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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.

Click **Save Rating**. YOur rating 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**.

From:
https://help.ascendertx.com/careerportal/ - **CP**

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https://help.ascendertx.com/careerportal/doku.php/general/rateanapplicant?rev=1486677534

Last update: **2019/12/10 09:30**