



NON-CLINICAL EMPLOYMENT APPLICATION GUIDE

Administrative & Operational Roles (IAS 6–10 + Neurofeedback)
Purpose • Preparation • Scoring • Expectations • Success Strategy

WHY THIS APPLICATION MATTERS

At Impireum, this is not a basic application—it is a **structured operational assessment system** designed to evaluate your ability to perform in a high-accountability environment.

This application measures:

- Your ability to operate within **structured workflows and systems**
- Your readiness to support a **multi-state, scalable organization**
- Your alignment with our **Trust & Performance culture**
- Your ability to meet **KPI-driven expectations**
- Your real-world judgment in operational and patient-facing scenarios

Important:

A strong application may allow you to **advance quickly or bypass a traditional interview.**

HOW YOUR APPLICATION IS EVALUATED

Your responses are automatically scored across key operational categories:

- Multi-State Readiness
- Technology & Systems Proficiency
- Patient / Population Experience
- KPI & Performance Discipline
- Judgment & Decision-Making
- Compliance & Professional Standards
- Culture (Trust, Accountability, Growth Mindset)
- Role-Specific Fit
- Availability & Schedule Strength
- Education & Role Alignment

These scores generate:

- **Total Candidate Score**
- **Candidate Tier (1–4)**
- **Auto Recommendation (Strong Hire / Interview / Review / Hold)**
- **Auto Flags (risk indicators)**



This ensures **objective, fast, and data-driven hiring decisions.**

EDUCATION & ROLE ALIGNMENT

Your education is evaluated alongside your **role selection** to determine fit—not just qualification.

You will be assessed on:

- Highest level of education completed
- Relevance of education to the role
- Certifications or trade experience (if applicable)
- Practical experience and transferable skills

Important:

Candidates without college degrees can still score highly if they demonstrate **strong operational performance and experience.**

TRUST & PERFORMANCE MODEL (CORE EXPECTATION)

All candidates are evaluated using Impireum’s core framework:

- **Trust** → reliability, ownership, communication, integrity
- **Performance** → execution, productivity, measurable results

Both are required for success.

REQUIRED PREPARATION (BEFORE YOU START)

To complete your application effectively, prepare the following:

REQUIRED

- Updated Resume

RECOMMENDED

- Certifications (if applicable)
- Work history details
- Examples of operational or administrative experience



IMPORTANT

- A distraction-free environment
- Time to complete the application carefully

Missing required uploads may result in **automatic disqualification**.

HOW THE APPLICATION WORKS

The form is **dynamic and adaptive**:

- Questions change based on your selected role
- Education questions adjust based on your answers
- Role-specific sections appear automatically
- You cannot move forward without completing required steps
- Scoring happens in the background

This creates a **tailored and fair evaluation process**.

ESTIMATED COMPLETION TIME

- Prepared applicants: **15–20 minutes**
- Average applicants: **20–30 minutes**

Preparation leads to **higher scores and faster completion**.

HOW TO STAND OUT (UPDATED FOR SCORING SYSTEM)

Top candidates consistently:

- Provide **clear and complete responses**
 - Demonstrate **ownership and accountability**
 - Show comfort with **systems, workflows, and structure**
 - Reflect a **performance-driven mindset**
 - Display **strong judgment in real-world scenarios**
 - Complete all required sections accurately
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COMMON MISTAKES TO AVOID



Avoid the following:

- Vague or incomplete answers
- Skipping required questions or uploads
- Rushing through scenario-based responses
- Submitting inconsistent or contradictory information
- Ignoring instructions

These directly impact your **score, tier, and recommendation**.

WHAT HAPPENS AFTER YOU SUBMIT

Your application enters our **Executive Hiring Command Center**, where it is:

- Automatically scored
- Ranked into tiers
- Reviewed by leadership
- Compared against operational hiring needs

Possible Outcomes:

- **Tier 1 → Fast-Track / Offer Consideration**
- **Tier 2 → Interview**
- **Tier 3 → Manual Review**
- **Tier 4 → Not Selected**

Strong candidates may move forward **without additional screening steps**.

IMPORTANT NOTE

This application reflects:

- How you think
- How you follow systems
- How you execute

It is your **first demonstration of how you would perform at Impireum**.

FINAL REMINDER



We are not simply hiring based on experience.

We are selecting candidates who:

- Take ownership
- Execute consistently
- Communicate clearly
- Follow systems
- Grow within structure

READY TO BEGIN

Once prepared:

- Start the application
- Select your role
- Follow each step carefully
- Complete all required sections

CLOSING

We appreciate your interest in Impireum and look forward to evaluating your application through this **structured, performance-based hiring system**.