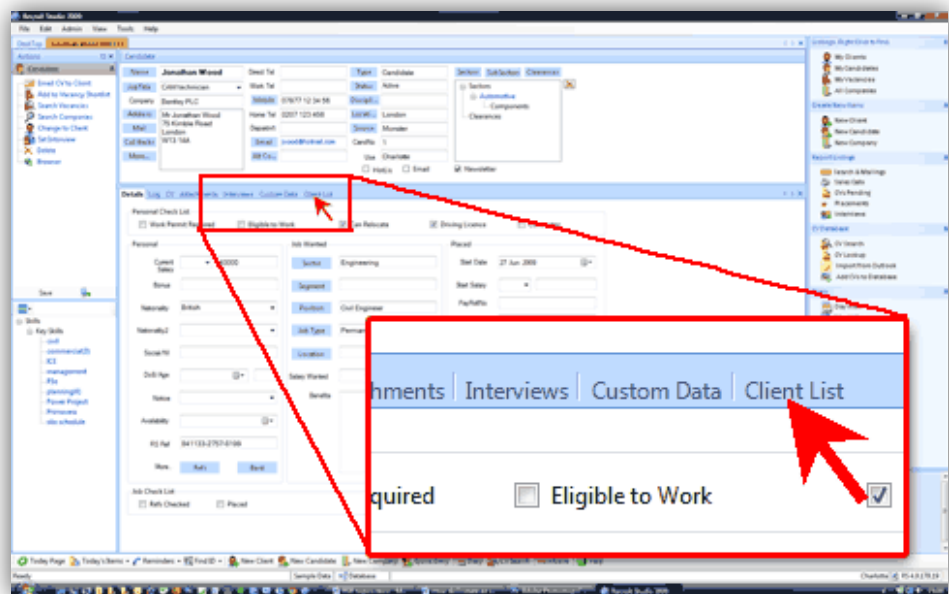


How do I record interview feedback and decisions?

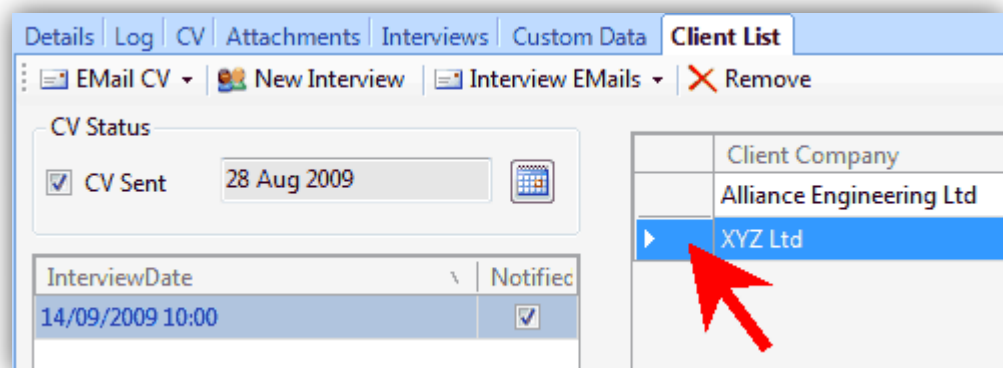
When an interview has taken place you can easily record the feedback and decisions from the client and candidate.

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.

Details | Log | CV | Attachments | Interviews | Custom Data | Client List

Email CV | New Interview | Interview EMails | Remove

CV Status

CV Sent 28 Aug 2009

InterviewDate \ Notific

14/09/2009 10:00

Decisions

Interested Not Interested

On Hold Withdrawn

Offered Rejected

Accepted Rejected Offer

Placed

Placed Start Date

Notes

Client feedback:

Jonathan was the best candidate they have seen so far. He has a great attitude and is very knowledgeable. He responded to questions confidently and gave clear answers demonstrating he is comfortable in this field. Jane would like to arrange a second interview and introduce him to the company.