

## 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](https://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](https://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](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](https://ucf.qualtrics.com/jfe/form/SV_3gGUIUF9gryuQXX)