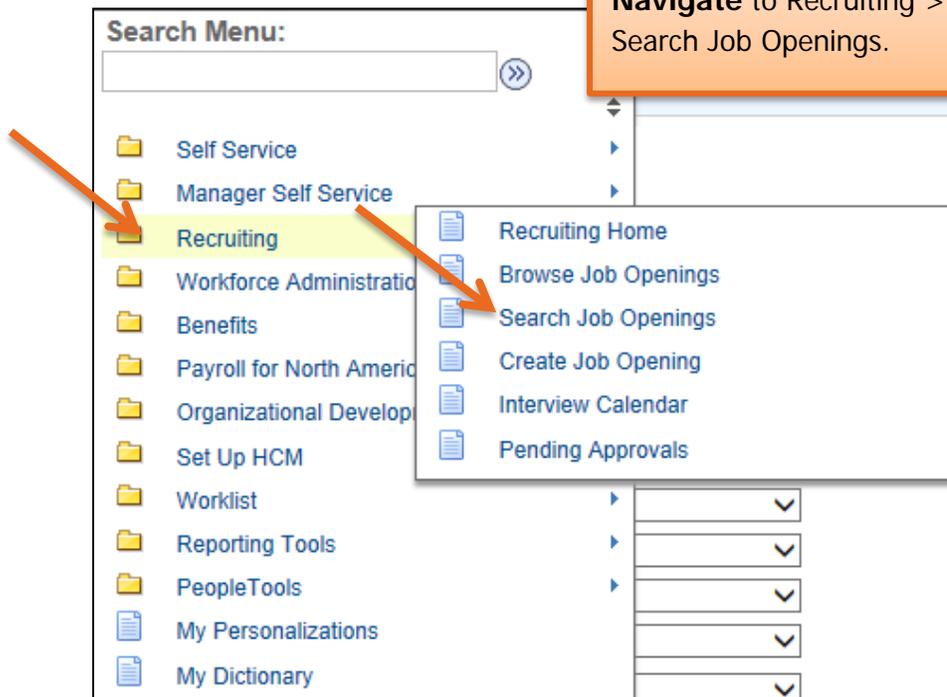


# Quick Reference: Entering Interview Evaluations

**STEP 1**  
**Sign In** to PeopleSoft  
using your Novell User ID  
and Password.



**STEP 2**  
**Navigate** to Recruiting >  
Search Job Openings.



# Quick Reference: Entering Interview Evaluations

**STEP 3**  
Enter the Job Opening number in Job Opening ID.  
Click Search.

▼ Search Criteria ?

Job Posting Title

Job Opening ID  🔍

Status  ▼

Category  ▼

Most Recent Activity  ▼

Job Opening Type  ▼

Hot Job  ▼

My Association  ▼

Hiring Manager  🔍

Recruiter  🔍

Created By  🔍

Business Unit  🔍

Department

Position Number  🔍

Recruitment Contact  ▼

**Important Information:** Each member of the interview team submits a completed interview evaluation for each candidate to the hiring manager. The hiring manager summarizes the interview evaluations into a single evaluation and either enters the information into PeopleSoft or submits it to the HR partner for entry. The summarized interview evaluation should match the evaluation format available in PeopleSoft.

**STEP 4**  
Click Other Actions to the right of the applicant for whom you wish to enter an evaluation.

**STEP 5**  
Choose Recruiting Actions.  
Click Create Interview Evaluation.

Select	Applicant Name	Applicant ID	Applicant Type	Applicant Status	Interview	Other Actions
<input type="checkbox"/>	John Doe	168387	External	Mgr Review	<input type="checkbox"/>	☆☆☆ X <input type="button" value="Other Actions"/>
<input type="checkbox"/>	Jane Doe	168388	External	Mgr Review	<input type="checkbox"/>	☆☆☆ X <input type="button" value="Other Actions"/>
<input type="checkbox"/>	Amelia Hood	3524	Employee	Mgr Review	<input type="checkbox"/>	☆☆☆ X <input type="button" value="Other Actions"/>
<input type="checkbox"/>	Joshua Toney	60775	Employee	Mgr Review	<input type="checkbox"/>	☆☆☆ X <input type="button" value="Other Actions"/>
<input type="checkbox"/>	Laurie Wood	168389	External	Linked Que	<input type="checkbox"/>	☆☆☆ X <input type="button" value="Other Actions"/>

Select All Deselect All Group Actions

Return Recruiting Home Search Job Openings Previous Next Create New Clone Refresh Add Note No Category >> Top of Page

# Quick Reference: Entering Interview Evaluations

**Important Information:** Be sure to verify the Name, Applicant ID, Job Posting Title, and Job Opening ID.

**STEP 6**  
Enter the requested information in the Evaluation and Recommendation sections.

**STEP 7**  
Enter the Interview Rating for each category in the Interview Ratings section.

**STEP 8**  
Click Submit to save the interview evaluation.

The screenshot shows the 'Interview Evaluation' form. At the top, there are buttons for 'Submit', 'Save as Draft', and 'Return'. Below these are fields for 'Name Joshua Toney', 'Applicant ID 60775', 'Status 010 Active', 'Job Posting Title Administrative Assistant', 'Job Opening ID 10', and 'Job Opening Status 01'. The form is divided into three main sections: 'Evaluation', 'Recommendation', and 'Interview Ratings'. The 'Evaluation' section includes 'Interview Date' (11/18/2015) and 'Interview Type'. The 'Recommendation' section includes 'Overall Rating' and 'Recommendation' dropdowns. The 'Interview Ratings' section has two rows, each with a 'Category' dropdown, an 'Interview Rating' dropdown, and a 'Score' field. The first row is for 'Technical Skills A' and the second for 'Education/Training'. A dropdown menu is open for the 'Interview Rating' of 'Technical Skills A', showing options: 'Marginal', 'Not Applicable', 'Satisfactory', 'Superior', and 'Unsatisfactory'. Arrows from the step boxes point to the 'Submit' button, the 'Evaluation' and 'Recommendation' sections, the 'Interview Rating' dropdown, and the 'Submit' button again.