

## Short Form Staff Assessment


symplr Staff Assessment uses behavioral science to help your healthcare organization identify candidates who are compassionate, customer-focused, and most likely to be successful in your organization. A short-form version of the full Staff Assessment survey introduces an abbreviated question set that helps to increase applicant completion rates while maintaining the ability to provide meaningful survey results.

### What is it exactly?

The Short Form Staff Assessment is a significantly shorter and more efficient version of the survey, using a little more than half the number of questions compared to the standard Staff Assessment. This short-form version yields significantly faster completion times while preserving the integrity of the Feedback Report results.

The Short Form Staff Assessment focuses on the most important healthcare competencies, including Accountability, Communication, Customer Focus, Emotional Evenness, and Teamwork. It employs a criterion-validated Retention Index that uses actual 12-month employee turnover data from 23 healthcare organizations and over 114,000 applicants. This allowed the development of unique scoring formulas for six primary job families.

Additionally, the short-form version utilizes customized norms for acute and long-term care job families. These have been curated from a sample size of over 4.8 million acute care applicants and over 140,000 long-term care applicants.

Staff Assessment		
Short Form		Long Form
<b>Survey</b>		
 60	Number of questions	 114
5-10 min	Time to complete	15-20 min
<b>Job Fit Indices</b>		
	Retention	
	Job Performance	
	Service Excellence	
<b>Service &amp; Value Scales</b>		
	Accountability	
	Communication	
	Teamwork	
	Customer Focus	
	Emotional Evenness	
	Energy	
	Flexibility/Adaptability	
	Multi-Tasking	
	Openness to Learning	
	Compassion	
	Valuing Diversity	
	Work Ethic/Attendance	

## How do I use it?

The Short Form Staff Assessment is selected in various ways depending on where they originate.

### Staff Assessment

When sending new assessment invitations from within Staff Assessment, a **Survey Type** field allows you to select if you want to use the Long or Short form assessment.

New invitation (Cancel)

Recipients

First Name	Last Name	Email Address	Primary Phone	Requisition Number	Restricted?	Survey Type	Automate Development Report
Bethany	Fusee	bfusee@sympplr.com	616-867-5309		No	Short	<input type="checkbox"/>

After assessment invitations are sent, the information table on the main Invitations page includes a **Survey Type** column that displays if the long or short form was used.

Invitations

Invitations [Invite people](#) [Edit default invitation text](#) [Invite by CSV...](#)

Show 10 entries Search:

Last	First	Email	Invited	Completed	Resend	Delete	View	Survey Type	Automate Development Report
Fusee	Bethany	bfusee@sympplr.com	06/18/2024	06/18/2024		<a href="#">delete</a>	<a href="#">view</a>	Short	No
Sample	Sample	sample@sample.com	06/07/2024	Has not responded	<a href="#">resend</a>	<a href="#">delete</a>	<a href="#">view</a>	Long	No

### sympplr Recruiting

Within sympplr Recruiting, the short form assessment can be selected at either the Job Template or Job Posting level.

When working with Job Templates, the **Screening** section on the **Job Template Detail** page contains a Behavioral Assessment option for **Short Form Assessment Only**. Selecting this option for the job template ensures the short form assessment is used whenever the job template is used when creating a requisition and posting a job.

Screening

Pre-qualification Questionnaire	Please Select
Pre-qualification Rejection Message	Please Select
Ranking Questionnaire	Please Select
Reference Assessment	<a href="#">Add an Assessment</a> <input type="checkbox"/> Reference Check Only
Behavioral Assessment	<a href="#">Administrative/Clerical</a> <input checked="" type="checkbox"/> Short Form Assessment Only

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The Short Form Staff Assessment can also be selected at the time of posting the job to career sites. Similar to the Job Template approach, the **Screening** section of the **Requisition/Job Detail** page has the same **Short Form Assessment Only** option for Behavioral Assessment.

## **symplr Hiring**

An assessment sent from within symplr Hiring defaults to either the long or short form as determined by a setting in Staff Assessment. This requires the same form to be used with all postings.

## The Fine Print

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

- The Short Form Staff Assessment is available free of charge for all existing Staff Assessment customers.
- The Short Form Staff Assessment is automatically enabled for symplr Recruiting and stand-alone Staff Assessment customers.
- Hiring customers and customers with third-party applicant tracking systems that wish to utilize the Short Form Staff Assessment should contact the symplr Support team at (866) 323-3030 or email [talentsupport@symplr.com](mailto:talentsupport@symplr.com).