



TAM – INTERVIEW EVALUATIONS

Step #	Organization, Job or Role	Work Instruction Description
1.	Hiring Manager	Recruiter Home → Search Applicants → Type in First and Last name, set applicant status to BLANK → Click Search
2.	Hiring Manager	Click Applicant name, this will take you to the Manage Applicant Page → Find the appropriate Job Opening ID, click Other Actions on the right hand side
3.	Hiring Manager	Click Recruiting Actions → Click Create Interview Evaluation
4.	Hiring Manager	In the Interview Ratings section, select the appropriate interview rating in each category and leave a comment if necessary.
5.	Hiring Manager	In the Evaluation section, type in the correct interview date or click the calendar icon to select the correct date → Select appropriate Interview Type
6.	Hiring Manager	In the Recommendation section select the overall rating, recommendation, and enter any comments as necessary → Click Submit
7.	Hiring Manager	Email your assigned recruiter that interview evaluations are completed. Please include the candidate's name and Job Opening ID for the candidate(s) you would like to offer.