<u>Creating an Interview Evaluation, Sending the Interview</u> 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.

Requisition Info	Prescreen Alerts	Attachments	Approvals	Sourcing	Interviews	History
3. Under sect	tion 4. Resources se	lect Add below	v Questionnair	es Attached	to Requisition	1.
Questionnaires Attached	d to Requisition					
Preview Add Remove						
Questionnaire		Attached By		Date Attached		•
Nothing found to display.						

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.

quisition Info	Prescreen Alerts	Attachments	Approvals	Sourcing	Interviews	History	
Expiration I						(×
Nothing found	Selected Questionnaires						
🖲 4. Re:	Questionnaire						
Questionna							
Preview							
Questionna							•
Nothing found							
	Available Questionnaires						
Participant	Quick Filters	Interview E	Evaluation Form			Select	^
Add Remo	Questionnaire						
Participant							v
Nothing found	Category						

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🖲 4. Re:	Selected Questionnaires	
	Questionnaire	
Questionna	Interview Evaluation Form	
Preview		
Questionna		¥
Nothing found		

5. Scroll to the bottom of the window to select **Done.**

equisition Info	Prescreen Alerts	Attachments	Approvals	Sourcing	Interviews	History	
	Interview Evaluation Form					(3
Questionna							
Preview							
Questionna							· ·
Nothing found	Available Questionnaires						
Participant	Quick Filters						^
Add Remo	Questionnaire						
Participant	Category						· · · · ·
Nothing Tourio							
	Filter						

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

Questionnaires Attached to Requisition				
Preview Add Remove				
			One result found.	
Questionnaire	Attached By		Date Attached	*
Interview Evaluation Form	Karly Simon		2/24/20 10:12 AM	
Participante				
Add Remove				
Participant	Attached By	Date Attached		•
Nothing found to display.				

- 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.

dd Participants		
elected Participants		
dd External Participants		
First Name	Last Name	Email Address
Non-Taleo Participant	Name	participantemail@address Add
		Done Cancel
lect Internal Participants	Name	Done Cancel Email Address
lect Internal Participants Quick Filters	Name	Done Cancel Email Address
lect Internal Participants Quick Filters	Name Sydnora Simon	Email Address Email Address 20390335 (F96D433E0538FFD6F0AE3EE@imvaildemail.com Select
Name	Name Sydnora Simon	Email Address Email Address 203903351F96D4326058FFD6F0AE3EE@jinvaldemail.com Select
lect Internal Participants Quick Fitters Name (karly simon	Name Sydnora Simon Karly Simon	Cancel Cancel Email Address ZD3903351F95D433E0538FFD6F0AE3EE@invalidemail.com Sellect karly simon@temple.edu Sellect
lect Internal Participants Quick Filters Name (karly simon Email Address	Name Sydnora Simon Karly Simon Karly Simon	Cancel Email Address 20390351F96D432E938FD06PAE3EE@invaldemail.com Select karty.simon@temple.edu Select 3554/105E157357E55315D050189000Burdiduotates Cotext
dect Internal Participants Quick Filters Name (xarfy simon Email Address	Name Sydnora Simon Karly Simon Kevin Simons	Email Address Cancel 203903351F960433E0538FFD6F0AE3EE@imvalidemail.com Select karty simon@temple.edu Select 356Ac198E1672857E05381FD6F0AE3DecQinvalidemail.com Select
lect Internal Participants Quick Fitters Name [arty simon Email Address [Keyword]	Name Sydnara Simon Karly Simon Kevin Simons	Email Address Cancel Email Address Select 2D3003351P95D433E0536FP06F0AE3EE@invalidemail.com Select karly simon@temple.edu Select 358AC19BE1672857E05381FD6F0AD9C@invalidemail.com Select
dect Internal Participants Quick Filters Name Karly sinon Email Address Keyword	Name Sydnora Simon Karly Simon Kevin Simons	Email Address Cancel Email Address 2D3903351F950432E0538FFD6F0AE3EE@invalidemail.com Select karly simon@temple edu Select 356AC198E1672857E05361FD8F0A8DeC@invalidemail.com Select

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.

					×
*	Add Participants				
n:	Selected Participants				
i i c	Non-Taleo Participant Name				-
	Karly Simon				1
na	Add External Participants				
_	First Name L	.ast Name	Email Address		
/ E				Add	
nt				Done	ncel

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

Questionnaires Attached to Requisition		
Preview Add Remove		
		One result found.
Questionnaire	Attached By	Date Attached
Interview Evaluation Form	Karly Simon	2/24/20 10:12 AM
Participants		
Add Remove		
	21	ound, displaying all.
Participant	Attached By	Date Attached
C Karly Simon	Karly Simon	2/24/20 11:01 AM
Non-Taleo Participant Name	Karly Simon	2/24/20 11:01 AM

- 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.

Submission: Name, Your Temple for Administrative Coordinator-Fluid Manual (ID: 20000095) 🗔						
🖆 💬 🔽 More Actions 🔻						
Job Submission Attachments(4)	Referral	Interviews	History			

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.

Questionnaires Attached to Requisition						
Preview Eand Request Complete						
		One result found.				
Questionnaire	Attached By	Date Attached 👻				
Interview Evaluation Form	Dorothy Ryan	12/7/16 2:17 PM				
1						
Participants						

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.

			×
Questionnaire: Interview Evaluation Form Select the time zone and message language of questionnaire re Time Zone America/New York	icipients ▼		
Evaluators	Expiration Date	Message Template	
Select User	3/25/20	Final - Requ 🔻	
Select User	3/25/20	Final - Requ 🔻	
Select User	3/25/20	Final - Requ 🔻	
File Share Select which files will be sent to questionnaire recipients. Candidate file Requisition file			
Submission-specific Attachments*			
There is no data to display.			
*Only files visible by the candidate are available for sharing.			

3. Select Send when done.

Questionnalle: Interview Evaluation Form			
Select the time zone and message language of questionnaire re	cipients		
Time Zone America/New York ▼ Language English	•		
Evaluators	Expiration Date	Message Template	
Non-Taleo Participant Name <participantemail@ad td="" •<=""><td>3/25/20</td><td>Final - Requ ▼</td><td></td></participantemail@ad>	3/25/20	Final - Requ ▼	
Karly Simon <karly.simon@temple.edu></karly.simon@temple.edu>	3/25/20	Final - Requ 🔻	
Select User 🔻	3/25/20	Final - Requ 🔻	-
File Share Select which files will be sent to questionnaire recipients. Candidate file Requisition file Submission-specific Attachments* There is no data to display.			
*Only files visible by the candidate are available for sharing.		Send	

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.

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Wed	13/4/2020 12:41 PM					
no	reply@temple.edu <hr-empty@invalidemail.com></hr-empty@invalidemail.com>					
Fin	al - Interview Evaluation Form					
The second se						
To Karly Simon						
Appointment.i 1 KB	ics CandidateFile.pdf Go KB CandidateFile.pdf					
Action Items 🗸						
Dear Karly Simo	m,					
Please complete	the following evaluation:					
Evaluation: Inter	view Evaluation Form					
Requisition: Adn	ninistrative Coordinator-Fluid Manual					
Candidate: Your	Name					
Expiration Date:	4/3/20					
Click the link bel	- Click the link below to access and save the evaluation.					
Evaluation URL						
Best regards						
Human Resource	es Department					
	•					
Replies to this m	essage 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.

Dire Actions 🔻				
Submission Attachm	ents(4) Referra	Interviews History		
	Evaluation Rec	uests		
Create Interview Edit Rese	end View Details Ca l	ncel	One result found.	
Event Date	▼ Event Type	Details	Participants	Status
4/3/20 11:59 PM (America/New York)	Feedback	Interview Evaluation Form	Non Taleo Pariticipant	Requested
2. Completed Inte Completed Evaluation Ques View Results Remove	erviews and Eva	lluations	One result found.	
2. Completed Inte Completed Evaluation Ques View Results Remove Completed Date v Ever	erviews and Eva	Questionnaire	One result found. Participants 4	Question - Skill Score

6. When you have completed your review, select **Done** to be brought back to the **Interviews** tab.

💬 🔀 More Actions 🔹					
ob Submission Attach	ments(4) Referral	Interviews H	listory		
Interview Evalua	tion Form				
Done Activated Languages English		Response Display	Avg Question Score 0%	Avg Skill Score 0%	
 Questionnaire Instructions This Interview Evaluating In order to provide guit yourself with these define The candidate's respon be used follows. 	Information tion Report is a tool to be the candidate's responses ance to you in evaluating t nitions prior to the interview ses will be evaluated on a	used to provide feedback to to your questions. Remem he responses, a table conta v. 5-point scale. To assist the	Human Resources regarding ber to use good listening and i ining rating categories and det interviewer and to provide for	interviewed candidates, note taking skills as the finitions is provided belo consistency, an outline	Please use your best ^ interview progresses. w. Please familiarize of the rating scale to
 Questionnaire Instructions This Interview Evalua Judgment in evaluating in order to provide guid yoursel twint these def The candidate's respon be used follows. Rating Category Outstanding 	Information tion Report is a tool to be in the candidate's responses ance to you in evaluating ti nitions prior to the interview uses will be evaluated on a Standard Evidence that the c met even higher pe a record of perform	used to provide feedback to to your questions. Remem he responses, a table conta v. 5-point scale. To assist the candidate has performed sin erformance standards for sin nance exceeding the level re	Human Resources regarding ber to use good listening and i ining rating categories and de interviewer and to provide for nilar functions very well or has milar functions. Demonstrated quired by the job.	interviewed candidates note taking skills as the finitions is provided belo consistency, an outline	Please use your best interview progresses. w. Please familiarize of the rating scale to
 Questionnaire Instructions This Interview Evalual judgment in evaluating in order to provide guid yoursref with these defi The candidate's response be used follows. Rating Category Outstanding Questions 	Information tion Report is a tool to be the candidate's responses ance to you in evaluating ti nitions prior to the interview uses will be evaluated on a <u>Standard</u> Evidence that the c met even higher pe a record of perform	used to provide feedback to to your questions. Remem he responses, a table conta v. 5-point scale. To assist the candidate has performed sin erformance standards for sin nance exceeding the level re	Human Resources regarding ber to use good listening and i ining rating categories and de interviewer and to provide for nilar functions very well or has milar functions. Demonstrated quired by the job.	interviewed candidates note taking skills as the finitions is provided beic consistency, an outline	Please use your best interview progresses. W. Please familiarize of the rating scale to