aptMetrics®

INTERVIEWER EXPERIENCE

DEVELOPMENT REPORT

SPECIFICALLY FOR

HIGH TEST TEST

09.19.22

Overview:

Thank you for completing the Interviewer Experience, which is designed to help you and your organization select the best candidates in a fair and transparent process. During the Interviewer Experience, you answered questions, made some important decisions, and practiced interviewing fictional candidates. This report is intended to help you continue to develop your interviewing and hiring skills. In the pages that follow, the course learning objectives are presented, followed by additional developmental recommendations.

USE OF THIS REPORT

This report is useful for both inexperienced and experienced hiring managers. Even with substantial experience in hiring and interviewing, best practices can be overlooked, or we can develop less than optimal habits over time.

Step 1: Review the learning objectives and associated definitions.

Step 2: Please reflect on your experience, choices, and answers during the Interviewer Experience and consider those objectives where you felt most challenged.

Step 3: Use the recommended supplemental materials to continue your development in these areas outside of the Interviewer Experience. You may also reenter the identified and most relevant Interview Experience meetings at any time to refresh yourself with the content and continue your development on each learning objective.

Learning Objective and Development Recommendations

The following section provides an overview of each Learning Objective across the simulation modules, specific segments of the supplemental training materials that are most relevant, and the recommended Interview Experience meetings you may wish to revisit to continue your interviewing skills development. The Interviewer Experience meetings shown include those that are most relevant. Additional meetings may also apply, and we encourage you to review any meetings where you have additional questions.

Interview Structure and Strategy

LEARNING OBJECTIVE	RESULT	FEEDBACK	REFERENCE MATERIALS	MEETING
STAYING STRUCTURED	Mastery	■ You identified the appropriate steps in structured interviewing protocols and demonstrated the knowledge and ability to help those around you follow a structured process, even when challenged. Continue to use your knowledge to drive consistent practices in the business moving forward and strive to be a champion of proper interviewing techniques.	Resource Book pages: 4; 12-13	Selection Briefing
BUSINESS IMPACT	Mastery	■ You demonstrated knowledge of the importance of structured interviewing techniques in terms of helping the business achieve its goals. Proper interviewing procedures are a part of business strategy, including driving profitability, retention, increasing customer or consumer satisfaction, increasing diversity of perspectives, and many other important outcomes. Use this information to help educate regarding structured interviews in your organization.	Resource Book pages: 12-13	Selection Briefing Project Briefing: Anapol

Interview Structure and Strategy, Cont'd.

LEARNING OBJECTIVE	RESULT	FEEDBACK	REFERENCE MATERIALS	MEETING
CANDIDATE EXPERIENCE	Mastery	■ You made decisions that provided a professional and positive candidate experience. Use this information to coach others on providing a positive experience, as candidate experience can contribute to the overall failure or success of the organization's interviewing process.	Resource Book pages: 19	Interview Team Meeting Observation Interview

Biases in Interviews & Selection Processes

LEARNING OBJECTIVE	RESULT	FEEDBACK	REFERENCE MATERIALS	MEETING
UNDERSTANDING BIAS	Mastery	■ You consistently answered questions regarding interviewer biases accurately. This information of both the various types of rater biases as well as how they can play out in real life will help you identify potential interviewer biases in future interviewers.	Resource Book pages: 10-11	Selection Briefing Final Selection
DETECTING & ADDRESSING BIAS	Mastery	■ You identified and addressed potential biases timely and accurately. Use this information moving forward and help others understand that following sound structured interview techniques is one method to help address potential bias in any interview process.	Resource Book pages: 10-11	Selection Briefing Final Selection

Interviewing Skills

LEARNING OBJECTIVE	RESULT	FEEDBACK	REFERENCE MATERIALS	MEETING
PREPARING FOR THE INTERVIEW	Mastery	■ You identified the appropriate steps to prepare for an interview, for example familiarizing yourself with the interview protocol, ensuring alignment with other interviewers (if any), and reviewing relevant information regarding the candidate. Remember that being prepared can lead to a better experience for you and the candidate, as well as to more accurate and efficient interviews.	Resource Book pages: 19	Interview Team Meeting
CONDUCTING INTERVIEWS & STARS	Mastery	■ You demonstrated excellent structured interviewing skills and consistently displayed knowledge and skills necessary to gather complete STARs. Continue to use this information when conducting interviews and assist your peers when they may need help.	Resource Book pages: 14-16	Interview Observation Interview Candidate 1, 2, and 3
INTERVIEWING EFFICIENCY	Mastery	■ You chose the right probing questions to conduct highly efficient interviews while still collecting the information needed to evaluate candidates. This is a challenging learning objective and balancing accuracy, and efficiency is an advanced skill during interviewing.	Resource Book pages: 14-16	Interview Observation Interview Candidate 1, 2, and 3

Interviewing Skills, Contd.

LEARNING OBJECTIVE	RESULT	FEEDBACK	REFERENCE MATERIALS	MEETING
DATA EVALUATION & RATING ACCURACY	Mastery	■ The ratings you provided for the candidates indicated you utilized the Behaviorally Anchored Rating Scale (BARS). Continue to utilize BARS, use this knowledge to encourage others to utilize BARS, as well as and effective note- taking. Assist others when they struggle with utilizing BARS.	Resource Book pages: 17-18	Interview Candidate 1, 2, and 3 Final Selection
NOTE TAKING	Mastery	■ You recognized the importance of note taking in interviews and leveraged relevant, detailed notes to provide ratings within the BARS scale. Continue to use this knowledge to guide scoring decisions and discussions.	Resource Book pages: 16	Evaluating Data Interview Candidate 1, 2, and 3