Managers – Interview Results

Candidate Rating

After **Interviews** have taken place:

- From home page, click on My Jobs
- Click on relevant job title
- Click **Selection/Hiring** tab
- Rate each candidate by clicking on the words **"Yes to Interview"** in the **Rating Column**
- Select either **"Yes Following Interview"** or **"No Following Interview"**
- Save
- Click on name of successful candidate(s)
- Click on the three dots at Interview 1
- Perform
- Complete feedback form for successful candidate(s)
- Once the form is complete, click **Send & Complete** (do not click SAVE – we will not be notified of any change)

Once completed, email recruitment@pkc.gov.uk to let us know you have updated the post; alternatively Recruitment will pick this up on a report which is generated the following day.