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Rate an Applicant

When you rate an applicant, your rating as well as your comments are viewable by everyone involved in the interview process. Applicants whose interview process you are a part of are listed on your dashboard under **Interview Rating Queue**.

An applicant is rated using the Applicant Detail page.

Rate an Applicant

Field	Description
Select Rating	Hover over the five-star rating scale, and click on the appropriate rating.
Enter Comments	Type any interview comments.
Save Rating	Saves your rating, which becomes part of the applicant's interview history and is displayed on the applicant's Applicant Detail page.

View Your Interview Rating History

- To view your interview rating history, click **See All Records** under **Interview Rating Queue** on the dashboard to go to the Interview Rating Queue page.
- Applicants in your interview rating queue are under **Interview Rating Queue**.
- Applicants that you have rated are under **Interview Rating History**.

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