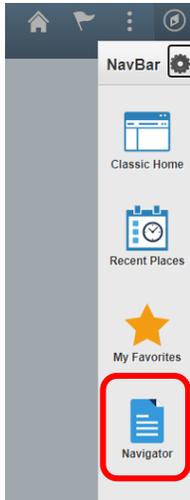
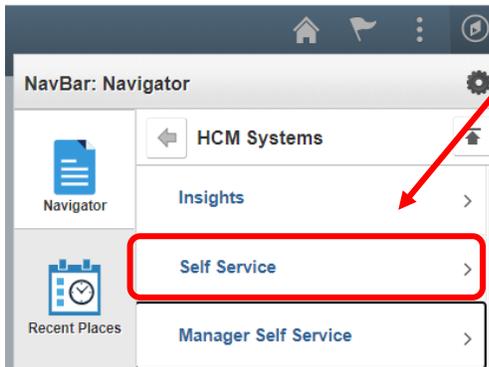
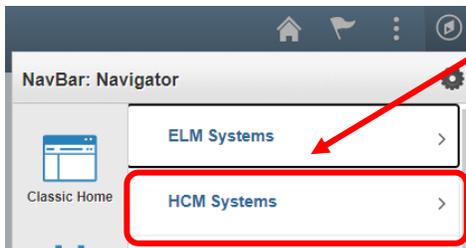


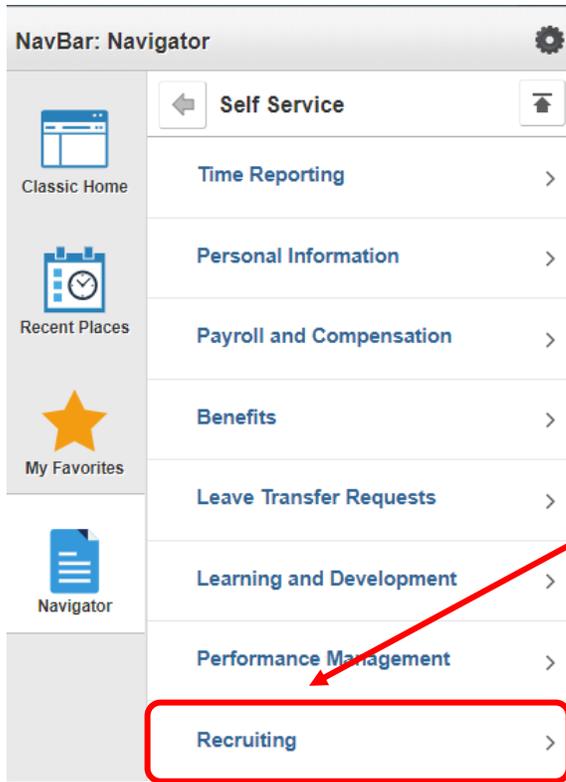
1 Interview Evaluations/Notes Tip Sheet

To create Interview Evaluations you can follow these breadcrumbs:

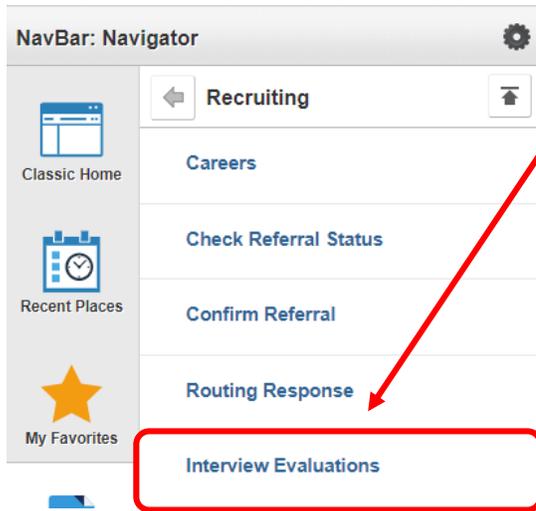


1. Click the Navigator icon.
2. Click "Navigator" from the NavBar.
3. Click "HCM Systems".
4. Click "Self Service".





- 5. Click "Recruiting".
- 6. Click "Interview Evaluations".



- 7. On the “Interview Evaluations” screen change the “Show Interviews Between” dates and click the “Refresh” button.

Interview Evaluations

Please complete interview evaluations for the applicants listed. Select the link in the Action column to access an evaluation form. The list includes only applicants who were interviewed during the specified time period. To view other applicants, change the interview dates and then select the Refresh button.



- 8. If there are applicants to be evaluated a list will populate. Look for the correct applicant and select “Evaluate Applicant” on the far right under the “Action” column.

Interview Evaluations

Please complete interview evaluations for the applicants listed. Select the link in the Action column to access an evaluation form. The list includes only applicants who were interviewed during the specified time period. To view other applicants, change the interview dates and then select the Refresh button.



ID	Name	Interview Date	Start Time	Time Zone	Job	Interview Rating	Interview Type	Score	Action
5814	[Redacted]	05/04/2016	10:00AM	EST	Summer Intern			0.000	Evaluate Applicant
2248	[Redacted]	05/04/2016	9:00AM	EST	Summer Intern			0.000	Evaluate Applicant
2250	[Redacted]	05/04/2016	11:00AM	EST	Summer Intern			0.000	Evaluate Applicant
5784	[Redacted]	05/03/2016	9:20AM	EST	Summer Intern			0.000	Evaluate Applicant

4 Interview Evaluations/Notes Tip Sheet

9. Complete the interview evaluation by providing a rating in the drop-down area on all four categories as they pertain to the “Essential Functions” of the position the applicant is interviewing for.

(Communication Skills, Education/Training, Work Experience, Technical Skills)

10. Provide an “Overall Rating” as appropriate from the drop-down arrow.

11. Provide a “Recommendation” from the drop-down arrow. (e.g. Make Offer, Not Selected, etc.)

Interview Evaluation

Submit Save as Draft Personalize

Name khayla hardy
Applicant ID 5814
Status 010 Active

Job Posting Title Summer Intern
Job Opening ID 1312
Job Opening Status 110

Interview Date 05/04/2016
Interview Type

Recommendation
Overall Rating
Recommendation
Comments

Interview Ratings

Category Communication Skills
Interview Rating Score 0
Comment

Category Education/Training
Interview Rating Score 0
Comment

Category Work Experience
Interview Rating Score 0
Comment

Category Technical Skills
Interview Rating Score 0
Comment

Submit Save as Draft Return Top of Page

When writing comments, please avoid feedback that may be filled with ambiguity, superficial statements or generalizations.

12. Upon successfully submitting an Interview Evaluation you will receive notification of a successful submission.

Interview Evaluations

 You have successfully submitted interview evaluation for khayla hardy.

Please complete interview evaluations for the applicants listed. Select the link in the Action column to access an evaluation form. The list includes only applicants who were interviewed during the specified time period. To view other applicants, change the interview dates and then select the Refresh button.

Show Interviews Between 02/20/2017  and 03/20/2017  Refresh