

User Task List – RNs, LPNs, and MAs (Assessment Participants)

1. *Access the Mobile App or Web Portal*
 - Locate and launch the assessment app on their device.
2. *Register or Log In*
 - Create a secure account or log in using existing credentials.
 - Recover password via email if needed.
3. *View Introduction*
 - Read brief information about the purpose and structure of the assessment.
4. *Start the Assessment*
 - Begin Level 1 (Soft Skills / Professionalism).
 - Answer multiple-choice and attitudinal questions.
5. *Receive Score and Feedback*
 - View performance results immediately after submission.
 - Read feedback and recommendations if score is below threshold.
6. *Proceed to Next Level (if eligible)*
 - Automatically continue to Level 2 or Level 3 if passing score is achieved.
 - Otherwise, receive a message with areas to improve and option to retake later.
7. *Log Out or Exit App*
 - End session securely.

Admin Task List – HR Coordinators, Clinical Supervisors

1. *Log In to Admin Dashboard*
 - Secure authentication to access admin tools.
2. *Manage Questions*
 - Add, update, or delete questions.
 - Tag questions by skill area (e.g., empathy, ethical decision-making).
3. *View Candidate Activity*
 - Track which users have completed assessments.
 - See individual scores and pass/fail statuses.
4. *Export Reports*
 - Download aggregate results for reporting or compliance.
 - Export individual performance data (PDF or CSV).
5. *Analyze Trends*
 - View dashboards showing common failure points or skill gaps.
6. *Send Follow-Up Messages (optional)*
 - Notify candidates of outcomes or next steps if integrated with email.