PrevueHub Overview
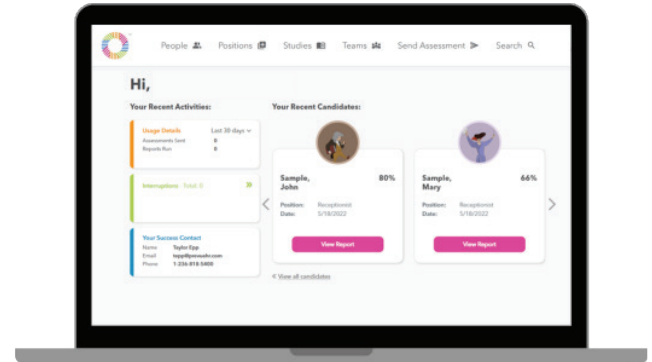## Introducing Terminology + Sections

Welcome to PrevueHub!

Our platform offers a modern, intuitive dashboard for clients to quickly access insights into candidate assessments. With easy navigation and efficient data management features, users can seamlessly administer assessments, manage candidate pipelines, and interpret results, all within a clean and convenient interface.

How to Navigate PrevueHub

People 👥

This is the place where you can view all candidate data and benchmark participants. Simply click on the "eye" icon next to an individual's name to access their personal information, assessment status, and generate reports.

Positions

This section host all available positions and associated candidates. Manage position details, related scopes and send assessments efficiently. You can also set up automated emails, notifications, and tags to streamline repetitive tasks and enhance your workflow.

Studies 📖

This is the home for all your benchmarks. Choose from the Job Description Survey, Top Performer Study, and the Benchmark Library to build tailored profiles for your roles. You can also merge multiple studies into a Combined Study to leverage all available data.

Send Assessment ➤

Quickly send out individual assessments using the "Send Assessments" feature. Easily invite new or existing candidates to complete assessments based on Scope or Position, ensuring a simplified process.

Search 🔍

Looking for something? Easily find what you need with our universal search bar. Whether it's people, users, studies, or positions, this feature allows you to quickly find information across the entire platform.

Settings ⚙

Access the "Settings" section through the dropdown menu below your account name. This section has a range of general administrative tools such as updating account details, adding branches, setting up new logins, and customizing default system emails.

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support

Features Available to Premium Users

Teams 👥

Utilize the dedicated "Teams" space to efficiently manage your teams. Easily organize departments by dragging and dropping People into team leader and member slots, and generate team reports for enhanced collaboration.
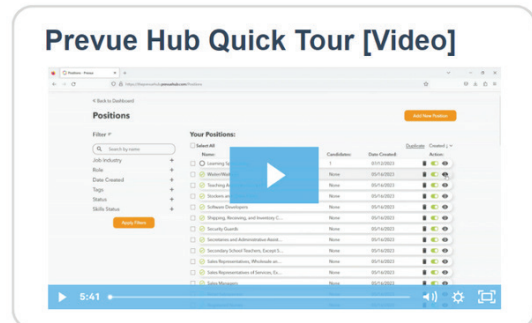
Custom Questionnaires 📝

The ultimate tool for incorporating tailored questions when assessing candidates, conducting employee surveys, or collecting feedback. Access this feature within the "Settings" section.

Explore More Resources

Get to know PrevueHub better with our video tutorials. Click the titles below!

- Prevue Hub Quick Tour
- Generating a Report
- Creating a Study
- Creating a Position and Linking a Study
- Creating a Benchmark from a Completed Study
- Creating Self-Registration Links
- Creating Custom Questionnaires

Prevue Hub Quick Tour [Video]

Find more support online: https://help.prevuehr.com/prevue-hub

Got More Questions About PrevueHub?

Contact your direct Customer Success Manager
Call: 888.277.3883 x2   Email: support@prevuehr.com