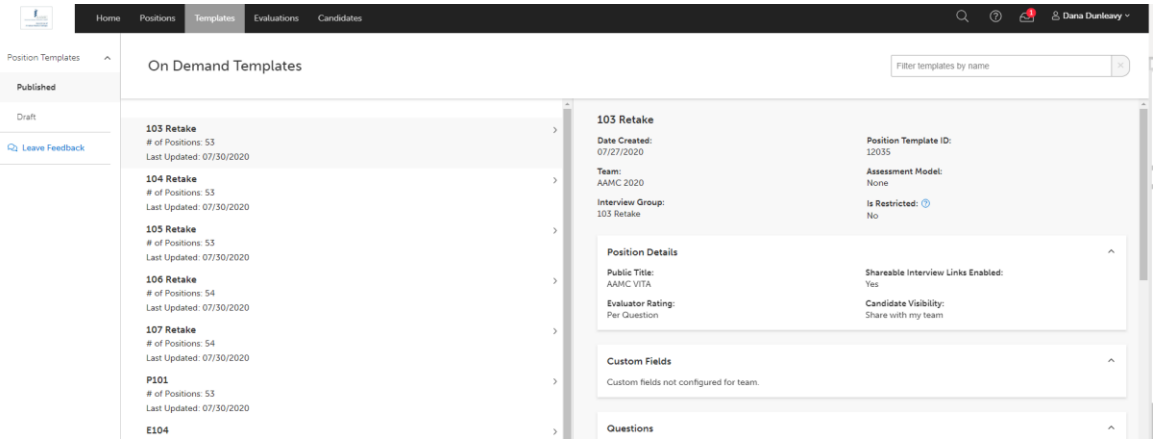



HireVue Navigation Guide for AAMC VITA Coordinators





Do Not Modify in HireVue

Purpose

In order to launch the AAMC VITA interview quickly, we did not have the opportunity to customize the HireVue interface. As a result, school VITA coordinators (but not evaluators) have access to more functionality than they'd normally be granted on this type of assessment. **While additional features and functionality exist in HireVue, please do not use them to ensure the functionality and fairness of the AAMC VITA interview.**

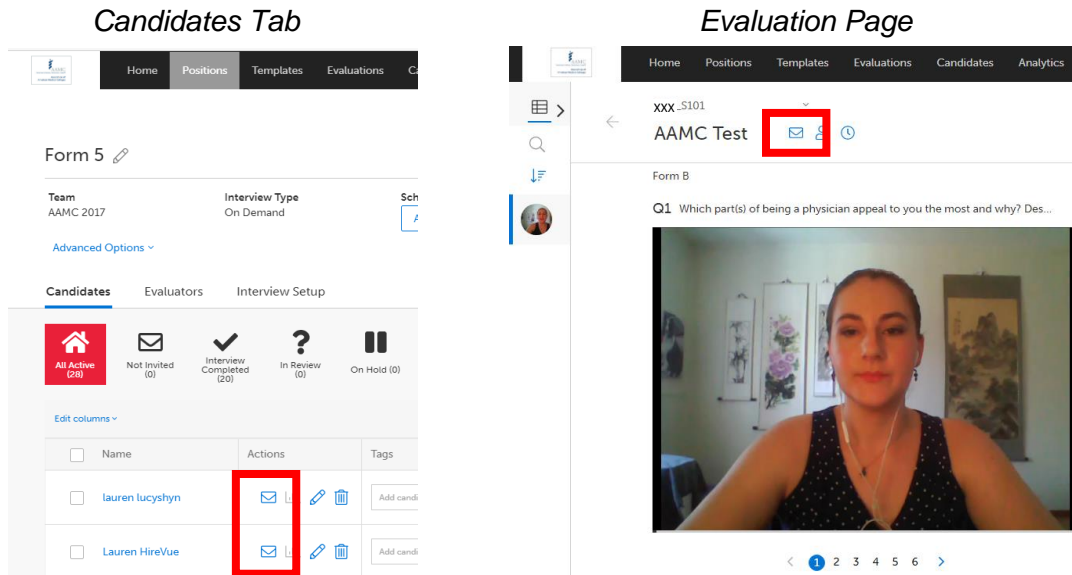
<i>It may be tempting, but please don't...</i>	<i>Because...</i>
<p data-bbox="184 776 842 812">Open or change anything on the Templates tab</p>  <p data-bbox="193 873 1339 1312">The screenshot shows the HireVue 'On Demand Templates' page. On the left, there is a list of templates including '103 Retake', '104 Retake', '105 Retake', '106 Retake', '107 Retake', 'P101', and 'E104'. The right pane shows the configuration for the '103 Retake' template, including 'Date Created: 07/27/2020', 'Team: AAMC 2020', 'Interview Group: 103 Retake', 'Position Template ID: 12035', 'Assessment Model: None', 'Is Restricted: No', 'Public Title: AAMC VITA', 'Evaluator Rating: Per Question', 'Shareable Interview Links Enabled: Yes', and 'Candidate Visibility: Share with my team'.</p>	<ul data-bbox="1459 776 1904 1144" style="list-style-type: none">- The position template is used to set all the VITA configurations.- Changing the configuration, selecting <i>Use Template</i>, or creating a new template will change your school's AAMC VITA interview. Any changes to the template will compromise the interview's functionality and fairness.

<i>It may be tempting, but please don't...</i>	<i>Because...</i>
<p>Change the Position names (e.g., change “XXX_S101” to “Primary Position”) in the Positions tab</p>  <p>The screenshot shows a position name 'XXX_S101' followed by '(AAMC VITA)' and a pencil icon in a red box. Below this, there are two options: 'Shareable Interview Link' (checked) and 'Allowed Sign-Ups' (with an edit icon). At the bottom, there is a URL: 'https://aamc.hirevue.com/signup/xMqVYjNFYzD62Sc' and social media icons for Twitter and QR code.</p>	<ul style="list-style-type: none"> - The current names are used to assign candidates and for our ongoing quality checking of forms and interviews in HireVue. We need this standard naming convention across schools so we can make sure everything's working properly. If VITA goes into a second year, we can talk to people about using a different, more intuitive naming convention.

<i>It may be tempting, but please don't...</i>	<i>Because...</i>
<p>Use the “sharable interview link”</p> <p>XXX_S101 (AAMC VITA) </p> <hr/> <p><input checked="" type="checkbox"/> Shareable Interview Link Allowed Sign-Ups </p> <p>https://aamc.hirevue.com/signup/xMqVYjNFYzD62Sc  </p>	<ul style="list-style-type: none"> - We have an automatic invitation system in place for sending VITA invitations to students and giving them this link would cause conflict within that automatic process; and - The links you see in your positions (e.g., XXX_S101) are not links to the “true” invitation that students are invited to use for taking VITA. The actual interviews are connected to a Primary Position that only AAMC has access to and these interviews are then shared with schools who select that individual to interview. - If you ever want to resend a VITA invitation to a student, ask them to contact AAMC directly at askvita@aamc.org or email your AAMC VITA contact and we can resend the link manually from the appropriate Primary position.

It may be tempting, but please don't...

Click the envelope next to candidates' names when evaluating the video either in the Candidates tab or in the Evaluation page



Because...

- The candidate will see the email as being sent from HireVue, not you or your school. This could create confusion and any reply from the student may not be seen.
- If you or any of your evaluators need to contact a student, please use your own email system.
- If you want to send a reminder to a student to complete the AAMC VITA interview, please email them directly.
- If you ever want to resend a VITA invitation to a student, ask them to contact AAMC directly at askvita@aamc.org or email your AAMC VITA contact and we can resend the link manually from the appropriate Primary position.

It may be tempting, but please don't...

Use the “Scheduled Reminders”, “Automated Actions”, or “Due Date” buttons

XXX S101 (AAMC VITA) No Due Date

Shareable Interview Link | Allowed Sign-Ups

https://aamc.hirevue.com/signup/VCa9XbGirtT4XRjtr

Team Interview Type On Demand

Scheduled Reminders Edit Reminders Automated Actions Add Rules

Candidates Evaluators Interview Setup

All Active (71) Not Invited (0) Interview Completed (12) In Review (0) On Hold (0) Hired (0) New Status (0) Archived (0)

(1/71) x aamc test Filter Upload Add

Name	Actions	Tags	Status	Created	Evaluators

Because...

- These elements are linked to the AAMC Primary Position and the policies outlined in the [AAMC VITA Essentials](#).
- These elements must be standard across all schools and interview positions so the AAMC VITA interview functions properly and in a manner that is consistent with the policies and procedures described to applicants in the *AAMC VITA Essentials*.

Use the “Archived” buttons or change an applicant’s status to “Archived”

Candidates

All Active (3050) Not Invited (0) Interview Completed (1837) In Review (0) On Hold (0) Hired (0) New Status (0) Archived (14)

(3050/3050) Filter candidates Filter

Name	Actions	Position	Status	Created	Interview Date	Int
		S101	Complete	Aug 6, 2020		Origin
		S101	Complete	Aug 6, 2020		Origin
		S101	In Review	Aug 6, 2020		Origin
		S101	On Hold	Aug 6, 2020		Origin
		S101	Hired	Aug 6, 2020		Origin
		S101	New Status	Aug 6, 2020		Origin
		S101	Archived	Aug 6, 2020		Origin

- This will move the applicant’s video into an archived box. It will not be viewable to you or assigned evaluators.