**INTERFACE ONE E**

**PHASE I: GENERAL INSTRUCTION OF THE CANDIDATE EVALUATION TASK**

**Background:**

The Human-Computer Interaction Lab (HCIL) is a research unit at the University of Maryland. The mission of this research unit is to understand and extend the way how people use computer-based technologies. HCIL is looking for **one** research assistant (RA) to join an upcoming project. The project is in collaboration with another research institution in China. The position is open for applicants who base in either the U.S. or China.

**Your Role and Tasks-to-Complete:**

You are assigned as one member of the Search Committee. There are in total four people serving on this committee: two native English speakers from the U.S., and two native Mandarin speakers from China.

Each person holds **one unique subset** of information about the job candidates. The responsibility of the Search Committee is to 1) discuss the materials of all the candidates and 2) select **one** most qualified candidate for the RA position.

**\*Notes:**

A pseudo name is assigned to each committee member for privacy protection. Your assigned name over today’s candidate evolution session is **Evan.**

When you finish reading this page, please click NEXT to see detailed explanations about the task procedure.

**Task Procedure:**

The full task procedure consists of five successive phases: the general instruction phase (I), the subgroup discussion phase (II), the intermediate survey phase (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) | xx min | * Read through the task instructions * Perform a practice task to verify your understanding of the candidate evaluation criteria |
| Phase II:  Subgroup Discussion | xx min | * Form a 2-people subgroup with the other English speaking committee member * Discuss the candidates’ materials within your subgroup * Nominate one most qualified candidate for the open position |
| Phase III:  Intermediate Survey | xx min | * Fill out a short survey that asks about your experience and reflections from completing the subgroup discussion |
| Phase IV:  Big Group Discussion | xx min | * Form a 4-people big group including all the committee members * Discuss the candidates’ materials within the big group * Nominate one most qualified candidate for the open position |
| Phase V:  Final Survey | xx min | * Fill out a short survey that asks about your experience and reflections from completing the big group discussion * Fill out a short survey that asks about your experience over today’s full lab session |

**\*Notes:**

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

|  |  |
| --- | --- |
| **Candidates and Information on Their CVs:**  There are four candidates to be discussed following the above procedure. Among them, two are domestic candidates from the U.S. The other two are international candidates from China. Each copy of the candidate’s CV includes 7 items. Each item contains 1 piece of public information (written in Black) and 1 piece of supplementary information (written in Blue). | A screenshot of a cell phone  Description automatically generated |

|  |  |
| --- | --- |
| Public CV shared among all committee members:  The CV of each candidate includes 7 pieces of **public** information (see illustrations on the right):   * 1 piece of public information about the candidate’s educational background; * 3 pieces of public information about the candidate’s research experience; * 3 pieces of public information about the candidate’s industrial experience. | **A screenshot of a cell phone  Description automatically generated** |

|  |  |
| --- | --- |
| Supplementary information held by each committee member:  Each committee member will have access to **one unique subset** of the candidates’ supplementary information (see illustrations on the right). The Search Committee should consider both the public information and the supplementary information when comparing among different candidates.  Specifically, all supplementary information is distributed in a way that allows each committee member to know most about the candidates who share the same culture background with theirs. For example, you and the other U.S. committee member jointly hold 5 pieces of supplementary information about each U.S. candidate; however, each of you holds only 1 piece of supplementary information about a candidate from China. | A screenshot of a cell phone  Description automatically generated |

**\*Notes:**

When you finish reading this page, please click NEXT to see the criteria of candidate evaluation.

**INTERFACE TWO E**

**Preferred Qualifications for Candidate Evaluation:**

Members in the Search Committee should follow three criteria to evaluate each candidate:

* Excellent coursework performance:

Qualified candidates should receive **top grades** in their education programs.

* Solid research experience in quantitative analysis:

Qualified candidates should demonstrate proficient research skills in **large scale data** analysis using **statistical and/or** **computational methods.**

* Rich industrial experience in diverse teams:

Qualified candidates should have sufficient experience of working in **cross-department or multi-institutional industrial teams/projects.**

Your goal is to identify **one** most qualified candidate for this open position.

The candidate you nominate should be the one who has the **highest** number of **qualified items** among all candidates.

**Practice:**

A practice task is designed to verify whether you have fully understood the above qualifications.

Please click the LINK below to complete this practice.

<https://umdsurvey.umd.edu/jfe/form/SV_57S8Kj0mM2Vz6HH>

**INTERFACE THREE E**

**PHASE II: SUBGROUP DISCUSSION**

In this phase, you will have xx minutes to discuss with the other U.S. committee member about your evaluations of the candidates.

Please keep the following rules and tips in mind:

* Start with the candidate (s) about whom you can uncover the **most** information
* Refer to the **preferred qualifications** when reviewing the material of each candidate
* Exchange the **supplementary information** you have with the other committee member so that you can reach a better decision at the group level
* Weight different CV items **equally** during the review process (e.g., one person’s coursework performance is no more and no less important than his/her industrial experience)
* Take notes if needed

**\*Notes:**

You are required to perform the subgroup discussion only via **text**.

When you finish reading this page, please click NEXT to open the online discussion panel.

**INTERFACE FOUR E**

[The subgroup chat panel]

**INTERFACE FIVE E**

**PHASE III: INTERMEDIATE SURVEY**

In this phase, you will be required to fill out a short survey that asks about your experience and reflections from completing the subgroup discussion

Please click the LINK below to complete this survey.

<https://umdsurvey.umd.edu/jfe/form/SV_22Y0KXn6kgwZimN>

**INTERFACE SIX TO EIGHT E**

**INTERFACE NINE E**

**PHASE IV: BIG GROUP DISCUSSION**

In this phase, you will have xx minutes to discuss with the whole committee member about your evaluations of the candidates.

Please keep the following rules and tips in mind:

* Refer to the **preferred qualifications** when reviewing the material of each candidate
* Exchange the **supplementary information** you have with the other committee member so that you can reach a better decision at the group level
* Weight different CV items **equally** during the review process (e.g., one person’s coursework performance is no more and no less important than his/her industrial experience)
* Take notes if needed

**\*Notes:**

You are required to perform the subgroup discussion only via **text**.

When you finish reading this page, please click NEXT to open the online discussion panel.

**INTERFACE TEN E**

[The big group chat panel]

**INTERFACE ELEVEN E**

**PHASE V: FINAL SURVEY**

In this phase, you will be required to fill out two surveys that asks about your experiences during the big group discussion and the full lab session, respectively.

Please click the LINK below to complete these surveys.

<https://umdsurvey.umd.edu/jfe/form/SV_0xFKrg41yjC3H5r>