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Interview Rating Queue page

The Interview Rating Queue page consists of two sections: Interview Rating Queue and Interview Rating History. The former lists applicants who you have interviewed and need to rate. The latter lists all of the applicants you have already interviewed and rated.

Basic Navigation See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

Interview Rating Queue

| Field | Description |
|-----------------------|---|
| View | Go to the Applicant Detail page. |
| Applicant | The applicant's name. |
| Position | The position for which the applicant is applying. |
| Department | The department that the job is in. |
| Progress | How far the applicant has progressed through the application process. |
| Average Rating | The applicant's average rating. This is an average of the interviewers who have already rated the applicant. |
| History | If you have rated an interview, the History button will appear next to the applicant under the Interview Rating Queue section. View a specific interview history. The Interview Rating History window will display showing the same columns as the Interview Rating Queue with the addition of the Comments field, which is used to justify a interview rating. Click View Applicant to view the Applicant Detail page for the job. Click Cancel to close the pop-up window. |

Interview Rating History

An applicant is only listed here if you have already rated them but they have not yet been hired.

| Field | Description |
|-----------------------|--|
| View | Go to the Applicant Detail page. |
| Applicant | The applicant's name. |
| Position | The position for which the applicant is applying. |
| Department | The department that the job is in. |
| My Rating | The rating you gave the applicant. |
| My Comments | The comments you made about the applicant and your rating. |
| Date Rated | The date you rated the applicant. |
| Progress | How far the applicant has progressed through the application process. |
| Average Rating | The applicant's average rating. This is an average of the interviewers who have already rated the applicant. |

| Field | Description |
|----------------|--|
| History | <p>If you have rated an interview, the History button will appear next to the applicant under the Interview Rating Queue section. View a specific interview history. The Interview Rating History window will display showing the same columns as the Interview Rating Queue with the addition of the Comments field, which is used to justify a interview rating.</p> <p>Click View Applicant to view the Applicant Detail page for the job.</p> <p>Click Cancel to close the pop-up window.</p> |

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