

Managers – Shortlisting

Candidate Rating

At **shortlisting** stage:

- From home page click on My Jobs
- Click on relevant post
- Click **Selection/Hiring** tab
- Rate each candidate by clicking on the ⊕ in the **Rating Column**
- Select either **“Yes to Interview”** or **“No to Interview”**
- Comments box available for feedback purposes
- Save
- Click on name of candidate
- Click on the three dots at Panel Review
- Perform
- Complete Feedback form for one candidate only (providing interview instructions)
- 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 it will be picked up on a report which is generated the following day.