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## Division of Senior and Scientific Executive Management (DSSEM) Application and Interview Satisfaction Survey

The Division of Senior and Scientific Executive Management (DSSEM), Office of Human Resources (OHR), National Institutes of Health (NIH), is requesting your help. Please take five minutes to complete the following application and interview satisfaction survey. Your responses will help improve NIH's executive recruitment process.

If you encounter technical difficulties with the survey please contact: [hssystemssupport@nih.gov](mailto:hssystemssupport@nih.gov)

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### Application Process

Logic: Show/hide trigger exists.

#### 1) How did you first find out about this position?

- Agency Employee (Not Position Supervisor)
- College Alumni
- College/University Career Placement Office
- Contacted by Search Committee Member
- Contractor
- Current Supervisor
- Employment Office
- Facebook
- Friend or Family Member
- Job/Career Fair
- Journal Advertisement
- LinkedIn
- Newspaper Advertisement

- NIH Website/Intranet
- Twitter
- USAJOBS Website (www.usajobs.gov)
- Other (Please Specify)

**Logic: Hidden unless: Question "How did you first find out about this position? " #1 is one of the following answers ("Other (Please Specify)")**

**Please specify how you found out about this position.**

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**2) What sparked your interest in the position? (Select up to three.)**

- Career change
- Compensation
- Desire to "give back"
- Employee benefits provided (vacation, health and life insurance, long-term care insurance, retirement, savings plan (401k equivalent))
- Location
- Opportunity to work at the premier research institution in the world with other world-renowned researchers and executives.
- Work schedule (flexibility/telecommuting)
- Other (Please Specify): \_\_\_\_\_

## Vacancy Announcement

**3) Please rate your level of agreement with the following statement: The vacancy announcement:**

|  | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|--|-------------------|----------|---------|-------|----------------|
| Provided a clear description of the requirements for this position.                | ()                | ()       | ()      | ()    | ()             |
| Was specific on how to apply for this position (documents/information/references). | ()                | ()       | ()      | ()    | ()             |

|   |     |     |     |     |     |
|---|-----|-----|-----|-----|-----|
| Clearly identified the primary point of contact.          | ( ) | ( ) | ( ) | ( ) | ( ) |
| Clearly identified where to submit application materials. | ( ) | ( ) | ( ) | ( ) | ( ) |

**Logic: Hidden unless: (((Question "Provided a clear description of the requirements for this position." is one of the following answers ("Strongly Disagree", "Disagree") OR Question "Was specific on how to apply for this position (documents/information/references)." is one of the following answers ("Strongly Disagree", "Disagree")) OR Question "Clearly identified the primary point of contact." is one of the following answers ("Strongly Disagree", "Disagree")) OR Question "Clearly identified where to submit application materials." is one of the following answers ("Strongly Disagree", "Disagree"))**

**You have indicated disagreement with the above statement(s), please elaborate below.**

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## Human Resource Specialist

**4) Please rate your level of agreement with the following statement: During the application process, the Human Resources Specialist:**

|   | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|---|-------------------|----------|---------|-------|----------------|
| Provided adequate access to, and assistance with this position.                   | ( )               | ( )      | ( )     | ( )   | ( )            |
| Notified me of receipt of my application in a timely fashion (3-5 business days). | ( )               | ( )      | ( )     | ( )   | ( )            |
| Kept me informed of   | ( )               | ( )      | ( )     | ( )   | ( )            |

|  |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|
| conditions and changes that affected this recruitment. |     |     |     |     |     |
| Was courteous.   | ( ) | ( ) | ( ) | ( ) | ( ) |
| Was competent.   | ( ) | ( ) | ( ) | ( ) | ( ) |
| Was knowledgeable.                                     | ( ) | ( ) | ( ) | ( ) | ( ) |

**Logic: Hidden unless: (((Question "Provided adequate access to, and assistance with this position." is one of the following answers ("Strongly Disagree", "Disagree") OR Question "Notified me of receipt of my application in a timely fashion (3-5 business days)." is one of the following answers ("Strongly Disagree", "Disagree")) OR Question "Kept me informed of conditions and changes that affected this recruitment." is one of the following answers ("Strongly Disagree", "Disagree")) OR Question "Was courteous." is one of the following answers ("Strongly Disagree", "Disagree"))**

You have indicated disagreement with the above statement(s), please elaborate below.

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## Interview Process

5) Please rate your level of agreement with the following statement: During the interview process:

|   | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|---|-------------------|----------|---------|-------|----------------|
| Receipt of the position's vacancy announcement, position description/statement of duties, and search committee roster, provided to me prior to my interview | ( )               | ( )      | ( )     | ( )   | ( )            |

|   |     |     |     |     |     |
|---|-----|-----|-----|-----|-----|
| was timely and helpful.   |     |     |     |     |     |
| Travel arrangements were explained and effortless.                | ( ) | ( ) | ( ) | ( ) | ( ) |
| Instructions for locating the office for my interview were clear. | ( ) | ( ) | ( ) | ( ) | ( ) |

**Logic: Hidden unless: ((Question "Receipt of the position's vacancy announcement, position description/statement of duties, and search committee roster, provided to me prior to my interview was timely and helpful. " is one of the following answers ("Strongly Disagree", "Disagree") OR Question "Travel arrangements were explained and effortless. " is one of the following answers ("Strongly Disagree", "Disagree")) OR Question "Instructions for locating the office for my interview were clear. " is one of the following answers ("Strongly Disagree", "Disagree"))**

You have indicated disagreement with the above statement(s), please elaborate below.

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## Overall Satisfaction

6) Please rate your level of agreement with the following statements:

|  | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|--|-------------------|----------|---------|-------|----------------|
| The recruitment process occurred in a timely manner (announcement closing date to scheduling of interviews). | ( )               | ( )      | ( )     | ( )   | ( )            |

|  |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|
| I was treated with professionalism and respect throughout the process. | ( ) | ( ) | ( ) | ( ) | ( ) |
| Overall, I am satisfied with the recruitment process.                  | ( ) | ( ) | ( ) | ( ) | ( ) |

**Logic: Hidden unless: ((Question "The recruitment process occurred in a timely manner (announcement closing date to scheduling of interviews)." is one of the following answers ("Strongly Disagree", "Disagree") OR Question "I was treated with professionalism and respect throughout the process." is one of the following answers ("Strongly Disagree", "Disagree")) OR Question "Overall, I am satisfied with the recruitment process." is one of the following answers ("Strongly Disagree", "Disagree"))**

**You have indicated disagreement with the above statement(s), please elaborate below.**

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### **Additional Comments**

**7) If you have any suggestions for ways the application and/or interview process could be improved or would like to make additional comments regarding your application/interview experience, please describe below.**

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**Thank You!**

**Thank you for taking our survey. Your response is very important to us.**

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