



Education Evaluation: Pre-Employment Evaluation

Helping You Reduce Hiring Costs

Career Step's *Education Evaluation* package provides a cost-effective solution that allows you to reduce hiring costs and minimize business risk.

This comprehensive package includes both Coding Practice Tool and the Pre-Employment Evaluations.

Your Education Evaluation

The *Education Evaluation* package is designed to help your organization achieve its staffing goals. The package includes a pre-hire evaluation tool that provides insight into candidates' knowledge and skills so you can know their strengths and weaknesses before making a hiring decision. The evaluation tool includes automated applicant tracking and coding while providing instant scoring and detailed reporting.

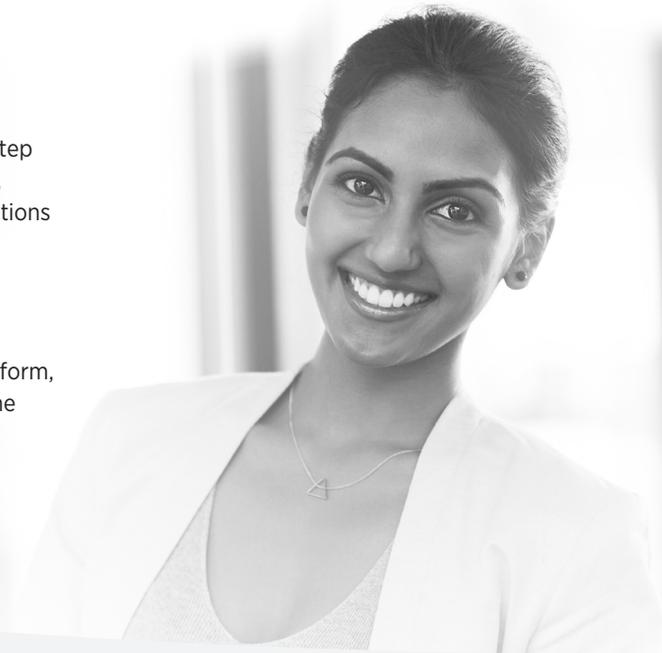
A web-based Coding Practice Tool is also included in the *Education Evaluation* package. This tool provides another layer of testing to identify additional knowledge gaps that were not found in the initial evaluation.

Available for coding or medical transcription, with these evaluations you can...

- Gain insight into candidates' knowledge and skills before making hiring decisions.
- Automate applicant tracking and coding.
- Measure coding outsource agency efficiency.
- Access instant scoring and detailed reporting at no extra cost.

Career Step ensures you are identifying the best candidates for your unique needs by...

- Testing on an objective (multiple choice, true/false) or practicum model.
- Ensuring you know the candidates' skills for coding your reports.
- Providing options to select questions from the Career Step library, choose the codes you want to capture (primary, secondary, E/M, DRG), and even include your own questions unique to your organization.
- Using records from your organization to evaluate the candidates.
- Including 24/7 candidate access to your evaluation platform, sending a system email when an applicant completes the evaluation



Cost-Effective Solution

Career Step's evaluations and tools are designed to be cost-effective ways to help you reduce your hiring expenses and minimize business risk. The Education Evaluation package requires a one-time set up fee and is then charged per applicant, ensuring you're only paying for exactly what you need. The Education Evaluation package includes Career Step's Coding Practice Tool and the Pre-Employment Evaluations .



How It Works

Candidates have access to the Pre-Employment Evaluation tool 24/7. Once the applicant has completed the evaluation, it is automatically scored and a report is made available to the hiring manager.



This dashboard view helps you quickly **identify the ideal candidates** for your organization and **minimize the time and expense** of choosing the wrong candidate.

Applicant Information		Screening		Objective		Practicum		Status	Storage	
Name	Date	ST	Date	Score	Date	Score	Date	Score		
Stevens, John	2014-11-06								Not Set	Standard
Garcia, Sharon	2014-10-13				2014-11-11	90	2014-11-11	94	Not Set	Standard
Jones, Susan	2014-10-23				2014-11-05	100	2014-11-05	89	Not Set	Standard
Mendez, Tammy	2014-10-30				2014-11-03	80	2014-11-11	97	Not Set	Standard
Woods, Robert	2014-10-15				2014-11-11	90	2014-10-17	77	Not Set	Standard

The Career Step Education Evaluation

Education is a journey — evaluate along the way. By evaluating as you go, you will have the insights you need to reduce hiring costs and minimize business risk by ensuring candidates have the skills you are looking for and continually refreshing your team’s skills.

Career Step’s *Education Evaluation* package is built on our unique 3-step approach — Evaluate, Educate, Expand. This strategy gives you the insight you need to make informed decisions and develop a long-term education strategy that fits the needs of your organization.

With the *Education Evaluation* package, you can see these 3 steps at work:

Evaluate: **Pre-Employment Evaluations** provide the necessary insight into a candidate’s knowledge and skill set.

Educate: The **Coding Practice Tool** offers the opportunity for candidates to gain experience on real records in a practice environment.

Expand: The included evaluation and education tools provide the resources needed to **hire the very best candidates and expand employee skills, building the best team.**



Career Step: The Innovative Solution for Your Organization's Education Needs

Career Step is the education partner of choice for some of the largest and most respected names in healthcare because we have designed our educational programs and tools to address key industry challenges. We are helping organizations build exceptional teams and individual learners find satisfying career paths.

Your organization can see results with our expertise, technology, education programs, resources, and packaging too. Choose Career Step for...

- **An experienced partner** leveraging 25 years of experience in adult education to deliver quality online education developed by nationally recognized authors and coding experts.
- **Hands-on experience** through case studies, practicum, and real examples built into the education tools.
- **An easy-to-use, always available, online learning platform** that provides flexibility and allows your employees to work at their own pace.
- **Robust support services** with dedicated client managers to ensure successful customization and implementation.
- **Cost-effective solutions** through modular, tiered programs and subscription packaging that supports long-term strategies for improving your teams' HIM and revenue cycle skills

Learning Technology Available Around the Clock

Career Step's learning management system (LMS) is available 24/7. All a learner needs to get started is an internet connection and access to a supported platform. Career Step's LMS is hosted in a secure and encrypted environment and is supported by a dedicated IT team. This technology provides you with...

- A flexible user interface with full support of web-based multi-media learning resources
- Robust reporting and administrative tools, including individual's progress and usage statistics.
- An automated exam grading engine.
- Self-contained, self-paced course content.
- Staff communication capabilities.
- Securely hosted, SCORM-compliant curriculum.
- Built-in workplace technology (e.g. 3M™, M*Modal).