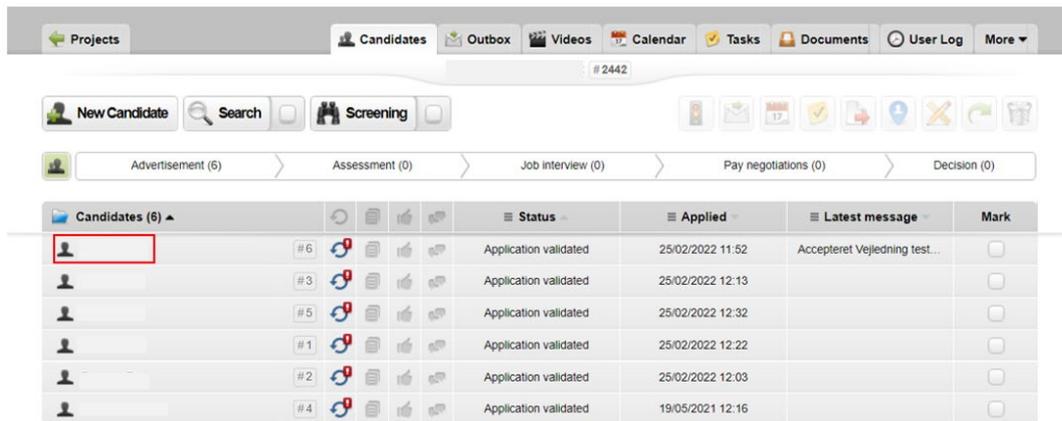


How to add assessments in Emply

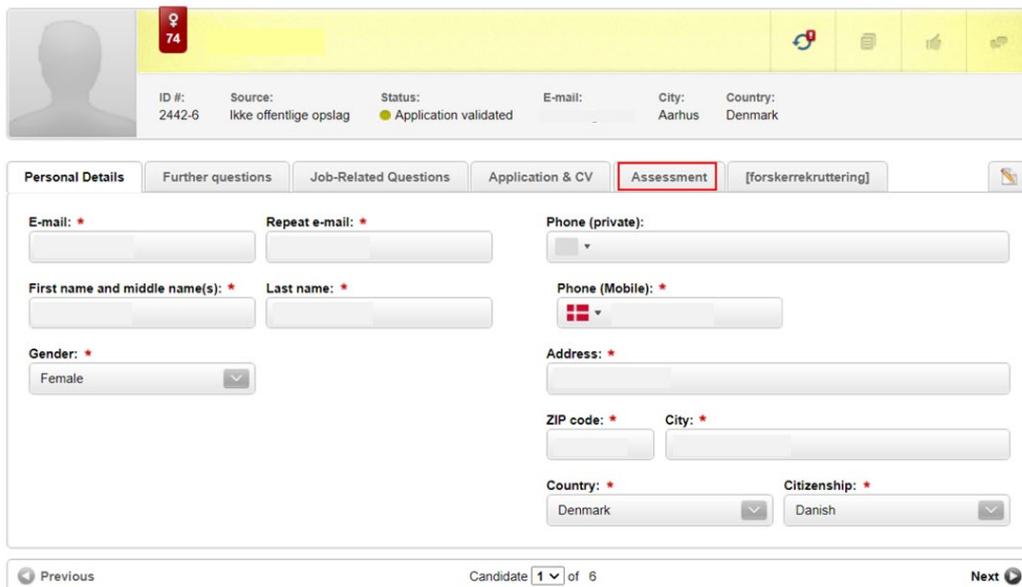
Chrome is recommended to access Emply Hire.

The chair of the assessment committee is responsible for adding assessments to Emply.

1. Click the name of the candidate in question.



2. Click the 'Assessment' tab.

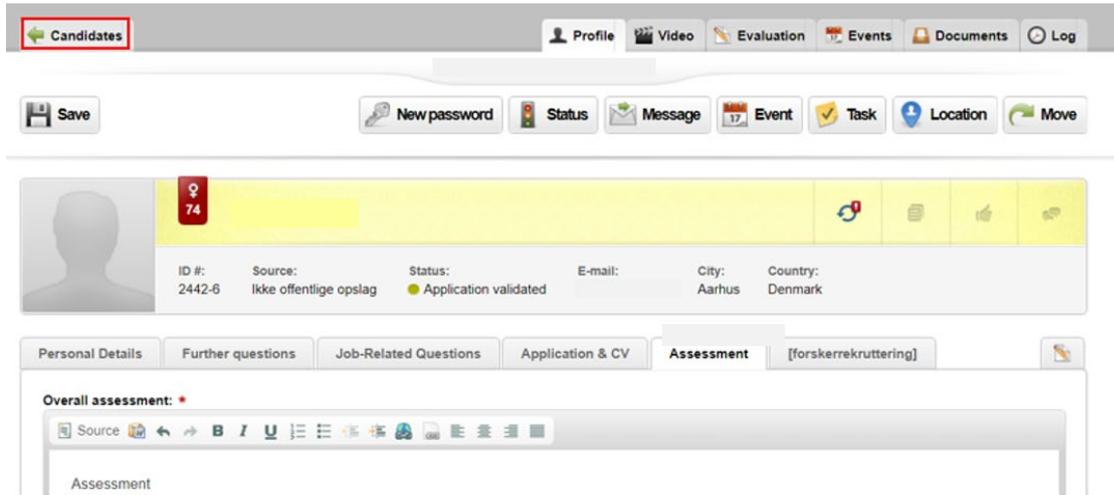


3. Write or copy/paste the assessment into the 'Overall assessment' field.
4. Fill in the Concluding overall assessment.

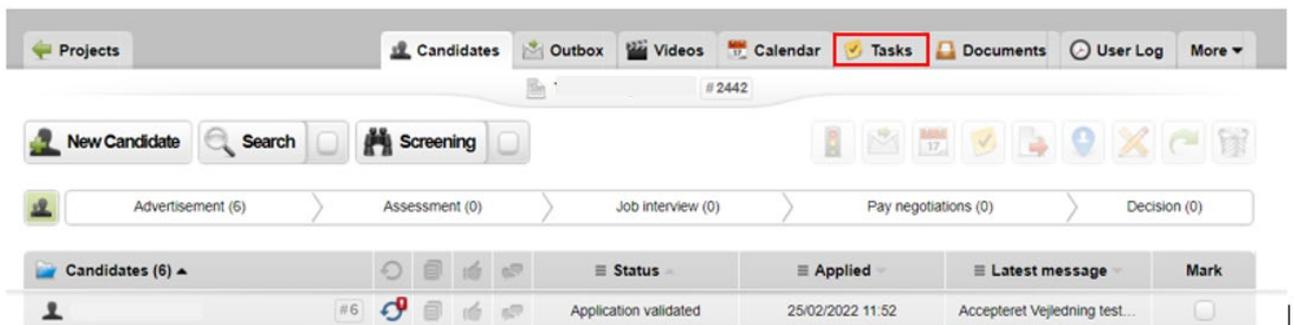




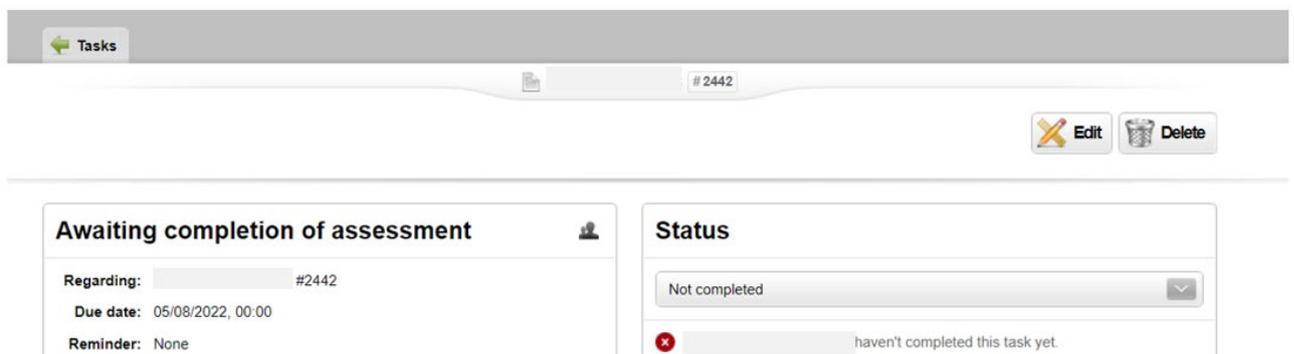
5. Click Save.
6. Go to the list of candidates.



7. Select the Tasks tab.



8. Click at Tasks
9. Change the status from 'Not completed' to 'Completed'.



HR will now automatically be notified that the assessment has been completed.