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Interview Rating Queue

The Interview Rating Queue page is an important component in the interview process. On this page, you can rate applicants during the varying stages of the interview process as well as view an applicant's interview rating history. The information on this page is controlled by the Interview Workflow page as well as the Adjust Interview Steps field under the Interview Workflow tab when you post a job (Step 4 - Share).

This page is divided into two sections: Interview Rating Queue and Interview Rating History. All applicant's in your interview workflow are displayed in grids on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and access the interview rating queue

You can access your interview rating queue from your CareerPortal dashboard under Interview Rating Queue.

- Click Dashboard on the CareerPortal sidebar to go to your CareerPortal dashboard.
- Locate the Interview Rating Queue section.
    - Under the Interview Rating Queue section, use the Search field to search applicants

in your interview rating queue.

Click Previous or Next to navigate through your applicant list.

Click See All Records to navigate to the Interview Rating Queue page.

Interview Rating Queue

The Interview Rating Queue section is where you will rate individual applicants' ability to successfully fill a position within your organization. The following columns are displayed in this section:

The Applicant field displays the applicant's name.

The Position field provides the position that the applicant is applying for.

The Department field displays the department to which the department belongs.

The Progress field provides the applicant's progress within the application process.

The Average Rating field displays the applicant's average rating based on all who have the applicant in their interview workflow.

Rate an applicant

The Applicant Detail page is used to rate an applicant. To rate an applicant:

Click Dashboard on the CareerPortal sidebar to go to your CareerPortal dashboard.

Locate the applicant that you want to rate in the Interview Rating Queue section.

Alternately, you can click See All Records in the Interview Rating Queue section to go to the Interview Rating Queue page.

Click View to go to the Applicant Detail page and rate the applicant.

Click on the number of stars that you want to give to the client.

Type relevant comments in the Enter Comments field.

Click Save Rating to save your rating.

Click Go Back to return to the dashboard.

View an applicant's interview rating history

Click Dashboard on the CareerPortal sidebar to go to your CareerPortal dashboard.

Locate the applicant whose interview history you want to view.

Click History. The Interview Rating History window will open.

Click View Applicant to go to the Applicant Detail page.

Click Cancel to close the Interview Rating History window.

When you are finished rating an applicant, the applicant is removed from your interview rating queue.

Interview Rating History

The Interview Rating History section is where you can view applicants who are no longer active in your interview rating queue. The interview rating history section is useful as you can review your rating of past applicants to assist in the current interview rating. When you are finished rating an applicant, the applicant is moved to your interview rating history.

The following columns are displayed in this section:

The Applicant field displays the applicant's name.

The Position field provides the position that the applicant is applying for.

The Department field displays the department to which the department belongs.

The My Ratings field provides your individual applicant rating.

The My Comments field displays your comments and observations on an applicant.

The Date Rated field provides the date that you rated an applicant.

The Progress field provides the applicant's progress within the application process.

The Average Rating field displays the applicant's average rating based on all who have the applicant in their interview workflow.

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