



AAMC

Tomorrow's Doctors, Tomorrow's Cures®

HireVue Navigation Guide for AAMC VITA Evaluators

Association of
American Medical Colleges

Last updated: August 26, 2020

Table of Contents

Account Set Up	3
Activate your HireVue Account.....	3
Log in to your HireVue Account.....	3
Update Account Setting for Email Notifications	4
Navigating Your Home Screen	5
Watching Candidate Videos.....	6
The Candidate List	6
The Candidate’s Video	7
Evaluate Candidate Responses.....	8
Steps for Evaluating Candidate Responses	8
Logging Out	9
Report a Possible Technology Disruption	9
Additional AAMC VITA Resources for Evaluators	10
HireVue Community	10
HireVue Technical Support	10

Account Set Up

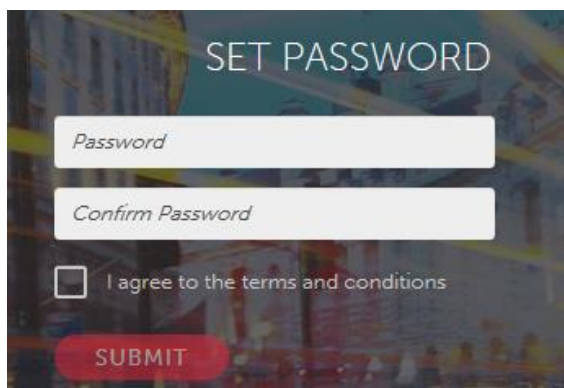
Please ensure that you are using IE 11, Mozilla FireFox, Google Chrome or Safari 6+ for your browser.

Activate your HireVue Account

You should have received an email invitation from **HireVue** (interviews@hirevue.com). Your email invite will include a link to activate your account.

Click the activation link from your invitation email and you will be prompted to create a password. Your username is the email address that received the invitation. You cannot change the email account associated with your HireVue account. If you want to use a different email to access HireVue, contact the AAMC VITA Coordinator at your school and ask them to provide the AAMC with the new, approved email address.

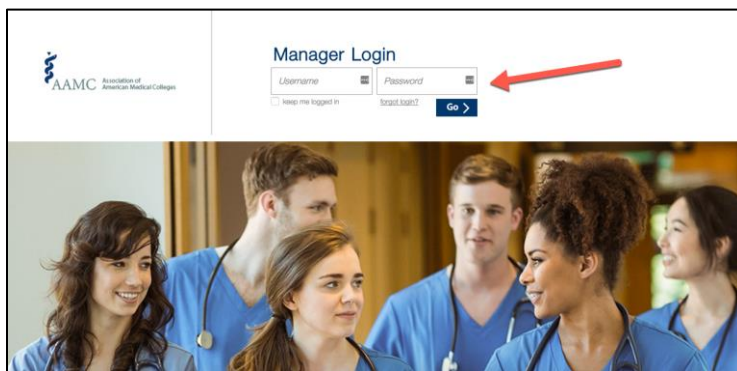
Note: Your password must contain at least 8 characters and include at least one of each of the following character types: uppercase letters, lowercase letters, numbers, and non-alphanumeric characters (i.e., !, @, #, \$).



Log in to your HireVue Account

Now that your account is activated, you can manually log into HireVue.

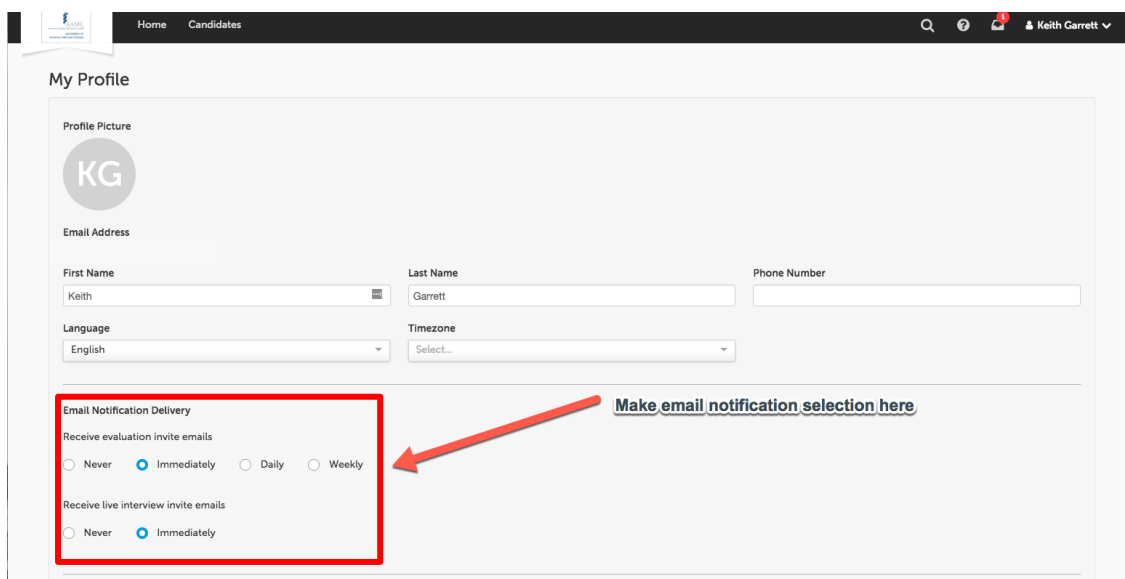
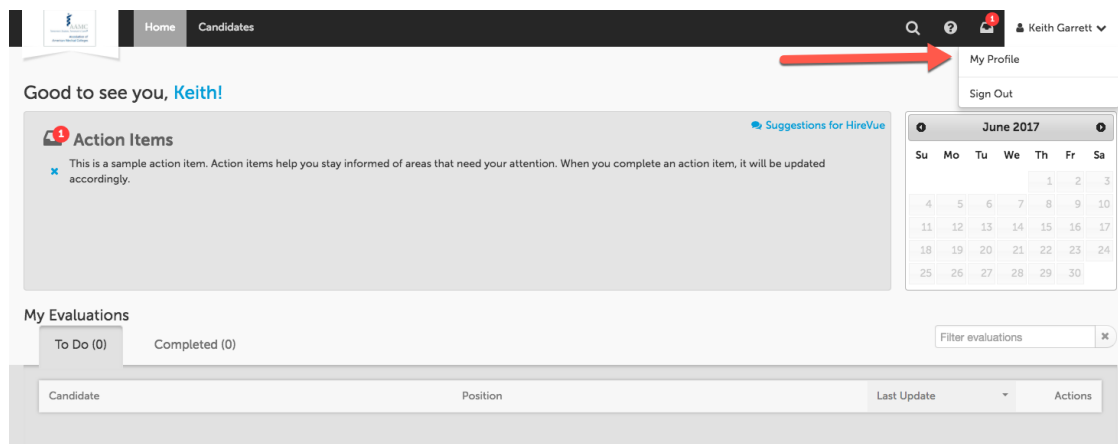
Go to <https://aamc.hirevue.com/> and Log in by entering your email address and the password you created under the Manager log-in at the top of the screen. You will be asked to accept the terms and conditions the first time you access the system.



Update Account Setting for Email Notifications

The HireVue system sends email notifications (i.e., invitations to evaluate) when candidates you've been assigned have completed their interviews.

- If you **want to receive** email notifications, you do not need to adjust this setting. Consider the frequency with which you'd like to receive notifications. The default setting is **Immediately**; HireVue will send an email notification each time a candidate has completed their interview. Alternatively, you may select **Daily** or **Weekly** to receive a summary email notification.
- If you **do not want to receive** email notifications, update your profile to be notified **Never**. First, click on your name, located in the top right corner of the screen. Select "My Profile" from the drop down. Under Email Notification Delivery, select Never. Then, scroll to the bottom of the screen and click the "Save" button. If you turn off email notifications, you will need to remember to check HireVue regularly to ensure you have adequate time to watch candidates' videos before your school's deadline.



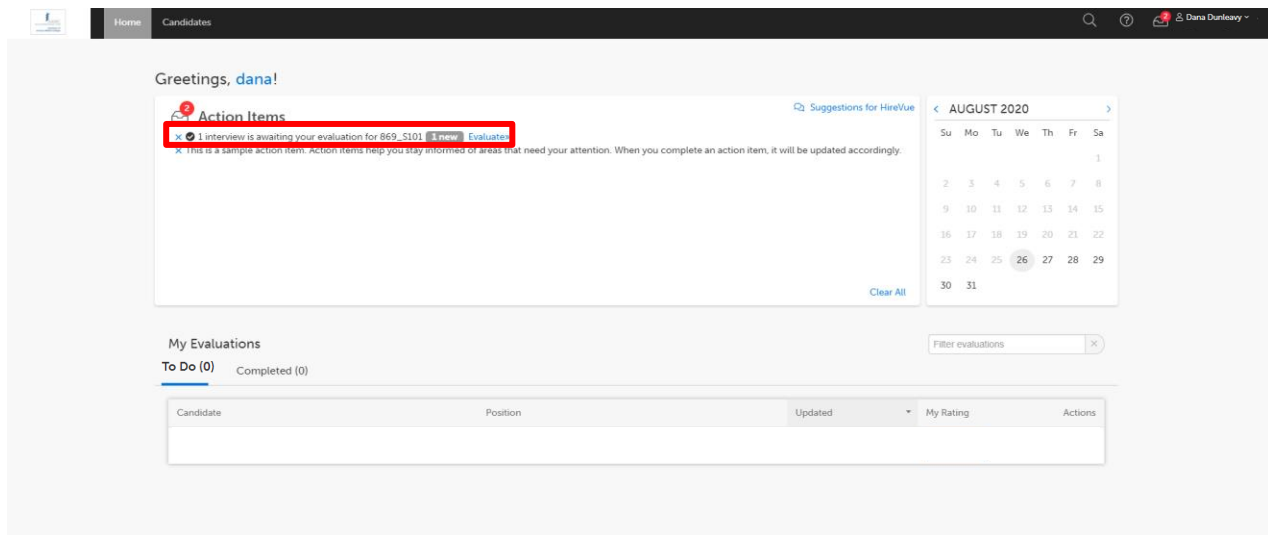
Navigating Your Home Screen

Once you log in, you will first be presented with the **Home screen**, as shown below.

At the top left of the screen you will see the Home and Candidates tabs. A list of all the candidates that have been assigned to you is available on the Candidates tab.

At the top center of the screen, you will see the grey Actions Item box. The box lists the number of candidates awaiting your review by position. You can select the “Evaluate” button to begin watching video responses.

In the middle of the screen, you will see the My Evaluations section. It includes To Do and Completed tabs. At this time, the My Evaluations section is unavailable and will be blank. However, the To Do and Completed lists are available on the evaluator screen (from the Candidates tab) for your use; refer to pages 6 and 8 for further instruction.



The screenshot shows the Home screen of the AAMC Video Interview Tool. At the top, there are tabs for "Home" and "Candidates". A navigation bar at the top right shows the user's name "Dana Dunleavy". Below the navigation bar, the screen displays "Greetings, dana!".

The main content area is divided into two sections:

- Action Items:** This section contains a list of items. One item is highlighted with a red box: "1 interview is awaiting your evaluation for 869_5101 [View] Evaluate". Below this list is a "Clear All" button.
- My Evaluations:** This section has two tabs: "To Do (0)" and "Completed (0)". Below the tabs is a table with the following columns: Candidate, Position, Updated, My Rating, and Actions. The table is currently empty.

On the right side of the screen, there is a calendar for "AUGUST 2020" showing the days of the week and the dates from 1 to 31.

Watching Candidate Videos

The Candidate List

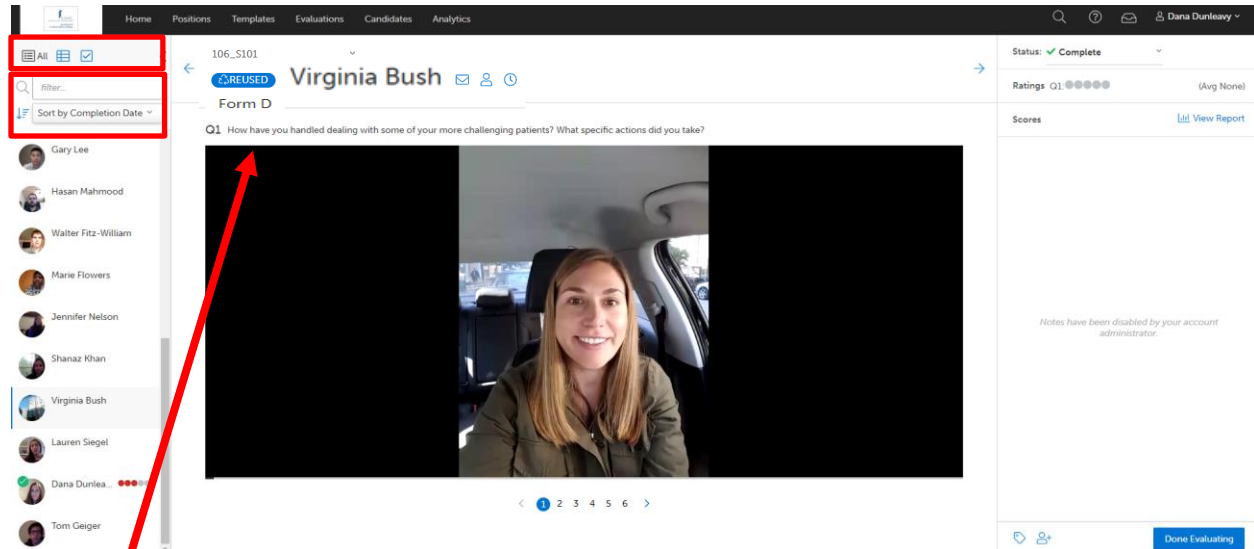
On the left-side of the screen, there is a candidate list. To open the candidate list, move the mouse over the left portion of the screen. The candidate list will default to collapsed. To pin the list open, click the arrow at the top.

The candidate list shows other candidates you (the evaluator) have been assigned to evaluate for the same position.

You can filter your view to candidates on your To Do list only, Completed Candidates, All Candidates.

- *All Candidates* will display all candidates that have been assigned to you to evaluate.
- *To Do* will display candidates who you have not assigned a rating in HireVue.
- *Completed* will display candidates who you have assigned a rating in HireVue.

You can search for candidates by typing their name into the filter box. Candidates can be sorted by several features. The features that are most applicable to you are: first name, last name, and completion date.



The screenshot shows the AAMC Video Interview Tool interface. On the left, there is a candidate list with a search filter and a sort dropdown set to 'Sort by Completion Date'. The list includes candidates like Gary Lee, Hasan Mahmood, Walter Fitz-William, Marie Flowers, Jennifer Nelson, Shanaz Khan, Virginia Bush, Lauren Siegel, Dana Dunlea, and Tom Geiger. The main area displays a video player for Virginia Bush, with a question: 'Q1 How have you handled dealing with some of your more challenging patients? What specific actions did you take?'. The video player shows a woman smiling in a car. On the right, there is a sidebar with 'Status: Complete', 'Ratings Q1: 0/5 (Avg None)', and 'Scores' with a 'View Report' link. A red arrow points from the 'All' button in the candidate list to the video player.

Tip: AAMC created multiple versions of the VITA interview. While each version is designed to assess the same competencies, the questions may differ. Remember to read the question text before watching a candidate's video.

The Candidate's Video

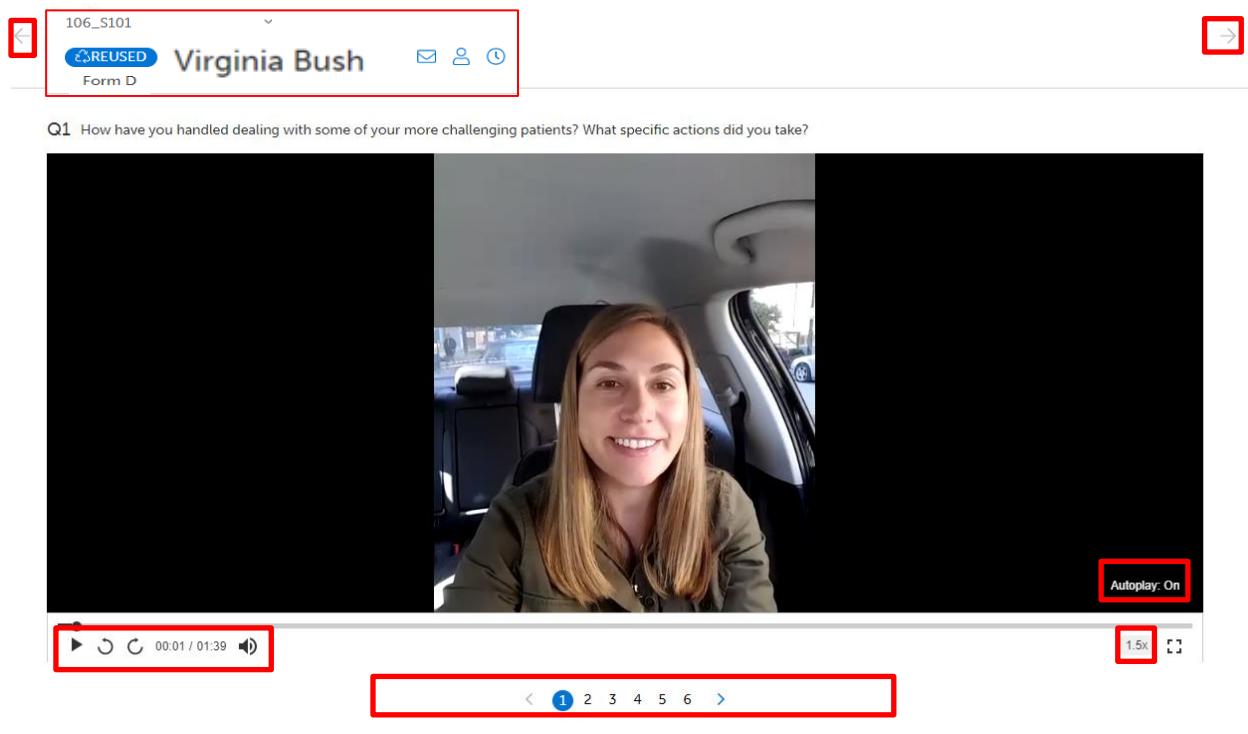
At the top of the evaluator screen, the position name (e.g., 106_S101), candidate name, and form, are listed. If “Retake” is included in the interview name, the candidate experienced a technology issue on their first attempt and was granted a technology retake. You will also see “Reused” because all candidates are first assigned to an AAMC interview and then their video responses are shared with your school.

The question text is provided above the candidate's video response.

In the video player, you can play and pause the video, jump backward or forward 15 seconds, adjust the volume, and control the playback speed.

You can navigate the interview questions by using the pagination numbers under the video.

To scroll between candidate responses, you can use the arrows at the top of the evaluator screen.



Advancing Videos

HireVue automatically advances to the next question for each candidate. This is convenient if you have been assigned to watch all of a candidate's responses.

If you are watching videos for one or a subset of videos for a candidate (rather than all of them), you should turn Auto-Play OFF. Hover over the bottom right corner of the Candidate Video to see an

Auto-Play toggle. **Autoplay: Off** If this button reads “On”, click the button to turn this “OFF”. Turning this off will prevent the system from automatically advancing you to the next question. It will allow you to remain on the same question and move easily from one candidate to the next when you are ready. **You will need to turn OFF Auto-play each time you log-in to the HireVue system.**

Evaluate Candidate Responses

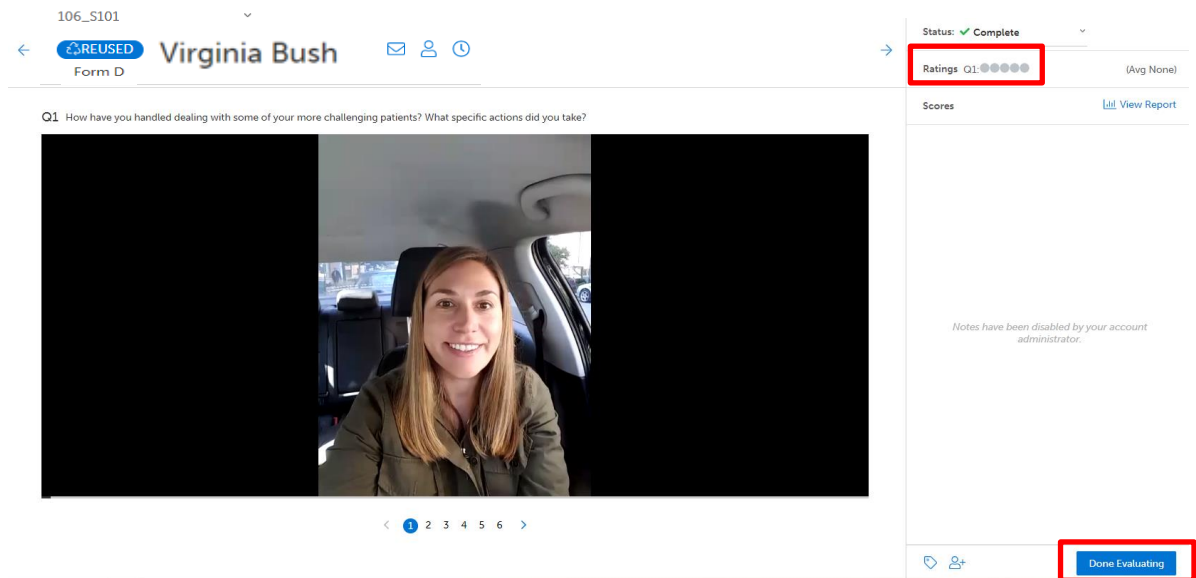
First review your rating materials, including competency definitions, and scoring rubric(s), if applicable.

Steps for Evaluating Candidate Responses

- 1. Watch the Video** –You can press the play button when you are ready to view the video response or pause it like any media player. Watch each video as many times as needed.
- 2. Evaluate the Response** – Review your notes, any scoring materials, and competency definitions. Evaluate the candidate’s response following the guidance provided by your school.
- 3. Assign a Rating Outside the HireVue System**

AAMC recommends making ratings and taking notes in your school’s applicant tracking system (or other mechanisms to record interview notes) rather than in HireVue. We recommend using an external system since your school is storing all the other information about candidates there. This will improve efficiency and reduce potential errors.

If you want to use the **To Do** and **Completed** feature to track your progress, you must (a) select a rating, (b) click “Done Evaluating” and then (c) click “Submit” on the bottom-right of the screen before progressing to the next candidate. If you use this evaluation feature to track progress, we recommend assigning a rating of 1 = ● for all candidates in HireVue and using your school’s external system for recording the actual rating of record. Taking this step will help you keep track of your progress by showing you the number of candidates you have evaluated on the Completed tab and the number of candidates remaining for you to evaluate on the To Do tab.



Note: Due to the configurations set for AAMC VITA, the Average Rating that appears on this window represents the rating you assigned to this candidate for their response to your assigned question.

Logging Out

If you need to stop for any reason, you can select the person icon button at the top right corner of your screen and select “Sign Out”. If you make ratings or notes in the HireVue system, your work will be saved automatically. You can return any time to continue watching and evaluating videos.

To ensure the security of your HireVue account, candidate information, and the AAMC VITA interview, please log out of the HireVue system whenever you are not evaluating candidates.

Report a Possible Technology Disruption

The AAMC takes great care to ensure that registrations are properly processed, video interviews are properly prepared, and the integrity of the AAMC VITA program is maintained. In cases where the interview service is not delivered or completed as designed, the AAMC may permit the affected applicant(s) to retake the entire video interview to remedy the situation. Technology disruptions may be reported by candidates and/or evaluators.

Possible technology disruptions issues include with the HireVue platform, such as:

- inability to launch or relaunch the interview
- audio did not record
- video did not record
- or other substantial impairment to the audio quality of the interview.

To report a possible technology disruption, use the Technology Disruption form on the [AMCAS Resources and Reports VITA](#) page. If you do not have access to this page, please contact your school's VITA coordinator.


Technology disruptions are solely issues with the technology or HireVue platform and not issues that may occur beyond the technology such as background noise.

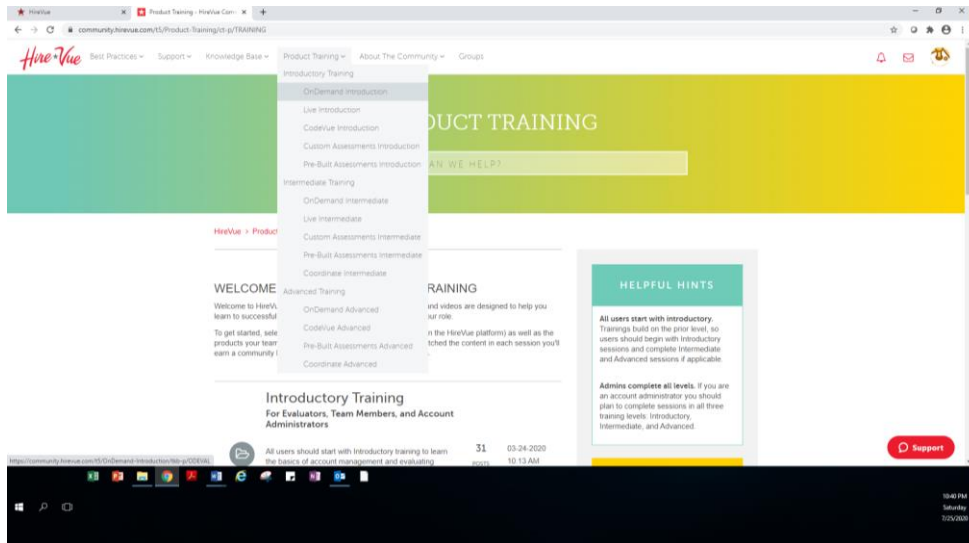
If the candidate's interview response suffered from a technology disruption that materially affects your ability to evaluate a response, AAMC will offer the candidate the opportunity retake the AAMC VITA interview to remedy the situation.

Additional AAMC VITA Resources for Evaluators

HireVue Community

HireVue has a library of resources, including short videos, step-by-step guides, FAQs and 24/7

technological support. From the home screen, select the question icon  to navigate to the HireVue Community. You must be logged in to HireVue to access the HireVue Community. Once you have joined the HireVue Community, select Product Training and On Demand Introduction for more information.



HireVue Technical Support

Please contact HireVue directly if you have questions about logging into the HireVue platform, navigating the HireVue platform, using the features of the HireVue platform, or other technical questions. HireVue technical support is available 24x7.

1(800) 655-4106

support@hirevue.com