Creating an Interview Evaluation, Sending the Interview Evaluation, and Reviewing the Completed Interview Evaluation

The electronic **Interview Evaluation** form can be used to send an interview evaluation to the interview participants, excluding the candidate.

1. Navigate to your requisition.
2. Select the **Interviews** tab of the requisition.

3. Under section **4. Resources** select **Add** below **Questionnaires Attached to Requisition**.
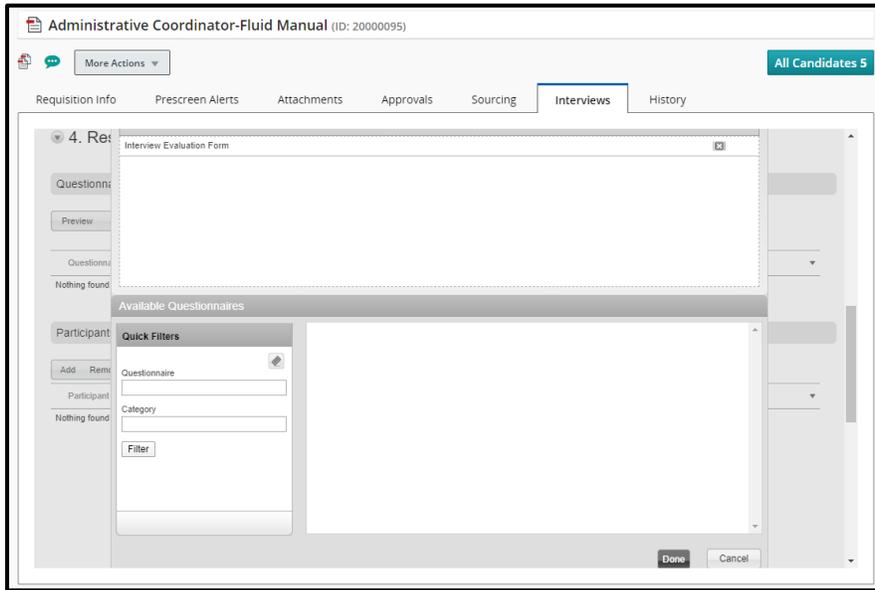

4. Under the **Available Questionnaires** category, click the **Select** button to add the **Interview Evaluation Form** to add the form to the **Questionnaire** section. This will add the form to the **Questionnaire** box at the top of the window.
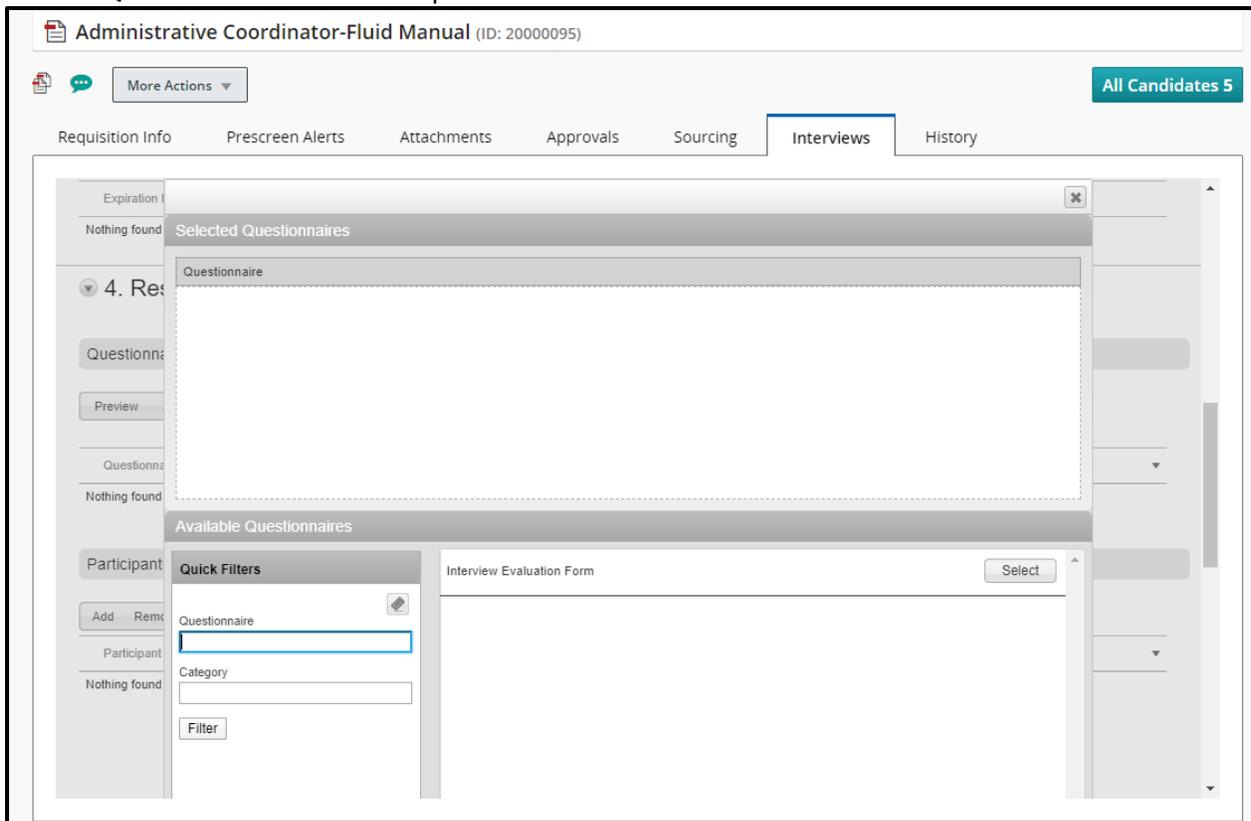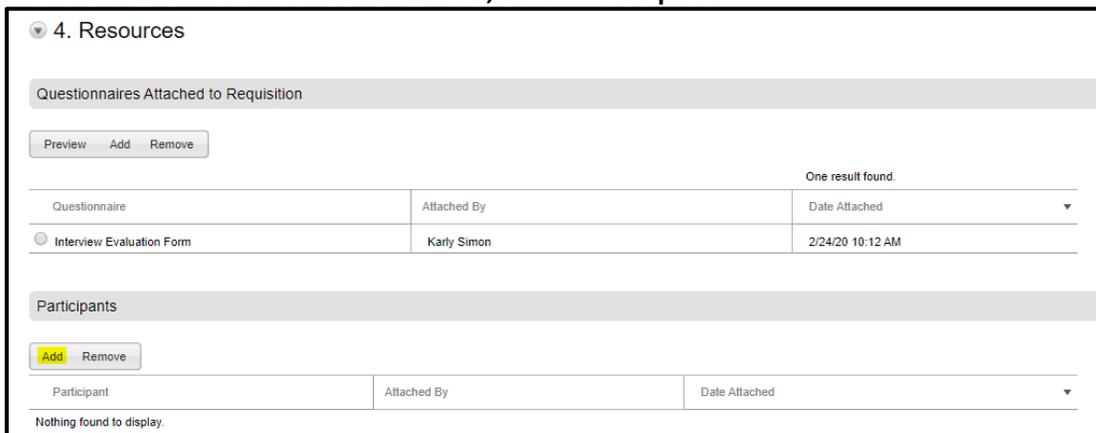
5. Scroll to the bottom of the window to select **Done.**

6. Under section **4. Resources** select **Add,** below **Participants**.

7. Participants to receive an Interview Evaluation form can be added from this window. The external participants section can be used to add people who do not have Taleo user permissions. The internal participants section can be used to add participants who have Taleo user permissions.
   a. For the upper section, manually type in the first and last name and the email address of your participant. Select **Add** when names are entered.

Taleo Tip: If you do not find the user in the internal participants section, they can be added using the external participants section.
   b. For the internal participants section, use the **Filters** function to jump to the name or email address of your participant. Click **Select** to add a participant to the list.

8. Select **Done** when all participants are added to your list.

Taleo Tip: You can only add three participants at a time. If you have more than three participants to receive the interview evaluation, you will need to repeat the steps above to add the additional individuals.

9. Your participants will now show under the **Participants** section.

10. To send the interview evaluation form electronically to your interview participants, start by navigating to the candidate's submission.
11. Navigate to the **Interviews** tab on the submission.

1. Scroll to section **4. Resources** to see **Questionnaires Attached to Requisition**. Select the radio button next to the **Interview Evaluation Form** and select **Send Request**.

2. In the new window, open the **Select User** dropdown to select the participants receiving the interview evaluation. To include the **Candidate file** and **Requisition file,** select the checkboxes below if you wish to share these files with the evaluators.

Taleo Tip: When sending out the interview evaluation form, the candidate's name and requisition information are not included on the form. Including the candidate and requisition files are optional so the evaluator knows which candidate they are evaluating.

3. Select **Send** when done.

4. Participants will receive an email with a link to complete the evaluation. If you attached the candidate file and requisition file, those items will be included in the email.

Wed 3/4/2020 12:41 PM

noreply@temple.edu <hr-empty@invalidemail.com>

Final - Interview Evaluation Form

To   Karly Simon

| Appointment.ics 1 KB | CandidateFile.pdf 50 KB | RequisitionFile.pdf 34 KB |

Action Items ▾

Dear Karly Simon,

Please complete the following evaluation:

Evaluation: Interview Evaluation Form
Requisition: Administrative Coordinator-Fluid Manual
Candidate: Your Name
Expiration Date: 4/3/20

Click the link below to access and save the evaluation.

Evaluation URL

Best regards,
Human Resources Department

Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

5. To view completed evaluations, navigate to your candidate's submission. Select the **Interviews** tab and scroll to section **2. Completed Interviews and Evaluations**. You will see a list of all completed evaluations. Select the radio button of the evaluation you wish to review and select **View Results**.
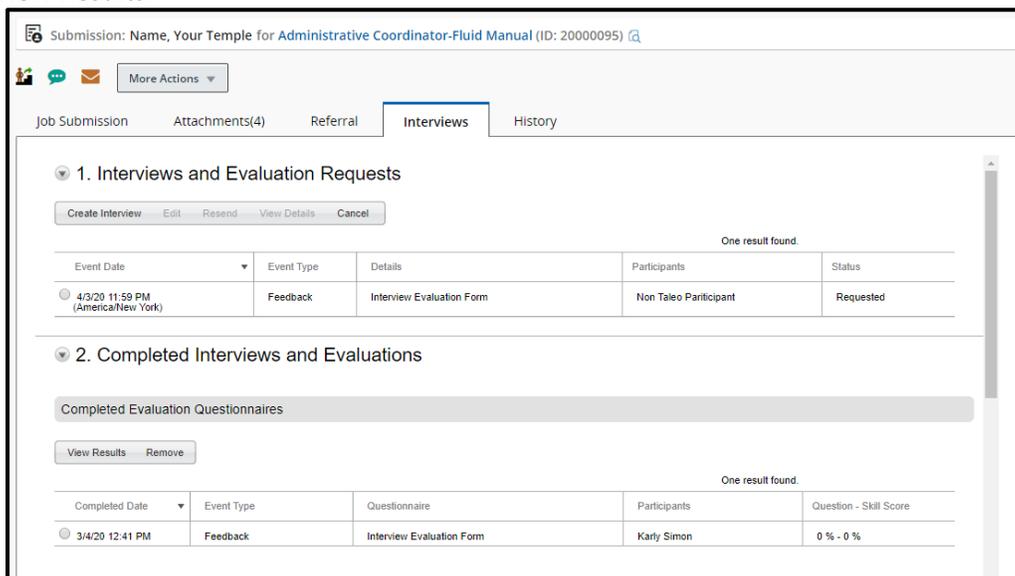
6. When you have completed your review, select **Done** to be brought back to the **Interviews** tab.