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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	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.

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