



RECRUITING

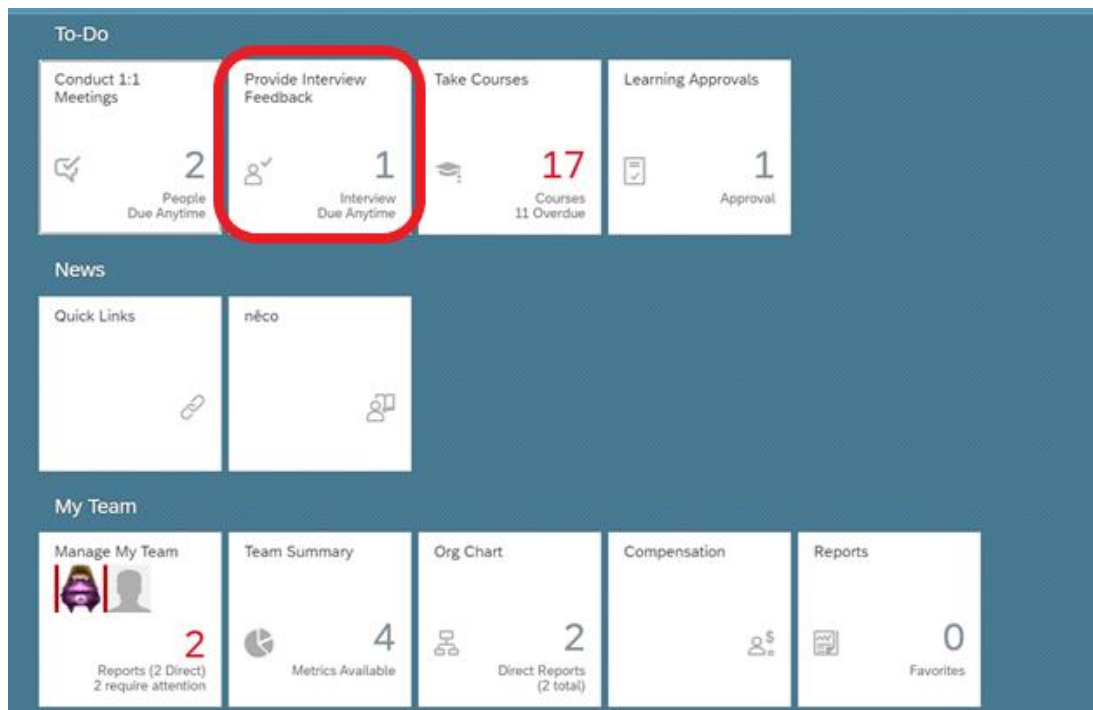
Interviews tutorial

Recruiter schedules the interview based on hiring manager's calendar and candidate's time preferences.

Manager receives to his Outlook inbox an invitation including time and place of the interview.

After the interview, manager gets a request in his/her MyFox **To-Do List** for evaluation of the candidate. This feedback can be given via phone app as well.

On homepage click on „Provide Interview Feedback“:



The evaluation is based on pre-defined competences for each profession, using scale 1 to 5 (5 being the best). You can also comment on each competence. At this moment, there are three basic competences used for all the professions, but there will be more in the future.

In the last step, add an overall comment (that is the most important one) and select thumb up (you want this candidate) or thumb down (you were not happy with the candidate). The final comment is crucial for recruiters.



Finish with „I am done!“ button.

Interview Assessment: Asistent(ka)

Include Disqualified Candidates

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Cancel Save

Růžena Bodláková

Stack Ranker

Competency: Summary

1 Růžena Bodláková 3.67

Adaptability/Flexibility 1 2 3 4 5

Initiative 1 2 3 4 5

Flexibility and Openness to Change 1 2 3 4 5

Customer approach 1 2 3 4 5

Teamwork 1 2 3 4 5

Integrity 1 2 3 4 5

Summary 3.67

Interview notes

Overall Rating 3.67

I'm Done

The same evaluation is done by the recruiter and possibly other people who attended the interview.

You can compare the candidates' evaluation in the section **Candidates, Interview Result**.

Asistent(ka) (1471)

JOB REQUISITION DETAILS JOB PROFILE CANDIDATES JOB POSTINGS (0) VIEW CANDIDATE RATINGS (1)

Status: Open Hiring Manager: Tomáš Marry

Talent Pipeline View active candidates (1) View all candidates (1)

Forwarded 0 Invited To Apply 0 New Application 0 Prescreening 0 Short list 1 Interview 0 Assessment 0 Offer 0 Onboard 0 Hire 0 Refuse Candidate 0 Automatic Drop/Ref 0 Requisition Closed 0 Selected for Other Requisition 0

Candidates: View all candidates (1)

Selected Action Filter Options

Name	New	Status	Forwarded By	Forwarded to
Růžena Bodláková		Interview One	Adela Mylková	

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Interview Result

Růžena Bodláková 3.50

Interviewer	Date	Notes	Ratings	Overall	Comments
[Redacted]	03/02/2020 09:30 AM		3.20	▲	
Tomáš Marry	03/02/2020 09:30 AM		3.87	▲	

Right Candidate Interview Result Overdue Interviews

3.50

For more detailed evaluation, choose „View candidate ratings“ where you can see the evaluation of all competences.



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[JOB REQUISITION DETAIL](#)
[JOB PROFILE](#)
[CANDIDATES \(1\)](#)
[JOB POSTINGS \(0\)](#)
[VIEW CANDIDATE RATINGS \(1\)](#)

Include Disqualified Candidates

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Print Preview

	Interviewers	Ratings	Comments
Adaptability/Flexibility		3.50	
Initiative		3.00	
Flexibility and Openness to Change		4.00	
Customer approach		3.50	
Teamwork		3.50	
Integrity		3.50	
Summary		3.50	
Notes		0 Notes	

Stack Ranking

Summary

Růžena Boudáková 3.50

Here select the best candidate and ask the recruiter for preparing an offer.