Submitting an Interview Evaluation
Overview

Clemson’s hiring process requires that an interview evaluation be submitted via PeopleSoft for every candidate interviewed for a job opening. It is the responsibility of the hiring manager to write the evaluation, which should contain input from all members of the interview committee. The evaluation can be entered into PeopleSoft (CUBS) by either the hiring manager or the Human Resources (HR) partner. This document outlines the steps involved in entering an interview evaluation into PeopleSoft (CUBS) for faculty and staff positions.

Summarize Interview Evaluation Forms

Using the Interview Evaluation form, each member of the interview team gives the hiring manager a complete interview evaluation for each candidate. 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.

Enter an Interview Evaluation

Step 1: Log into PeopleSoft: (A) enter your Clemson user ID, (B) enter your Clemson password and (C) click Sign In.
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.

Step 3: Select the posting title to access the job opening.
Step 4: Under the Applicants tab, (A) click Other Actions, (B) then choose “Recruiting Actions” and (C) “Create Interview Evaluation.”

![Image of step 4](image)

**Note:** Once on the interview evaluation page, verify the Name, Applicant ID, Job Posting Title and Job Opening ID.

Step 5: Enter (A) the interview date and (B) the interview type.

Step 6: Provide a recommendation by selecting (A) an overall interview rating and (B) a recommendation from the provided options: Make Offer or Not Chosen.

Step 7: Enter an interview rating for each of the following categories: Technical Skills, Education/Training, Work Experience, Organizational Skills, Training, and Communication Skills.

Additional Information: For each category, the applicant is rated by selecting one of the following options: Not Applicable, Unsatisfactory, Marginal, Superior or Satisfactory. Each rating has an accompanying score, ranging from zero to three, that automatically populates in the “Score” field next to the corresponding comment box.
Step 8: Select Submit to save the interview evaluation.

Troubleshooting

**POTENTIAL PROBLEM:** Interview evaluation entered in the wrong applicant’s application record.

**RECOMMENDATION:** When you access the interview evaluation page, verify the Name, Applicant ID, Job Posting Title and Job Opening ID.