

## 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.

Projects	Cand	idates	🖄 Outbo	x Wideos	📆 Calendar	🥑 Tasks	Documents	O User Log	More -
				#2	442				
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2. Click the 'Assessment' tab.

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	ID #: Sou 2442-6 Ikke	rce: offentlig	Status: ge opslag Opplication v	E-mail: alidated	City: Aarhus	Country: Denmark			
Personal Details	Further question	ons	Job-Related Questions	Application & CV	Assessment	[forskerrel	(ruttering]		8
E-mail: *		Repe	at e-mail: *	Phone (priv	/ate):				
First name and mi	ddle name(s): *	Last	name: *	Phone (M	lobile): *				
Gender: *				Address: *					
Female	~			ZIP code: *	City: *				
				Country: *		Citiz	enship: *		
				Denmark		Da	inish		$\sim$
Previous				Candidate 1 V of 6					Next 🔘

- 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.

Save		New password	Status	Message	Event	🧭 Task	Location	C Move
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7. Select the Tasks tab.

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

	# 2442	
		K Edit R Delete
Awaiting completion of assessment	Status	
Percentian #2442	Not completed	
Due date: 05/08/2022 00:00	Not completed	

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