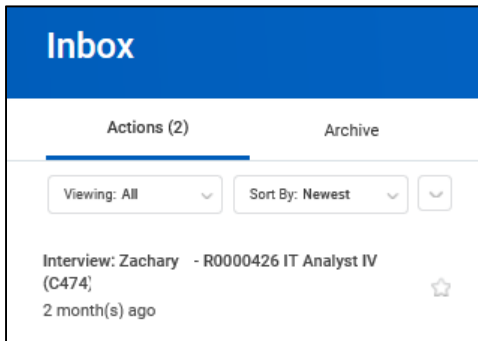


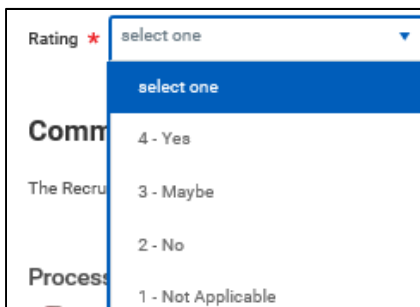
Interviewing

If a candidate moves forward to the interview process, you will play a role in interviewing the candidate.

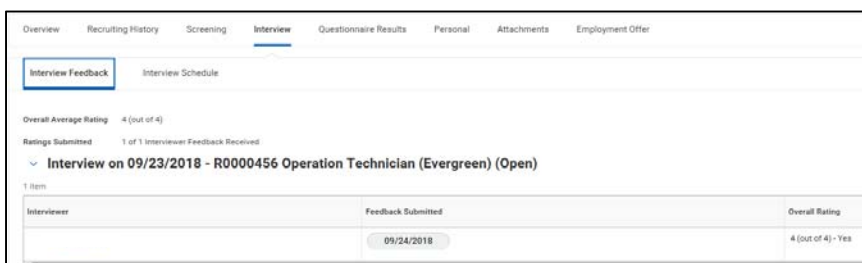
1. When an interview is scheduled, the TA Coordinator will schedule the interview. You will receive a Workday Action to **Interview** the candidate.



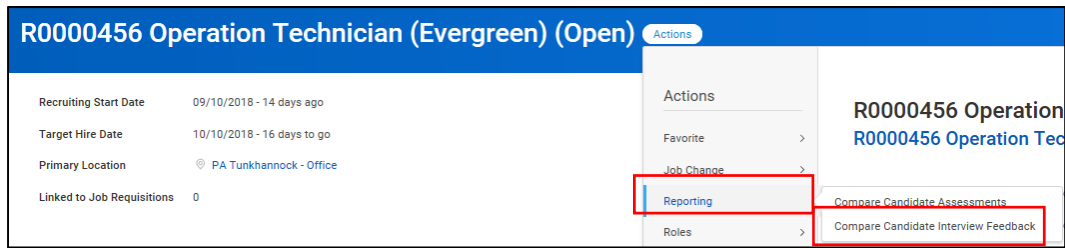
2. The recruiter will provide you and other members of the interview panel with interview guides.
3. Complete the interview during the scheduled time.
4. You will need to document the interview in Workday.
5. To assign a **Rating** to the interview, open the Workday Action. From the dropdown menu, select a **Rating**. You have the choice between **Yes**, **Maybe**, **No**, and **Not Applicable**. The rating should correspond with how you would characterize the interview, and you should select Not Applicable if you did not interview the candidate.



6. Click **Submit**, then **Done**. If assigned, additional interviews will take place.
7. Following the interview, interview feedback on the candidate will be available to you as the hiring manager, the TA Consultant, and the HRBP.
8. To access the feedback, click **Interview**, then **Interview Feedback**.



- You can **Compare Candidate Interview Feedback** to find the average rating for the particular requisition. From the Requisition, click **Related Actions**, then click Reporting. Click **Compare Candidate Interview Feedback**.



- Use this report to review the **Average Rating**.

