

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.

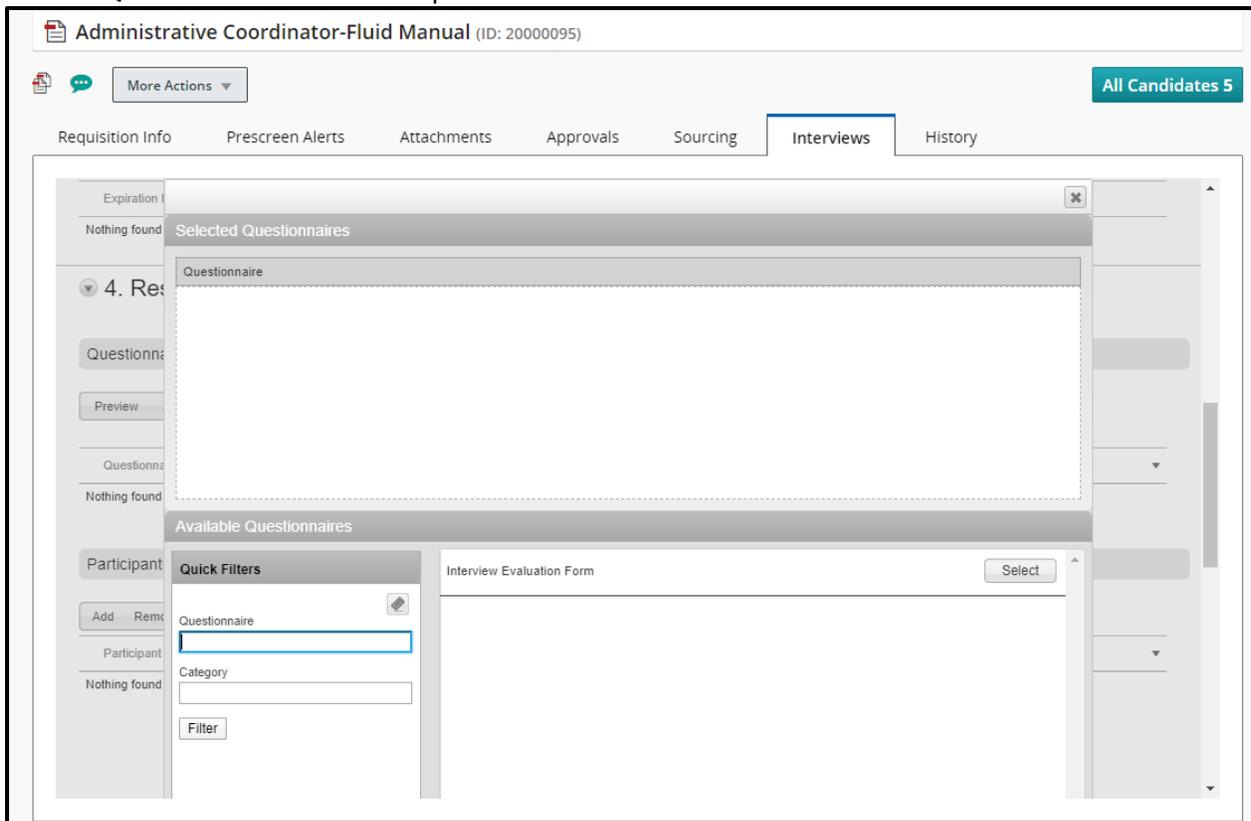
1. Navigate to your requisition.
2. Select the **Interviews** tab of the requisition.



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

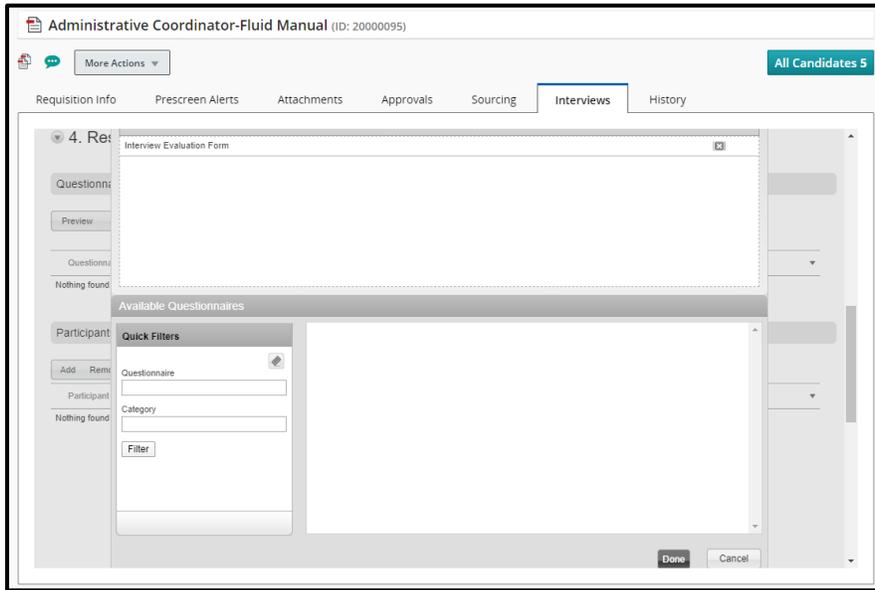


4. Under the **Available Questionnaires** category, click the **Select** button to add the **Interview Evaluation Form** to add the form to the **Questionnaire** section. This will add the form to the **Questionnaire** box at the top of the window.

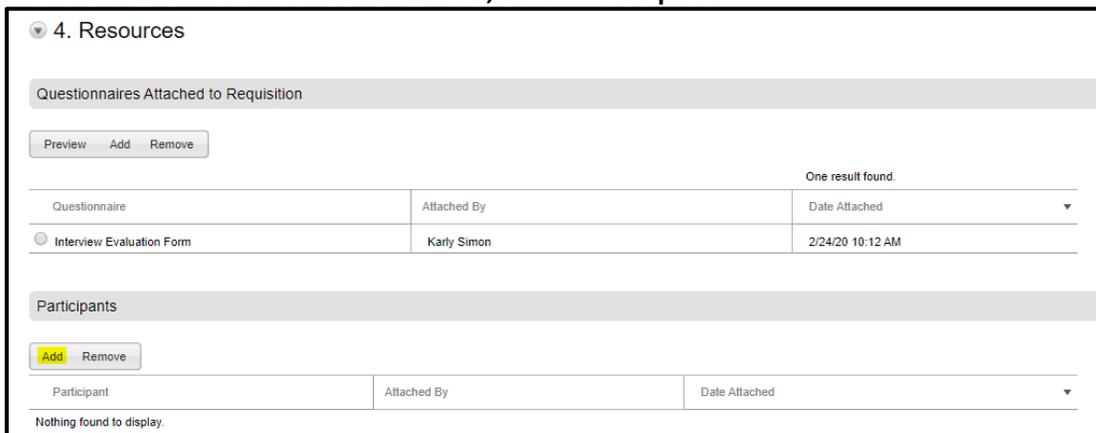




5. Scroll to the bottom of the window to select **Done**.



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.

The screenshot shows the 'Add Participants' window. It is divided into two main sections: 'Add External Participants' and 'Select Internal Participants'.

Add External Participants: This section has three input fields: 'First Name' (containing 'Non-Taleo Participant'), 'Last Name' (containing 'Name'), and 'Email Address' (containing 'participantemail@address'). There is an 'Add' button to the right of the email field. Below these fields are 'Done' and 'Cancel' buttons.

Select Internal Participants: This section features a 'Quick Filters' sidebar on the left with fields for 'Name', 'Email Address', and 'Keyword', and a 'Filter' button. The main area is a table with columns for 'Name' and 'Email Address'. Three rows are visible, each with a 'Select' button:

Name	Email Address	
Sydnora Simon	2D3903351F95D433E0533FFD6F0AE3EE@invalidemail.com	Select
Karly Simon	karly.simon@temple.edu	Select
Kevin Simons	358AC19BE1672857E05381FD6F0A8D9C@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.

This screenshot shows the 'Add Participants' window after participants have been added. The 'Selected Participants' section now contains two entries:

- Non-Taleo Participant Name
- Karly Simon

The 'Add External Participants' section is still visible below, but the 'Done' button is now highlighted in yellow, indicating it is the active action.

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

4. Resources

Questionnaires Attached to Requisition

Preview Add Remove

One result found.

Questionnaire	Attached By	Date Attached
<input checked="" type="radio"/> Interview Evaluation Form	Karly Simon	2/24/20 10:12 AM

Participants

Add Remove

2 found, displaying all.

Participant	Attached By	Date Attached
<input checked="" type="radio"/> Karly Simon	Karly Simon	2/24/20 11:01 AM
<input type="radio"/> Non-Taleo Participant Name	Karly Simon	2/24/20 11:01 AM

- To send the interview evaluation form electronically to your interview participants, start by navigating to the candidate's submission.
- 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

- 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 **Send Request** Complete

One result found.

Questionnaire	Attached By	Date Attached
<input checked="" type="radio"/> Interview Evaluation Form	Dorothy Ryan	12/7/16 2:17 PM

Participants

- 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 recipients

Time Zone America/New York ▼ Language English ▼

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.

Questionnaire: Interview Evaluation Form

Select the time zone and message language of questionnaire recipients

Time Zone America/New York ▼ Language English ▼

Evaluators	Expiration Date	Message Template
Non-Taleo Participant Name <participantemail@ad... ▼	3/25/20	Final - Requ ▼
Karly Simon <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

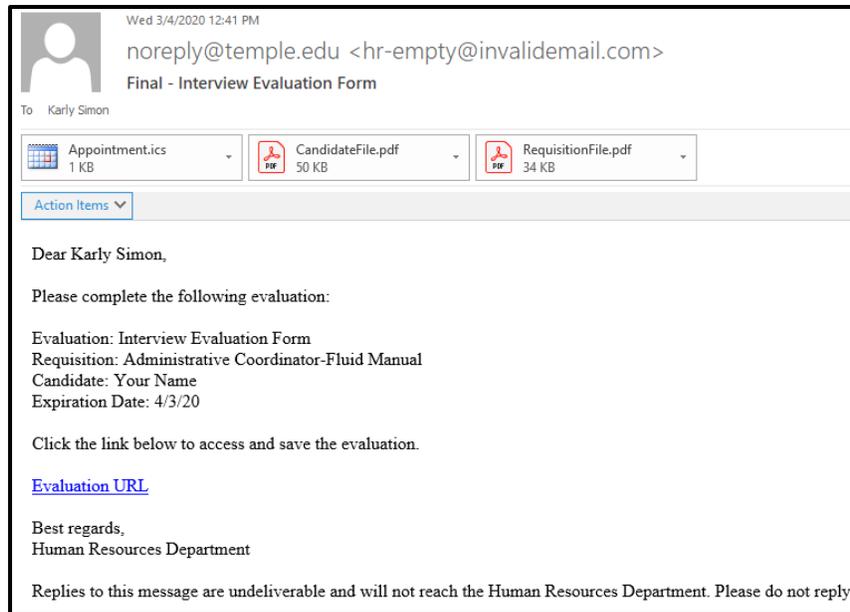
Submission-specific Attachments*

There is no data to display.

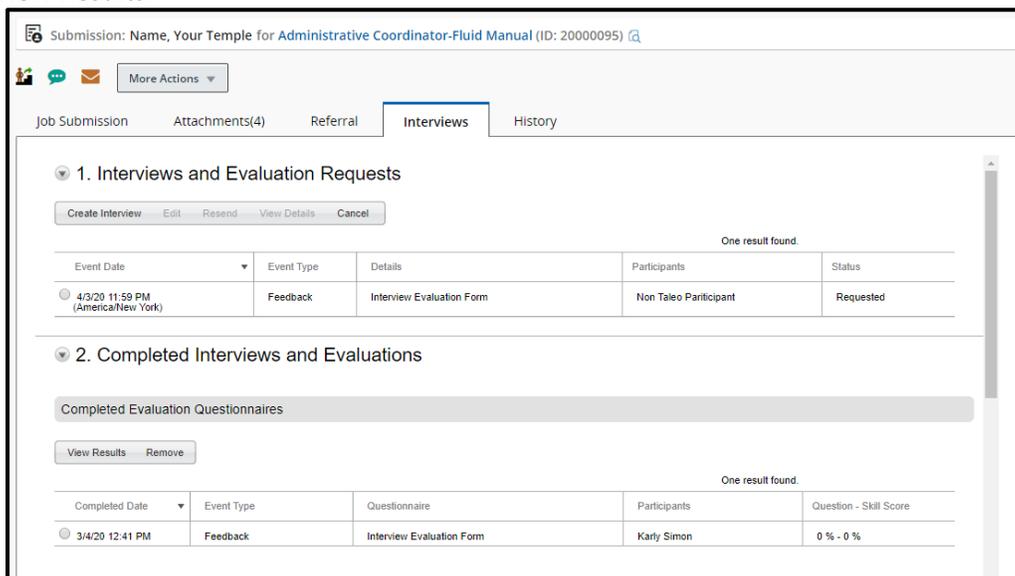
*Only files visible by the candidate are available for sharing.

Send Cancel

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.



- 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**.



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

Submission: Name, Your Temple for Administrative Coordinator-Fluid Manual (ID: 20000095)

More Actions

Job Submission Attachments(4) Referral **Interviews** History

Interview Evaluation Form

Done

Activated Languages: English

Response Display: Document

Avg Question Score: 0%

Avg Skill Score: 0%

* Indicates a response is required.

Questionnaire Information

Instructions

This **Interview Evaluation Report** is a tool to be used to provide feedback to Human Resources regarding interviewed candidates. Please use your best judgment in evaluating the candidate's responses to your questions. Remember to use good listening and note taking skills as the interview progresses. In order to provide guidance to you in evaluating the responses, a table containing rating categories and definitions is provided below. Please familiarize yourself with these definitions prior to the interview. The candidate's responses will be evaluated on a 5-point scale. To assist the interviewer and to provide for consistency, an outline of the rating scale to be used follows.

Rating Category	Standard
Outstanding	Evidence that the candidate has performed similar functions very well or has met even higher performance standards for similar functions. Demonstrated a record of performance exceeding the level required by the job.

Questions

Question	Answer	Weight	Score
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