SkillSurvey Pre-Hire 360 on: Lindsay T_____
Poudre Valley Health System
Candidate Position: Registered Nurse II
Nursing Professional Position Survey
Report Date: February 23, 2007 - 9:17AM

SkillSurvey

Section I: Reference Information on Lindsay T_____

Submitted to Candidate on: February 21, 2007 - 12:25PM   Number of References Entered: 4
References Submitted by Candidate: February 22, 2007 - 1:37PM   Number of Responses: 4
Candidate Response Time (in business days) : 2   Reference Response Rate: 100 %
Reference Response Time (average # business days) : 1

Managers			
Reference Name:	Susan B____	Completed?	✔ 02/22/2007 (1 day)
Reference Email:	s____@ahs.llumc.edu	Relationship to Candidate:	Business/ Current Supervisor
Reference Company:	Loma Linda University Medical Center	Candidate Job Title:	
Reference Job Title:	charge nurse	Dates:	01/17/2006 To 02/22/2007 (1 year, 1 month)
Reference Phone#:	W: 909-558-XXXX		
Reference Industry:			
Reference Address:			
Reference Name:	Barbara N____	Completed?	✔ 02/22/2007 (1 day)
Reference Email:	b____@ahs.llumc.edu	Relationship to Candidate:	Business/ Current Supervisor
Reference Company:	Loma Linda University Medical Center	Candidate Job Title:	
Reference Job Title:	nurse manager	Dates:	01/17/2006 To 02/22/2007 (1 year, 1 month)
Reference Phone#:	W: 909-558-XXXX		
Reference Industry:			
Reference Address:			

Non-Managers			
Reference Name:	Kristi R____	Completed?	✔ 02/24/2007 (1 day)
Reference Email:	m_____@aol.com	Relationship to Candidate:	Business/ Peer
Reference Company:	Loma Linda University Medical Center	Candidate Job Title:	
Reference Job Title:	RN	Dates :	01/17/2006 To 02/22/2007 (1 year, 1 month)
Reference Phone#:	W: 909-558-XXXX		
Reference Industry:			
Reference Address:			
Reference Name:	Alicia R____	Completed?	✔ 02/23/2007 (1 day)
Reference Email:	jeffrey.____@sbcglobal.net	Relationship to Candidate:	Business/ Peer
Reference Company:	Loma Linda University Medical Center	Candidate Job Title:	
Reference Job Title:	RN	Dates :	01/17/2006 To 02/22/2007 (1 year, 1 month)
Reference Phone#:	W: 909-558-XXXX		
Reference Industry:			
Reference Address:			

Section II: Overall Summary on Lindsay Thompson

Top Line (▬): Managers Bottom Line (▬): All References	Very Low	Low	Medium Low	Medium	High	Very High
Overall Score						

Reference Distribution on Overall Score
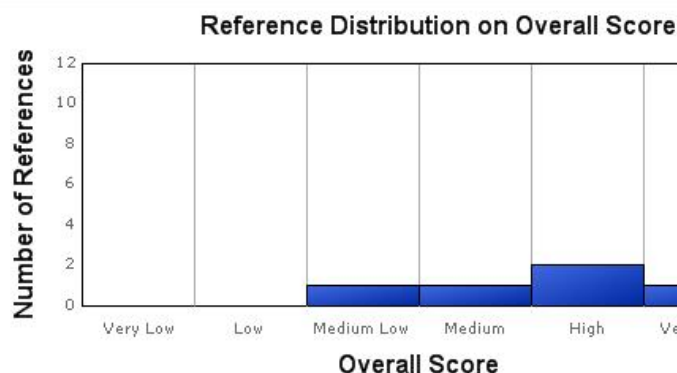
Section III-A: Detailed Competency Report on Lindsay Thompson

Top Line (▬): Managers Bottom Line (▬): All References	Very Low	Low	Medium Low	Medium	High	Very High
Cluster 1 - Interpersonal Skills: Overall Score						
a) Deal with patients, co-workers and others in a helpful, friendly and cooperative manner (e.g. by responding to their needs quickly and effectively, sharing resources and information, etc.) — 1						
b) Communicate in a clear and organized manner (both written and verbal) — 1						
c) Deal with feedback / criticism well, using it as an improvement opportunity, rather than becoming angry, flustered or defensive — 2						
d) Promptly communicate necessary and important information to doctors, supervisors, patients, and co-workers — 1						
e) Actively listen to the needs and perspectives of others — 1						
f) Maintain a positive outlook and personal effectiveness while under pressure, e.g. handle crises / changing conditions / unexpected situations competently and professionally — 1						

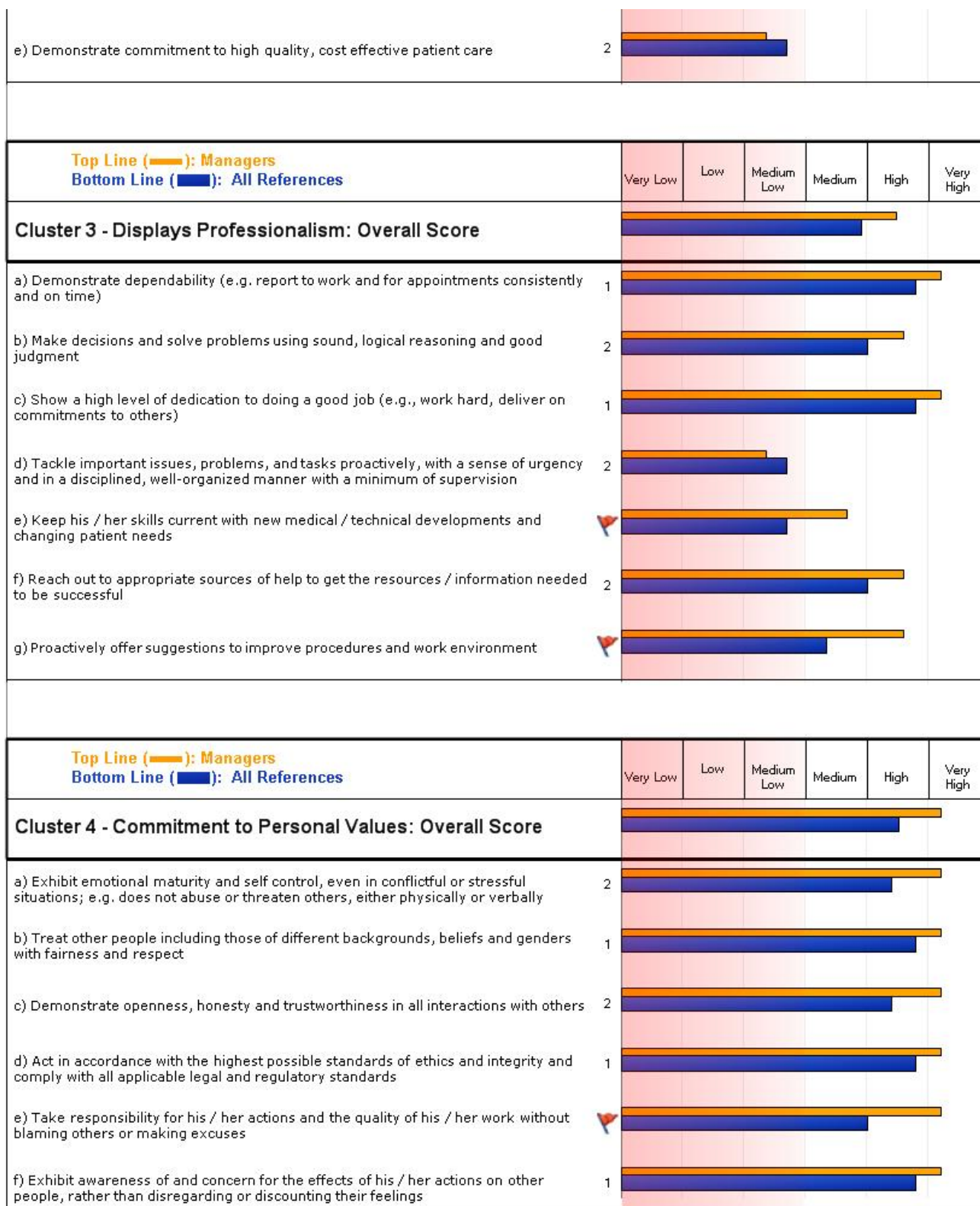| Top Line (▬): Managers Bottom Line (▬): All References	Very Low	Low	Medium Low	Medium	High	Very High
Cluster 2 - Delivers Results: Overall Score						
a) Demonstrate superior "patient education" skills — 2						
b) Consistently meet or exceed performance requirements? (e.g. get assignments / work done completely, on time, and to high quality standards — 1						
c) Follow instructions and comply with work rules, standards, and procedures (especially those concerning patient safety) — 2						
d) Competently perform all required procedures						

e) Demonstrate commitment to high quality, cost effective patient care   2

Top Line (—): Managers Bottom Line (■): All References	Very Low	Low	Medium Low	Medium	High	Very High
Cluster 3 - Displays Professionalism: Overall Score						

a) Demonstrate dependability (e.g. report to work and for appointments consistently and on time)   1

b) Make decisions and solve problems using sound, logical reasoning and good judgment   2

c) Show a high level of dedication to doing a good job (e.g., work hard, deliver on commitments to others)   1

d) Tackle important issues, problems, and tasks proactively, with a sense of urgency and in a disciplined, well-organized manner with a minimum of supervision   2

e) Keep his / her skills current with new medical / technical developments and changing patient needs

f) Reach out to appropriate sources of help to get the resources / information needed to be successful   2

g) Proactively offer suggestions to improve procedures and work environment

Top Line (—): Managers Bottom Line (■): All References	Very Low	Low	Medium Low	Medium	High	Very High
Cluster 4 - Commitment to Personal Values: Overall Score						

a) Exhibit emotional maturity and self control, even in conflictful or stressful situations; e.g. does not abuse or threaten others, either physically or verbally   2

b) Treat other people including those of different backgrounds, beliefs and genders with fairness and respect   1

c) Demonstrate openness, honesty and trustworthiness in all interactions with others   2

d) Act in accordance with the highest possible standards of ethics and integrity and comply with all applicable legal and regulatory standards   1

e) Take responsibility for his / her actions and the quality of his / her work without blaming others or making excuses

f) Exhibit awareness of and concern for the effects of his / her actions on other people, rather than disregarding or discounting their feelings   1

Section IV: Verbatim Comments on Lindsay T_____

NOTE: Individual comments separated by horizontal lines

<u>Strengths:</u>

- Lindsay has many strenghts but I think that her compentence in taking any type of client with any diagnoses and being able to handle a stressful situation in a calm and professional way is an asset. She always knows when to ask for help if unsure.

- lindsay is a new grad rn, she is works well with peers,& is always professional.

- Positive attitude, hard working, a real asset to nursing

- Works great with others as a team. Is willing to help out others when needed.

<u>Could Improve:</u>

- Lindsay as well as any professional RN could always improve their knowledge as the nursing profession is always changing and new information comes to surface in reguards to new client treatments. Continuing with education and staying abreast of new information will be beneifical to her as she furthers her career as a professional RN.

- Is a fairly new nurse, could benefit from more experience

- Learning more procedures and getting signed off on them.

Section V: Interpreting This Report

Section I: Reference Information

☐ **Reference response rate:** The typical Reference response rate is above 70%. If the Reference response rate is below 50%, ask the Candidate to enter additional References. If the Reference response rate is still under 50%, it may mean that individuals were not willing to serve as References. Discuss the low Reference response rate with the Candidate in order to understand why the response rate is so low.

☐ **Number of References in the Managers category:** Former and current managers, and teachers, are included in this category. If the Candidate entered fewer than two References in this category, or no business managers, discuss this with the Candidate. Consider obtaining additional References, possibly from those who have played other managerial roles in the Candidate's life, such as sports coaches or instructors, academic advisors, etc.

☐ **The nature of the e-mail addresses:** If References' e-mail addresses are from established businesses (e.g., jsmith@companyXYZ.com) this adds credibility to the report. If more than 50% of the Reference e-mail addresses are from non-business addresses (e.g., hotmail, gmail, etc.) discuss this with the Candidate. There may be a legitimate reason for the large percentage of non-business addresses, yet these reasons should be explored with the Candidate.

☐ **Information changed by the Reference:** If a Reference has changed any information concerning the nature or duration of his/her relationship with the Candidate, this discrepancy should be discussed and resolved with the Candidate. The discrepancy may be the result of a Candidate mistake in entering this information, or it could indicate a more serious problem, such as an intentional inaccuracy.

☐ **Completion status of Reference:** The symbols indicating completion status of the Reference are as follows: solid black checkmark (the Reference completed his/her ratings on the Candidate by the time the report was finalized), hollow black checkmark (the Reference had not completed his/her ratings on the Candidate by the time the report was finalized), and the word NO in red font (Reference did not complete a rating on the Candidate).

Section II: Overall Summary

The competency ratings that are completed by the References are aggregated and presented in a number of ways in this section:

☐ **Overall score:** The overall score in this section is an aggregation of ratings provided by all References, and is depicted by a thick blue bar graph. If the option to "Show Managers' Scores" has been selected, the overall score of the Managers' ratings will be displayed as a thin orange bar graph, above the thicker blue bar graph depicting the overall score derived from ratings by all References.

Note: If only one Manager has rated the Candidate, the overall score is neither calculated nor displayed for the Manager Reference group.

☐ **Reference distribution on overall score:** This vertical bar graph shows how the overall scores from the ratings of the individual References are distributed across the six overall score categories.

Section III-A: Detailed Competency Report

☐ **Scale categories:** This section shows the aggregated ratings on the Candidate for each main competency cluster, as well as for each individual competency behavior associated with that overall cluster. The aggregated score is depicted on a continuous scale. The descriptors on the scale categories range from 'Very Low' to 'Very High.'

- **Very Low or Low -** Candidate is seen as not having skill in this competency. If this competency is critical to the job, the Candidate's ability to be successful will be negatively impacted.
- **Medium Low or Medium -** Candidate is seen as having some skill in this competency; however, the Candidate will probably need more training or experience to become effective in this competency.
- **High -** Candidate is seen as skilled and effective in this competency, yet there may be some room for improvement.
- **Very High -** Candidate is perceived as having mastered this competency.

☐ **Shading:** Gradual red shading is presented on the lower portion of the rating scale, from 'Very Low' to 'Medium.' If the score for a particular behavioral competency ends within this lower portion of the rating scale, you may want to have a conversation with the Candidate regarding his/her ability or experience regarding this work competency.

☐ **Comparison of ratings by Managers vs. those of All References:** The aggregated score that is derived from All References is depicted by a thick blue bar graph. If the option to "Show Managers' Scores" has been selected, the aggregated score of the Managers' ratings will be displayed as a thin orange bar graph, just above the bar graph depicting aggregated ratings of All References. If only one Manager has rated the Candidate, the Manager bar graph will not be displayed.

☐ **Variability in the ratings:** The number that appears just prior to the bar graph depicting the score for each behavioral competency indicates the range, or variance, between the References as they rated the Candidate on this particular behavior. A "0" indicates that there was 100% agreement among the References - all References gave the Candidate the same rating on the 7-point scale. A "1" indicates that there was a difference of 1 point between the References, and a "2" indicates that there was a difference of 2 points between the References.

Note: A red flag indicates that there was a difference of 3 or more points between the References (e.g., for the same behavior, Reference #1 rated the Candidate a "4," Reference #2 rated the Candidate a "5," Reference #3 rated the Candidate a "7," Reference #4 rated the Candidate a "5," and so forth). The appearance of a red flag serves as a prompt to encourage you to engage in further dialogue with the Candidate on a particular behavior competence.

Section IV: Verbatim, Open-Ended Comments

☐ **Comments:** References had the option of entering open-ended comments as to the Candidate's 'Strengths' or areas where the Candidate 'Could Improve.' The text in this section presents the verbatim, unedited comments provided by the References. Comments from different References are separated by horizontal lines.