

Job Interview Evaluation

The purpose of the assessment is to evaluate the student's ability to interview in such a way as to obtain a job offer. To accomplish this, you will watch and evaluate a recorded interview that is comprised of 3 different interview questions. The student can provide an answer that lasts up to two minutes for each question.

The three questions they will answer:

1. Describe a situation where you worked with a group of people on a project and conflict arose. How did you handle the situation?
2. Discuss a time where you solved a problem in a highly imaginative or innovative way.
3. Can you give me an example of a time when you had to be a leader in an academic or professional setting? What did you do and what was the result?

All things HireVue

HireVue Purpose: online platform for interviewing, but have other products, incorporates AI

-High volume recruiting

UCF's Unique Purpose: developmental interviews for undergraduates

How do I access HireVue?

- System is mobile-ready (Android or iOS) for interviewers and interviewees
- Download HireVue Pro app- can evaluate from mobile device
- Log into HireVue → ucf.hirevue.com

How to View the Interviews! ← **THIS IS THIS IMPORTANT STUFF**

-Remember: can download the app and evaluate students (HireVue Pro)

****Log into HireVue (ucf.hirevue.com)**

1. Click Positions
2. Click Manager in training (Semester Year) ← folder with the students completed interviews to evaluate
3. List of Candidates
 - a. Can search student in the filter box
 - b. Can see if registered, not started, or completed interview
 - c. Can send reminder to student by checking name → view profile and clicking invite/remind
 - d. Can place check mark for all students you want to bring into the evaluation room
 - e. Can manually archive duplicates (If student registers multiple times)
 - i. **Don't do this unless the student has a complete interview on record**

ALTERNATIVELY:

Another way to find your students - use tags:

- f. Click "Edit Columns" and check the box for "Tags"
- g. Filter for each student and add your Name in the Tags column
- h. **Then, enter your own name (your tag) in the filter bar and it will pull up all of the students with your tag**

- 4. Click Play button for Student
- 5. Takes you to evaluation room for that student
- 6. Watch each Interview question response and fill out the matching qualtrics evaluation
- a. https://ucf.qualtrics.com/jfe/form/SV_3gGUIUF9gryuQXX

- 7. For help with HireVue - click on the "?" on the top right
 - a. HireVue University
 - i. Contains videos and PDFs for training purposes
 - ii. Chat Support Available
 - iii. The Hub - Online community for information sharing

Interview Evaluation

- 1. Log into hirevue and navigate to the list of students under Manager in training (spring 2018) position (see above instructions)
- 2. Open the qualtrics link below in a separate window:
 - a. https://ucf.qualtrics.com/jfe/form/SV_3gGUIUF9gryuQXX