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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**.

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