



## FEATURE OVERVIEW

### Interactive Interview

HealthcareSource Staff Assessment’s Interactive Interview aims to provide a more efficient and accurate way to conduct applicant interviews. Instead of printing hard copies of the Feedback Report for taking notes, a mobile-optimized online version allows you to capture notes and log feedback electronically during the interview process, no matter if you’re on a tablet or desktop.

### What is it exactly?

We’ve re-worked the interview process in Staff Assessment to make it fully interactive and instantly collaborative. Now you are able to open up the applicant’s interview questions on your tablet, laptop, or mobile device, and take notes and measure their responses electronically as you proceed. Structured questions—tailored to fit specific job categories— are included in each interview, and custom questions may be added to probe low competency scores when present.

Each step in the process contains an interview question along with additional probing queries to help interviewers glean further insight and detail in the event of low competency scores. Underneath this section are “Red Flags” and “Listen Fors,” which are color-coded red and green to annotate the presence of specific negative or positive characteristics within the applicant’s responses. At the bottom, another series of check boxes are used to rate the overall quality of the applicant’s answers. Feedback entered during any of these steps saves automatically upon navigating to the next (or previous) question.

**HealthcareSource Staff Assessment - Sample Staff Assessment**

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Interview for Test, Annie

**Nursing**

Custom Questions ▾

Structured Questions ▲

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Technical Questions ▾

Score Card

**Provide an example of how you’ve managed your workload when your unit was short-staffed?**

- How did you maintain high levels of patient care?
- How did this affect your attitude and stress level?
- How do you typically manage job-related stress?

Overwhelmed by workload and stressful situations.

Puts personal interests ahead of patient care.

Needs time to readjust priorities.

Disregards stress as having any impact on thoughts, feelings or behaviors.

Provides a high-level of care even with a heavy workload.

Adapts effectively to changes in situations or circumstances.

Willing to “step up” when short-staffed.

Sees some stress as part of the job and has a method or approach for dealing with stress.

Enter your answer here

Marginal     Fair     Satisfactory     Very Good     Optimal

← Previous
→ Next



## How do I use it?

Once you begin the applicant interview process, the first interview question displays with these new features. After their response, click any appropriate trait check boxes, rate their responses via the bottom check boxes (or evaluation drop-down menu, if present), and enter any notes if you wish to provide additional detail. Information is saved automatically as soon as you proceed to another step. After any feedback is logged, it is visible to any other users with the appropriate credentials.

At the end of the interview, a score card appears to “rate” the candidate. Scores can be further adjusted and weighted by category, if desired. At the very bottom is an overall applicant score based on the final weighted average across all categories. After entering recommended next steps and your final comments, clicking **Save** completes the interview.

<b>Total Applicant Score</b>	<b>12.8</b>
<b>Next Steps</b>	<b>Comments</b>
<input checked="" type="radio"/> Offer to Hire <input type="radio"/> Consider but interview others <input type="radio"/> Do not pursue further <input type="radio"/> Refer this person to: <input type="text"/>	Overall, applicant is a strong candidate and would certainly become an asset to the organization. We should extend a formal offer soon.
<input type="button" value="Save"/>	

## The Fine Print

Nothing to worry about, just some of the finer details you should be aware of regarding Interactive Interview.

- Interactive Interview is available free of charge for all existing HealthcareSource Staff Assessment users.
- If you're not quite ready to go fully digital, don't worry! The Feedback Report is still available in traditional PDF format so organizations may move at their own pace to support a paperless work environment.
- In order to configure interactive interview to your organization's specifications, please reach out to a HealthcareSource Support specialist by calling (800) 869-5200 or emailing [hsasupport@healthcaresource.com](mailto:hsasupport@healthcaresource.com).