

# Reviewer Training

How to review applicants asynchronously in the Kira platform

# Equipment & Requirements

To review applicants asynchronously in Kira, you'll need:

## Equipment



### Computer

Desktop or laptop computer



### Speakers

Built-in or external (or headphones)

**Mobile devices, smartphones, and tablets are not supported.**

## Browsers



### Google Chrome **RECOMMENDED**

Version ≥ 77



### Firefox

Version ≥ 69



### Microsoft Edge

Version ≥ 76



### Safari

Version ≥ 13.1

**Internet Explorer is not supported at this time.**

## Important Tip

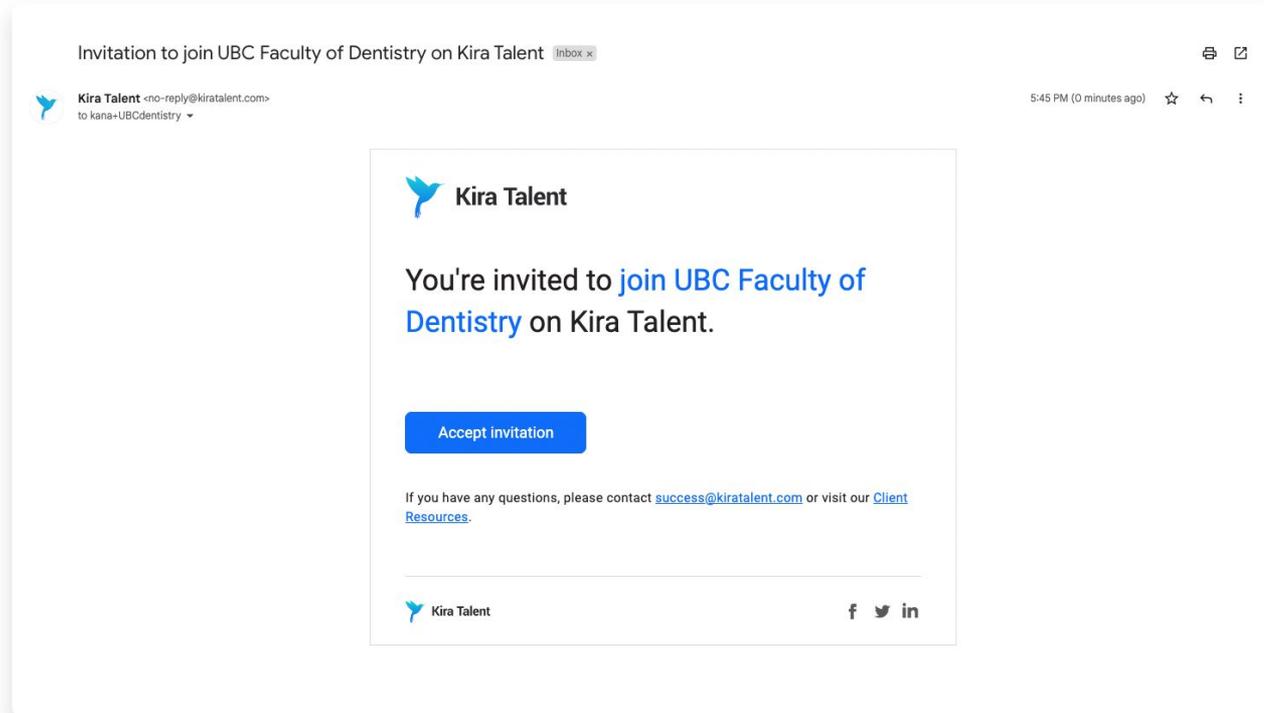
An **adblocker-free** and **firewall-free** environment is critical for playing videos in Kira.

If you're reviewing applicant videos using a hospital network and the videos aren't playing, please try using the **incognito** mode of a **Chrome browser**.

Or, please try with a personal computer at home.

# Email 1: Create a Password

You will receive an invitation email from Kira Talent. Please register your name and choose a password by clicking the button in this email.



## To Do:

### 1. Click 'Accept Invitation' in the email

This 'Accept Invitation' button is in your email.

### 2. Input first name, last name, and create a password

You'll also be asked to agree to our Terms of Service on the page. Then, click 'Sign me up'.

### 3. Close the page

After signing up, you'll be brought to a relatively empty page listing open, closed, and practice assessments with nothing to click on. You can close this page until you're notified that you have applicants to review.

# Email 2: Applicant Assignments

You'll be notified via email that you've been assigned a group of applicants to review. Click the button on this email to start reviewing.

You've been assigned 2 applicants to review for the DMD Program (October 1st) inbox x



**Kira Talent** <no-reply@kiratalent.com>  
to shelby+UBCdentistry ▾

7:52 PM (6 minutes ago) ☆ ↶ ⋮



UBC Faculty of Dentistry has **assigned 2 applicants for you to review** for the DMD Program (October 1st).

[Review applicants](#)

## To Do:

### 1. Click 'Review applicants' in the email

This will bring you to the Kira Talent website.

### 2. Input your Kira Talent password from if prompted

You can reset it if you need to.

### 3. Ensure you can see all assigned applicants on the page

You should see a list of applicants to whom you've been assigned to review. Unlike the live interview, you'll be able to see their names.

# Overview

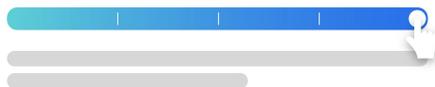
Applicants have submitted recorded video responses for each of the UBC MMI stations. You will be assigned a group of applicants to review, and you'll evaluate the same station for each applicant.



## Get Setup

You'll receive two emails over the next few days - one to setup your password in Kira, and another to notify you that you've been assigned applicants to review.

Overall Performance Exceptional (5)



## Assess Applicants

On an applicant's response page, you'll see one video response and three evaluation criteria - **Overall Performance**, **Red Flags**, and **Conflict of Interest**.



## Ensure Completion

You'll know you've successfully reviewed all of your assigned applicants when they're all sitting in the "Reviewed" tab in Kira.

# Unreviewed Applicant List

Once you've been assigned applicants, you'll see a list of applicants to review in Kira. They will all appear on the 'Unreviewed' list to start.

## MD MMI 2021 - Saturday

Assigned to You 18

🔍 Search by name or email address

Filter **Unreviewed 18** In Review 0 Reviewed 0

Date Completed ▾ ↑

**Joe Sample**

Completed March 13, 2021 · Invited March 11, 2021

**Keshini Navlakha**

Completed March 13, 2021 · Invited March 11, 2021

**Kana Shishikura**

Completed March 13, 2021 · Invited March 11, 2021

**Niamh O'Hara**

Completed March 13, 2021 · Invited March 11, 2021

**Christian York**

Completed March 13, 2021 · Invited March 11, 2021

## To Do:

### 1. Ensure you can see all assigned applicants on the page

You should see a list of applicants to whom you've been assigned to review. Unlike the live interview, you'll be able to see their names.

### 2. Click on the first applicant's name to begin

Or really, any applicant you'd like to start with!

# Reviewing Applicants

For each applicant, you'll be asked to watch one video response, and leave scores for three criteria - **Overall Performance**, **Conflict of Interest**, and **Red Flag**.

1 Overall Performance (Station 4) Unsuitable (1) Outstanding (10) Notes

Rate the applicant's overall performance relative to the pool of all applicants you are rating. Consider the applicant's communication skills, the strength of the arguments displayed, and their suitability for the medical profession.

**There is a disparity within the quality and access to post secondary education between Indigenous Peoples and the Canadian population. To address this gap in post secondary education for First Nations, Inuit and Métis students, many medical schools have an Indigenous admissions process. Discuss your opinion on Indigenous admission processes as a tool to help address the disparity within access to medical education.**

Follow-Up Question: What are some other methods you would consider in addressing this disparity?



2 Conflict of Interest No (0) Yes (1) Notes

Do you have a conflict of interest for this applicant?

3 Red Flag No (0) Yes (1) Notes

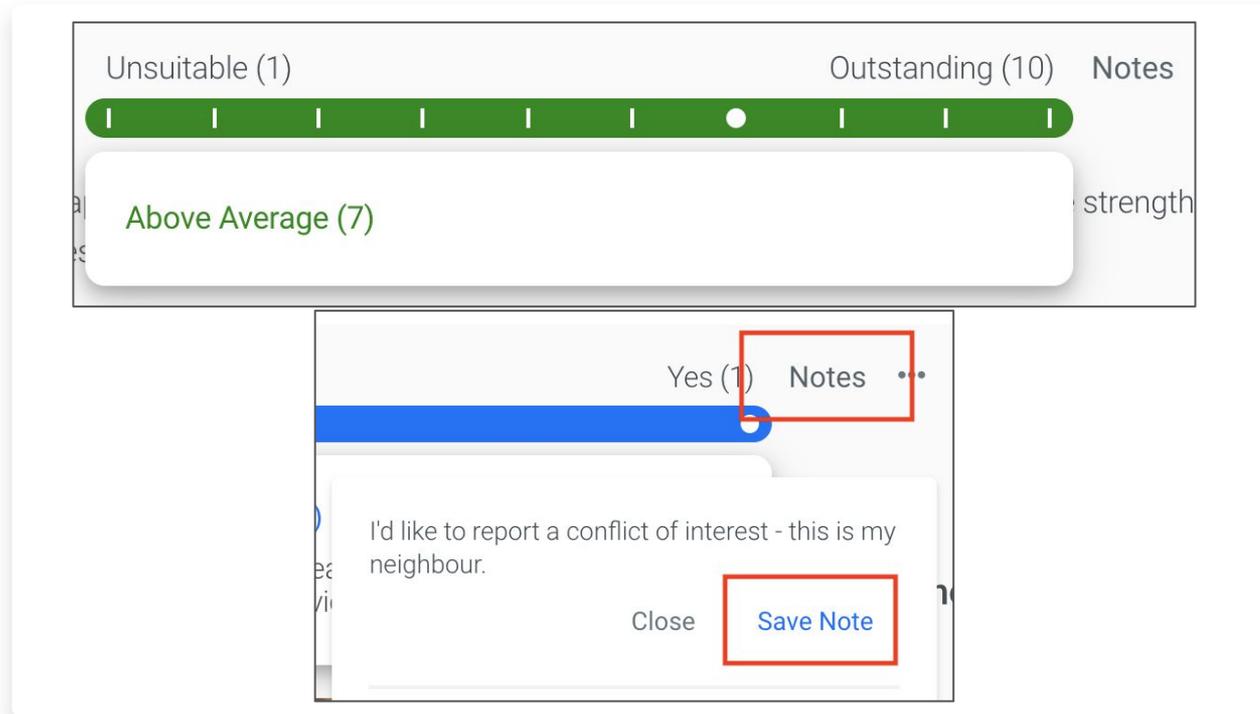
Do you have a red flag you'd like to report?

## To Do:

- **Evaluate all three criteria**  
You must leave a score on all three rating scales for the applicant to be considered fully reviewed. The applicants had 7 minutes to respond, and it's okay if they ended their response early.
- **Review STEM or question**  
You can reference the STEM, question, and follow-up prompt for the station above the video.
- **Re-open the video**  
The applicant's video will close when you evaluate it. You can open it again by clicking on Overall Performance.

# Scores and Notes

Hover over the rating scale to explore all score options before clicking on a score. You can change your score at any point by clicking on another score.



## Things to know:

- **No “Save” or “Submit”**  
Click once on the rating scale to leave a score. Unlike the live experience, there is no Save or Submit button.
- **Leaving notes**  
You can leave notes on specific evaluation criteria. Please click **“Save Note”** to save your note. Otherwise it will NOT save. Click **“Close”** to close Notes.  
  
You can add and delete notes, but you cannot edit them once posted.
- **Changing scores**  
You can change scores by clicking on another value on the rating scale. You'll know a rating was successful when a white circle appears.

# Moving to Next Applicant

Once you've successfully left scores for all three criteria on your current applicant, you can move to the next one.

Review

**KN** Keshini Navlahka  
keshini@kiratalent.com Completed March 13, 2021 at 9:25 AM

|   |                                 |                   |       |
|---|---------------------------------|-------------------|-------|
| 1 | Overall Performance (Station 4) | Above Average (7) | Notes |
| 2 | Conflict of Interest            | No (0)            | Notes |
| 3 | Red Flag                        | No (0)            | Notes |

Next assigned applicant for MD MMI 2021 - Saturday:

**KS** Kana Shishikura  
[Review their responses](#)

[Back to Applicant Listing](#)

## Things to know:

- **Ensure a complete review**  
If you've reviewed the applicant fully, you'll be able to see three scores on the right side of your screen.
- **Coming back later**  
You can come back to applicants you've already reviewed to modify their scores or add additional notes before the review deadline
- **Move to next applicant**  
You'll see a 'Review their responses' button on the bottom of your page - this will bring you right to your next applicant to review.

# Reviewed Applicant List

Once all of your applicants are in your 'Reviewed' tab, you're all done! Please connect with McMaster directly if you're available to evaluate more applicants.

## MD MMI 2021 - Saturday

Assigned to You 18 Search by name or email address

Filter Unreviewed 0 In Review 0 **Reviewed 18** Date Completed ▾ ↑

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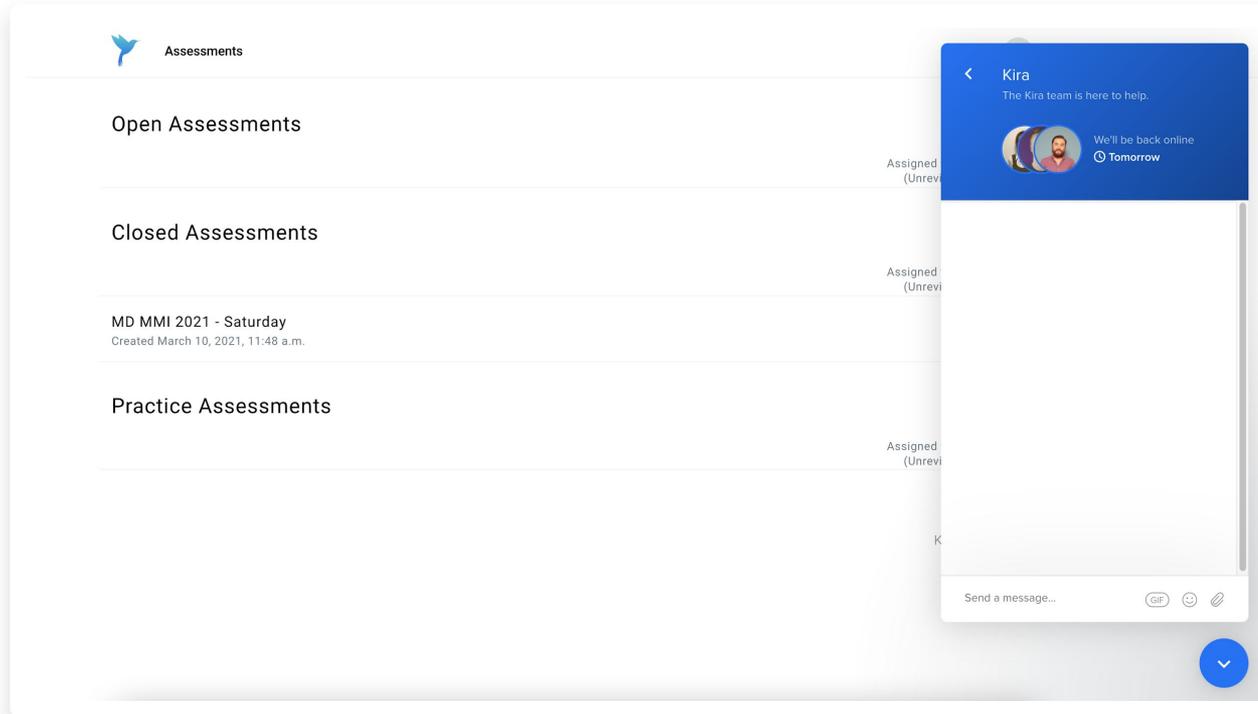
**Christian York**  
Completed March 13, 2021 · Invited March 11, 2021

## Interested in more?

Please connect with the McMaster and Kira teams if you've completed your assigned reviews early and have time to review more applicants.

# Additional Support

For support during your asynchronous applicant review, you have two options:



## 1. Live Chat

Use the blue chat icon on the bottom left of your screen to connect directly with a member of the Kira Talent team through live chat.

They're available during regular business hours (9-5 EST Monday to Friday).

## 2. Email

Reach out to [success@kiratalent.com](mailto:success@kiratalent.com) and we will reply back as soon as possible.

