

Get started with Assessio Bloom





Manual explanation

In this manual, multiple functionalities of the Bloom platform will be explained.

Every functionality has multiple actions. In the screenshots are numbers added, to visualize the step-by-step actions.

The manual starts with the basic explanation of the platform. Next the different functionalities are explained. The explanation is different for 1 candidate then for multiple candidates, this is split in the manual.

It might be possible that the platform you're working with, has a different Look & Feel or other functionalities then described in this manual.

Some functionalities are only available for Recruitment or only for Development.

Questions? Please let us know.

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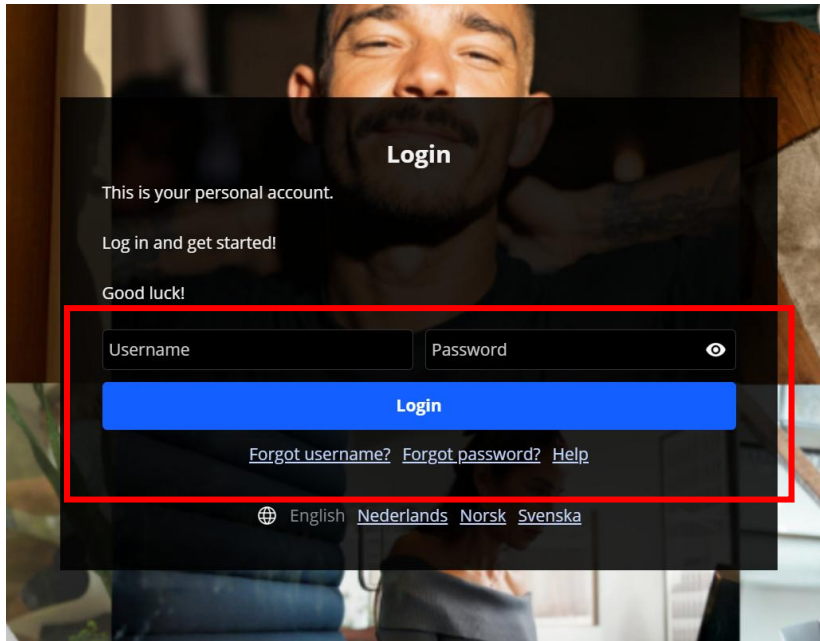
Log in to Back office



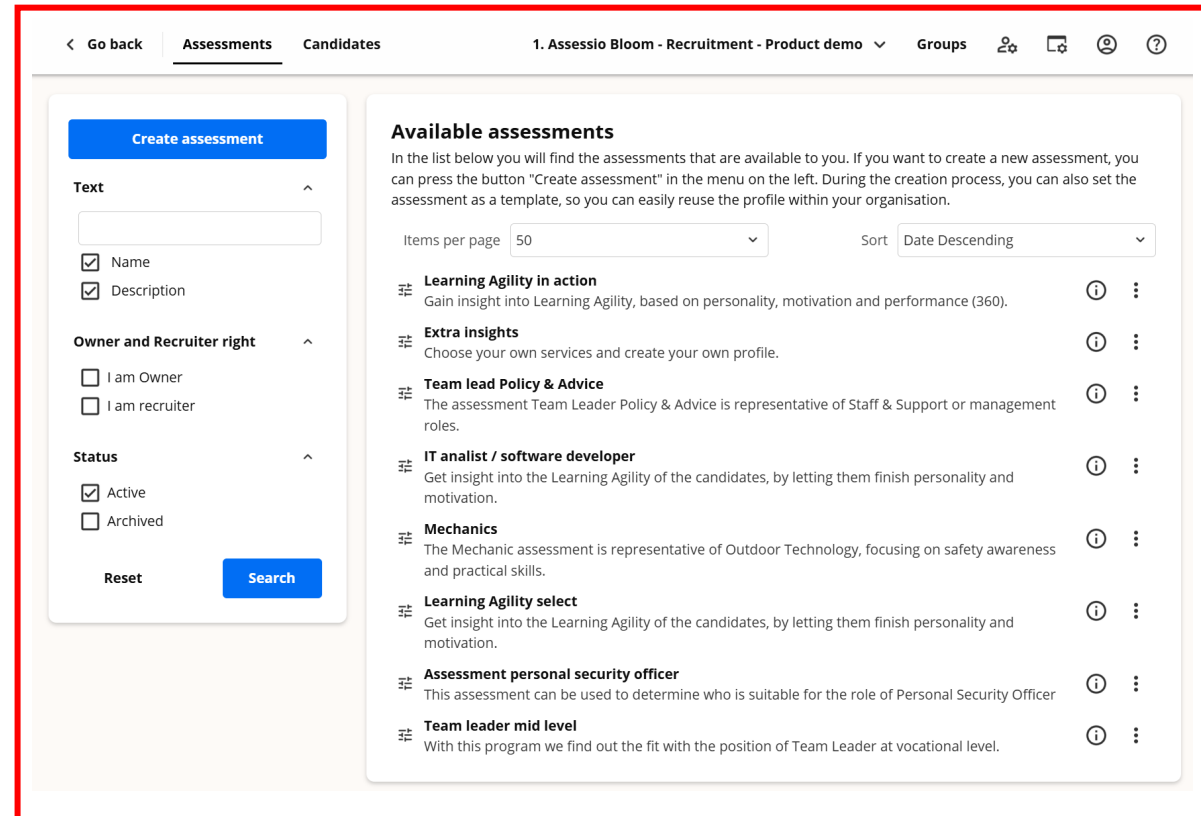
www.assessio bloom.online/name of organisation

1. Log in with your consultant account
2. Manage assessments & candidates

1



2



Dashboard overview



1. Create assessments
2. Filtering assessments
3. Go to candidates of a specific assessment
4. Go to all candidates
5. Information about the assessment
6. Options for the assessment
 - View candidates
 - Compare candidates
 - Add candidates
 - Clone assessment
 - Edit assessment
 - Archive
7. Manage groups
8. Manage consultant users
9. Export invoice events
10. Edit your own account
11. Information

The screenshot shows a dashboard with a top navigation bar containing 'Assessments' and 'Candidates' (highlighted with a red box and number 4). A 'Groups' section is also visible with icons for user management, settings, and help (highlighted with a red box and numbers 7, 8, 9, 10, 11). On the left, a 'Create assessment' form is shown with sections for 'Text', 'Owner and Recruiter right', and 'Status', and a 'Search' button (highlighted with a red box and number 1). The main area displays a list of 'Available assessments' with filters for 'Items per page' (50) and 'Sort' (Date Descending) (highlighted with a red box and number 5). The first assessment, 'Learning Agility in action', is highlighted with a red box and number 3. A dropdown menu for this assessment is open, showing options like 'View candidates', 'Compare candidates', 'Add candidate', 'Clone', 'Edit', and 'Archive' (highlighted with a red box and number 6). The menu is triggered by an information icon (i) and a three-dot menu icon (highlighted with a red box and number 2).

Candidate overview

1. Creating candidates
2. Fast search (search term must match exactly)
3. Advanced search and filtering
4. Actions for a group of candidates
5. Edit candidate account
6. Information

The screenshot shows the 'Candidates' page in the 'Assessio Bloom' recruitment system. The interface includes a navigation bar at the top with 'Go back', 'Assessments', and 'Candidates' tabs. The main content area is divided into a left sidebar and a main list area. The sidebar contains an 'Add a candidate' button (1), a search section with a search input field (2) and an 'Advanced search' button (3), and a 'Standard lists' section with 'Archive' and 'Candidates created by me' options. The main list area shows 'Overview all candidates (17)' with a 'Refresh list' button. Below this are checkboxes for 'de(Select)' and 'Show only selected (0)'. The list contains several candidate entries, each with a checkbox, a profile picture, a name, and details like username, email, creation date, and active program. Callout 4 points to an 'Advanced' button in the top right of the list area. Callout 5 points to a vertical ellipsis menu icon next to the first candidate entry. Callout 6 points to a help icon in the top right navigation bar.

1. **Add a candidate**

2. **Search**

3. **Advanced search**

4. **Advanced**

5. **⋮**

6. **?**

Overview all candidates (17) Refresh list

de(Select) Show only selected (0)

Jouke Ebbinga
username: demo.assessio6; e-mail:
creation date: 23-11-2025; active program: General assessment

Demo Voorbeeld
username: demo.assessio5; e-mail:
creation date: 23-11-2025; active program: IT analyst / software developer

Petra Testpersoon
username: demo.assessio4; e-mail: creation date: 23-11-2025;
active program: IT analyst / software developer

Eric Example
username: demo.assessio3; e-mail:
creation date: 23-11-2025; active program: Mechanics

Demo Damo
username: demo.assessio2; e-mail:
creation date: 23-11-2025; active program: Mechanics

Demi Rode
username: demo.assessio bloom; e-mail:
creation date: 23-11-2025; active program: Mechanics

John de Jong
username: joeyboyd; e-mail: meindert.steg@assessio.com; creation date: 23-11-2025;
active program: Team lead Policy & Advice

Search and filter candidates



1. Quick search

Search term must match exactly.

2. Advanced search

The image displays two views of a candidate search interface. On the left is a mobile view, and on the right is a desktop view.

Mobile View: At the top, there are navigation links: '< Go back', 'Assessments', and 'Candida'. Below this is a blue button labeled 'Add a candidate'. A red box labeled '1' highlights a search section containing a search input field, a link 'Enlarge search field', and a list of filters: Username, E-mail, First name, Last name, and Assessment, each with a checked checkbox. Below the search section is a 'Search' button. A red box labeled '2' highlights an 'Advanced search' button, with a red arrow pointing from it to the desktop view.

Desktop View: Titled 'Advanced search', it features a search input field under the heading 'Persoonsgegevens'. Below this are several filter sections: 'Gebruikersnaam', 'E-mail', 'Achternaam', 'Voornaam', and 'Assessment', all with checked checkboxes. The 'Status' section has 'Inactief' and 'Actief' options, both unchecked. The 'Datum' section has a dropdown menu set to 'na', a date input field with 'DD-MM-YYYY' format, a calendar icon, and an 'X' icon. Below this are 'Aanmaakdatum' and 'Geboortedatum', both with checked checkboxes. The 'Deadline assessment' section has a dropdown menu set to 'na' and a date input field with 'DD-MM-YYYY' format, a calendar icon, and an 'X' icon.

Choose assessment



1. Go to 'assessment' tab
2. You can see the list of assessments
3. Under the i you can see more information about the assessment
4. Multiple actions for this assessment
5. Filter which assessments you can see
6. Click the three dots

< Go back **Assessments** Candidates 1. Assesio Bloom - Recruitment - Product demo Groups

Create assessment

Text

Name

Description

Owner and Recruiter right

I am Owner

I am recruiter

Status

Active

Archived

Reset Search

Available assessments

In the list below you will find the assessments that are available to you. If you want to create a new assessment, you can press the button "Create assessment" in the menu on the left. During the creation process, you can also set the assessment as a template, so you can easily reuse the profile within your organisation.

Items per page 50 Sort Date Descending

Learning Agility in action
Gain insight into Learning Agility, based on personality, motivation and performance (360).

Extra insights
Choose your own services and create your own profile.

Team lead Policy & Advice
The assessment Team Leader Policy & Advice is representative of Staff & Support roles.

IT analyst / software developer
Get insight into the Learning Agility of the candidates, by letting them finish personality and motivation.

Mechanics
The Mechanic assessment is representative of Outdoor Technology, focusing on safety and practical skills.

Learning Agility select
Get insight into the Learning Agility of the candidates, by letting them finish personality and motivation.

Assessment personal security officer
This assessment can be used to determine who is suitable for the role of Personal Security Officer

Team leader mid level
With this program we find out the fit with the position of Team Leader at vocational level.

View candidates
Compare candidates
Add candidate
Clone
Edit
Archive

Add candidates to your assessments



Go to the tab 'assessments'

1. Click the three dots for the assessment you want
2. Choose ""Add candidate""

All candidates you create now will be automatically linked to your assessment.

The screenshot shows the 'Assessments' page in a recruitment system. The page has a navigation bar at the top with 'Go back', 'Assessments', and 'Candidates' tabs. The current page is '1. Assesio Bloom - Recruitment - Product demo'. The sidebar on the left contains a 'Create assessment' button and several filter sections: 'Text' (with a search input), 'Owner and Recruiter right' (with checkboxes for 'I am Owner' and 'I am recruiter'), and 'Status' (with checkboxes for 'Active' and 'Archived'). The main area is titled 'Available assessments' and contains a list of assessments. The 'Mechanics' assessment is highlighted with a red box around its three-dot menu icon, and a red arrow points to the 'Add candidate' option in the dropdown menu. The dropdown menu also includes 'View candidates', 'Compare candidates', 'Clone', 'Edit', and 'Archive'.

Available assessments

In the list below you will find the assessments that are available to you. If you want to create a new assessment, you can press the button "Create assessment" in the menu on the left. During the creation process, you can also set the assessment as a template, so you can easily reuse the profile within your organisation.

Items per page 50 Sort Date Descending

- Learning Agility in action**
Gain insight into Learning Agility, based on personality, motivation and performance (360).
- Extra insights**
Choose your own services and create your own profile.
- Team lead Policy & Advice**
The assessment Team Leader Policy & Advice is representative of Staff & Support or management roles.
- IT analyst / software developer**
Get insight into the Learning Agility of the candidates, by letting them finish personality and motivation.
- Mechanics**
The Mechanic assessment is representative of Outdoor Technology, focusing on safety awareness and practical skills.
- Learning Agility select**
Get insight into the Learning Agility of the candidates, by letting them finish personality and motivation.
- Assessment personal security officer**
This assessment can be used to determine who is suitable for the role of Personal Security Officer.
- Team leader mid level**
With this program we find out the fit with the position of Team Leader at vocational level.

View candidates
Compare candidates
Add candidate
Clone
Edit
Archive

Add candidates: one by one



When adding one candidate:

1. Add username and email address.
 - Want to send the invite later? Don't check the box and see slide '[send activation mail](#)'.
2. Keep this checkbox ticked if you want to invite the candidate right away.
3. Choose language.
4. "Save"

The screenshot shows the 'New candidate' form. At the top, there is a navigation bar with a '< Go back' link and the title 'New candidate'. Below this is a menu with options: 'New candidate' (highlighted), 'Create demo', 'Create login code', 'Multiple login codes', 'Import candidates', and 'Multiple new candidates'. The main form area contains the following elements:

- A heading: 'The newly created candidate accounts will be linked to the assessment Team leader mid level'.
- A red box labeled '1' highlights the 'Username *' and 'Email *' input fields.
- A date picker for 'Valid until' is set to '26-01-2027'.
- A red box labeled '2' highlights the 'Send activation email' checkbox, which is checked.
- A red box labeled '3' highlights the 'Language *' dropdown menu, which is set to 'English'.
- A red box labeled '4' highlights the bottom buttons: 'Save and edit', 'Save and next', and 'Save'.

Below the buttons, the letters 'A', 'B', and 'C' are placed under 'Save and edit', 'Save and next', and 'Save' respectively.

See slides '[More options create candidates](#)' for more options to create multiple candidates.

- A. If you want to make adjustments for this candidate, press "Save and edit".
- B. If you want to add more candidates, press "Save and next".
- C. Save

Send activation email



To send out an activation email.
Go to the candidate tab:

1. Press the three dots
2. Activate candidate
3. Send activation email

Group of candidates:

- A. Select candidates
- B. Perform an action
- C. Activate
- D. Send activation email

Go back Assessments Candidates 1. Assessio Bloom - Recruitment - Product demo Groups

Add a candidate

Overview all candidates (17) Refresh list

Advanced B

Search

de(Select) Show only selected (0)

Enlarge search field A

Username E-mail First name

Jouke Ebbinga
username: demo.assessio6; e-mail:
creation date: 23-11-2025; active program: General assessment

Demo Voorbeeld
username: demo.assessio5; e-mail:
creation date: 23-11-2025; active program: General assessment

1

2

Edit dossier
Edit review status
Edit deadline
Forgot password

Candidate Link

Delete > Link consultants >

Activate > Unlink consultants >

Forgot password > Link coordinators >

Send reminder > Unlink coordinators >

Block > Link program >

Unblock > Unlink program(s) >

Advanced actions

Activation method

1 The following candidates will be activated

Send an activation email

Subject *

1. Assessio Bloom - Recruitment - Product demo: Activate your account

B I U


D3 Activate

Preview of the email in English:

Linking assessments from the candidate tab



de>Select Show only selected (0)

 **Jouke Ebbinga**
username: demo.assessio6; e-mail:
creation date: 23-11-2025; active program: General assessment

If you have created candidates from the candidate tab and want to add the assessment later, or you want to add more assessments to the candidates.

Then go to the candidate tab:

1. Three dots behind the candidate
2. Edit dossier
3. Add program
4. Select the assessment
5. Link program
6. Choose to notify via email
7. Link program


The screenshot shows the 'Account info' and 'Programs overview' sections for candidate Jouke Ebbinga. The 'Programs overview' section includes an 'Add program' button. A modal window titled 'Link program' is open, showing a search for assessment programs. The 'Learning Agility select' program is selected, and the 'Link program' button is highlighted. The 'Link program' modal also shows a 'Notify the candidate via email' checkbox and a 'Link and edit' button with a 'Link program' sub-button.


View results



Did the candidate submit the results? View results:

1. Click on the graph
2. Report results
3. All results are shown in order of the assessment
4. Click on PDF for the full report.

 **John Valbuena**
username: johnnyenglish; e-mail: m.steg@cecloo.nl; creation date: 21-03-2023;
active program: Team leader mid level


1 

2

- Personal
- Matchings Report
- Personality (QPN)
- Cognitive ability (QCMV)**
- Glorious mistake
- Remarks by candidate
- Detail analysis

3

Cognitive ability (QCMV)



FAR ABOVE AVERAGE

Norm group: Vocational level 4 (EQF 4)







You have completed a variety of cognitive tests which, taken together, produce a picture of your general professional and intellectual level. Compared to the norm group the test reveals your cognitive ability to be well above average. These results are indicative of your ability to swiftly master new knowledge and to apply the knowledge you have acquired in new fields. On this basis, yo...

4

Cognitive ability (QCMV) [View PDF →](#)

92
Profile match

Score overview

General cognitive ability (QCMV)		100
Contact oriented		100
Goal-oriented		100
Emotional stable		18
Socially skilled		100
Persuasive		100

Matchings Report [View PDF →](#)

Creating assessment



Start from the Assessments tab

1. Click Create assessment
2. Choose a job profile or General assessment to start with
3. To use a previously created assessment, make this a template first

< Go back Assessments Candidates 1. Assesio Bloom - Recruitment - Product demo Groups

1 Create assessment

Available assessments
In the list below you will find the assessments that are available to you. If you want to create a new assessment, you can press the button "Create assessment" in the menu on the left. During the creation process, you can also set the

Creating assessment

1 2 3 4 5

Select a profile
Choose a predefined profile as a starting point for the assessment.

assessment X 49 profiles Sort Date Descending

Mechanics The Mechanic assessment is representative of Outdoor Technology, focusing on safety... View details Select	Finance professional Assessment with Finance profile, professional level (EQF6). View details Select	General assessment Choose your own services and create your own profile. View details Selected
Assessment without profile, vocational Assessment without a profile, vocational level (EQF4).	Assessment without profile, university Assessment without a profile, university level.	Assessment without profile, professional Assessment without a profile, professional level (EQF6).

Next

2

Configure assessment



1. Does the assessment have a deadline? Add it here. This deadline applies to all candidates that will do this assessment.

Deadlines trigger reminders for candidates that are not yet finished

2. Give the assessment a name for each available language.

3. Add a description for the candidates.

Add a description for the back office (only visible to you and your colleagues).

Creating assessment

1 2 3 4 5

Deadline

You can set a deadline for the assessment (optional).

Deadline

1 📅 ×

Name and description

Give the assessment a name and descriptive texts.

English

Name *

2

3 **Assessment description (visible for candidates) ***

B I U 📁 📄

Catalogue description (visible for back office) *

B I U 📁 📄

Creating an assessment: services



1. Switch ON Edit mode to make changes
2. Add section to add more tests
3. Choose the tests – when you start from an existing assessment, there are already tests and services added
 - Choose the norm when necessary
4. Add information services if needed
5. Show services not visible for candidates
6. Delete and/or change the order.

Creating assessment

✓ ✓ 3 4 5

Sections of the assessment

This is the list of the sections of the assessment. You can add or remove sections. The sorting of this list is the order in which the assessment will be presented in steps to the candidate. If you wish to add, remove or reorder sections, click on the "Edit mode" toggle.

Edit mode: ON **1**

Show services not visible for candidate **5**

Add section **2**

1 Introduction
1 min

6 ⋮
Move up
Move down
Delete

4 Select a service to add

New service Search

Current sections in assessment: 4 services

- Accuracy (QNN) ⓘ
- Adaptive Matrigma **3**
- Career values
- Change (QON) ⓘ
- Classic Matrigma
- Cognitive abilities (QCHV) ⓘ
- Cognitive abilities (QCMV) ⓘ
- Cognitive abilities check (QCHC) ⓘ

Cancel Add

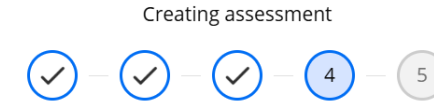
[Back to Table of contents](#)

Compose a fit profile



Determine the important criteria for the assessment.

1. Switch on Edit mode
2. Add score item for fit profile
3. Choose the weights of each trait or competency
 - *The more important, the greater the weight*
 - *The fit score will be computed as a weighted mean of all the selected fit score items (traits or competencies)*



Scores

Scores help determine which candidates are best suited for the position. The weights of the properties below have been carefully compiled for the profile that you are using for this assessment. If you have reasons to add, remove or alter score weights, you can make adjustments below. Use the sliders to determine the mutual relationship between the properties. The greater the weight, the more important that property is in the scoring of a candidate.

Edit mode: ON 1

Add score item 2

60 % Matrigma Adaptive

62

Fit score for Matrigma Adaptive 3

40 % Conscientious

42

Previous **Next**

Set reports, extra scores and statuses (I)

Multiple actions:

1. Tick so all linked consultants receive email when assessment is finished*
2. Set which reports are visible for candidate and/or consultant*
3. Add manual scores*
4. Set review statuses*
5. Extra score items to show in compare screen, but not part of the fit profile

Creating assessment

✓ ✓ ✓ ✓ 5

1 Send email (to consultants) when assessments are finished:

2 Reports

3 Manual scores

4 Review status

5 Extra score items to show in the compare screen of the assessment

Matchings Report

- Matchings Report
- Matchings Report (PDF)

Personality (QPN)

- Sociaal wenselijk (QPN)
- Talents (QPN)
- Talents (QPN)
- Talents (QPN) (PDF)
- Traits (QPN) (PDF)

Fit with the organisation
Is the candidate a good fit with the organisation?

Fit with the team
Does the candidate fit well with the team?

Fit with the job
Is this candidate a good fit with the job?

Through

Not through

Not sure

Hired

Not hired

Personality (QPN) (14)

Extrovert
Extroversion is about the ease and openness with which you make contact with others.

Contact oriented
A contact-oriented person is comfortable in social situations and is happy to cooperate.

Socially skilled
Being socially skilled means that you understand what suitable behaviour is, and act accordingly.

Set reports, extra scores and statuses (II)

5. Make this assessment a predefined profile within your organisation, to use as a template for new assessments*
6. Save

* These settings can be adjusted after the assessment has been created, by clicking on the 'i' in the assessment tab.

Creating assessment

✓ ✓ ✓ ✓ 5

Manual scores

Review status

Extra score items to show in the compare screen of the assessment

Template

You can reuse this assessment as a template within your organisation. You can then find this template in the overview of available profiles when creating an assessment.

5 Make this assessment a predefined profile within your organisation:

Previous **Save** 6

Add candidates



There are multiple ways to add candidates:

1. One by one
2. Create demo (only for Assessio Bloom)
3. Create Login code
4. Multiple login codes
5. Importing candidates from CSV*
6. Add multiple new candidates

* Requires the CSV template

The screenshot shows a web interface for adding candidates. At the top, there is a navigation bar with a back arrow and the text 'Go back' and 'New candidate'. Below this is a horizontal menu with six options: 'New candidate', 'Create demo', 'Create login code', 'Multiple login codes', 'Import candidates', and 'Multiple new candidates'. The 'New candidate' option is highlighted with a red box and a red number '1'. The 'Create demo' option is marked with a red number '2'. The 'Create login code' option is marked with a red number '3'. The 'Multiple login codes' option is marked with a red number '4'. The 'Import candidates' option is marked with a red number '5'. The 'Multiple new candidates' option is marked with a red number '6'. Below the menu, the form contains the following fields and options: a text input for 'Username *', a text input for 'Email *', a date input for 'Valid until' with the value '26-01-2027' and a calendar icon, a checkbox for 'Send activation email' which is checked, and a dropdown menu for 'Language *' with 'English' selected. At the bottom right, there are three buttons: 'Save and edit', 'Save and next', and 'Save'.

Multiple new candidates



< [Go back](#) | Multiple new candidates

[New candidate](#) [Create demo](#) [Create login code](#) [Multiple login codes](#) [Import candidates](#) **[Multiple new candidates](#)**

1. Add the e-mail addresses
2. Choose language
3. Tick the box if the activation email should be send, do not tick the box if the activation email should not be send right away.
4. Option to edit the activation email of edit new session email.
5. Give instructions what to do when an e-mailadress already excists.
6. Create candidates

The newly created candidate accounts will be linked to the assessment Team leader mid level

Paste your list of email addresses here, each address on a new line *

1

2

Language *

English

3

Send activation email

4

[Edit activation mail](#)

[Edit new session email](#)

5

What to do if there is already one candidate account with the same email address in the system?

- Add assessment for the existing candidate
- Create a new candidate account
- Do not create or add (you can consult the log)

What to do if there is already more than one candidate account with the same email address in the system?

- Add assessment for all these candidates
- Do not create or add (you can consult the log)

6

[Create candidates](#)

Add candidates: create login code



When creating a single login code:

1. Select the date on which the login code can be used.
2. Select the language in which you want to send the invite.
3. If you want to make adjustments for this candidate, press “Save and edit”.
4. If you want to add more candidates, press “Save and next”.
5. If you just want to invite this candidate, press “Save”.

The screenshot shows the 'Create login code' interface. At the top, there is a navigation bar with a '< Go back' link and the title 'Create login code'. Below this is a menu with five options: 'New candidate', 'Create demo', 'Create login code' (highlighted with a red box), 'Multiple login codes', 'Import candidates', and 'Multiple new candidates'. The main content area displays the following information:

- A message: 'The newly created candidate accounts will be linked to the assessment Team leader mid level'.
- The label 'Login code' followed by a text input field containing '8C-PT-MK-Rw'.
- The label 'Valid on the date *' followed by a date input field containing '26-01-2026' and a calendar icon.
- The label 'Language *' followed by a dropdown menu showing 'English'.
- At the bottom, three buttons: 'Save and edit', 'Save and next', and 'Save' (highlighted with a red box).

Red boxes and numbers 1-5 are overlaid on the screenshot to indicate the steps described in the list:

- 1: Points to the date input field.
- 2: Points to the language dropdown menu.
- 3: Points to the 'Save and edit' button.
- 4: Points to the 'Save and next' button.
- 5: Points to the 'Save' button.

Add candidates: multiple login codes



When creating multiple login codes:

1. Submit the number of login codes you need.
2. Select the date on which the login codes can be used.
3. Select the language in which you want to send the invites.
4. Press “Generate”.

The screenshot shows a web interface for creating login codes. At the top, there is a navigation bar with a 'Go back' link and the title 'Create login code'. Below this is a menu with several options: 'New candidate', 'Create demo', 'Create login code', 'Multiple login codes' (which is highlighted with a red box), 'Import candidates', and 'Multiple new candidates'. The main content area contains a form with the following fields: 'Number: *' (a dropdown menu with '1' selected, highlighted with a red box and the number '1'), 'Valid on the date *' (a date input field with '26-01-2026' and a calendar icon, highlighted with a red box and the number '2'), and 'Language *' (a dropdown menu with 'English' selected, highlighted with a red box and the number '3'). At the bottom right of the form is a blue 'Generate' button, highlighted with a red box and the number '4'. A note above the form states: 'The newly created candidate accounts will be linked to the assessment Team leader mid level'.

Add candidates: import



When importing candidates:

1. Select the language in which you want to send the invites.
2. Press “Upload CSV”.

< Go back Import candidates

New candidate Create demo Create login code Multiple login codes **Import candidates** Multiple new candidates

The newly created candidate accounts will be linked to the assessment Team leader mid level

Please upload a CSV file with the candidate data.

1 Language *
English

2 Upload CSV

Edit candidate dossier



1. Three dots
2. Multiple options:
 - a) Edit dossier
 - b) Edit review status
 - c) Edit deadline
 - d) Forgot password
 - e) Block candidate
 - f) Archive candidate
 - g) Add to a list
 - h) Delete from a list
 - i) Add to a group
 - j) Add to a group as manager

Navigation: < Go back | Assessments | **Candidates** | 1. Assessio Bloom - Recruitment - Product demo | Groups

Buttons: Add a candidate, Search, Enlarge search field, Search, Advanced search

Filters: de(Select) | Show only selected (0)

Advanced

Overview all candidates (17) Refresh list

<input type="checkbox"/>	de(Select)	<input type="checkbox"/>	Show only selected (0)
<input type="checkbox"/>		Jouke Ebbinga	username: demo.assessio6; e-mail: [redacted]; creation date: 23-11-2025; active program: General assessment
<input type="checkbox"/>		Demo Voorbeeld	username: demo.assessio5; e-mail: [redacted]; creation date: 23-11-2025; active program: IT analyst / software developer
<input type="checkbox"/>		Petra Testpersoon	username: demo.assessio4; e-mail: [redacted]; creation date: 23-11-2025; active program: IT analyst / software developer
<input type="checkbox"/>		Eric Example	username: demo.assessio3; e-mail: [redacted]; creation date: 23-11-2025; active program: Mechanics
<input type="checkbox"/>		Demo Damo	username: demo.assessio2; e-mail: [redacted]; creation date: 23-11-2025; active program: Mechanics
<input type="checkbox"/>		Demi Rode	username: demo.assessiobloom; e-mail: [redacted]; creation date: 23-11-2025; active program: Mechanics
<input type="checkbox"/>		John de Jong	username: joeyboyd; e-mail: meindert.steg@assessio.com; creation date: 23-11-2025; active program: Team lead Policy & Advice

Standard lists

- Archive >
- Candidates created by me >

Dropdown menu options (for Jouke Ebbinga):

- Edit dossier
- Edit review status
- Edit deadline
- Forgot password
- Block candidate
- Archive candidate
- Add to list
- Delete from a list
- Add to group as member
- Add to group as manager

Candidate forgot password?



1. Three dots

2. Forgot Password

Mail is sent directly to candidate

The screenshot shows the 'Candidates' page in the Assessio system. On the left, there is a sidebar with a search bar, filters for Username, E-mail, First name, Last name, and Assessment, and a list of standard lists including 'Archive' and 'Candidates created by me'. The main area displays an 'Overview all candidates (17)' with a 'Refresh list' button. A list of candidates is shown, including Jouke Ebbinga, Demo Voorbeeld, Petra Testpersoon, Eric Example, Demo Damo, Demi Rode, and John de Jong. A red box highlights the three-dot menu for 'Demo Voorbeeld', with a red arrow pointing to a dropdown menu. The dropdown menu contains options: 'Edit dossier', 'Edit review status', 'Edit deadline', 'Forgot password', and 'Block candidate'. A red box highlights the 'Forgot password' option, and a red number '2' is next to it. A red number '1' is next to the three-dot menu icon. The 'Advanced' button is also visible in the top right corner of the candidate list area.

Groups functionality



Create groups

1. Click on 'Groups'
2. Create a new group next page explains how to add group members

Edit group

3. Change group (name/ description)

Actions per group

4. Click on the name of a group
5. Advanced

The screenshot shows the 'Groups' page in the 'Assessio Bloom - Recruitment - Product demo' system. The interface is divided into several sections:

- Top Navigation:** Includes 'Go back', 'Assessments', 'Candidates', and '1. Assessio Bloom - Recruitment - Product demo'. The 'Groups' tab is highlighted with a red box and labeled '1'.
- Left Panel:** Contains a 'Create assessment' button and a form for creating a new assessment. The form has sections for 'Text' (with a text input field) and 'Owner and Recruiter right' (with checkboxes for 'I am Owner' and 'I am recruiter').
- Main Content Area:** Titled 'Available assessments', it lists several assessments with details like 'Learning Agility in action', 'Extra insights', and 'Team lead Policy & Advice'. Each assessment has an information icon and a three-dot menu icon.
- Group Management Section:** A red box highlights this section, which includes a 'View groups' header, a search form, and a list of groups. The search form has a 'Text' input field and a 'Search' button. The group list shows a group named 'Selectie 2025' with a description and a small profile picture. A 'New group' button is highlighted with a red box and labeled '2'. A three-dot menu icon next to the 'Selectie 2025' group is highlighted with a red box and labeled '3'. A red arrow points from this menu icon to the 'Advanced' button in the 'Overview all candidates' section, which is labeled '5'.
- Overview all candidates (17):** This section shows a list of candidates with checkboxes for selection and a 'Refresh list' button. The 'Advanced' button is highlighted with a red box and labeled '5'.

Groups functionality



Multiple employees at the same time

1. Select the employees
2. Advanced
3. Add to group
4. Choose an existing team or create a new one

Per candidate


5. Three dots
6. Add to group as an employee
7. Add to group as manager
(just FYI, the manager has no other permissions)


Candidate

- Delete >
- Activate >
- Forgot password >
- Send reminder >
- Block >
- Unblock >
- Edit end date >
- 3 Add to group** >
- Remove from group >

Overview all candidates (17) Refresh list

de(Select) Show only selected (2)

1  **Jouke Ebbinga**
username: demo.assessio6; e-mail:
creation date: 23-11-2025; active program: General assessment

 **Demo Voorbeeld**
username: demo.assessio5; e-mail:
creation date: 23-11-2025; active program: IT analist / software developer

2 **Advanced**

4 **Add members to group** New group

5

- Edit dossier
- Edit review status
- Edit deadline
- Forgot password
- Block candidate
- Archive candidate
- Add to list
- Delete from a list
- 6 Add to group as member**
- 7 Add to group as manager**


Linking consultants (colleagues)



Overview all candidates (17) [Refresh list](#)

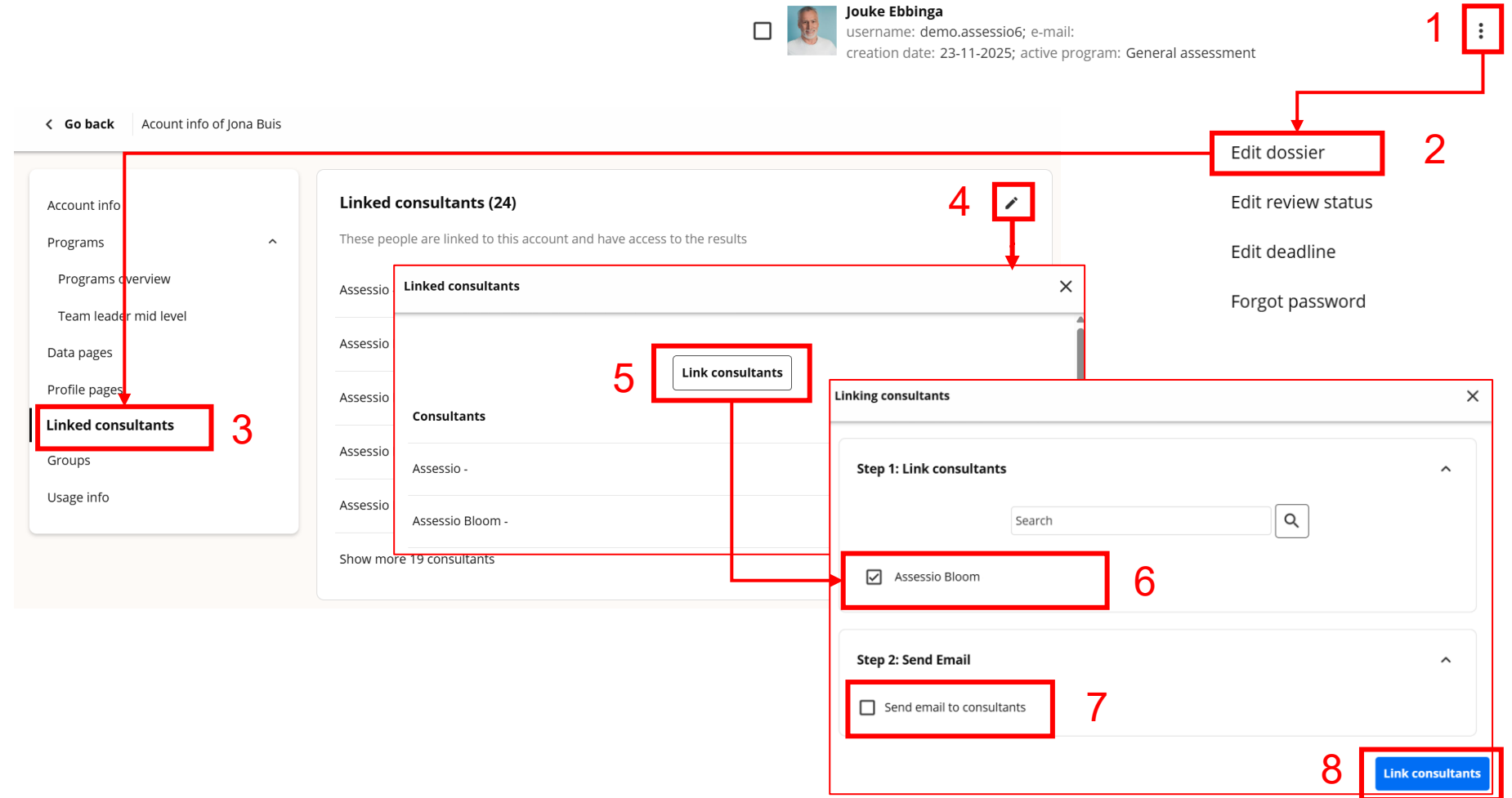
Advanced

de>Select Show only selected (0)

 **Jouke Ebbinga**
username: demo.assessio6; e-mail:
creation date: 23-11-2025; active program: General assessment

To a candidate:

1. Three dots
2. Edit dossier
3. Linked consultants
4. Click on pencil to edit
5. Link consultants
6. Select colleague(s)
7. Tick to inform via email or not
8. Link consultants



The screenshot shows the 'Account info of Jona Buis' page. The 'Linked consultants (24)' section is visible, with a list of consultants. A dialog box titled 'Linking consultants' is open, showing 'Step 1: Link consultants' and 'Step 2: Send Email'. The 'Assessio Bloom' checkbox is checked in Step 1, and the 'Send email to consultants' checkbox is unchecked in Step 2. The 'Link consultants' button is highlighted in blue at the bottom right of the dialog box.

1. Three dots (top right of candidate card)

2. Edit dossier (button on right sidebar)

3. Linked consultants (menu item in left sidebar)

4. Click on pencil to edit (pencil icon in 'Linked consultants' section)

5. Link consultants (button in 'Linking consultants' dialog)

6. Select colleague(s) (checkbox for 'Assessio Bloom' in 'Step 1')

7. Tick to inform via email or not (checkbox for 'Send email to consultants' in 'Step 2')

8. Link consultants (blue button at bottom right of dialog)


Coordinator profile



Let the candidate know who to contact.

See next page for creating a profile.

John Valbuena



Profile >

Contact person



Assessio Bloom - Meindert Steg

Team leader mid level ✓

Is there a good fit between you, the role and the organisation? This part of the assessment provides more insight into this.

- ✓ **Introduction**
Does the role we have suit you? Watch the video for more information.
[Read more](#)
- ✓ **Personality (QPN)**
What type of personality do you have? What features are most characteristic of you? What is your special talent? Obtain insight into your personality with this questionnaire.
[Start](#) [Result](#)
- ✓ **Cognitive abilities (QCMV)**
How well do you handle language, numbers and spatial figures? Gain insight into your cognitive abilities.
Please note! When you click 'Start', you must complete the test in one sitting. You cannot interrupt the test. Therefore, please read the [instruction brochure](#) first.
[Start](#) [Result](#)
- ✓ **View your results**
Here you can generate your personal presentation. You can see what your results look like.
[View results](#)

Profile Creation Coordinator



How to create a profile:

1. My account
2. About you as a consultant
3. Fill in the details and upload a photo if necessary
4. Save

The screenshot shows the 'Change account info' page in the Assesio Bloom system. The top navigation bar includes 'Go back', 'Assessments', 'Candidates', '1. Assesio Bloom - Recruitment - Product demo', 'Groups', and a profile icon (1). The main content area is titled 'Change account info' and contains an 'About you' section (2) with an edit icon. Below this is the 'Change details' form (3) with fields for 'First name *' (Assesio), 'Last name *' (Bloom), 'Telefoonnummer' (06), and a text area for 'Introduce yourself to the candidate'. A 'Description' link is also present. At the bottom of the form is a 'Foto' section with a photo of a man and a 'Save' button (4).

Add consultant

Only available to specific users

1. Manage consultants
2. New consultant
3. Fill in the details and choose the right permissions
4. Save

Activation email is sent to consultant

1

2

3

4



View results



Overview all candidates (17) [Refresh list](#)

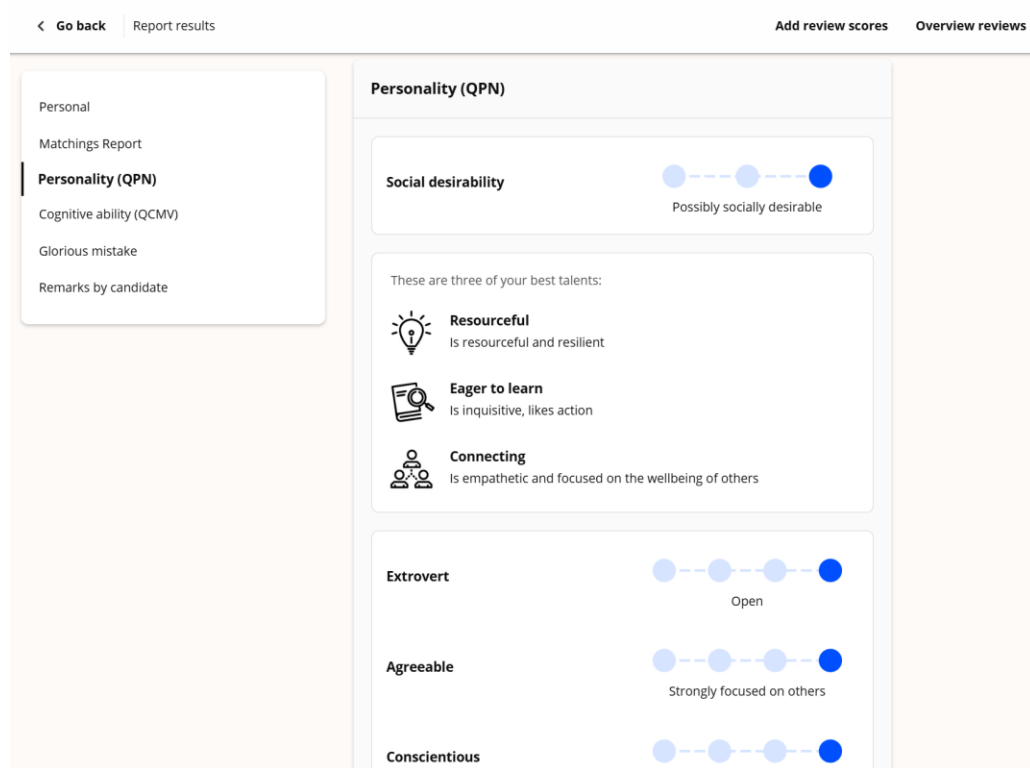
Advanced

de(Select) Show only selected (0)

-  **Jouke Ebbinga**
username: demo.assessio6; e-mail:
creation date: 23-11-2025; active program: General assessment
-  **Demo Voorbeeld**
username: demo.assessio5; e-mail:
creation date: 23-11-2025; active program: IT analyst / software developer

Did the candidate submit the results? View results:

1. Click on the graph
2. Presentation visible



Report options




When you open the report, a few options can be available. This depends on the type of test and settings of the portal:

1. Change report type
2. Change norm
3. Change language of the report
4. Download report as PDF


< Go back

1 Report (Talents (QPN)) 2 Change norm 3 Select language (English) 4 Download as PDF

 Talents

23 January 2026

John Valbuena



Results Details



Go to Report results

1. Detail analysis
2. Detail report all tests PDF
3. PDF will show details from each tests (if available)

< Go back | Report results

Personal

Matchings Report

Personality (QPN)

Cognitive ability (QCMV)

Glorious mistake

Remarks by candidate

Detail analysis

Detail analysis

Detail report all tests View PDF →

Cognitive ability (QCMV)

Started: 21/03/2023 23:31:48
Finished: 22/03/2023 00:04:13

Time spend: 32 minutes 24 seconds
Nr. of times started: 1

Language: English
Norm group: Vocational level 4 (EQF 4)

Name	Raw score	Z-score	Decile	Category
Diagrams	11	0,63	8	
Figure Series	11	1,65	10	
Number Series	12	1,23	10	
Analogies	11	1,07	9	
General cognitive ability	1,14	1,58	10	Far above average
Verbale cognitieve capaciteiten	0,85	1	9	

Share results



1. Go to the assessment
2. Select the candidates
3. Click 'share'
4. The assessment needs to be finished
5. Fill in the details of the recipient and send the results

Available assessments

In the list below you will find the assessments that are available to you. If you want to create a new assessment, you can press the button "Create assessment" in the menu on the left. During the creation process, you can also set the assessment as a template, so you can easily reuse the profile within your organisation.

Items per page 1 Sort

Team leader mid level
With this program we find out the fit with the position of Team Leader at vocational level.

Candidates of this assessment (4) ↻ Refresh list

- Share Deep dive Compare Advanced

<input checked="" type="checkbox"/>	de(Select) <input type="checkbox"/>	Show only selected (4)			
<input checked="" type="checkbox"/>		Eric Example username: demo.assessio3; e-mail: herbert@kieskamp.nl; creation date: 23-11-2025	87%		⋮
<input checked="" type="checkbox"/>		Demo Damo username: demo.assessio2; e-mail: frederike.kieskamp@gmail.com; creation date: 23-11-2025	86%		⋮
<input checked="" type="checkbox"/>		Demi Rode username: demo.assessio bloom; e-mail: willemijn@kieskamp.nl; creation date: 23-11-2025	84%		⋮

Share candidates

You have selected candidates that have not finished the assessment yet: 1 4

Share with

You need to add an email address before sharing

Email address Add

Access until *

Subject *

Preview of the email in English:

Q4You recruitment

5

View shared results



1. The recipient gets an email
2. Goes to the Assessio Bloom platform and receives a code
3. Fill in the verification code



Enter verification code

We have just sent you a verification code by email. Please check email and paste the code below. Did you not receive an email? Please check your junk or spam folder.

3

rb-

Verify

The Bloom sharing application

Someone has invited you to take a look at some candidates. Click Next and we will give instructions to verify that you are the intended receiver.

2

Next

Q4You recruitment

This is an automatically generated message. Replies to this email will not be read.

Dear reader,

“ We have made a selection of candidates available for you to review.

The number of candidates have been made available for you to review: **3**

To access your overview of candidates:

1. Click on your personal access link below. This will open in your browser.
2. To ensure a secure login, we will ask you for a verification code.
3. You will receive the verification code via email.
4. Enter the verification code in your browser.

Your personal access link below can be used to log in next time. You will again be asked for a verification code.

1

Your personal access link:

<https://assessiobloom.online/applink/open/externaluser/82f3776d-bc6c-47b7-b029-32fec6262c0f>

You recruitment

Default Analytic reports





Follow these steps:

1. Select the candidates
2. Advanced
3. Analysis
4. Select the analysis report
5. Generate
6. Download the file

Overview all candidates (17) [Refresh list](#)

de(Select) Show only selected (2)

1  **Jouke Ebbinga**
username: demo.assessio6; e-mail:
creation date: 23-11-2025; active program: General assessment

 **Demo Voorbeeld**

2 **Advanced**

3 **Analytics reports**

4 **Recruitment - verbruik**

5 **Generate**

6 **Download**

Generate analytics report

Name of report: *
Recruitment - verbruik (.pdf)

Recruitment - verbruik

Start date: 26-01-2026 12:04
Duration: 0 seconds
Running analytics report description

Running analytics report info done message

[Back to Table of contents](#)

Create Export: Candidate Data



1. Select the candidates
2. Advanced
3. Export Candidates
4. Flat format: select the assessment
5. Make exports.
6. Download CSV file

Overview all candidates (17) [Refresh list](#)

de(Select) Show only selected (2)

1	<input checked="" type="checkbox"/>		Jouke Ebbinga username: demo.assessio6; e-mail: creation date: 23-11-2025; active program: General assessment	⋮
	<input checked="" type="checkbox"/>		Demo Voorbeeld username: demo.assessio5; e-mail: creation date: 23-11-2025; active program: IT analyst / software developer	⋮

Export **Reports** **Lists**

3 **Export candidates** [Generate multiple reports](#) **Advanced** [Save selection as list](#) >

[Export login codes](#) > [Analytics reports](#) > [Add selection to list](#) >

Export candidates 5

Flat format 4 Consultant professional **Export**

Export to flat format (1 row per candidate)

Complete export **Export**

Export all data (multiple rows per candidate)

Event log

Export events

Export details:

Start date: 26-01-2026 12:10
Duration: 0 seconds
Reports of: , number of candidates> 2

✓ All candidates exported successfully

Download 6

Convert CSV to MS Excel



How to convert the export CSV to an Excel spreadsheet:

1. Open the downloaded export file with Excel
2. Select column A
3. Go to Data and click on the Text to Columns option.
4. Now a drop-down menu will open. Choose the following options consecutively:
 - Data Type: Separated
 - Separator: Other. In the input field, enter the Pipe character: |
 - Then click Finish



3

Het volgende gegevenstype is geconstateerd: Gescheiden.

Als dit juist is, kiest u Volgende of kiest u het gegevenstype dat het beste overeenkomt met de gegevens.

- Gescheiden - Tekens zoals puntkomma's of tabs vormen de scheidingstekens tussen de velden.
- Vaste breedte - Velden worden uitgelijnd in kolommen met spaties tussen de velden.

4

In dit venster kunt u de scheidingstekens instellen die uw gegevens bevatten.

Scheidingstekens

- Tab
 - Puntkomma
 - Komma
 - Spatie
 - Dubbele scheidingstekens als één beschouwen
- Tekstindicator: " ↕

Overige:

Linking Assessment





You can also link assessments to multiple candidates, by selecting them first.

1. Select candidates
2. Advanced
3. Add program
4. Select the assessment
5. Save

Overview all candidates (17) [Refresh list](#)

de(Select) Show only selected (2)

1  **Jouke Ebbinga**
username: demo.assessio6; e-n
creation date: 23-11-2025; activ

 **Demo Voorbeeld**
username: demo.assessio5; e-n
creation date: 23-11-2025; activ

2 **Advanced**

3 **Link**

- Link consultants >
- Unlink consultants >
- Link coordinators >
- Unlink coordinators >
- Link program >**
- Unlink program(s) >

- IT analyst / software developer** >
Get insight into the Learning Agility of the candidates, by letting them finish personality and motivation.
- Learning Agility in action** >
Gain insight into Learning Agility, based on personality, motivation and performance (360).
- 4** **Learning Agility select** >
Get insight into the Learning Agility of the candidates, by letting them finish personality and motivation.
- Mechanics** >
The Mechanic assessment is representative of Outdoor Technology, focusing on safety awareness and practical skills.

< Go back

Link program

Name: Learning Agility select
Info: Get insight into the Learning Agility of the candidates, by letting them finish personality and motivation.

5 **Save**

Link consultants



To multiple candidates:

1. Select the candidates
2. Advanced
3. Link consultants
4. Tick the consultants
5. Tick to inform via email or not
6. Link consultants

The screenshot shows the 'Overview all candidates (17)' interface. At the top right, there is a 'Refresh list' button. Below the title, there are two checkboxes: 'de(Select)' and 'Show only selected (2)'. A list of candidates is shown, with two candidates selected (checked boxes). The first candidate is 'Jouke Ebbinga' and the second is 'Demo Voorbeeld'. A red box labeled '1' highlights the selection checkboxes. To the right, there is a 'Link' dropdown menu with options: 'Link consultants', 'Unlink consultants', 'Link coordinators', 'Unlink coordinators', 'Link program', and 'Unlink program(s)'. A red box labeled '2' highlights the 'Advanced' button, and a red box labeled '3' highlights the 'Link consultants' option in the dropdown. Below the candidate list, there is a search bar and a 'Link consultant to candidates' section. This section contains a list of checkboxes for various 'Assessio Bloom' entries. A red box labeled '4' highlights one of these checkboxes. Below this list is a checkbox labeled 'Would you like to inform the coordinators per email?'. A red box labeled '5' highlights this checkbox. At the bottom right, there is a blue 'Link consultants' button, highlighted with a red box labeled '6'. Red arrows indicate the flow from the 'Advanced' button to the 'Link' dropdown, and from the selected checkbox in the 'Link consultant to candidates' section to the 'Link consultants' button.

Link Coordinator





To multiple candidates:

1. Select candidates
2. Advanced
3. Link coordinators
4. Tick consultant(s)
5. Tick to inform via email or not
6. Link coordinators

Overview all candidates (17) [Refresh list](#)

de>Select Show only selected (2)

- 1  **Jouke Ebbinga**
username: demo.assessio6; e-mail:
creation date: 23-11-2025; active program: General assessment
-  **Demo Voorbeeld**
username: demo.assessio5; e-mail:
creation date: 23-11-2025; active program: IT analist / software developer

3

Link

- Link consultants >
- Unlink consultants >
- Link coordinators >**
- Unlink coordinators >

2

Advanced

⋮

||

⋮

Link coordinators to candidates

Search 

- 4 Assessio Assessio Bloom - Assessio Bloom -
- 5 Would you like to inform the coordinators per email?

6

Link coordinators

Compare candidates



To compare your candidates.
Go to the Assessment tab:

1. Click the three dots and select 'Compare candidates'
2. You can sort the scores by column
3. You can open the candidate results by clicking the graph icon
4. You can open the candidate account by clicking their name
5. You can set the status of the candidates by clicking TBD

The screenshot shows the 'Assessments' tab in a recruitment system. The 'Available assessments' section is active, displaying a table of candidate scores for various assessments. The table is sorted by 'Date Descending'. The 'Mental Agility' column is highlighted, and the 'Compare candidates' option is selected in the dropdown menu for the first candidate.

19 kandidaten	Fit score in %	Learning Agility totaal 100%	Mental Agility 0%	Change Agility 0%	People Agility 0%	Results Agility 0%	Self-awareness 0%
	60	60%	70%	85%	35%	50%	60%
	45	45%	35%	45%	60%	35%	95%
	45	45%	50%	60%	45%	35%	45%
	40	40%	35%	40%	50%	40%	40%

Cognitive ability (QCMV)

You have completed a variety of cognitive tests which, taken together, produce a picture of your general professional and intellectual level. Compared to the norm group the test reveals your cognitive ability to be well above average. These results are indicative of your ability to swiftly master new knowledge and to apply the knowledge you have acquired in new fields. On this basis, yo...

FAR ABOVE AVERAGE

Norm group: Vocational level 4 (EQF 4)

[View PDF →](#)

[View candidates](#)

[Compare candidates](#)

[Add candidate](#)

[Clone](#)

[Edit](#)

[Archive](#)

Review Presentation



1. Go to Add review
2. Please indicate your review. Optionally, you can also add a comment. This is also visible to your colleagues.
3. Delete review

1

Add review scores Overview reviews

Please rate this candidate

You can add a comment if you want to

Fit with the organisation
Is the candidate a good fit with the organisation?

Not a good fit Reasonable **Adequate** Good Very good

2

Fit with the team
Does the candidate fit well with the team?

Not a good fit Reasonable Adequate **Good** Very good

3

Fit with the job
Is this candidate a good fit with the job?

Not a good fit **Reasonable** Adequate Good Very good

View reviews



1. Go to Review Overview.
2. The average rating can be seen.
3. Click on the text bubble to view the reviews of colleagues.

Overview reviews

This is the overview of your and your colleagues' reviews for this candidate.

Fit with the organisation (based on 7 reviews)
3.57 / 5

Fit with the team (based on 6 reviews)
3.50 / 5

Fit with the job (based on 6 reviews)
2.83 / 5

Candidate flow



Activate



Candidate receives an activation email



Candidate:

- (1) chooses language
- (2) sets password
- (3) sees privacy statement and terms of use
- (4) has option to enable Two factor Authentication
- (5) submits personal data



Candidate reaches personal home page

John Valbuena

Profile >

Contact person

Assessio Bloom - Meindert Steg

Learning Agility & Cognitive Abilities

Get insight into the Learning Agility and cognitive abilities by finishing personality and motivation as well as a

- 1 **Personality (QPN)**
What type of personality do you have? What features are most characteristic of you? What is your special talent? Obtain insight into your personality with this questionnaire.
Start Result
- 2 **Motivation (QDN)**
What guides you in the choices you make in your professional and your private life? What motivates and energises you? Obtain insight into your drives with this questionnaire.
⌚ 15 min
Start Result
- 3 **Cognitive abilities (QCMV)**
How well do you handle language, numbers and spatial figures? Gain insight into your cognitive abilities.
Please note! When you click 'Start', you must complete the test in one sitting. You cannot interrupt the test. Therefore, please read the [instruction brochure](#) first.
⌚ 40 min
Start
- 4 **View your results**
Here you can generate your personal presentation. You can see what your results look like.
View results


The assessment



The candidate can now start the assessment. The steps in the assessment can be different for each position, role, team or organisation.


The candidate goes through the parts step by step.

John Valbuena



Profile >

Contact person



Assessio Bloom - Meindert Steg

Learning Agility & Cognitive Abilities

Get insight into the Learning Agility and cognitive abilities by finishing personality and motivation as well as a

- Personality (QPN)**

What type of personality do you have? What features are most characteristic of you? What is your special talent? Obtain insight into your personality with this questionnaire.

Start Result
- Motivation (QDN)**

What guides you in the choices you make in your professional and your private life? What motivates and energises you? Obtain insight into your drives with this questionnaire.

🕒 15 min

Start Result
- Cognitive abilities (QCMV)**

How well do you handle language, numbers and spatial figures? Gain insight into your cognitive abilities.

Please note! When you click 'Start', you must complete the test in one sitting. You cannot interrupt the test. Therefore, please read the [instruction brochure](#) first.

🕒 40 min

Start
- View your results**

Here you can generate your personal presentation. You can see what your results look like.

View results

Submit assessment results (optional)




Completed everything? To get started with submitting your application:

- View results
- And then submit the application


The linked recruiters/consultants will now receive an email that the assessment has been submitted. They can now view the results.

John Valbuena



Profile >

Contact person



Assessio Bloom - Meindert Steg

Learning Agility & Cognitive Abilities

Get insight into the Learning Agility and cognitive abilities by finishing personality and motivation as well as a

- Personality (QPN)**
What type of personality do you have? What features are most characteristic of you? What is your special talent? Obtain insight into your personality with this questionnaire.
- Motivation (QDN)**
What guides you in the choices you make in your professional and your private life? What motivates and energises you? Obtain insight into your drives with this questionnaire.
- Cognitive abilities (QCMV)**
How well do you handle language, numbers and spatial figures? Gain insight into your cognitive abilities.
Please note! When you click 'Start', you must complete the test in one sitting. You cannot interrupt the test. Therefore, please read the [instruction brochure](#) first.
- 4 View your results**
Here you can generate your personal presentation. You can see what your results look like.
 ←

Finish ←

Click on the Finish button to finish your assessment

Click on the Finish button to submit your results ×

Need help?

Contact support via:

support.nl@assessiobloom.com

