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# UMCARES

Psychological Assessment Process and Ministerial Assessment Specialist Review Portal

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# The Psychological Assessment Process

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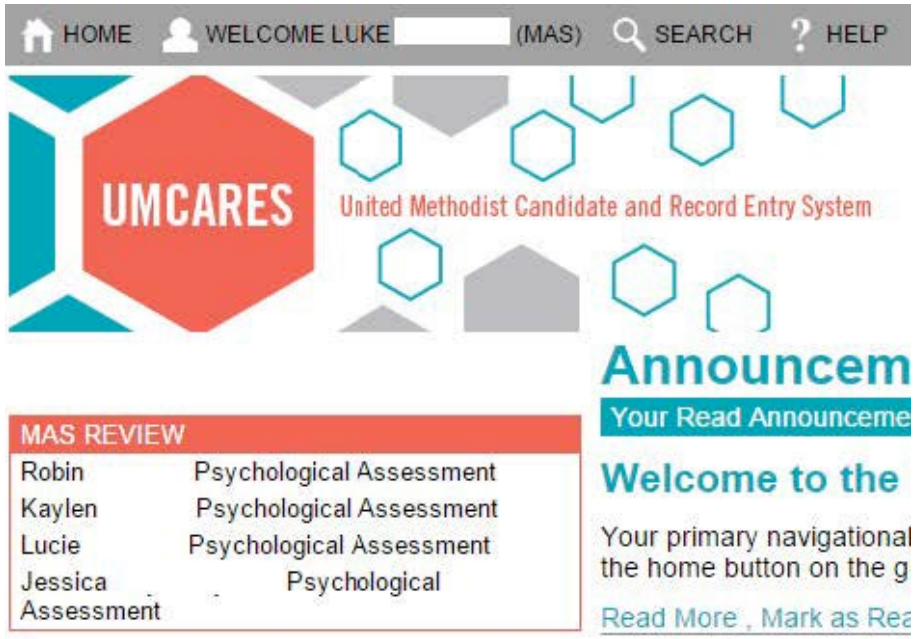
# UMCARES Psychological Assessment Track

- Candidates complete the entire psychological assessment battery provided by GBHEM online
- Completed assessment materials are accessed through the MAS Review portal
- The proctor of the assessment needs to be added as a mentor to the candidate's record



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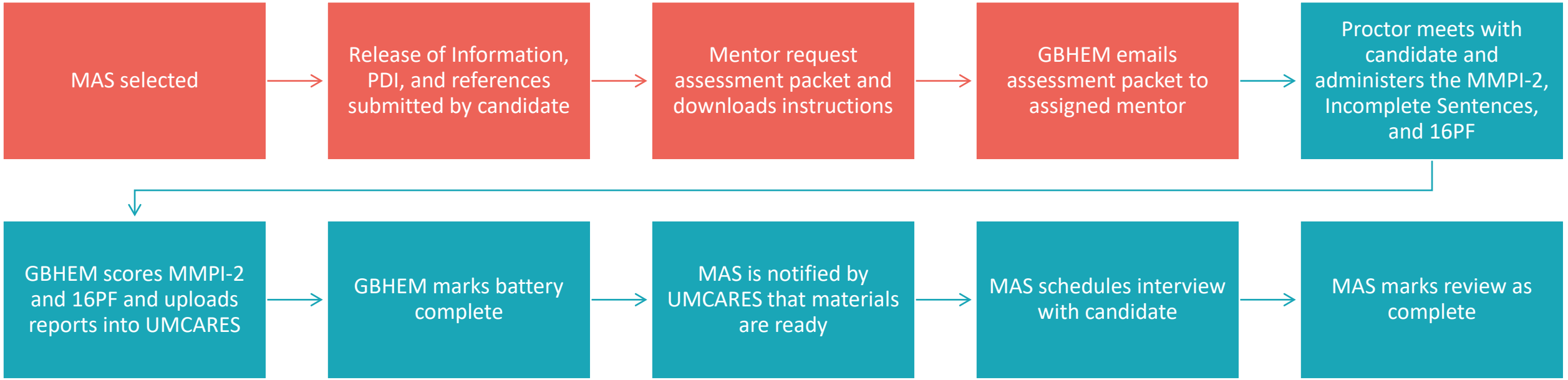
# The Process



# The Process Timeline

| | |
|---|---|
| Requested assessment materials sent to mentor | 2-3 days |
| Scored reports uploaded into UMCARES once assessment is complete | 3-5 days |
| Notice that materials are ready for review after being uploaded into UCMARES | Same day |

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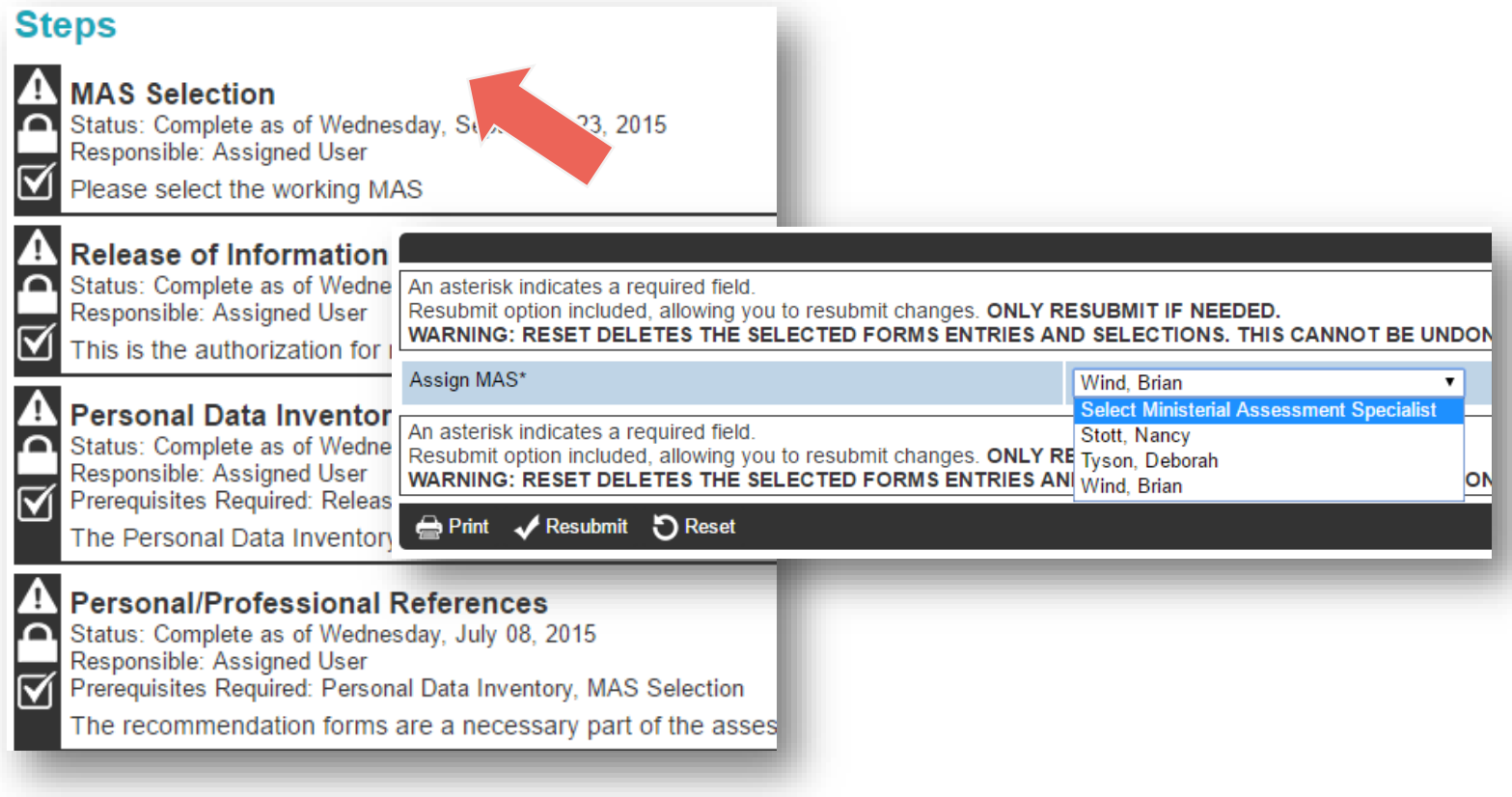
# Assigning a MAS

The first step of the psychological assessment process is for a Ministerial Assessment Specialist (MAS) to be assigned to the review

The MAS is notified that they have been assigned to a new review



# Release of Information

## Steps

**MAS Selection**
Status: Complete as of Wednesday, September 23, 2015
Responsible: Assigned User
Please select the working MAS

**Release of Information**
Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User
This is the authorization release of information fo

**Personal Data Inventory**
Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User
Prerequisites Required: Release of Information, MAS Se
The Personal Data Inventory, developed by the Adv

**Personal/Professional References**
Status: Complete as of Wednesday, July 08, 2015
Responsible: Assigned User
Prerequisites Required: Personal Data Inventory, MAS Selection
The recommendation forms are a necessary part of the asses

**Candidate for Ministry**

| | |
|---|---|
| Name of Applicant* | |
| Permanent Address of Applicant* | , TN 37072 |
| Current Address if Different from Above | |
| Phone One* | (615) |
| Phone Two | (615) |
| Email* | @hotmail.com |

**Notice to Candidate**

Information gained in the course of the Process of Evaluation for ministry belongs to the Annual Conference. The examiner is Annual Conference, not the examiner, controls whether you, as a candidate will have access to this information. Some Annual Annual Conference; and some, at no time. You are encouraged to clarify this issue with your Annual Conference.

1. I understand that the Process of Evaluation for ministry includes a psychological assessment. I understand that at the conc observations, or recommendations by a mental health professional conducting the examination.

Before beginning the psychological assessment battery the candidate must complete the Release of Information

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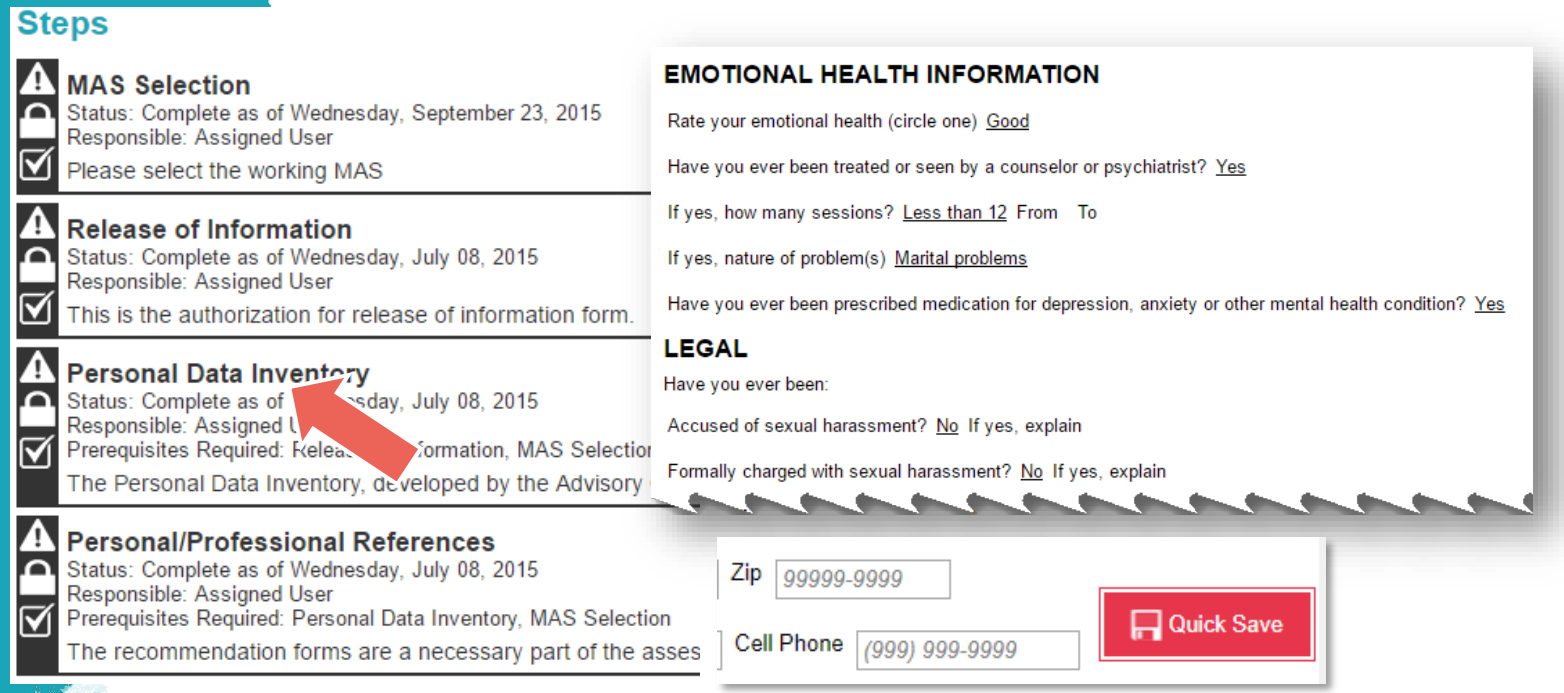
# Personal Data Inventory (PDI)

Candidates are encouraged to read through the instructions and gather the appropriate information before starting the PDI

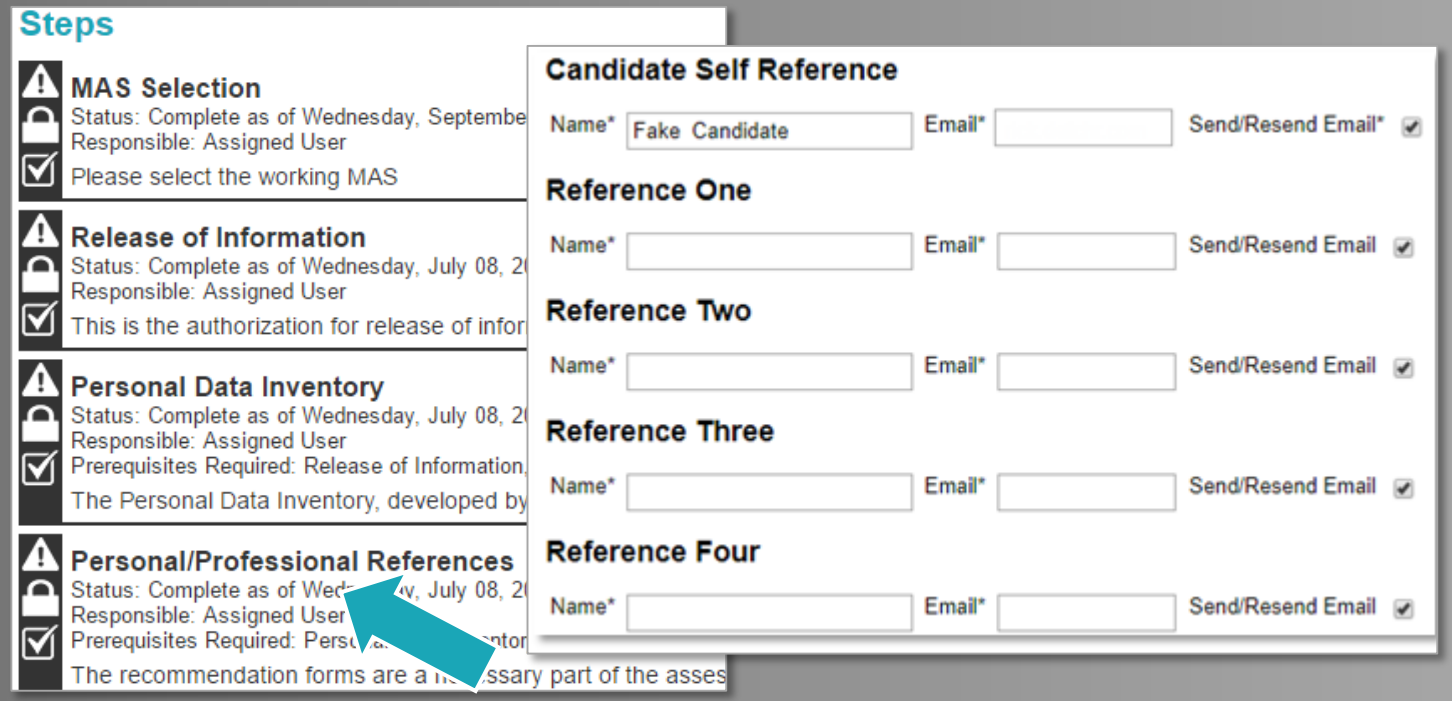
<u>NOTE: The form is long.</u>
<u>Candidates should quick save often.</u>



# Reference Request Form

Candidates provide four personal or professional references and complete a self-assessment

The references are not letters of recommendations but a form to be completed online



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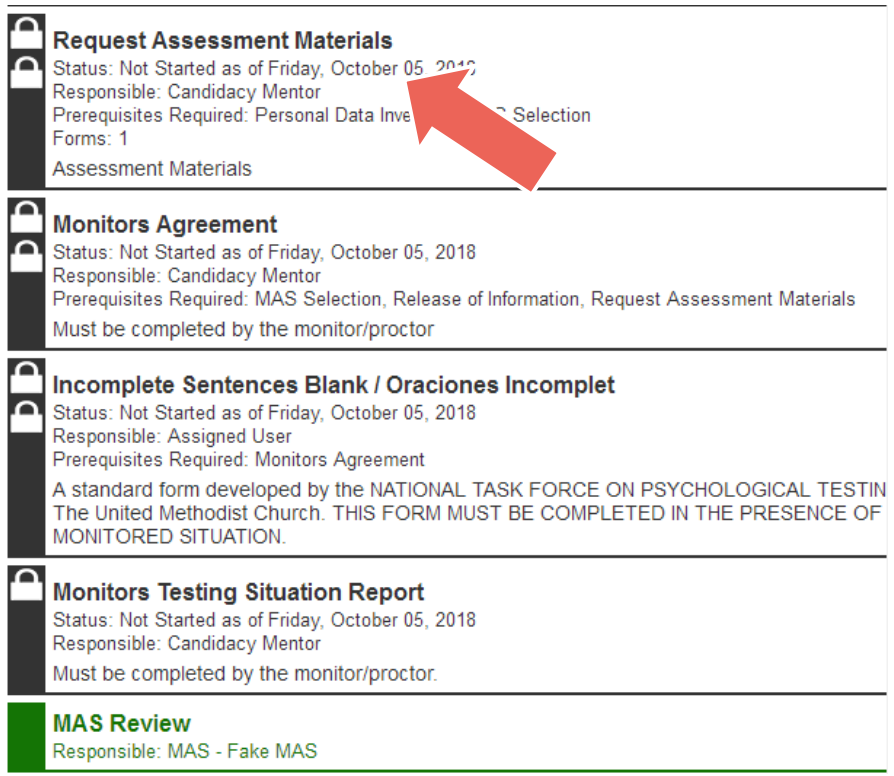
# Assessment Packet Request

The Request Assessment Materials step is how the mentor requests access links from the Candidacy Office

The access links no longer expire



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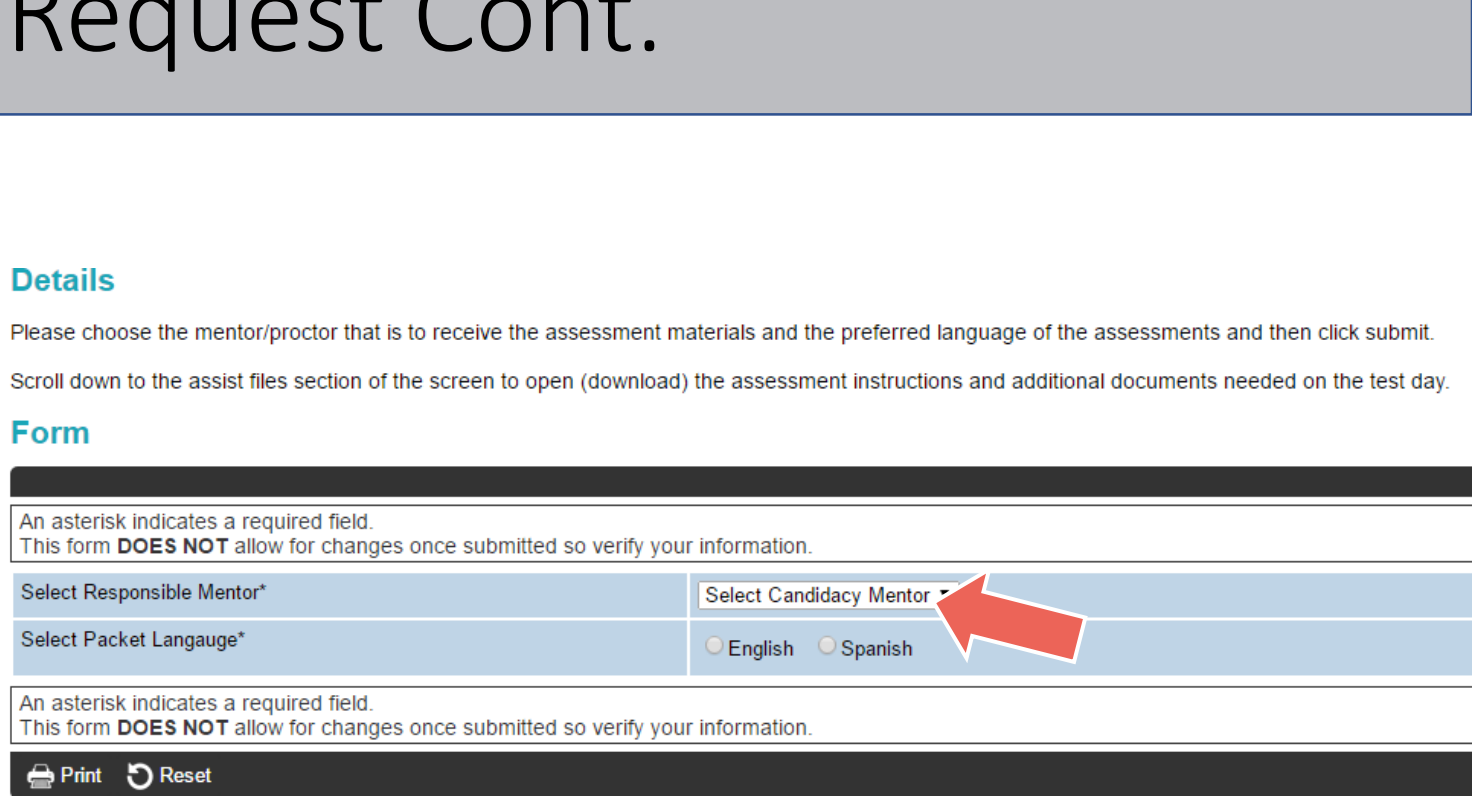
# Assessment Packet Request Cont.

The Responsible Mentor is the mentor who will be proctoring the assessment

This field indicates which mentor should receive the assessment materials



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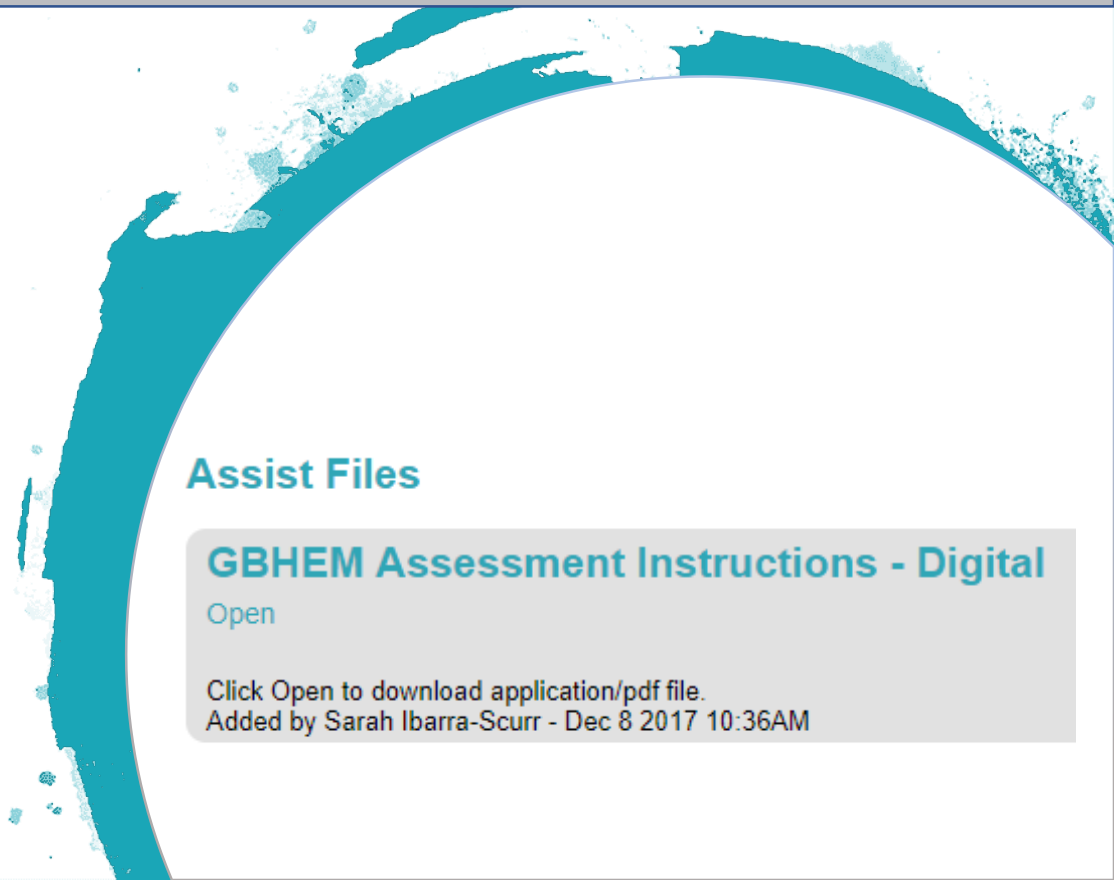
# Downloading Assessment Instructions

The proctor can download the assessment instructions from the Request Assessment Materials Step by clicking Open under the Assist Files



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# Proctoring the Psychological Assessment

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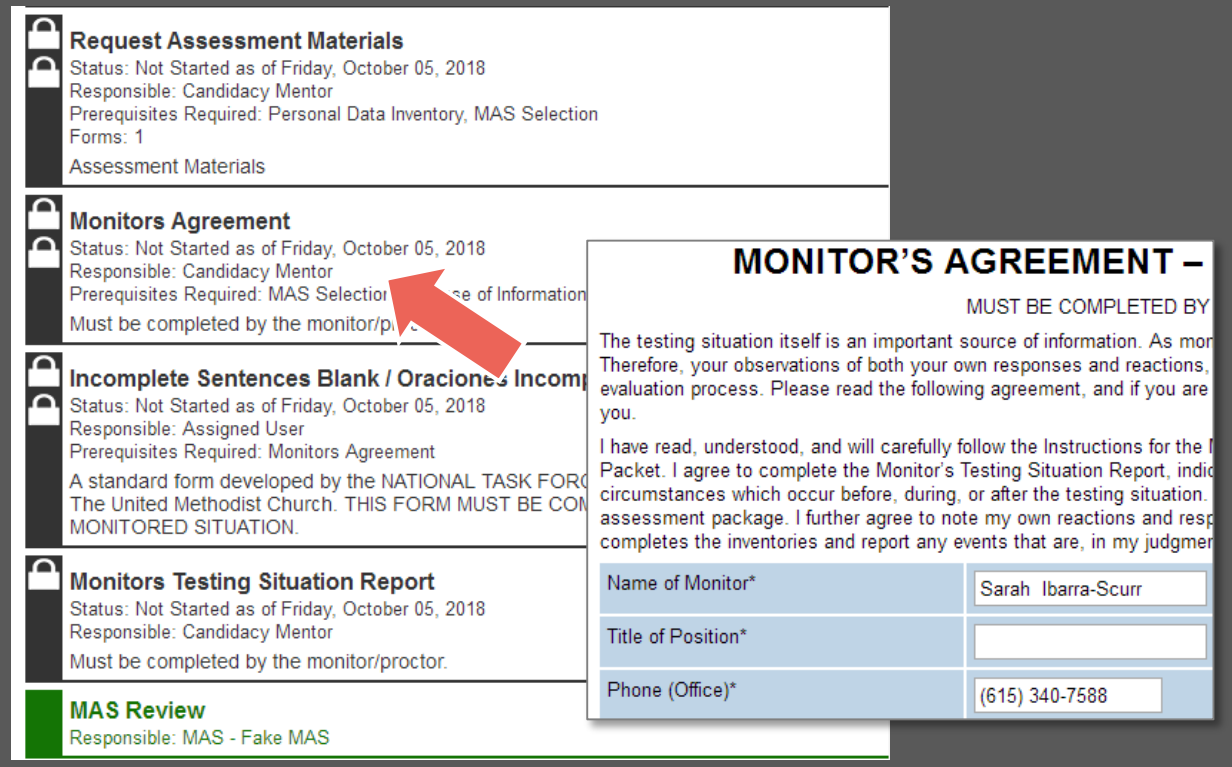
# Monitor's Agreement

Proctors should not complete the Monitor's Agreement until the candidate is ready to start the assessment

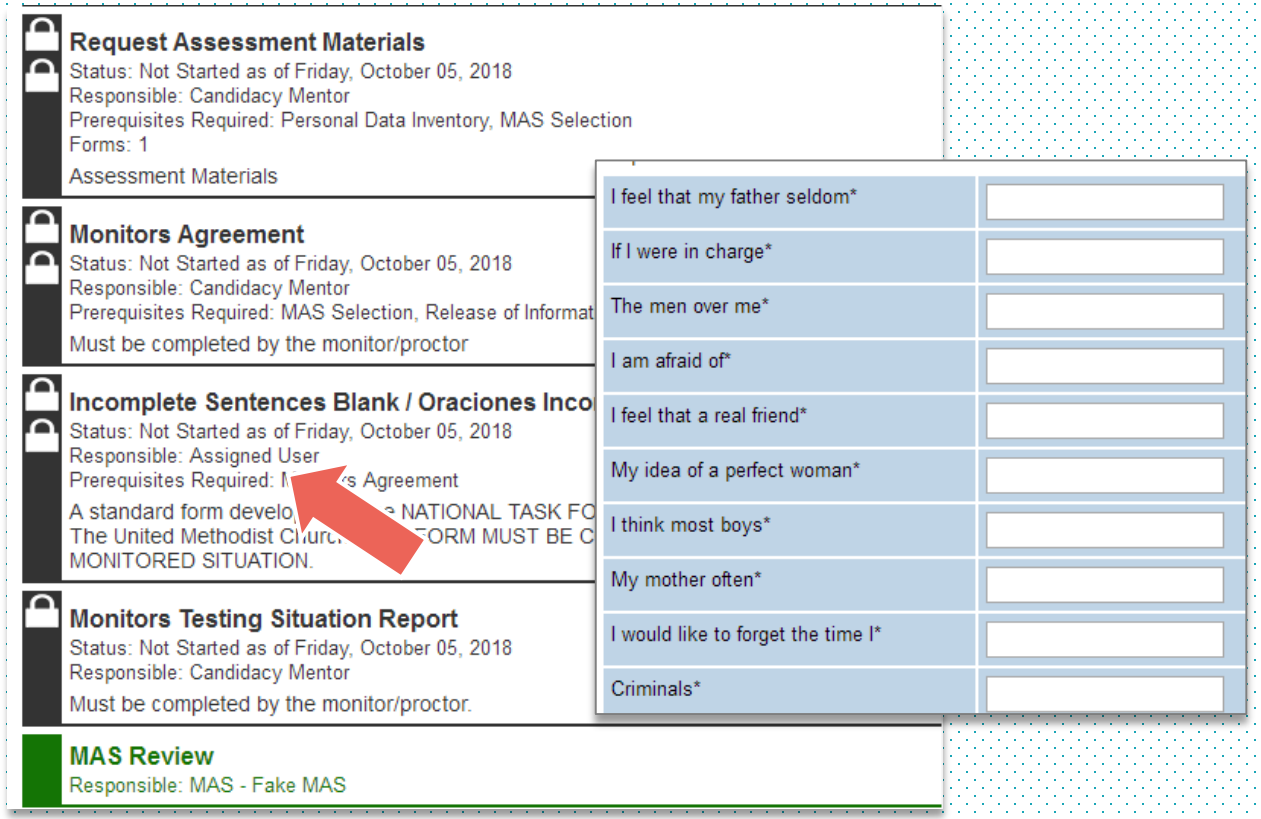


# The MMPI-2

- The MMPI-2 can be accessed in English and in Spanish by using the Access Link and Session Code provided in the psychological assessment materials email
- The link and code are the same for all candidates

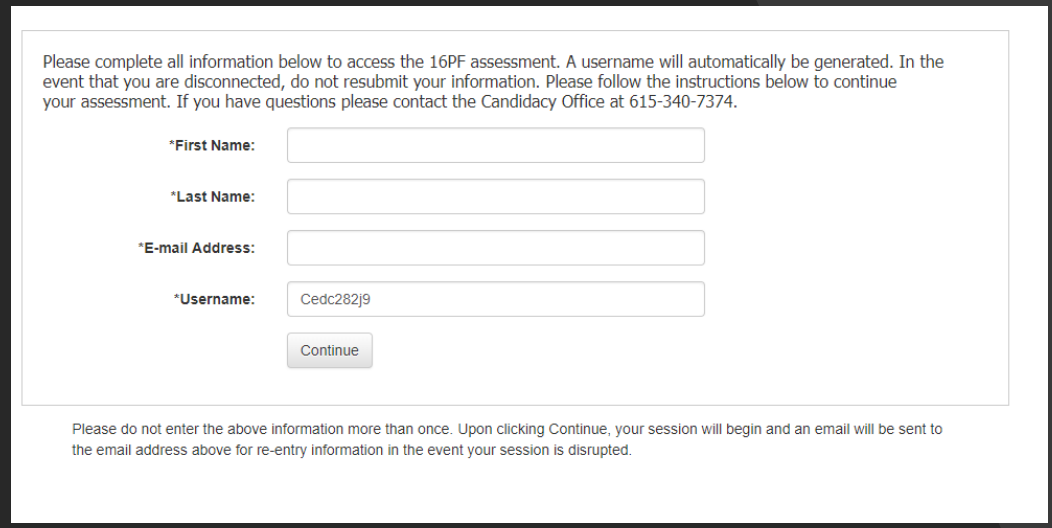
# Incomplete Sentences Blank

While not timed, the candidates are encouraged to work quickly on the ISB.

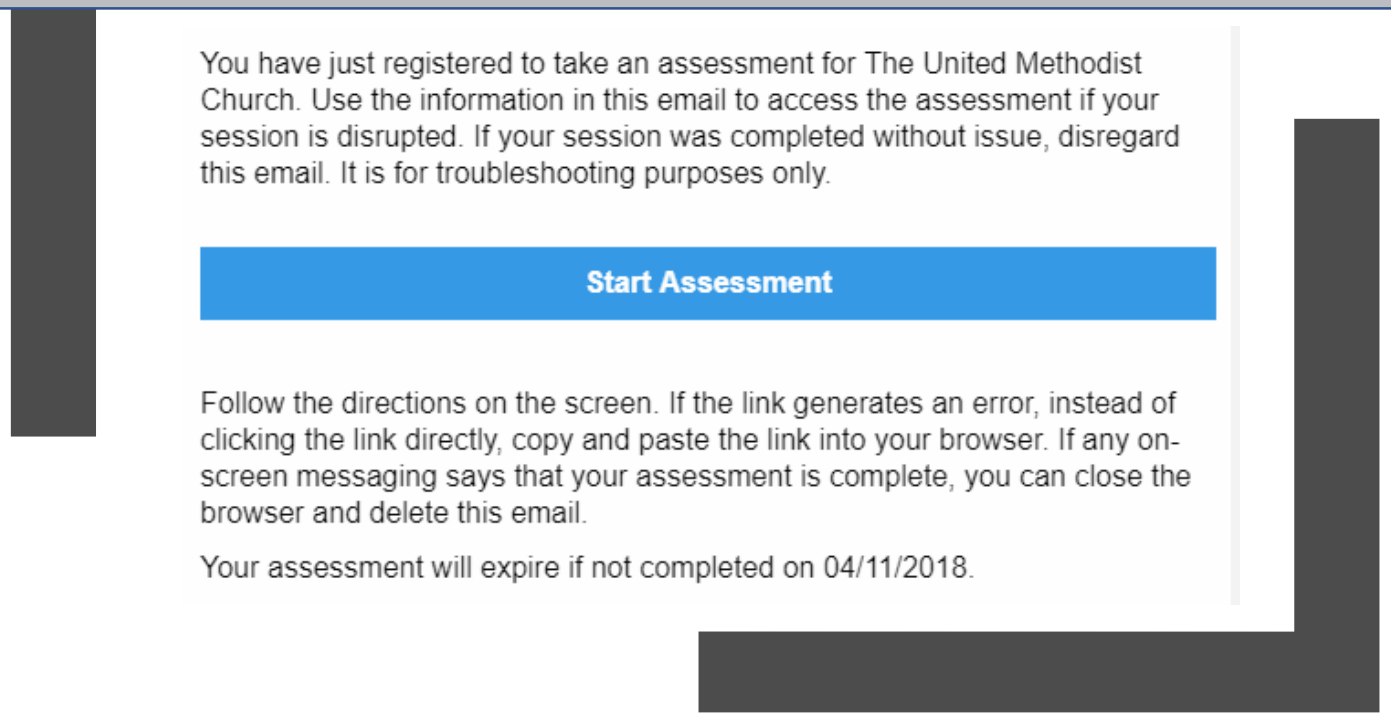


# 16 Personality Factor

- The 16PF uses the same link for all candidates completing it in English
- It is very important that candidates only submit personal information one time. Multiple entries will result in duplicate records that will issue reminder emails 15 days later telling the candidate they need to complete their work



# 16 Personality Factor Cont.



You have just registered to take an assessment for The United Methodist Church. Use the information in this email to access the assessment if your session is disrupted. If your session was completed without issue, disregard this email. It is for troubleshooting purposes only.

**Start Assessment**

Follow the directions on the screen. If the link generates an error, instead of clicking the link directly, copy and paste the link into your browser. If any on-screen messaging says that your assessment is complete, you can close the browser and delete this email.

Your assessment will expire if not completed on 04/11/2018.

If a candidate's assessment freezes or they loose their connection, they can re-access the assessment by clicking the link in the email from noreply@panpowered.com

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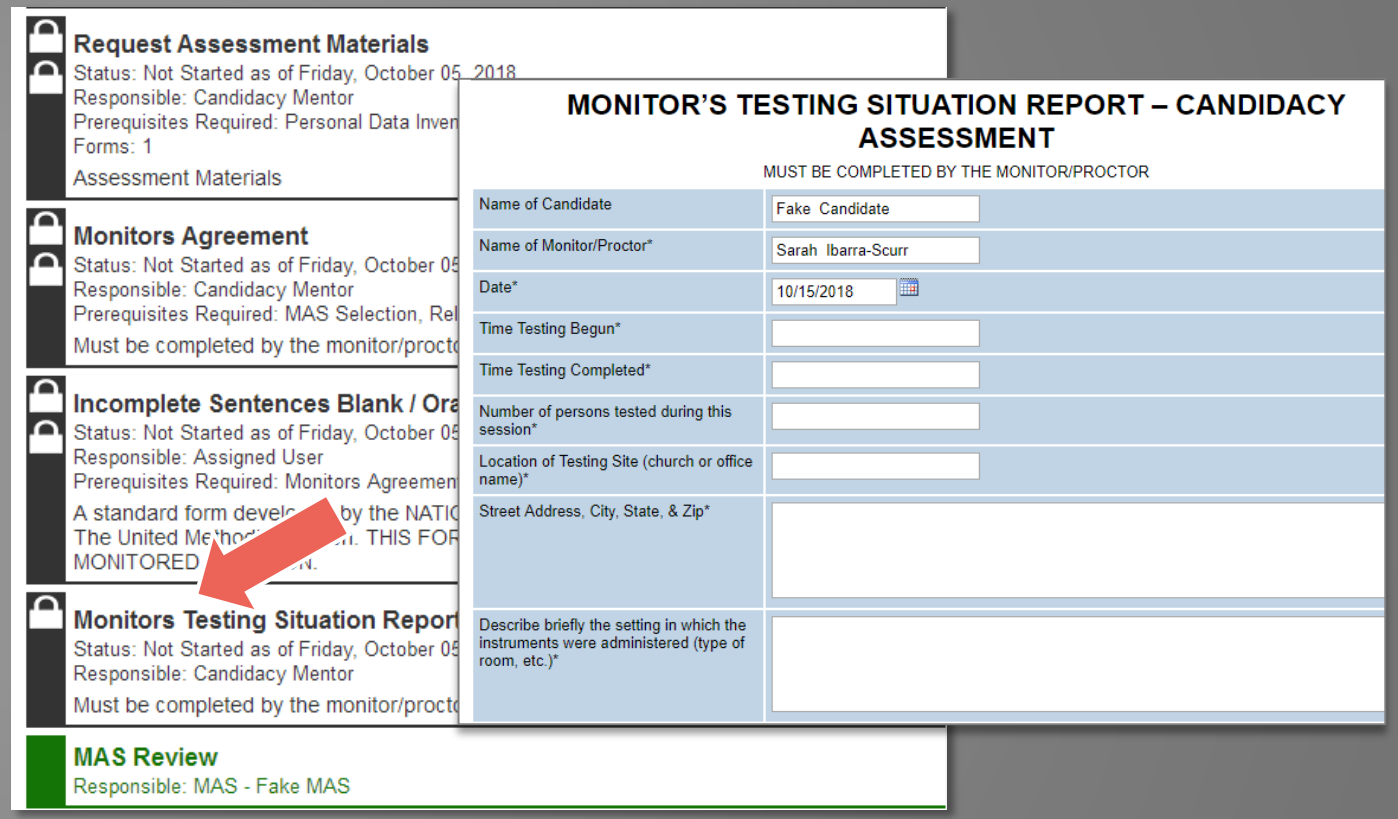
# Adjective Check List – Dr. Hinkle Only

- The Adjective Checklist utilizes individual login credentials
- The login for the candidate will always be their email address listed in their UMCARES account
- This assessment is only to be used by candidates seeing Dr. Hinkle

# Monitor's Testing Situation Report

Information included on the testing situation report should include any environmental factors that might affect the results of the assessment



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# Notice of Completed Assessment

The candidacy office is notified by our third-party vendors when a MMPI-2 and 16PF are completed

The candidacy office will then generate the scored reports and upload them into the MAS review portal in UMCARES

# Track Closed

The candidacy office will mark the Request Assessment Materials Step as Sent to MAS. This will close the Psychological Assessment Track.

A notification will go to the MAS that materials are ready for review.

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# FAQs

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# FAQ: Can someone other than the mentor proctor the psychological assessment?

Yes, you can assign proctors for the psychological assessment process by adding them as a mentor in UMCARES and assigning them to the candidate as a courtesy mentor.

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# FAQ: Are the assessment access links sent automatically from UMCARES?

No, at this time the assessment access links are still sent out by the Candidacy Office. Access links are usually issued in 2-3 business days.

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# FAQ: Are the assessment access links unique to each individual?

**Maybe:**

- If your MAS uses the Adjective Checklist, then this access email will be specific to each candidate
- If the candidate is taking the 16PF in Spanish, then the access link information will be unique to that candidate
- Otherwise, the links are not unique to each candidate

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# FAQ: Can candidates update their PDI they submitted previously?

No, once a PDI is submitted the form becomes locked and cannot be updated.

If necessary the form can be reset by reaching out to the candidacy office. All previously entered information will be deleted and the candidate will need to start over.

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# FAQ: Can candidate's use their own laptop or tablet?

**Yes:**

- If your candidate would like to use their own device, you will need to forward the assessment packet email to them so they can access the assessments

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# FAQ: Can candidates listen to music while they complete the assessment?

**Yes:**

However, it should be noted on the testing situation report. It is a great conversation starter for the MAS.

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# Questions?

Contact Us:

candidacy@gbhem.org
615-340-7374

Or Visit:

www.BOMLibrary.org/UMCARES-tips
www.BOMLibrary.org/psychological-assessment