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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**.

| Field                   | Description  |
|-------------------------|--|
| <b>Search</b>           | Under the <b>Interview Rating Queue</b> section, search applicants in your interview rating queue. |
| <b>Previous or Next</b> | Navigate through your applicant list.  |
| <b>See All Records</b>  | 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  |
|-----------------------|--|
| <b>Applicant</b>      | Displays the applicant's name.   |
| <b>Position</b>       | Provides the position that the applicant is applying for.  |
| <b>Department</b>     | Displays the department to which the department belongs.   |
| <b>Progress</b>       | Provides the applicant's progress within the application process.  |
| <b>Average Rating</b> | Displays the applicant's average rating based on all who have the applicant in their interview workflow. |

## Rate an applicant

You can access the [Applicant Detail](#) page to rate an applicant from your [dashboard](#) under the

## Interview Rating Queue section.

| Field                  | Description   |
|------------------------|---|
| <b>See All Records</b> | Go to the <b>Interview Rating Queue</b> page.   |
| <b>View</b>            | Go to the <a href="#">Applicant Detail</a> page and rate the applicant.<br><b>Stars:</b> Select the number of stars that you want to give to the client.<br><b>Enter Comments:</b> Type relevant comments.<br><b>Save Rating:</b> Save your rating. |
| <b>Go Back</b>         | 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  |
|-----------------------|--|
| <b>Applicant</b>      | Displays the applicant's name.   |
| <b>Position</b>       | Provides the position that the applicant is applying for.  |
| <b>Department</b>     | Displays the department to which the department belongs.   |
| <b>My Ratings</b>     | Provides your individual applicant rating.   |
| <b>My Comments</b>    | Displays your comments and observations on an applicant.   |
| <b>Date Rated</b>     | Provides the date that you rated an applicant.   |
| <b>Progress</b>       | Provides the applicant's progress within the application process.  |
| <b>Average Rating</b> | Displays the applicant's average rating based on all who have the applicant in their interview workflow. |

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