

## FuturaSUITE Manual

### FuturaADEP

**Login to the system and test configuration.**

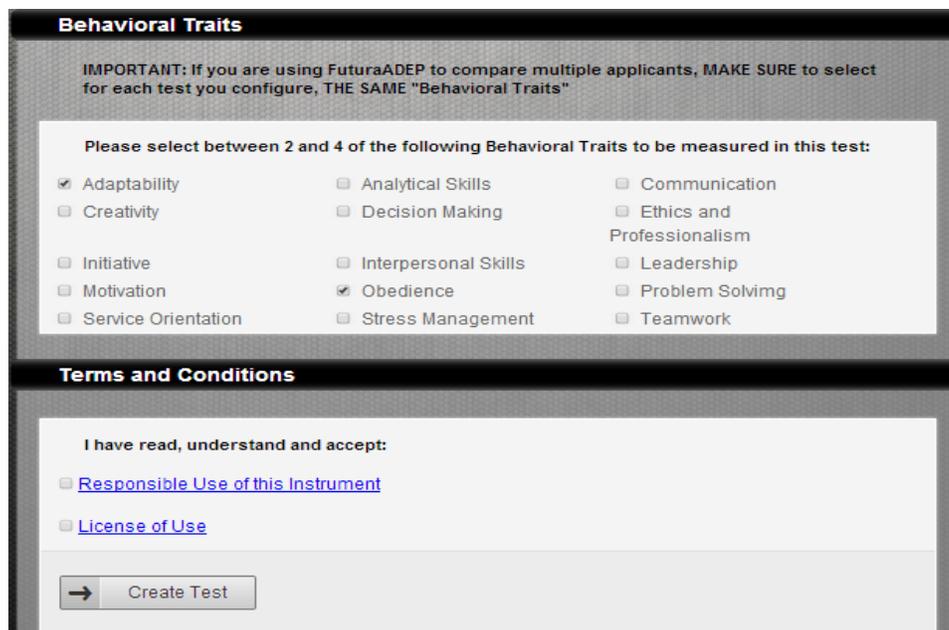
To access the FuturaADEP tests you must enter the site: <http://futuresuite.com/>, in the top right you must type your email and your password.



You must click on **Configure test**, there you will have the option to enter the e-mail address of the applicant that will perform the test. You must use a different email for each test, as otherwise you will lose data from previous tests.

If you want to send the application by email you must check the appropriate box.

As part of the test configuration you should select the behavioral traits to assess, there are a minimum of two and maximum of four. Likewise, you must check the boxes corresponding to the acceptance of **responsible use** and **use license** in order to continue with the process.

A screenshot of the "Behavioral Traits" configuration screen. The title is "Behavioral Traits". Below the title is an important note: "IMPORTANT: If you are using FuturaADEP to compare multiple applicants, MAKE SURE to select for each test you configure, THE SAME 'Behavioral Traits'". A sub-instruction reads: "Please select between 2 and 4 of the following Behavioral Traits to be measured in this test:". There are three columns of checkboxes with the following labels: Adaptability (checked), Creativity, Initiative, Motivation, Service Orientation, Analytical Skills, Decision Making, Interpersonal Skills, Obedience (checked), Stress Management, Communication, Ethics and Professionalism, Leadership, Problem Solving, and Teamwork. Below this is a section titled "Terms and Conditions" with the text "I have read, understand and accept:". There are two checkboxes: "Responsible Use of this Instrument" and "License of Use". At the bottom left is a button with a right-pointing arrow and the text "Create Test".

When successfully completing the procedure and clicking on: **Create test**, the system will generate a link, which corresponds to the access FuturaADEP test, if you checked the box on the upper part when completing the applicant's data an invitation will be send automatically to the designated email, otherwise may enter via the website: <http://futuraentry.com/> with the email. If you did not check the option of automatically send the test, you can do it directly copying and sending the link.

When the applicant enter to do the test, must complete all personal data (name, last name, gender, email, city, country) to continue to the next step.

The FuturaADEP test comprises two types of items: in the first one is presented with a situation and four answer choices, to the right side of the answers are two columns, one of the **MOST** and another one of the **LEAST**. The applicant must select the option with which feels more identified and the option with which feels the least identified. Must check one option of each (**MOST, LEAST**), to move to the next page.

**Question of Obedience**

In each of the two columns (MORE and LESS) select the row where you find the statement that most closely resembles you or the one that least resembles you, respectively.

	More	Less
I am direct when following up on the companys established instructions and procedures in order to optimize and improve performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Normally, I positively influence my coworkers in order for them to follow the procedures and instructions, promoting in this way the achievement of results.	<input type="checkbox"/>	<input type="checkbox"/>
In order to meet the goals at work, I share with my team the instructions and procedures which we need to follow.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Constantly, I work hard to follow the instructions and procedures that have been established at work, even under difficult situations because quality in my work is very important to me.	<input type="checkbox"/>	<input type="checkbox"/>

The second option item is composed of a series of images in which the candidate also must choose between the alternative with which feels more identified and the alternative that least reflects its performance.

Which of these images resemble you the most? and Which resembles you the least?

	
More <input type="checkbox"/>	Less <input type="checkbox"/>
	
More <input type="checkbox"/>	Less <input checked="" type="checkbox"/>

When choosing the answers, the applicant must ensure that is not marking the same option on both columns, because the system will generate a warning as this would not be valid. Is necessary to remember that must complete, in accordance with the instructions, every item in order to advance.

The system does not allow going back therefore it is necessary to feel confident of the answers before advancing. The test has no time limit, therefore can be answered with patience, the honesty is important to optimize the results, must be answered according to how the individual acts in reality, not as thinks should act, there are no correct or incorrect answers. Upon completion of the test, the results will be send automatically to the person who generated the invitation and access is blocked to the applicant, thus protecting the safety of the main account user, in the event of multiple users using the same computer.

**Results**

The results are stored in the system, but the person in charge of the process can download a PDF document or send the PDF by email, either to the candidate to know the results or your colleagues so they can see it and discuss.



Also, FuturaADEP offers an executive summary that provides the information on the outcome of the candidates.

In addition, you can modify the applicant's data; this in the event that has been omitted capital letters, there was a mistake on gender or some other situation that may arise. It is important to remember that the sight of the results that presents the system is partial, to get a full view it is necessary to download the PDF to your computer.

The system suggests, according to the profile of the applicant, a series of questions for the selection interview. Also, this section has a space so that you can write the candidate's answers and save them in the system to have them available when necessary..

### **Pending tests**

The pending tests are all those invitations sent which have not been done for some reason. In order to reuse these tests you can click the button: **Resend test**, thus you will be able to remind the applicant that he has not done it.

If over an extended period has not yet been completed the test, or if you made a mistake in the configuration, you have the option to remove it and your DDIs will be restored, this as long as the test was not free of charge.

### **Validation**

When you finish viewing the results of candidates you have the option to do a validation of our test. This option can be found in the results section to the right of the box to view the report.

There are two types of validations:

- In case that the test is carried out to a collaborator who already has a considerable period working in the company, you can schedule a meeting with him to conduct a comparison of the results with the employee's personality.
- But if the test is applied to a completely new candidate you can wait to pass the probationary period (about 3 months) to perform a validation of the results..

**REMEMBER:** The validation can **ONLY** be performed once and **ONLY** can choose one of the two options.

In appreciation, when performing the validation, you will have access to our test FuturaADEP 180. This test measures the performance based on the profile of the applicant, so it functions individually to each candidate. Its use is unlimited; you can find it in the place where the validation button was.

## FuturaDIAV

### Login to the system

The control panel of FuturaDIAV test is similar to test FuturaADEP, thus you will feel familiar with the system. The difference is that there is more response options, instead of four options has six, but the response procedure is the same.

The data configuration of the applicant of FuturaDIAV test is linked to the FuturaADEP test, therefore will be conducted automatically by the system. Similarly, the dynamic works inversely, meaning you can do FuturaDIAV independently to FuturaADEP.

The FuturaDIAV test comprises two types of item: in the first one is presented with a situation and six response options, to the right of the answers are two columns, one of the **MOST** and another one of the **LEAST**. The applicant must select the option with which feels more identified and the option with which feels the least identified. Must check one option of each (**MOST, LEAST**), to move to the next page.

**Science and Technology - Question 1**

In each of the two columns (**MORE** and **LESS**) select the row where you find the statement that most closely resembles you or the one that least resembles you, respectively.

	More	Less
I like to be informed about new technology products.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have the bare minimum in technology, because I do not consider it as important.	<input type="checkbox"/>	<input type="checkbox"/>
I renew my technological products as they no longer work.	<input type="checkbox"/>	<input type="checkbox"/>
I like having the latest technology.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I value more the aesthetics of a technological product that its usefulness.	<input type="checkbox"/>	<input type="checkbox"/>
I always look for the way to take full advantage of my technological resources.	<input type="checkbox"/>	<input type="checkbox"/>

The second option item is composed of a series of images in which the candidate must also choose between the alternative that feels more identified with and the alternative that least reflects the personality.

**Visual Question**

Check the box in the column MORE, only for the image with which you feel more identified, and the box in the LESS column for the image with which you feel less identified.

Each box must be marked only for one image, and you cannot select the two boxes for the same image.

Which of these images resemble you the most? and Which resembles you the least?

		
More <input type="checkbox"/> Less <input type="checkbox"/>	More <input type="checkbox"/> Less <input checked="" type="checkbox"/>	More <input type="checkbox"/> Less <input type="checkbox"/>
		
More <input type="checkbox"/> Less <input type="checkbox"/>	More <input checked="" type="checkbox"/> Less <input type="checkbox"/>	More <input type="checkbox"/> Less <input type="checkbox"/>

→ Next

When choosing the answers, the applicant must ensure that is not marking the same option on both columns, as the system will generate a warning as this would not be valid. Is necessary to complete, in accordance with the instructions, every item to advance.

The system does not allow going back therefore it is necessary to feel confident of the answers before advancing. The test has no time limit, therefore can be answered with patience, is required to be honest with oneself, answer according to how the individual acts in reality, not as thinks should act, there are no correct or incorrect answers. Upon completion of the test, the results will be send automatically to the person who generated the invitation.

### Validation

As in FuturaADEP you can make the validation process for FuturaDIAV. And in appreciation you will receive FuturaDIAV 180.