



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.

The screenshot shows the Workday 'Rate Interview' interface. On the left, the 'All Items' list shows a task for 'Interview: [redacted] - WDR-00037554 Assistant Director, Financial Aid Applications Systems (C1170974) by Colleen Wright' dated 07/25/2023. The main form displays candidate information: 'Candidate Name' (highlighted), 'For: WDR-00037554 Assistant Director, Financial Aid Applications Systems', phone number '+1 (315) [redacted] (Mobile)', and email '[redacted]@yahoo.com'. It also shows 'Jobs Applied to: 1', 'Hiring Manager: Colleen Wright', 'Stage: First Interview', 'Recruiter: Brenda Joly, Lori Trask (On Leave)', and 'Source: Advertising -> Professional Association'. At the bottom, there is a 'Rating' dropdown menu (highlighted) with 'select one' selected, a 'Comment' text area (highlighted), and three buttons: 'Submit', 'Save for Later', and 'Cancel'.

## 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.