

**Task Procedure:**

The full task procedure consists of five successive phases: the general instruction phase (I), the small group discussion phase (II), the chatlog review (III), the big group discussion phase (IV), and the final survey phase (V).

The table below lists detailed to-do items to complete under each phase.

Phases	Est. Time Duration	To-do Items
Phase I: General Instruction (*You are at here now)	10 min	<ul style="list-style-type: none"><li>• Read through the task instructions</li><li>• Perform a practice task to verify your understanding of the candidate evaluation criteria</li></ul>
Phase II: Small Group Discussion	20 min	<ul style="list-style-type: none"><li>• Form a 2-people small group with the other English speaking committee member</li><li>• Discuss the candidates' materials within your small group</li><li>• Nominate one most qualified candidate for the open position</li></ul>
Phase III: Chatlog Review	15 min	<ul style="list-style-type: none"><li>• Review the chatlog of the Mandarin speaking group</li><li>• Fill out a short survey that asks about your experience and reflections from completing the transition phase</li></ul>
Phase IV: Big Group Discussion	15 min	<ul style="list-style-type: none"><li>• Form a 4-people big group including all the committee members</li><li>• Discuss the candidates' materials within the big group</li><li>• Nominate one most qualified candidate for the open position</li></ul>
Phase V: Final Survey	10 min	<ul style="list-style-type: none"><li>• Fill out a short survey that asks about your experience and reflections from completing the big group discussion</li><li>• Fill out a short survey that asks about your experience over today's full lab session</li></ul>

**\*Notes:**

When you finish reading this page, please click NEXT to see how a candidate's CV looks like.