

What is the purpose of this pre-hire assessment?

The assessment is given to determine applicants' fit with St. Luke's Mission, Vision, and Values. To identify the best applicant for a position, it is important to look at an individual's work performance, experience, and behavioral characteristics. The combination of all three provides a comprehensive view of each applicant and allows us to make an informed decision during the selection process.

Who administers the assessment?

After careful consideration, St. Luke's selected PreVisor (now called CEB) as our assessment vendor. CEB is an international company with over 10,000 clients worldwide: they have extensive experience, research and knowledge in the field of employee assessments.

All of CEB's assessments have been validated, which means that the results measure what we expect them to measure. At St. Luke's, we took the validation process a step further by validating the pre-hire assessment with our current employees.

What's the difference between an assessment and a test?

There is no difference between an assessment and a test. The terms assessment and test are used interchangeably.

When would I be asked to take the assessment?

Should you be selected for an interview, following submission of your application, you would be asked to complete the CARE assessment as part of the screening and interview process.

How do I take the assessment?

Your Recruiter will notify you if you need to take the assessment. If you are required to take it, you will receive an email from CEB with a link to the assessment. After clicking on the link, you will be taken to CEB's website, where you will be presented with the CARE assessment.

How long do I have to take the assessment?

If you are prompted to take the assessment, you must take it within seven (7) days of completing your application. If you do not complete the assessment within this time period, your application will be closed and you will no longer be considered in the employment process. *It is highly recommended you take the assessment within 48 hour of receiving the link.*

How long does the assessment take to complete?

The assessment can be completed within 25 to 40 minutes.

If I apply for multiple jobs, will I have to retake the assessment each time?

No. Should you score well on the assessment, you will not need to take the assessment again. Your satisfactory score will follow you on subsequent applications.

Are there different types of assessments for every job?

Currently, we only have one CARE assessment that is given. For certain positions, you may be asked to complete additional assessments during the hiring process.

If I've already completed the assessment, will I need to re-take it?

No. Should you score well on the assessment, you will not need to take the assessment again. Your satisfactory score will follow you on subsequent applications.

What if I didn't score well on the assessment?

You will be able to re-take the assessment following six (6) months.

If I am a current St. Luke's employee, will my assessment results impact my current position?

No, your results will not impact your current employment.

If I am a current St. Luke's employee, will my manager see my results?

The assessment results are part of the application and are shared only with the hiring manager.

Do I need access to a computer?

Yes, you will need access to a computer or mobile device. If you do not own or otherwise have access to a computer, computers are available in Human Resources and in the cafeteria at every campus. Computers are also available at most public libraries. We recommend that all pop-up blockers be turned off during the application and assessment process.

May I take the assessment on an iPad or other mobile device?

Yes, due to a recent upgrade you may now take the assessment on your iPad or mobile device.

Do I need to complete the entire assessment at one time?

You may complete one section of the assessment at a time, as long as the entire assessment is completed within the seven (7) day window. *It is highly recommended you take the assessment within 48 hours.* You will receive a Session ID number at the beginning of the assessment. Please make a note of this Session ID number in case you need to log on at a later time to complete the assessment. St. Luke's is not able to provide you with your Session ID number.

What if I don't have an e-mail account?

You must have a valid email address in order to create an account with our online Career Center and apply for employment. You may sign up for a free account at the GMail™, Yahoo®, AOL® or Hotmail™ web addresses. Please note that we have no association with your chosen e-mail provider, nor do we endorse any provider.

Who do I contact if I have technical problems while I am completing the assessment?

Call CEB Technical Support: 1.800.966.0943 and press option 1 or visit CEB's website at <http://support.cebglobal.com/>.