

How to complete your First Round Interview

All applicants meeting the minimum qualifications will be sent an invitation to participate in a first round interview. First round interview notices are sent the day following the closing date for the job you applied. All first round interview notices will be emailed to the email address listed on your profile. Please check your junk, spam or other email boxes regularly to ensure you are receiving all notifications.

1. Upon receiving the First Round Interview notice, locate the interview link. To access the First Round Interview link, you may:
 - a. Click on the link within the interview notice
 - b. Copy and paste the link into the web address bar at the top of the webpage
 - c. Type the web link exactly as it appears in the notice to the web address bar at the top of the webpage.

Note: Please make sure the pop-up blocker on your computer is turned off when clicking the interview link within the interview notice. **Please be aware the State of Tennessee cannot compensate for issues pertaining to opening the survey on your personal computer.**

Example of First Round Interview notice, and where to locate the interview link:

Dear Applicant:

We are pleased to inform you that you meet the qualifications for the Test-010115-12345 position which you recently applied. You have been selected to take part in a first round interview.

This interview is in the form of an electronic questionnaire and may take up to an hour to complete. To begin your interview, go the web site below (simply click on the URL or copy it and paste into your web browser).

Carefully review the questions and answer them as completely as possible. Your interview responses will be sent to the hiring agency who will determine which candidates will be invited for a second round interview.

You must complete the first round interview no later than five (5) calendar days from the date of this notice in order to progress in the hiring process for Test-010115-12345. If you have questions about this process, please contact the Recruiting Management Services Division of the Department of Human Resources at 615-741-4841.

→ Link to interview: <https://www.surveymonkey.com/r/2NJ2LHB>

At the end of your survey you must click Done in order to submit your survey responses. When you click Done, your Survey End Page will appear. You may print your Survey End Page as means of confirmation (right-click the webpage, and select Print).

Sincerely,
Recruiting Management Services

2. After accessing the link, it will navigate you to the survey monkey page for the job you had applied. (Note: Each job vacancy will have its own first round interview notice. And, each notice will have a unique survey monkey link for the first round interview questions.)
3. Answer all questions within the survey including first name, last name and last four digits of your social security number. Hiring agencies may ask any question that pertains to the vacancy, so there may be one question, or there could be several additional questions. Question types may include, but are not limited to, behavioral-based questions, competency-based questions, open-ended questions, yes/no questions, and multiple choice questions.
4. When all questions are complete, click the DONE button located at the bottom of the survey. **Failure to click DONE will result in your answers not being recorded.** You must submit your survey answers no later than five (5) calendar days from the date of the first round interview notice. You may submit one survey for each notice received.

The screenshot shows a web browser window displaying a SurveyMonkey survey. The browser's address bar shows the URL <https://www.surveymonkey.com/j/2N02LH8>. The survey title is "Survey Test" and the section is "First Round Interview Questions".

Welcome to the first round interview! Please answer all questions completely and accurately, and note that you must use the same name here that your application is listed under.

This interview is intended for the applicant listed on the notice containing the internet link for this first round interview. For security purposes, this interview requires listing of the last four digits of your Social Security number. This information will be used to verify your identity.

Please be aware that once you answered all the questions in your first round interview, you must hit the "Done" button at the bottom of your survey in order for your interview to be submitted for consideration. Your answers are final and cannot be changed. For confirmation that your interview was successfully submitted for consideration, once you have hit "Done" at the bottom of the page you should see a "Thank You" page that includes specific information pertaining to the interview you just completed within the "Thank You" message. Please print or save that page on your computer for your records, as that is your confirmation page and will be needed to confirm you have completed the survey if any submission issue arises. If you do not print or save this page, we cannot verify you have completed the survey. If you have any questions, please call the Recruiting Management Services Division at (615) 741-4841.

Sincerely,
Recruiting Management Services

* 1. First Name

* 2. Last Name

* 3. Last four digits of Social Security Number

* 4. Do you have customer service experience?
 Yes
 No

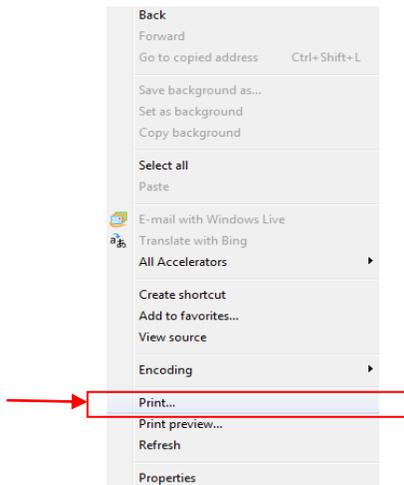
* 5. Please explain your customer service experience?

Done

Powered by SurveyMonkey

8:47 AM
3/11/2015

5. A confirmation page (“Thank you” page) will be displayed once you hit the DONE button.
6. It is important you print or save the “Thank you” page for your records, as that is your confirmation page and will be needed to confirm you have completed the survey if any submission issue arises. If you do not print or save this page, we cannot verify you have completed the survey.
7. If you would like to print the confirmation page (“Thank you” page), simply right-click anywhere on the screen and select “Print”. You will need to select “Print” once again in order to print the page.



8. Click DONE after you print or save your confirmation page. At this time, you may close your browser. You have successfully completed the First Round Interview process!
9. If you are still experiencing a problem with completing the First Round Interview, please contact Recruiting Management Services at 615-741-4841 immediately.