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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  |
|------------|--|
| 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.  |
|            | The applicant's average rating. This is an average of the interviewers who have already rated the applicant. |

## **Interview Rating History**

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

| Field          | Description  |
|----------------|--|
| 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. |

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