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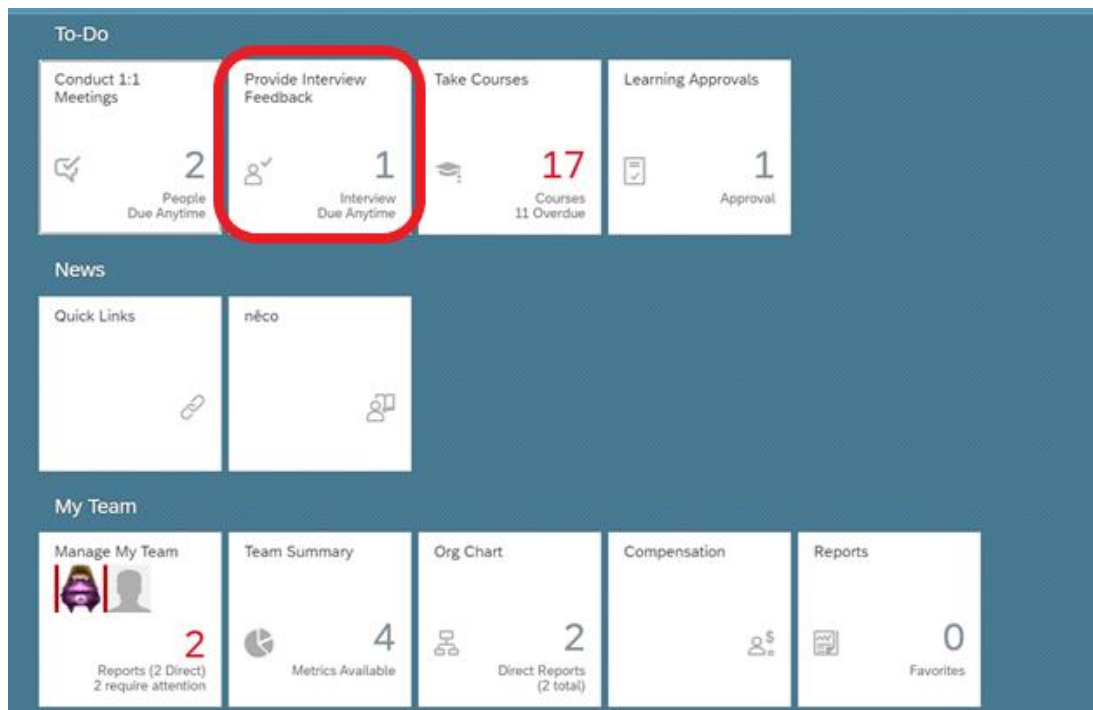
The evaluation is based on pre-defined competences for each profession, using scale 1 to 5 (5 being the best). You can also comment on each competence. At this moment, there are three basic competences used for all the professions, but there will be more in the future.

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.

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.**

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

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