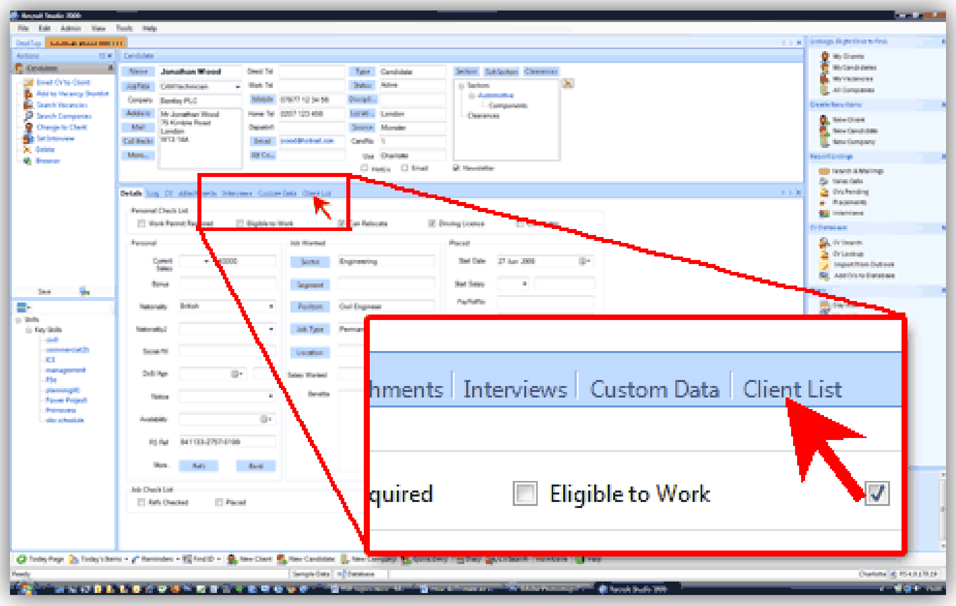
# How do I record interview feedback and decisions?

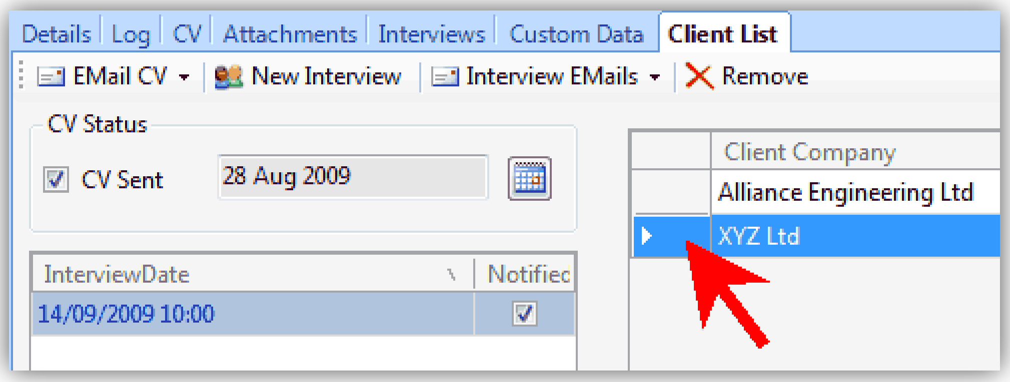
*When an interview has taken place you can easily record the feedback and decisions from the client and candidate.*

1. Open the candidate record and go to the Client List tab. Alternatively open the vacancy record and go to the Candidates tab.

   *This example will approach this task from the Client List tab of the candidate record.*




2. Select the vacancy from the shortlist.



3. Enter the feedback into the Notes panel and use the tick boxes to record any decisions.

   *Notice how different coloured dots appear on the shortlisted vacancy depending on which decision you ticked.*

   Save the changes by closing the record.