Table of Contents

Interview Rating Queue 1

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.

Field	Description
Applicant	Displays the applicant's name.
Position	Provides the position that the applicant is applying for.
Department	Displays the department to which the department belongs.
Progress	Provides the applicant's progress within the application process.
Average Rating	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.

- 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 return to the previous screen.

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.

Field	Description
Applicant	Displays the applicant's name.
Position	Provides the position that the applicant is applying for.
Department	Displays the department to which the department belongs.
My Ratings	Provides your individual applicant rating.
My Comments	Displays your comments and observations on an applicant.
Date Rated	Provides the date that you rated an applicant.
Progress	Provides the applicant's progress within the application process.
Average Rating	Displays the applicant's average rating based on all who have the applicant in their interview workflow.

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