The Interviewers are added to a candidate when the recruiter/primary recruiter moves the candidate to the Interview Stage. The Interviewer gets an email notification in their Workday Inbox. As an interviewer, you can use Workday to review candidate materials and to provide interview feedback.

Review Candidate Materials

1. In your Workday Inbox, under the **All Items** tab, select the task associated with the interview and click on the candidate's name. You can view a range of information about the candidate that they provided in their application like the candidate's Experience, Resume/Cover Letter, Skills and Education, etc.

Share Interviewer Ratings and Comments

1. In your Workday Inbox, select the task associated with the interview. Select an Interview rating from the **Rating** box.

2. In the **Comment** box, type your feedback about the candidate based on the interview. Comments should be objective, factual, and concise.

3. Click **Submit** or click **Save for Later** if you have typed in the comments and are not yet ready to submit the feedback.

> ⚠️ **When recording feedback in Workday, it is vital to note that all comments will stay in the Workday system indefinitely and are liable in legal cases.**