

## ONLINE GUARDIAN INSTRUCTIONS

### PLEASE READ ALL OF THE DIRECTIONS BEFORE YOU BEGIN.

1. Allow approximately one hour and fifteen minutes to complete this assessment.

In order to **maximize** your effort, please do the following:

It is best to be in an area free of distractions when you complete this assessment as there will be some sections that will be timed.

Be as candid and true to who you are with your responses.

Have paper and pencil available.

It is not recommended to take the assessment on a tablet (iPad)

2. Go to: [www.visionsparksearch.com](http://www.visionsparksearch.com).
3. On the top, right side of the page click "**Online Assessment.**"
4. On the bottom, right side click "**Take Guardian.**"
5. On the next page you will need to enter the Master and Secondary Account Codes  
Type in the Master Account Code: **R45Y8R**  
Then type in the Secondary Account Code: **VSPARK**  
Press "**Click Here to Begin Your Questionnaire.**"
6. Please read the instructions very carefully, and using the TAB key, fill in the appropriate information and answer all the questions. Do not use the ENTER key to advance to the next question or section.  
**Note:** Where you are asked for the "**Company Applying To**" please put in the name of the company for whom you are completing the assessment.
7. From here until the end of the test, follow the instructions of each section, and answer the questions.
8. Click the "**Send**" button on the last screen to submit your test. Your session is finished when the screen displaying "**Thank You for Taking Our Evaluation**" appears.

*If you encounter Technical Problems please call Career Resources, Inc. support line at (972)314-0018, ext. 5.*

*For all other inquiries, please call VisionSpark at (614)389-3375.*

### VisionSpark

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ENGAGE EMPLOYEES  
IMPROVE THE BOTTOM LINE**