Interview, Click on "Start my interview" button.

		Perfect, We	e ar	e All Set
		Please take care of the following	g before	e you start the assessmet.
01	Please make sure you have amp have to take this in one sitting.	le time for your interview, you'll	02	Please make sure that are sitting in a quite environment and nobody will disturb you.
03	Please ensure that while giving talk to anyone or attend to any p		04	While the video interview is in progress, please do not close this window/tab. Also, please do not switch the screen or open new tabs. This would lead to disqualification.
			RT MY RVIEV	

16. Enable both microphone and camera before starting the assessment.

17. Number of questions, Preparation time and Answer time will be displayed on this page.

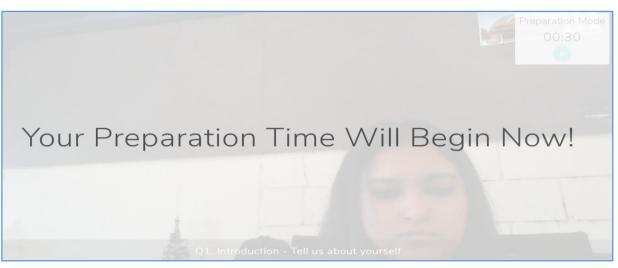
18. To prepare for the 1st question, Click on Start Preparation button

staging_talocity in wants to X Use your microphone Use your camera Allow Block		Question 1 of 5. o through the below details so that you are clear	
	L CURRENT QUESTION 5 TOTAL QUESTIONS	30 Secs preparation time 60 Secs answer time	
		ARATION	

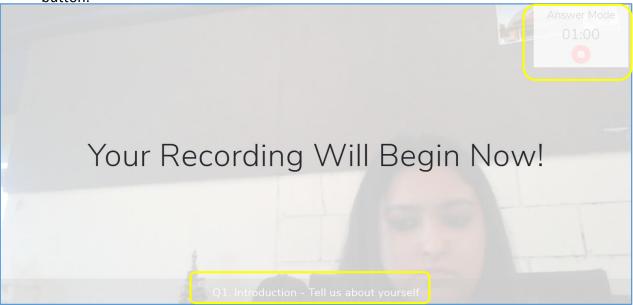
- 19. Timer and question will be shown on the screen.
- 20. You will get preparation time for each question, Click on play icon to start recording for your response.





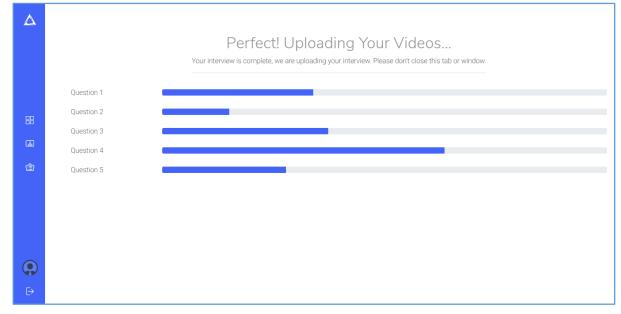


- 21. Once the preparation time ends, your recording will begin as shown below. Start answering & begin to record the 1st an<u>swer</u>.
- 22. To move to the next question, Click on 🧧
- 23. Repeat the same process to record answers for all questions and click on "Submit" button.





24. Wait! Do Not Exit from the page. After recording and submitting all answers, Videos Interview Upload Starts for all questions. Wait till all the answers are uploaded. This will take a few mins. Make sure you have good bandwidth and stable internet connection



25. Upon uploading, a pop up saying Job Answers Successfully added appears on the screen as shown below.

Δ		All Videos Uploaded! Your interview is complete, we are uploading your interview. Please don't close this tab or window.
88		
	Question 1	
	Question 2	
L)	Question 3	
٢	Question 4	
릚		CO TO DIASHBOARD
⊡		

26. All Videos Uploaded page will be loaded, now click on "Go to dashboard" to navigate to Dashboard for next steps.



General Instructions:

- Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)
- □ Make sure you have enabled microphone and camera in your system
- □ Do not speak during preparation time. Speak only during the answer time.
- □ Read the instructions very carefully before starting the video assessment.
- □ Make sure your phone is on silent mode and there is no background noise.
- Make sure you make an eye contact with the camera
- □ Make sure you speak at least 150 words / for about 2-3 mins during the video assessment.
- □ Make sure you have a good and stable network connectivity during the entire interview process.
- □ Wait for the video assessment to get uploaded successfully and then only move further or logout.
- □ Do not move away from the window during the assessment.
- □ Candidate can also appear for the video assessment using mobile app (Android/ iOS)
- □ View Job, scan the bar code and give video assessment via mobile app(android/ios)
- □ Make sure your mobile app is updated and you have enough space in mobile phone.

X. Take Voice Assessment (TxConverse assessment)

1. To start the assessment, go to dashboard and click on "Voice assessment"

Δ	Hello, Radhika! Nice to see you again.			
	Portfolio	Your partfolio is 4% complete.	Job Listing Looking to apply?	View AB Jobs
	Job Progress Applied (2) In Process (2)	Selected Rejected Reapplied		
	TX Converse score_25th A TALID100105 quertys Applied in April 6, 2015	April - 6 Treat Dage	1 Complement Steps	Voice Assessment Found J Next Step
	GRR VOI - TALID100108 Viete Applied on April 16, 2019	7 Tatal Skeps	1 Completed Steps	Video Assessment Risond J Next Step
₽				



Start my Assessment	
Let's test your Mi	crophone and Audio.
Q	R
SPEAK LOUDLY	LISTEN CAREFULLY
Start m	VAssessment

2. Enable Mic and listen the audio file to perform audio check, Click on

- 3. On Voice assessment page, as you see there will be 5 modules, details like number of questions and time provided for each section/module will be visible on the screen.
- 4. Read all the general instructions very carefully and Click on Start my Assessment

READ & REPEAT a questiona i se as mina	LISTEN & REPEAT s questions ; de 26 mina	SPEAK THE MISSING WORD/PHRASE	RE-ARRANGE & SPEAK a questional or so mina	COMPREHENSION PASSAGE s questions 20 00 mina					
General Instructions	General Instructions Video Instruction								
1. You cannot come back to any question or mod	lule, please be very careful if you choose not to answ	er any question.							
2. You cannot come back to any question or mod	lule, please be very careful if you choose not to answ	er any question.							
 If you choose not to answer any particular quest If you choose not to answer any particular quest 									
	4. If you choose not to answer any particular question, your score will be impacted. 5. Each question carries same weightage, and there is no negative marking.								
6. Each question carries same weightage, and there is no negative marking.									
Start my Assessment									



Please Note:

- Please use only Google chrome browser. Talocity is currently compatible on Google Chrome (preferred)
- □ Make sure you have enabled microphone and camera in your system
- **Record your response in the time provided.**
- □ Do not move away from the tab/do not toggle screen/ tab.
- □ Make sure your phone is on silent and there is no background noise.
- □ Make sure you answer all the questions.
- □ Read all the instructions very carefully
- □ You can also view the instructional video to understand of how to give the voice assessment

A. Module 1: Read & Repeat

 Read the instructions for the 1st module, view the instructional video to get the demo of the 1st module and click on Start Module

EAD & REPEAT s QUESTIONS (cs.sp.mins)	LISTEN & REPEAT 8 QUESTIONS 02.50 mins	SPEAK THE MISSING WORD/PHRASE	RE-ARRANGE & SPEAK s Questions 07:00 mins	COMPREHENSION PASSAGE a QUESTIONS 1000 mins		
Instructions		Video Instru	lction			
1. There will be sentences that will come on your scre record button.	en, you need to read back these sentences after p	ressing the				
2. Please be crystal clear while reading the sentences.						
3. Don't forget to click on STOP RECORDING button af	fter you are done recording your response.					
4. You cannot come back to any question, please be	every careful if you choose not to answer any qu	estion.				
5. If you choose not to answer any particular question, your score will be impacted.						
6. Each question carries same weightage, and there is	s no negative marking.					
		Start Module				

ii. Timer, questions progress bar and sentence to be read will be displayed on the screen.



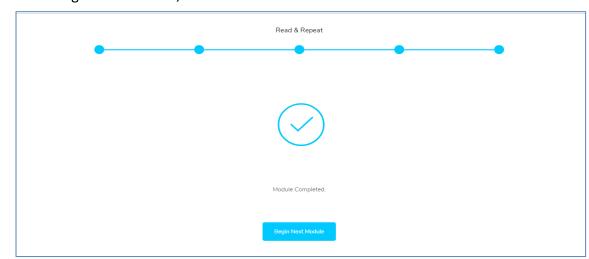
iii. To record the answer, Click on

1. Read & Repeat					Time Remaining: 02:25
• • •			o		
Tap the microphone and rea	d the sentence:				
		Q			
	Unless you are willing to let others o	control your time, you must learn to p requests	politely say no to other peopl	e's	

- iv. Record the answer in the stipulated time frame.
- v. After recording the 1^{st} sentence, click on \bigcirc to move to the next sentence.

I. Read & Repeat				Time Remaining: 02:14
•0				
Tap the microphone and re	ad the sentence: .			
		\bigcirc		
	The bandits fought despera	ately. They could not bear the ide	a of being taken alive	

vi. Repeat the same process to read & record all the 5 sentences to complete the 1st module.



vii. To begin next module, Click on Begin Next Module



Please Note:

- □ Be loud & clear while recording your responses.
- Do not refresh this page or move away from this tab during the entire assessment
- □ If you fail to finish in the time provided, the module will be considered as completed.
- □ You are required to record your response by clicking on blue microphone icon and read back the same sentence. After you record the response click on blue icon to stop recording and you will be moved to the next sentence. After recording all the 5 responses click on Begin Next module.
- □ Make sure you have enabled microphone and camera in your system
- □ Record your response in the time provided.
- □ Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment

B. Module 2: Listen & Repeat

Read the instructions for 2nd module, view the instructional video to get the demo of i. Start Module the 2nd module and click on.

ELAD & REPEAT a Questiona : is as invis	لل)) LISTEN & REPEAT a QUESTION (Carao minu	SPEAK THE MISSING WORD/PHRASE	RE-ARRANGE & SPEAK s questions prao mina	COMPREHENSION PASSAGE 5 QUESTIONS SOCO mins		
Instructions		Video Instr	uction			
1. There will be audio files in this module, you need to listen to the audio and repeat the said phrase.						
2. Listen very carefully to the audio file, you are a	allowed to listen to the audio file only TWICE.		_			
 Please be crystal clear while repeating the ser Don't forget to click on STOP RECORDING but 						
	se be very careful if you choose not to answer any que	stion.				
6. If you choose not to answer any particular question, your score will be impacted.						
<u></u>	·	Start Module				

headphone icon to listen & then click on ii. Click on microphone icon to R record the answer

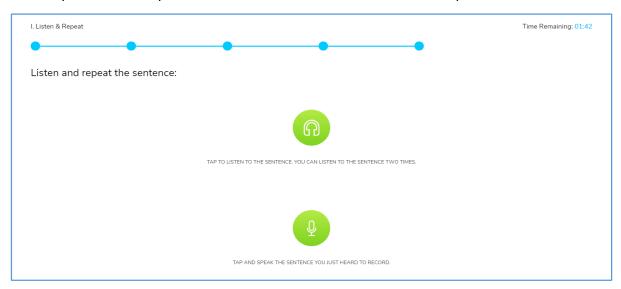
l, Listen & Repeat	Time Remaining: 02:26
• • • • • • • • •	
Listen and repeat the sentence:	
TAP TO LISTEN TO THE SENTENCE. YOU CAN LISTEN TO THE SENTENCE TWO TIMES.	
e	
TAP AND SPEAK THE SENTENCE YOU JUST HEARD TO RECORD.	



- iii. Record the answer in the given time frame.
- iv. After recording the 1st sentence, click on or icon to move to the next sentence. Similarly answer all the responses in this module.

I. Listen & Repeat	Time Remaining: 02:12
• 0 0 0 0	
Listen and repeat the sentence:	
(()	
TAP TO LISTEN TO THE SENTENCE. YOU CAN LISTEN TO THE SENTENCE TWO TIMES.	
TAP AND SPEAK THE SENTENCE YOU JUST HEARD TO RECORD.	

v. Repeat the same process to record all the 5 sentences and complete the 2nd module.



vi. To begin next module, Click on Begin Next Module

Listen & Repeat	
Module Completed.	
Begin Next Module	



Please Note:

- □ There will be audio files in this module, you need to listen to the audio & repeat the said phrase.
- □ You are allowed to listen to the audio file only twice. Please be crystal clear while repeating & recording the response
- □ Do not refresh this page or move away from this tab during the entire assessment
- □ Do not move away from the tab/do not toggle screen/ tab.
- □ If you fail to finish in the time provided, the module will be considered as completed.
- Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment

C. Module 3: Speak the missing phrase

i. Read the instructions for the 3rd module, view the **instructional video** to get the demo of the 3rd module and click on **Start Module**

HEAD & REPEAT s questions (as as min	()) LESTEN & REFEAT R QUESTIONS REM HINN	SPEAK THE MISSING WORD/PHRASE	RE-ARRANGE & SPEAK s QUESTIONS 07:00 mins	COMPREHENSION PASSAGE + QUESTIONS 2000 mins
Instructions		Video Instru	uction	
1. There will be missing phrases in this module, yo been provided.	ou need to speak out the missing phrase out of the o	options that have		
2. Remember to speak out only the MISSING PHR	ASE and not the whole sentence.			
3. Please be crystal clear while speaking the missi	ng phrase.			
4. Don't forget to click on STOP RECORDING butto	n after you are done recording your response.			
5. You cannot come back to any question, please	e be very careful if you choose not to answer any q	uestion.		
6. If you choose not to answer any particular ques	tion, your score will be impacted.			
		Start Module		

- ii. There are 10 sentences in this module.
- iii. A sentence will be displayed on the screen. Record the correct word / phrase.



iv. Click on Click on to record the missing word/ phrase.

I. Speak The Missing Phrase						Time Remaining: 07:58
• 0 0						
Tap the microphone and re	ad the senten	ce: .				
Please speak only the missing word/ words. Do not sp	eak the entire sentence.					
		l almost threw u	p because the food	was		
	disgusting	quarrel	dynamic	instructions	obstinate	
	genius	unfavourable	elegant	rush hour	believe	
			Q			
		TAP AND SPE	AK THE MISSING WORD	TO RECORD.		

v. After recording the missing word/ phrase, Click on

I. Speak The Missing Phrase						Time Remaining: 07:50
•						
Tap the microphone and rea		ce: .				
Please speak only the missing word/ words. Do not spe	ak the entire sentence.					
		l almost threw u	p because the food	was		
	disgusting	quarrel	dynamic	instructions	obstinate	
	genius	unfavourable	elegant	rush hour	believe	
		TAP AND SPE	EAK THE MISSING WORE	TO RECORD.		

vi. Repeat the same process to record all the 10 responses and complete the 3rd module.





vii. To begin next module, Click on Begin Next Module

Speak The Missing Phrase	
Module Completed.	
Begin Next Module	

Please Note:

- □ There will be missing word or phrase in this module you need to speak out the missing word/ phrase out of the options that have been provided
- Remember to speak & record only the missing word or phrase and not the entire sentence
- Do not forget to click on Stop recording button after you are done recording your response
- □ Do not move away from the tab/do not toggle screen/ tab.
- □ Make sure your phone is on silent and there is no background noise.
- Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment.

D. Module 4: Re-Arrange & Speak

i. Read the instructions for 4th module, view the **instructional video** to get the demo of the 4th module and click on **Start Module**

	()) Listen & Repeat 9 questions (al 20 = 10	SPEAK THE MISSING WORD/PHRASE	RE-ARRANCE & SPEAK & QUESTONS (8726 MIN	COMPREHENSION PASSAGE a questions 2000 mina
Instructions		Video Instr	ruction	
There will be multiple phrases in each question, speak it out. Be 100% sure when you click on START RECORD				
3. Please be crystal clear while speaking.				
4. Don't forget to click on STOP RECORDING buttor	after you are done recording your response.			
5. You cannot come back to any question, please	be very careful if you choose not to answer any qu	Jestion.		
6. If you choose not to answer any particular quest	ion, your score will be impacted.			

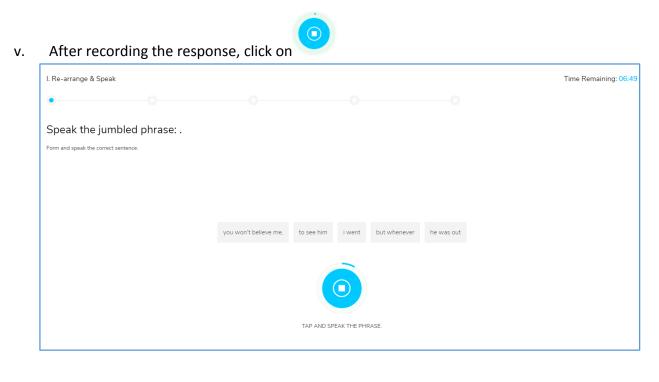
ii. Jumbled phrase will be displayed on the screen.



iii. Click on ⁹icon to record the phrase

• • • • • • • • • • • • • • • • • • •				
form and speak the correct sentence.				
	you won't believe me,	to see him i went	but whenever he was out	
		Q		
		TAP AND SPEAK THE PHRA	SE.	

iv. Record the phrase in the given time frame.





vi. Repeat the same process for all the 5 sentences and complete the 4th module.

I. Re-arrange & Speak	Time Remaining: 05:56
Speak the jumbled phrase: .	
Form and speak the correct sentence.	
Q	
TAP AND SPEAK THE PHRASE,	

Please Note:

- □ There will be multiple phrases in each question you need to rearrange the phrases to form a sentence and then speak it.
- Do not refresh this page or move away from this tab during the entire assessment.
- □ If you fail to finish in the time provided, the module will be considered as completed.
- □ You are required to record your response by clicking on blue microphone icon and speak out the sentence.
- Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment

E. Module 5: Comprehension Passage

i. Read the instructions for 3rd module, view the **instructional video** to get the demo of the 3rd module and click on **Start Module**

	LISTEN & REPEAT 4 QUESTIONS 02 50 mm	SPEAK THE MISSING WORD/PHPASE at Questions (and www	RE-ARRANGE & SPEAK A QUESTION'S (27.00 M/M	COMPREHENSION PASSAGE 8 QUESTIONS LECK miles
Instructions		Video Insti	ruction	
1. If you choose not to answer any particular qu	uestion, your score will be impacted.			
2. Each question carries same weightage, and ti	here is no negative marking.			
	avided, your incomplete assessment will be submitted.			
4. Do not refresh this page during the entire ass				
5. Do not move away from this tab untill you are	e finished with your assessment.			
		Start Module		



- ii. Read the complete passage to answer the multiple choice questions.
- iii. Click on 💿 to choose the answers and Click on 📀 to move to the next question.

I. Comprehension Passage	Time Remaining: 09:4
• • • •	
Comprehension:	
	QUESTION 1 OF 5:
A man may usually be known by the books he reads as a companionship of books as well as of men and one should always live in the best company, whether it be of books or of men. A good book may be among the best of friends. It is the same today that it always was and it will never change. It is the most	Which one of the following would be the most suitable title for the passage?
patient and cheerful of companions. It does not turn its back upon us in times of adversity or distress. It always receives us with the same kindness; amusing and interesting us in youth. Comforting and	books are useful for our youth
anways receives us with the same kinoness, amusing and interesting us in yourr. Connorting and consoling us in age.	books as man's abiding friends
	books show the reader's character
	the importance of books in old age

iv. Repeat the same process for all the 5 question and complete the 5th module.

		Submit
ν.	Click on	Submit

I. Comprehension Passage	Time Remaining: 09:28
Comprehension:	
A man may usually be known by the books he reads as a companionship of books as well as of men and one should always live in the best company, whether it be of books or of men. A good book may be among the best of friends. It is the same today that it always was and it will never change. It is the most patient and cheerful of companions. It does not turn its back upon us in times of adversity or distress. It always receives us with the same kindness; amusing and interesting us in youth. Comforting and consoling us in age.	QUESTION 5 OF 5: "A man may usually be known by the books he reads" because • The books he reads affect his thinking and character • His reading habit shows that he is a scholar • His selection of books generally reveals his temperament and character • books provide him a lot of knowledge



vi. After completing all the 5 modules, Click on Back to Dashboard

Comprehension Passage	
TEST COMPLETED	
Back to Dashboard	

- You are required to read the passage and answer the multiple choice questions.
 There will be 1 reading passage
- Do not refresh this page or move away from this tab during the entire assessment
- □ If you fail to finish in the time provided, the module will be considered as completed.
- □ Click the blue arrow to move to the next question After answering all the 5 questions click on Begin "Submit" button
- □ Make sure you have enabled microphone and camera in your system
- $\hfill\square$ Record your response in the time provided.
- □ Do not move away from the tab/do not toggle screen/ tab.
- □ Make sure you answer all the questions.
- Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment



XI. Take Domain Assessment (Domain MCQ assessment)

1. To start the assessment, go to dashboard, click on the particular JD and click on "Domain assessment"

Hello, Radhika! Nice to see you again.		
Portfolio You	ur portfolio is 7% complete. Job Listing Looking to apply?	View All Jobs
Job Progress Applied (15) In Process (13) Selected (2)	Rejected	
Domain Assessment - TALJD100406 Domain Assessment Applied on: July 22, 2019	6 1 Total Steps Completed Steps	Domain MCQ Round 1 Next Step

2. After you click on "Domain assessment", you will reach on the assessment page. Candidate can view key pointers (assessment duration allocated to candidate, no. of modules there in the entire assessment, total no. of questions in the entire assessment and total marks for the assessment) and guidelines i.e. instructions to be followed by the candidate. Read the instructions very carefully and click on "Start Assessment"

Welcome to the Assessment!				
Demo Assessment 2				
Description				
Key Points				
01:00:00	2	6		6
DURATION	MODULES	TOTAL QUES	STIONS	TOTAL MARKS
Guidelines				
1. Instruction				
		Start Assessment		



3. Now a candidate will land on Module page where you will have view of module details, module description, duration of the module, total questions in the module, total marks and guidelines to be followed. After you read the instructions and details carefully, click on "Start Module"

	Welcome to the Module!	
Module Progress		
1 Module 1 2 Module 2		
Module Details		
Module 1		
Description		
Key Points		
00:30:00	3	3
DURATION	TOTAL QUESTIONS	TOTAL MARKS
Guidelines		
1. Instructions		
	Start Module	

Candidate is required to complete the entire assessment in one go within the time allocated to the candidate for the assessment.

4. After you click on "Start Module" button, the 1st module will start. You will see the time tracker on the top center of your screen.

On the left hand side you have a view of the number of questions in the module. There can be 3 type of questions:

- i. Single answer MCQ: This type of question has only 1 correct answer, please tick the option that you feel is the correct one.
- ii. Multiple answer MCQ: There could be multiple correct answers for this type of question, please tick all the options that you feel are correct.
- iii. True / False: This will be simply true / false, please tick either true/ false as your selected answer.

After you select the option, click on "submit" button and move to next question. Similarly answer all the questions.

Мос	le 1 00:29:31
Question List	
01 02	
03	SINGLE ANSWER MCQ
	Q. Question 1
	Q1 Ans1
	Q1 Ans3
	Q1 Ans1
	SKIP ATTEMPT LATER SUBMIT



Мос	ule 1 00:29:47	FINISH MODULE
Question List		
01 🔮		
02 오	MULTIPLE ANSWER MCQ	
03	There could be multiple correct answers for this question, please tick all the options that you feel are correct.	
00	Q. Question 2	
	Q2 Ans2	
	V2 Ans3	
	Q2 Ans4	
	Q2 Ans1	
	SKIP ATTEMPT LATER SUBMIT	

Module 1	0	0:29:05		FINISH MODULE
Question List				
02 🔮				
03	TRUE FALSE			
	Q. Question 3			
	False			
	✓ True			
		SKIP	ATTEMPT LATER	SUBMIT
Module 1	0	0:28:51		FINISH MODULE
Module 1 Question List	0	0:28:51		FINISH MODULE
	0	0:28:51		FINISH MODULE
Question List	0	0:28:51		FINISH MODULE
Question List	O TRUE FALSE	0:28:51		FINISH MODULE
Question List 01 02		0:28:51		FINISH MODULE
Question List 01 02	TRUE FALSE	0:28:51		FINISH MODULE
Question List 01 02	TRUE FALSE Q. Question 3	0:28:51		FINISH MODULE

If you wish to attempt later i.e. before you finish the module you can change your selected response and when you are sure you may click on submit and then finish module to complete the assessment.

5. To move to previous question to change/ re-check your response, click on the question number as shown in the left hand side of the screen as shown above.



6. After you submit all the questions, click on "Finish module" button. A pop-up comes on the screen for the candidate to confirm to submit the assessment.

М	lodule 1	00:29:17			FINISH MODULE
Question List		Warning	×		
01 🔮		You are about to submit this module and you to come back to this module. Are you sure?	will not be able		
02 🔮			OK CANCEL		
03 🔮					
	Q. Quest	ion 3			
	True				
	V False				
			SKIP	ATTEMPT LATER SUBMIT	
		Assessment Complet	ed		

Please Note:

□ You are required to answer all the questions in the domain assessment. Do not skip any questions

Go To Dashboard!

- Do not refresh this page or move away from this tab during the entire assessment
- □ If you fail to finish in the time provided, the module will be considered as completed.
- □ Click on "Submit" button to submit your selected response.
- □ Record your response in the time provided.
- Do not move away from the tab/do not toggle screen/ tab. Otherwise you will be exited from the assessment (candidate will receive a pop-up, if moving away from the screen)
- □ Make sure you click on "Finish Module" button to complete the assessment.



To logout from the profile, Click on \ominus

		GRR VOI - TALJD100109 Video Applied on: April 26, 2019	7 Total Steps	1 Completed Steps	Video Assessment Round 1 Neid Slep
		Ramya Test_24th April - TALJD100098 Radhika Test 01 Applied on: April 26, 2019	7 Total Steps	2 Completed Steps	Video Assessment Round 1 Completed
) ۲		TX Converse - TALJD100103 qwertyu Applied on: April 26, 2019	7 Total Steps	1 Completed Steps	Video Assessment Round 1 Ned Step
.	Logout	VI score_25th April - TALJD100106 gwertyu Applied on: April 26, 2019	7 Total Steps	1 Completed Steps	Video Assessment Round 1 Next Step