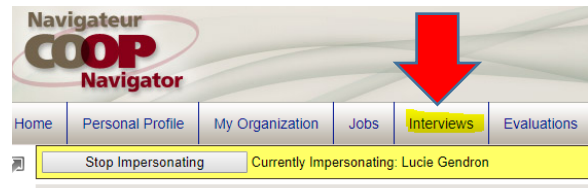


How to submit feedback for your candidates

1. Click on **Interviews** in the navigation.



2. Click on **Search**.

Interviews

Search

Term: 2018, Winter

Organization Name: University of Ottawa

Contact Last Name: Gendron

Contact First Name: Lucie

Search Reset

Select Columns

3. Find the number of the desired position in the **Start date and time** column and click on it.

Interviews

Search Results

Items per page: 50

	Start date and time	End date and time	Jobs
1	2017-10-11 14:00	2017-10-13 15:00	804

Items per page: 50

4. Locate the name of the student in question and click on **Feedback**.

Job No.	Start date and time	End date and time	Location	Student	Program	Exceptions	Feedback
1	2017-10-11 14:00	2017-10-13 15:00	SA-28 Stewart	Tremblay, Stéphanie	Bachelor Science		Feedback
2	2017-10-11 14:00	2017-10-13 15:00	SA-28 Stewart	Maths, Paul	Bachelor Science		Feedback
3	2017-10-11 14:00	2017-10-13 15:00	SA-28 Stewart	Smith, John	Bachelor Science		Feedback
4	2017-10-11 14:00	2017-10-13 15:00	SA-28 Stewart	Peterson, George	Bachelor of Science		Feedback

5. Fill out the required fields and then click on **Save**.

Evaluations

Options

Save

Interview Feedback Form

Information

Student name: Tremblay, Stéphanie

Term code: 2018, Winter

Organization: University of Ottawa

Interview Start: 2017-10-11 14:00

Interview End: 2017-10-11 18:00

Interviewer Name: Lucie Gendron

Evaluation

Scale 1 to 4:
 4 - Excellent
 3 - Good
 2 - Needs improvement
 1 - Unsatisfactory
 N/A - Not applicable

First impression / appearance: Comment: @ 4 @ 3 @ 2 @ 1 @ NA

Responses, e.g. concise, detailed, interested, appropriate for the questions, relevant: Comment: @ 4 @ 3 @ 2 @ 1 @ NA

Verbal communication, e.g. tone of voice, professional language: Comment: @ 4 @ 3 @ 2 @ 1 @ NA

Nonverbal communication, e.g. eye contact, facial expression, handshake, posture: Comment: @ 4 @ 3 @ 2 @ 1 @ NA

Overall: Comment: @ 4 @ 3 @ 2 @ 1 @ NA