

# Log-in

## Restaurant Managers

- Username: “mrm” followed by 5 digit store number
- Password: “mrm” followed by 5 digit store number
- Example: mrm01234 / mrm01234

## Operator

- Username: EID

## *Aon Global Assessment & Talent Engine | G.A.T.E.*

Enter your Username and Password to access the system.

Username

Password

Please note that passwords are case sensitive

Sign In

[Forgot Password](#)

# Dashboard

Select the preferred language in which to display text throughout the administrative site



/ administ

To data enter/score a paper assessment for a candidate you will need to click the "Candidate" tab.

User: Sample Owner

English

Sign Out

DASHBOARD

CANDIDATE

Welcome to the

Thank you for using Hiring To Win!

[Hiring To Win Admin Site Overview](#) [English/](#) [French](#)

For general questions about Hiring to Win, please contact your HR Representative as listed below.

This is the first screen you will see upon logging in. The white space will be used for messaging.

The menu options to the left are :

- **Forms** – where all users can view and print all the HTW documents (e.g., assessments, OJEs, interviews, etc.)
- **My Profile**– has the O/O information (will only appear for O/Os)
- **Review Users** – gives an O/O access to the list of users tied to each store that falls under his/her ownership (will only appear for O/Os)

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Should you experience difficulties with this site, please contact the Aon Support Desk at 1-800-596-2859.

# Resources

This is where you can view and print all documents relevant to the Hiring to Win process.



| administrative console

English

Sign Out

DASHBOARD CANDIDATE

Display Hosted Document

## Hiring to Win Resources

All resources below are available by clicking the link

### Hiring to Win Changes

- Hiring to Win Admin Site Overview - [English/French](#)

### Hiring Crew

- Crew Assessment Questions - [English/French](#)
- Crew Answer Sheet - [English/French](#)
- Crew Interview Guide & Evaluation Form - [English/French](#)
- Reference Check Form - [English/French](#)

### Promoting to Swing Manager

- Manager Assessment Questions - [English/French](#)
- Manager Answer Sheet - [English/French](#)
- Readiness for Advancement Checklist - [English/French](#)
- Realistic Job Preview for Swing Manager - [English/French](#)
- Job Profile (Swing Manager) - [English/French](#)
- OJE Peer Rating Exercise (Situation 7) - [English/French](#)
- OJE Maximize Business Performance (Situation 14) - [English/French](#)
- OJE Travel Path Documents - [English/French](#)

### Hiring External Manager

- Manager Assessment Questions - [English/French](#)
- Manager Answer Sheet - [English/French](#)
- Manager 1st Interview Guide - [English/French](#)
- Manager 2nd Interview Guide - [English/French](#)
- OJE Candidate Preparation Booklet - [English/French](#)
- OJE Rating Booklet (Manager) - [English/French](#)
- Reference Check Form - [English/French](#)

FORMS

MY PROFILE

REVIEW USERS



# My Profile (continued)

Text Msg Address:

(You can receive applicant reports by text message, just enter your mobile phone #. Check your phone plan for text rates. e.g. 10digitnumber@vtext.com)

Password Expiration:

5/23/2021

MANAGE PASSWORD

Status: Account Active

- Promo Codes are the store # and either a 'c' for crew or an 'm' for manager assessments.
- You can choose where to send assessments. (e.g. If the box is checked next to Promo Code mcd99999c, then the for store 99999 will be sent to the addresses entered on this screen.)

## REPORTS

<input type="checkbox"/>	◆ Promo Code	◆ Job	◆ Loca
<input type="checkbox"/>	MCD999999C	Crew / Équipier/ère	999999
<input type="checkbox"/>	MCD999999M	Manager / Gérant/e	999999

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SAVE EXIT

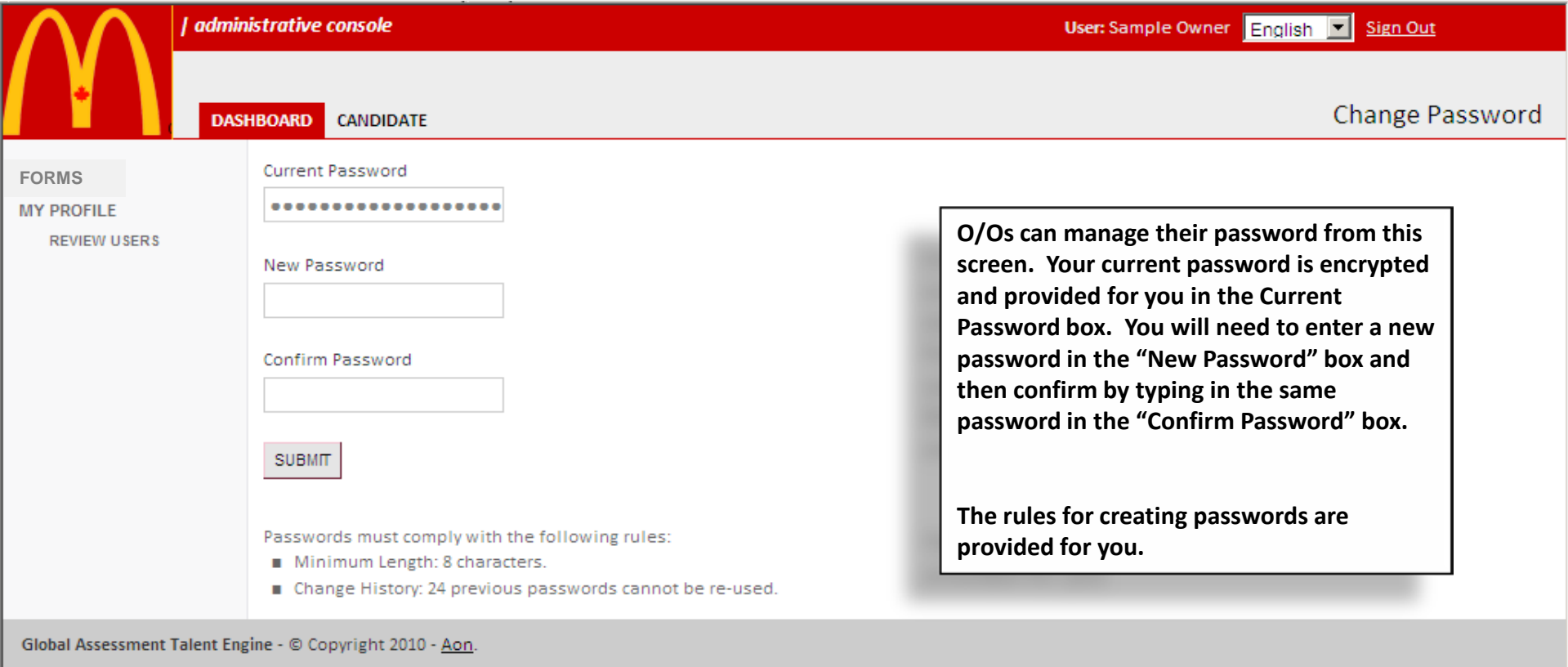
This is the bottom section of My Profile. It will list all promo codes (Crew & Manager) for each store on HTW. If an O/O wishes to receive emailed or text messaged Crew or Manager results for a given store, insert a check in the box provided and click Save. This email address is not setup to receive any emails for reports because nothing is checked.

If you wish to receive emails for reports you can check the box next to the corresponding promo code.

You can also add additional email addresses – using a semicolon to separate them.

If you wish to receive text messages you can add a text message address and check the codes you want to receive messages for. Standard text messaging rates from your mobile provider apply.

# Manage Password



/ administrative console

User: Sample Owner English Sign Out

DASHBOARD CANDIDATE

Change Password

FORMS  
MY PROFILE  
REVIEW USERS

Current Password

New Password

Confirm Password

SUBMIT

Passwords must comply with the following rules:  
■ Minimum Length: 8 characters.  
■ Change History: 24 previous passwords cannot be re-used.

O/Os can manage their password from this screen. Your current password is encrypted and provided for you in the Current Password box. You will need to enter a new password in the “New Password” box and then confirm by typing in the same password in the “Confirm Password” box.

The rules for creating passwords are provided for you.

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# Review Users

## Store: 20919

	◆ Job	◆ Promo Code	◆ User Name	◆ First Name	◆ Last Name	◆ Email Address
<a href="#">VIEW DETAILS</a>	Crew / Équipier/ère	MCD20919C	mrm20919	Restaurant	Manager	20919@post.mcdonalds.ca
<a href="#">VIEW DETAILS</a>	Manager / Gérant/e	MCD20919M	mrm20919	Restaurant	Manager	20919@post.mcdonalds.ca

## Store: 23913

	◆ Job	◆ Promo Code	◆ User Name	◆ First Name	◆ Last Name	◆ Email Address
<a href="#">VIEW DETAILS</a>	Crew / Équipier/ère	MCD23913C	mrm23913	Restaurant	Manager	23913@post.mcdonalds.ca
<a href="#">VIEW DETAILS</a>	Manager / Gérant/e	MCD23913M	mrm23913	Restaurant	Manager	23913@post.mcdonalds.ca

This is the Review Users screen. It will show a list of all the User Names, by store, that fall under the O/O's ownership. At a glance you can see what emails addresses are getting what reports.

The email reports for crew and manager are managed from this screen. Due to security requirements promo codes can no longer be connected to email addresses. Instead promo codes must be connected to User Names.

User Names mrm##### are for the crew and manager report emails

If you click View Details you will get the following screen with the details for that location.

# Review Users (con't)

Primary Phone:\*  Secondary Phone:  Fax Number:

Email Address:\* *To enter multiple addresses, separate the emails with a semicolon.*  
  
*(Applicant reports will be sent to the email address(es) you enter here.)*

Text Msg Address:   
*(You can receive applicant reports by text message, just enter your mobile phone #. Check your phone plan for text rates. e.g. 10digitnumber@vtext.com)*

Password Expiration: 5/31/2011

Status: Account Active

Roles List:

Restaurant Manager
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- Promo Codes are the store # and either a 'c' for crew or an 'm' for manager assessments.
- You can choose where to send assessments. (e.g. If the box is checked next to Promo Code mcd99999c, then the crew assessment emails for store 99999 will be sent to the addresses entered on this screen.)

REPORTS

<input checked="" type="checkbox"/>	Promo Code	Job	Location
<input checked="" type="checkbox"/>	MCD20919C	Crew / Équipier/ère	20919
<input checked="" type="checkbox"/>	MCD20919M	Manager / Gérant/e	20919

First Prev 1/1 Next Last 10

Right now crew reports are being emailed to the indicated address. You can add/change email addresses as well as add a text message address.

If you only want crew reports for store 20919 to go to this email address then you need to uncheck mcd20919m.

Roles List shows the "role" this admin ID has

The table at the bottom allows you to assign which reports this User (mrm20919) will receive. This user is receiving both the crew & manager reports for store 20919.



# Candidate Search - Basic

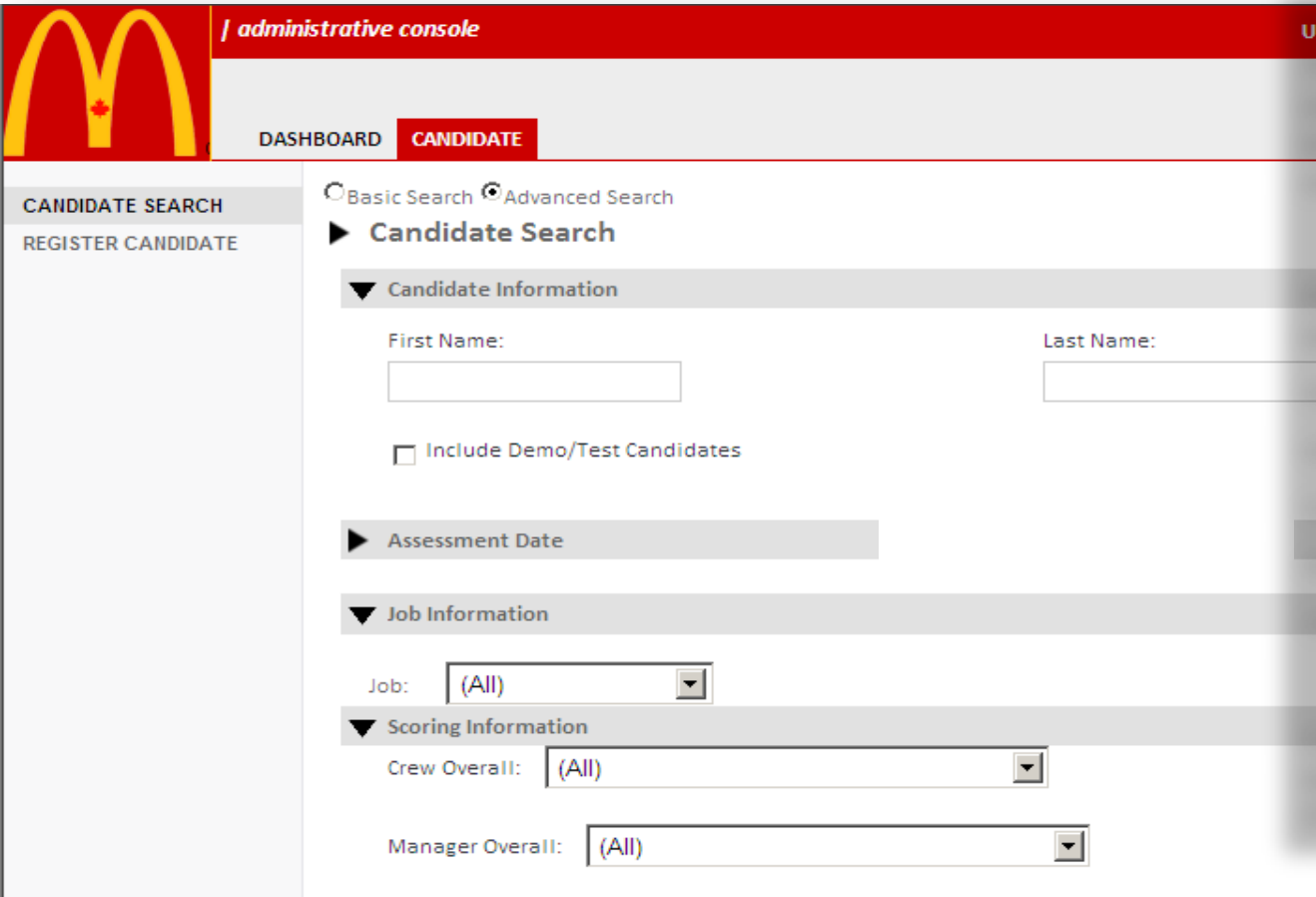
The screenshot shows the 'administrative console' with a red header bar containing the McDonald's logo on the left and 'User:' on the right. Below the header, there are two tabs: 'DASHBOARD' and 'CANDIDATE', with 'CANDIDATE' being the active tab. On the left side, there is a sidebar with 'CANDIDATE SEARCH' and 'REGISTER CANDIDATE'. The main content area is titled 'Candidate Search' and has two radio buttons: 'Basic Search' (selected) and 'Advanced Search'. Below this, there are several search filters: 'First Name:' and 'Last Name:' with text input boxes; 'Completion Date' with a 'Date Range' dropdown menu, 'From:' and 'To:' text input boxes; 'Job:' with a dropdown menu showing '(All)'; 'Crew Overall:' with a dropdown menu showing '(All)'; and 'Manager Overall:' with a dropdown menu showing '(All)'. At the bottom left of the search area is a 'Search' button. Two black arrows point from text boxes on the right to the 'Date Range' dropdown and the 'From:' text box.

There are two types of searches – Basic and Advanced. The default is Basic. To switch to Advanced Search click the radio button.

All of the most frequently used search filters are included. You may choose to use one or any combination of the filters to help customize your candidate search. It is strongly recommended that you use at least one filter.

To enter your own date range, click in the box and a calendar will appear to help guide your search.

# Candidate Search - Advanced



The screenshot shows the 'Candidate Search' screen in the administrative console. The top navigation bar includes the McDonald's logo and the text 'administrative console'. Below this, there are tabs for 'DASHBOARD' and 'CANDIDATE'. The main content area is titled 'Candidate Search' and has two radio buttons: 'Basic Search' (unselected) and 'Advanced Search' (selected). The search criteria are organized into several expandable sections:

- Candidate Information:** Includes text input fields for 'First Name:' and 'Last Name:', and a checkbox labeled 'Include Demo/Test Candidates'.
- Assessment Date:** A section with a right-pointing triangle icon.
- Job Information:** Includes a dropdown menu for 'Job:' currently set to '(All)'.
- Scoring Information:** Includes dropdown menus for 'Crew Overall:' and 'Manager Overall:', both currently set to '(All)'.

A left sidebar contains the following links: 'CANDIDATE SEARCH' (highlighted) and 'REGISTER CANDIDATE'.

This is the Advanced Search screen. There are five categories that can be used for filters – you can use one or all, or any combination of the categories to customize your candidate search.

Clicking on the triangle expands that category. The categories are:

- Candidate Information
- Assessment Date
- Job Information
- Location Information (not shown)
- Scoring Information

Currently the Basic and Advanced searches contain the same filters with the exception of Location.

# Summary Report from Search

Once you have entered your filter information you will receive the results as a summary report. If you need to see the Individual reports for a candidate you can click [View Details](#).

Crew Prescreen:  
(All)

Display Results As: Summary

Search Results: 40 Candidates  
44 Applications

[Save as Favorite Search on Dashboard](#)

Group By:

Order By: Date

	Last	First	Phone Number	Date	Nat #	Crew - Pre Screen	Crew - Overall
<a href="#">View Details</a>	testa	test	9999999999999999	06/08/2010	11743	GREEN	RED
<a href="#">View Details</a>	testb	test	9999999999999999	06/08/2010	11743	YEL	
<a href="#">View Details</a>	Test	QA		06/08/2010	Unassigned	GREEN	RED
<a href="#">View Details</a>	Testa	John		06/08/2010	00797	YELLOW	RED
<a href="#">View Details</a>	Test	John		06/08/2010	07405	GREEN	RED
<a href="#">View Details</a>	lee	timothy	111111	05/08/2010	11744	GREEN	YELLOW
<a href="#">View Details</a>	Test	Pete		05/08/2010	11744	GREEN	RED

You can also Save a Favorite Search to your dashboard

# Save as Favorite Search on Dashboard

When you have created a search that you would like to save as a favorite – follow these steps:

- Click “Save as Favorite Search on Dashboard”
- In the pop-up box, give your favorite search a name (e.g., Crew Green Last 30 Days) and click “Go”
- After you have saved the search – it will appear on your Dashboard
- You will be able to click on View Details to be taken to the search
- The search will automatically update - for example, if you used Last 30 days as a filter whenever you view the search it will give you candidates for the last 30 days. You will not need to use the search filters to create the search again.

Note: Don't use specific dates (e.g., 8/1/10-8/8/10) in your saved searches or it will only give you those results.

The screenshot shows a job search dashboard with the following elements:

- Filters:** Crew Prescreen: (All), Manager Prescreen: (All), Search button.
- Results Summary:** Display Results As: Summary, Search Results: 39 Candidates, 43 Applications. A red link "Save as Favorite Search on Dashboard" is visible.
- Table:** A table with columns for candidate details and status. A pop-up box "Save results to your Dashboard:" is overlaid on the table, containing a text input field and a "GO" button.
- Footer:** "Questions About Hiring to Win?" section with contact information and a "Saved Search Results" section showing a saved search: "Search Results: Last 30 days" with "delete" and "view details" links.

# Individual Details

**SHBOARD** **CLIENT** **CANDIDATE** Candidate Details

**qa-test, melissa**

Last 4 SSN: 3567  
Birth M: [redacted]  
Birth Day: 31  
UserID: ujDDm[qo  
PIN: 8428

[View Candidate Demographics](#)  
 Click here if candidate is a test candidate

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**Applications**

- Aug 05, 2010 - Crew
  - Reports
    - All Reports
    - Hiring Winning Crew
  - Steps
    - Crew Assessment - [Complete - Success]

**Details**

Process:	Crew
Job:	Crew
Location:	02775
Status:	CompletedPass
Registration Date:	Aug 05, 2010 - Aug 19, 2010
Completion Date:	Aug 05, 2010
Last Step:	Crew Scoring
Completed:	
Last Step:	Aug 05, 2010 8:29(local)
Completed Date:	
Push Results:	N/A
Status:	

---

**Actions**

[U](#)  
or

**In this example you have clicked on the View Details for Melissa Qa-test. Click on the Hiring Winning Crew link to get to the candidate's assessment report.**  
**On the right you can see details for the candidate.**

# Individual Report

The screenshot displays a web interface for candidate management. At the top, there are navigation tabs: 'HBOARD', 'CLIENT', and 'CANDIDATE', with 'CANDIDATE' being the active tab. The page title is 'Candidate Details'. Below the navigation, the candidate's name 'qa-test, melissa' is shown. To the right of the name are two links: 'View Candidate Demographics' and a checkbox labeled 'Click here if candidate is a test candidate'. Below this, personal information is listed: Birth Month: 04 - April, Birth Day: 31, UserID: ujDDm[qo, and PIN: 8428. A horizontal line separates this section from the 'Applications' section. The 'Applications' section contains a tree view with the following structure: 'Aug 05, 2010 - Crew' (expanded) -> 'Reports' (expanded) -> 'All Reports' -> 'Hiring Winning Crew' (highlighted). Below 'Reports' is the 'Steps' section, which includes 'Crew Assessment - [Complete - Success]'. To the right of the tree view, there are two sections: 'Reports' with 'Name: Hiring Winning Crew' and 'Actions' with links for 'View / Save / Print', 'Fax', and 'Email'. A callout box with a black border and white background is positioned at the bottom left, containing text that explains the workflow from clicking on 'Hiring Winning Crew' to accessing the PDF report.

**Once you have clicked on Hiring Winning Crew it is highlighted and you are able to see the actions that can be taken. By clicking on View/Save/Print will get you access to the PDF report.**

# Online Scoring Instructions

**To score a paper assessment for a candidate, you will need to click the "Candidate" tab towards the top of your screen and "Register Candidate" from the left menu.**

**1. Complete the information on this screen – all fields required. The User/ID and Pin will automatically populate.**

**2. Click Save**

The screenshot shows the following form fields and values:

- First Name \* (empty)
- Last Name \* (empty)
- Last 3 of SIN \* (empty)
- Birth Month \* (Please choose)
- Birth Day \* (Please choose)
- UserID \* (Js}@^Hig)
- PIN \* (8931)

Buttons: SAVE, EXIT

# Online Scoring Instructions (con't)

DASHBOARD CANDIDATE Register New Application

CANDIDATE SEARCH  
REGISTER CANDIDATE

**i** The candidate has successfully been saved.

**For Test, Kathy - Js}@^Hig**  
Registration Window

Select Date

From: 6/1/2011

To: 6/15/2011

Assign Candidate to Job and Location

Job / Location Filter

Job: (All) Restaurant: (All)

APPLY FILTER

Assign Position

Job	Location	Process
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3. Select the job and Click Apply Filter

4. O/Os with multiple locations will also have the ability to select the Restaurant for a given applicant



# Online Scoring Instructions (con't)

To: 6/15/2011

## Assign Candidate to Job and Location

Job / Location Filter

Job: Crew / Équipier/ère

Restaurant: (All)

APPLY FILTER

5. Click Select next to the correct job and location to register the candidate.

Assign Position

	Job	Location	Process
SELECT	Crew / Équipier/ère	05634	Crew Asmt
SELECT	Crew / Équipier/ère	10696	Crew Asmt
SELECT	Crew / Équipier/ère	20919	Crew Asmt
SELECT	Crew / Équipier/ère	23913	Crew Asmt
SELECT	Crew / Équipier/ère	40042	Crew Asmt

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CANCEL REGISTRATION

# Online Scoring Instructions (con't)

Process: Crew

Auto Advance to Next Item

### Crew Assessment

Assessment Date:

Item	Response	Options
1:	<input type="text" value="2"/>	1 2 3 4 5
2:	<input type="text" value="3"/>	1 2 3 4 5
3:	<input type="text" value="3"/>	1 2 3 4 5
4:	<input type="text" value="2"/>	1 2 3 4 5
5:	<input type="text" value="1"/>	1 2 3 4 5
6:	<input type="text" value="2"/>	1 2 3 4 5
7:	<input type="text" value="3"/>	1 2 3 4 5
22:	<input type="text" value="3"/>	1 2 3 4 5
23:	<input type="text" value="3"/>	1 2 3 4 5
24:	<input type="text" value="2"/>	1 2 3 4 5
25:	<input type="text" value="1"/>	1 2 3 4 5
26:	<input type="text" value="1"/>	1 2 3 4 5
27:	<input type="text" value="1"/>	1 2 3 4 5
28:	<input type="text" value="1"/>	1 2 3 4 5
29:	<input type="text" value="1"/>	1 2 3 4 5
30:	<input type="text" value="1"/>	1 2 3 4 5
31:	<input type="text" value="2"/>	1 2 3 4 5
32:	<input type="text" value="2"/>	1 2 3 4 5
33:	<input type="text" value="2"/>	1 2 3 4 5
34:	<input type="text" value="2"/>	1 2 3 4 5
35:	<input type="text" value="2"/>	1 2

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This button can be used to clear entered answers

This button can be used to save your progress and return at a later time.

- 6. Enter in the candidate's responses.
- 7. You do not need to hit enter! You will be auto advanced through the items.
- 8. Once complete, click "Save".

# Online Scoring Instructions (con't)

17:	<input type="text" value="3"/>	1 2 3 4 5
18:	<input type="text" value="3"/>	1 2 3 4 5
19:	<input type="text" value="2"/>	1 2 3 4 5
20:	<input type="text" value="2"/>	1 2 3 4 5
21:	<input type="text" value="2"/>	1 2 3 4 5
22:	<input type="text" value="3"/>	1 2 3 4 5
23:	<input type="text" value="3"/>	1 2 3 4 5
24:	<input type="text" value="2"/>	1 2 3 4 5
25:	<input type="text" value="1"/>	1 2 3 4 5
26:	<input type="text" value="1"/>	1 2 3 4 5
27:	<input type="text" value="1"/>	1 2 3 4 5
28:	<input type="text" value="1"/>	1 2 3 4 5
29:	<input type="text" value="1"/>	1 2 3 4 5
30:	<input type="text" value="1"/>	1 2 3 4 5
31:	<input type="text" value="2"/>	1 2 3 4 5
32:	<input type="text" value="2"/>	1 2 3 4 5
33:	<input type="text" value="2"/>	1 2 3 4 5
34:	<input type="text" value="2"/>	1 2 3 4 5
35:	<input type="text" value="2"/>	1 2

9. After clicking SAVE it will gray out your entries and add buttons to the screen. From here you have four choices:

- View Candidate Report – Takes you directly to the candidate report
- View Candidate Details – Takes you to the Candidate Detail Screen
- Return to Candidate Search – Allows you to add another new candidate for data entry
- Exit

10. If you select View Candidate Report you will go directly to the candidate's assessment report.

VIEW CANDIDATE REPORT

VIEW CANDIDATE DETAILS

RETURN TO CANDIDATE SEARCH

EXIT

# Individual Report (continued)

## HIRING WINNING MANAGER/ EMBAUCHER DES ÉQUIPIERS GAGNANTS

Performance Report/Rapport de rendement

**Applicant/Candidat/e** : Test 0525, Susan

**Date Tested/Date du test** : 05/25/2011

**Job Applied For/Poste convoité** : Manager/Gérant/e

**Location/Emplacement** : Test

**Street/Adresse** : ee Address

**City/Ville** : ee City

**Province/Province** : Alberta

**Country/Pays** :

**Postal Code/Code postal** : ee posta

**Phone Number/Téléphone** : 555-555-5555

**Email/Courrier électronique** : ee email

**Source** : Newspaper

